

**Agenda**  
**Finance and Administration Committee**  
**West Olive Administration Building**  
**12220 Fillmore, West Olive, MI 49460**  
**Tuesday, February 15, 2011**  
**9:30 a.m.**

**Consent Items:**

1. Approval of the Agenda
2. Approval of Minutes from the January 18, 2011 Meeting.

**Action Items:**

3. 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 January 2011.
4. Budget Adjustments Greater than \$50,000  
Suggested Motion:  
To approve budget adjustments #44, #45, #46, #47, #58 and #59.
5. Statement of Review for January  
Suggested Motion:  
To approve the Statement of Review for the month of January 2011.
6. Purchase of MERS (Michigan Municipal Employees Retirement System) Military Service Credits for Paul M. Geerlings  
Suggested Motion:  
To approve and forward to the Board of Commissioners the purchase of one (1) year eleven (11) months of military service credits for Paul M. Geerlings (Drain Commissioner, Ottawa County Drain Commission).  
  
County Cost:     \$32,538.79  
Employee Cost:   \$ 7,717.21  
Total Cost:       \$41,256.00
7. Purchase of MERS (Michigan Municipal Employees Retirement System) Generic Service Credits for Paul M. Geerlings  
Suggested Motion:  
To approve and forward to the Board of Commissioners the purchase of one (1) month of MERS generic service credit for \$1,752.00 (total cost to be paid by employee, Paul M. Geerlings).  
  
Total Cost:       \$1,752  
Employer Cost:   \$0  
Employee Cost:   \$1,752

8. Public Health Department Personnel Request to Create a .75 FTE Environmental Health Specialist  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request from the Public Health Department to create (1) .75 FTE Environmental Health Specialist (Group T, Paygrade 14) at a cost of \$48,326. Funding to come from a grant through the Michigan Department of Environmental Quality. Position to sunset September 2012.
9. 20<sup>th</sup> Circuit Court Personnel Request to Create a .8 FTE Legal Self-Help Center Coordinator  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request from the, 20<sup>th</sup> Circuit Court, Friend of the Court, to create (1) .8 FTE Legal Self-Help Center Coordinator (Unclassified 05A) at a cost of \$40,926. Funding to come from a grant through the Grand Haven Area and Holland/Zeeland Community Foundations and the Michigan State Bar Foundation. Position to sunset August 2011.
10. 58<sup>th</sup> District Court/Community Corrections Personnel Requests  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request from the 58<sup>th</sup> District Court/Community Corrections to eliminate (1) .625 FTE Court Services Officer (Group T, Paygrade 11), to create (2) .475 FTE Court Services Officers (Temporary Wage Schedule) and increase (1) .450 FTE to a .475 FTE Court Services Officer (Temporary Wage Schedule) at a savings of \$2,800. Funds are included in the current budget.
11. Intergovernmental Agreement & Resolution - Lakeshore Behavioral Health Care Alliance (Muskegon County)  
Suggested Motion:  
To approve and forward to the Board of Commissioners the proposed "Intergovernmental Agreement" and Resolution to provide for a continuation of the Lakeshore Behavioral Health Care Alliance for Mental Health Services through September 30, 2011.
12. Department of Housing & Urban Development Rural Innovation Fund Grant  
Suggested Motion:  
To approve a \$71,002 in kind contribution, a \$250,000 cash match and a letter of commitment that will be used in conjunction with a \$350,000 cash match from the Michigan Economic Development Corp. for the purpose of obtaining a \$300,000 Dept. of Housing & Urban Development Rural Innovation Fund Grant to establish a Business Revolving Loan Fund for economic development purposes within the agricultural sector and the creation of low-moderate income jobs and forward to the Board of Commissioners. The \$250,000 cash match will be allocated from the Infrastructure Program Fund.

#### **Discussion Items:**

13. Treasurer's Financial Month End Update for January 2011

#### **Adjournment**

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