

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: January 18, 2011

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Joseph Baumann, Robert Karsten, Donald Disselkoen, Roger Rycenga,
Dennis Swartout

STAFF & GUESTS: Alan Vanderberg, Administrator; Lynne Doyle, CMH; Kevin Bowling, Circuit Court Administrator; Ken Zarzecki, Road Commission; Bradley Slagh, Treasurer; Sherri Sayles, Deputy Clerk; Marvin Hinga, Fiscal Services; Kathy Kuck, Human Resources; Keith VanBeek, Assistant Administrator; Greg Rappleye, Corporation Counsel; Donovan Thomas, Health Dept.; Matt Allen, Solid Waste Coordinator; Dave Hulst, IT Director; Daniel Krueger, County Clerk; Media

SUBJECT: CONSENT ITEMS

FC 11-001 Motion: To approve the agenda of today as presented and amended adding Discussion Item #17a – County Clerk Passport Update.
Moved by: Disselkoen **UNANIMOUS**

Approve by consent the minutes of the December 21, 2010 meeting as presented.

SUBJECT: ELECTION OF VICE CHAIRPERSON

FC 11-002 Motion: To elect Roger Rycenga as Vice Chairperson of the Finance and Administration Committee for 2011.
Moved by: Disselkoen **UNANIMOUS**

SUBJECT: BUDGET CALENDAR

FC 11-003 Motion: To approve and forward to the Board of Commissioners the 2012 Budget Calendar.
Moved by: Disselkoen **UNANIMOUS**

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 11-004 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.

Moved by: Rycenga

UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 11-005 Motion: To approve budget adjustments #857, #890, #894, #904, #905, #907, #908 and #5.

Moved by: Disselkoen

UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 11-006 Motion: To approve the Statement of Review for the month of December 2010.

Moved by: Rycenga

UNANIMOUS

**SUBJECT: GOVERNMENT FINANCE OFFICERS
ASSOCIATION CERTIFICATE FOR
EXCELLENCE IN FINANCIAL REPORTING**

FC 11-007 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 Ottawa's December 31, 2009 Comprehensive Annual Financial Report.

Moved by: Rycenga

UNANIMOUS

SUBJECT: RECYCLING MEMBERSHIP FEE

FC 11-008 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.

Moved by: Disselkoen

UNANIMOUS

**SUBJECT: COUNTY OF OTTAWA, HOLLAND AREA
SEWAGE DISPOSAL SYSTEM**

FC 11-009 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.

Moved by: Rycenga

UNANIMOUS

SUBJECT: WATER SUPPLY SYSTEM REFUNDING BONDS
- WYOMING/OTTAWA COUNTY SYSTEM

FC 11-010 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.

Moved by: Rycenga

UNANIMOUS

SUBJECT: 20TH CIRCUIT COURT/JUVENILE SERVICES
PROPOSAL FOR RECLASSIFICATION OF FIVE
(5) POSITIONS

FC 11-011 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 approve budget. Funding for these positions is to be reimbursed fifty percent (50%) by the Child Care fund and 50% from the current 20th Circuit Court/Juvenile Services budget.

Moved by: Rycenga

UNANIMOUS

SUBJECT: POSITION REQUEST FOR COMMUNITY
MENTAL HEALTH IT PROGRAM
COORDINATOR

FC 11-012 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.
Moved By: Rycenga UNANIMOUS

SUBJECT: ENTERPRISE RESOURCE PLANNING (ERP)
SOFTWARE SYSTEM

FC 11-013 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.
Moved by: Disselkoen UNANIMOUS

SUBJECT: QUARTERLY TREASURER’S INVESTMENT
REPORT

FC 11-014 Motion: To receive for information the Treasurer’s Quarterly Investment Report as of December 31, 2010.
Moved by: Disselkoen UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 11-015 Motion: To receive for information the Interim Financial Statement for General Fund, Mental Health and Public Health as of December 31, 2010.
Moved by: Karsten UNANIMOUS

SUBJECT: DISCUSSION ITEMS

17. 2011 Meeting Schedule – The Committee agreed to meet the third Tuesday of every month at 9:30 a.m.

17a. Passport Update – Daniel Krueger updated the Committee on the concern about passport application acceptance facilities that have the ability to print, create or amend birth certificates. New requirements are to be implemented no later than May 1, 2011. At this time, the Clerk is looking at staffing options and how this can be worked out to comply with the new requirements.

18. Engagement letter with Vredeveld Haefner, LLC for the Ottawa County, Michigan Insurance Authority's 2010 audit. – The letter was presented for information.
19. Engagement letter with Vredeveld Haefner, LLC for the County of Ottawa 2010 audit. – The letter was presented for information.
20. Engagement letter with Vredeveld Haefner, LLC for the Ottawa County Drain Commission 2010 audit. – The letter was presented for information.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:50 a.m.