

Agenda
Finance and Administration Committee
West Olive Administration Building
12220 Fillmore, West Olive, MI 49460
Tuesday, January 18, 2011
9:30 a.m.

Consent Items:

1. Approval of the Agenda
2. Approval of Minutes from the December 21, 2010 Meeting.

Action Items:

3. Election of Vice Chairperson
Suggested Motion:
To elect _____ as Vice Chairperson of the Finance and Administration Committee for 2011.
4. Budget Calendar
Suggested Motion:
To approve and forward to the Board of Commissioners the 2012 Budget Calendar.
5. Monthly Budget Adjustments
Suggested Motion:
To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved 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 December 2010.
6. Budget Adjustments Greater than \$50,000
Suggested Motion:
To approve budget adjustments #857, #890, #894, #904, #905, \$907, #908, and #5.
7. Statement of Review
Suggested Motion:
To approve the Statement of Review for the month of December 2010.
8. Government Finance Officers Association Certificate for Excellence in Financial Reporting
Suggested Motion:
To receive and forward to the Board of Commissioners the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for the County of Ottawa's December 31, 2009 Comprehensive Annual Financial Report.
9. Recycling Membership Fee
Suggested Motion:
To approve and forward to the Board of Commissioners a Recycling Membership Fee increase of \$10 per year (from \$40.00 to \$50.00) to offset increased costs associated with the transport and processing of recyclable materials from the Resource Recovery Service Centers.
10. County of Ottawa, Holland Area Sewage Disposal System
Suggested Motion:

To approve and forward to the Board of Commissioners the resolution authorizing the County Road Commission to issue Act 342 Refunding Bonds, in the not-to-exceed amount of \$3,200,000, to refinance the 2001 Holland Area Sewage Disposal Refunding Bonds.

11. Water Supply System Refunding Bonds – Wyoming/Ottawa County System

Suggested Motion:

To approve and forward to the Board of Commissioners the resolution authorizing the County Road Commission to issue Act 342 Refunding Bonds, in the not-to-exceed amount of \$5,700,000, to refinance the 2002 Water Supply System Bonds – Wyoming/Ottawa County System.

12. 20th Circuit Court/Juvenile Services Proposal for Reclassification of Five (5) Positions

Suggested Motion:

To approve and forward to the Board of Commissioners the proposal from the 20th Circuit Court/Juvenile Services to:

- To reclassify the position of Juvenile Community Justice Coordinator (Assessment Unit Coordinator), paygrade 09A (Juvenile Court Employees Association Collective Bargaining Agreement) to Juvenile Community Justice Program Supervisor, Court Unclassified paygrade 10.
- To reclassify the position of Treatment Specialist, paygrade 09 (Juvenile Court Employees Association Collective Bargaining Agreement) to Treatment Program Supervisor (Lighthouse Treatment Specialist), Court Unclassified paygrade 10.
- To reclassify a Youth Specialist, paygrade 04 (Juvenile Court Employees Association Collective Bargaining Agreement) to Group Leader, paygrade 05 (Juvenile Court Employees Association Collective Bargaining Agreement).
- To reclassify the position of Director of Juvenile Services, Unclassified paygrade 15 to Director of Juvenile Services, Unclassified paygrade 16.
- To reclassify the position of Juvenile Court Clerk II, paygrade 03 (Juvenile Court Employees Association Collective Bargaining Agreement) to Circuit Court Administrative Assistant, Unclassified paygrade 04.

The net cost of these changes is: \$33,971.00 to be paid from the existing approved budget.

Funding for these positions are to be reimbursed fifty percent (50%) by the Child Care fund and 50% from the current 20th Circuit Court/Juvenile Services budget.

13. Position Request for Community Mental Health IT Program Coordinator

Suggested Motion:

To approve and forward to the Board of Commissioners the proposal from the Information Technology Department and Community Mental Health to create one (1) full-time Information Technology Program Coordinator at Unclassified/paygrade 07, for an annual cost of \$90,883 with funding to come from Medicaid Funds.

14. Enterprise Resource Planning (ERP) Software System

Suggested Motion:

To approve and forward to the Board of Commissioners that the County move forward with the implementation of a new Enterprise Resource Planning (ERP) software system.

15. Quarterly Treasurer's Investment Report

Suggested Motion:

To receive for information the Treasurer's Quarterly Investment Report as of December 31, 2010.

16. Quarterly Financial Status Report

Suggested Motion:

To receive for information the Interim Financial Statement for General Fund, Mental Health and Public Health as of December 31, 2010.

Discussion Items:

17. 2011 Meeting Schedule

18. Engagement letter with Vredeveld Haefner, LLC for the Ottawa County, Michigan Insurance Authority's 2010 audit.

19. Engagement letter with Vredeveld Haefner, LLC for the County of Ottawa 2010 audit.

20. Engagement letter with Vredeveld Haefner, LLC for the Ottawa County Drain Commission 2010 audit.

Adjournment

Comments on the day's business are to be limited to three (3) minutes.