

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: August 24, 2010

TIME: 11:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Robert Karsten, Gordon Schrotenboer, Donald Disselkoen, Roger Rycenga, Dennis Swartout

STAFF & GUESTS: Marie Waalkes, Human Resources Director; Bradley Slagh, Treasurer; Robert Spaman, Fiscal Services Director; Greg Rappleye, Corporation Counsel; JoAnn Brown, CMH; Keith VanBeek, Assistant Administrator; Justin Roebuck, Deputy Clerk; Dr. Michael Brashears, CMH Director

SUBJECT: CONSENT ITEMS

Approve by consent the agenda of today as presented and amended substituting the motion for Action Item #14 – Community Mental Health Personnel Request for Mental Health Clinician and to approve by consent the minutes of the July 20, 2010, meeting as presented.

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 10-103 Motion: To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approve by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of July 2010.

Moved by: Rycenga

UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 10-104 Motion: To approve budget adjustments #448, 468, 469, 470, 485, 495, and 496.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: STATEMENT OF REVIEW FOR JULY

FC 10-105 Motion: To approve the Statement of Review for the month of July 2010.

Moved by: Rycenga

UNANIMOUS

SUBJECT: GOVERNMENT FINANCE OFFICERS
ASSOCIATION DISTINGUISHED BUDGET
PRESENTATION AWARD

- FC 10-106 Motion: To receive and forward to the Board of Commissioners the Government Finance Officers Association's Distinguished Budget Presentation Award for the fiscal year beginning January 1, 2010.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: OFFICER AND EMPLOYEE DELEGATE FOR
MERS ANNUAL MEETING

- FC 10-107 Motion: To approve and forward to the Board of Commissioners the nomination of Robert Spaman as Officer Delegate, Marie Waalkes as Alternate Officer Delegate, Erin Rotman as Employee Delegate, and Robert Melamed as Alternate Employee Delegate to the MERS 64th Annual Meeting to be held September 15-17, 2010, in Kalamazoo, Michigan.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: PURCHASE OF MERS (MICHIGAN EMPLOYEES
RETIREMENT SYSTEM) GENERIC SERVICE
CREDITS FOR NORA JEAN BUTCHER

- FC 10-108 Motion: To approve and forward to the Board of Commissioners the purchase of three (3) years of MERS generic service credit for \$29,243 (total cost to be paid by employee, Nora Jean Butcher).

Total Cost:	\$29,243
Employer Cost:	\$0
Employee Cost:	\$29,243

Moved by: Disselkoen MOTION PASSED

Yeas: Schrottenboer, Disselkoen, Rycenga, Swartout. (4)
Nays: Karsten. (1)

SUBJECT: PURCHASE OF MERS (MICHIGAN MUNICIPAL
EMPLOYEES RETIREMENT SYSTEM) GENERIC
SERVICE CREDITS FOR STEVEN M. BURGESS

- FC 10-109 Motion: To approve and forward to the Board of Commissioners the purchase of two (2) years of MERS generic service credit for \$38,213 (total cost to be paid by employee, Steven M. Burgess).

Total Cost: \$38,213
Employer Cost: \$0
Employee Cost: \$38,213

Moved by: Disselkoen MOTION PASSED

Yeas: Schrotenboer, Disselkoen, Rycenga, Swartout. (4)
Nays: Karsten. (1)

SUBJECT: RESOLUTION ESTABLISHING FEE TO
PERFORM MARRIAGE CEREMONY

FC 10-110 Motion: To approve and forward to the Board of Commissioners the Resolution establishing a \$10.00 fee for the Ottawa County Clerk to perform a marriage ceremony.
Moved by: Disselkoen UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL
REQUEST FOR MENTAL HEALTH NURSE

FC 10-111 Motion: To approve and forward to the Board of Commissioners the request from Community Mental Health to create one (1) full-time Mental Health Nurse at a cost of \$67,169.
Moved by: Rycenga UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL
REQUEST FOR MENTAL HEALTH NURSE –
CHILDREN’S SERVICES

FC 10-112 Motion: To approve and forward to the Board of Commissioners the request from Community Mental Health to increase a .5 FTE Mental Health Nurse to one (1) full-time Mental Health Nurse at a cost of \$33,315.
Moved by: Rycenga UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL
REQUEST FOR MENTAL HEALTH PROGRAM
COORDINATOR

FC 10-113 Motion: To approve and forward to the Board of Commissioners the request from Community Mental Health to create one (1) full-time Mental Health Program Coordinator at a cost of \$92,507.
Moved by: Rycenga UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL
REQUEST FOR MENTAL HEALTH CLINICIAN

FC 10-114 Motion: To approve and forward to the Board of Commissioners the request from Community Mental Health to create one (1) full-time Mental Health Clinician (Group T/paygrade 14) at a cost of \$71,066.
Moved by: Disselkoen UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL
REQUEST FOR PARENT PEER SPECIALIST

FC 10-115 Motion: To approve and forward to the Board of Commissioners the request from Community Mental Health to create one (1) full-time Parent Peer Specialist at a cost of \$47,240.
Moved by: Disselkoen UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL
REQUEST FOR PEER SPECIALIST – ACT/IDDT

FC 10-116 Motion: To approve and forward to the Board of Commissioners the request from Community Mental Health to create one (1) full-time Peer Specialist – ACT/IDDT at a cost of \$47,240.
Moved by: Disselkoen UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer’s Financial Month End Update for July 2010 – The July 2010 financial update was presented by Bradley Slagh.
2. The Administrator reported that the Gallagher Benefit Services Report is back and the initial findings look good. He is looking to request a budget for 2011 that doesn’t include layoffs.

SUBJECT: ADJOURNMENT

The meeting adjourned at 12:12 p.m.