

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

Consent Items:

1. Approval of the Agenda
2. Approval of Minutes from the February 15, 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 February 2011.
4. Budget Adjustments Greater than \$50,000
Suggested Motion:
To approve budget adjustments # 81, #82, #83, #84, #115, #116, #117, and #118.
5. Statement of Review for February
Suggested Motion:
To approve the Statement of Review for the month of February 2011.
6. Agreement for Veterans Services
Suggested Motion:
To approve and forward to the Board of Commissioners the Agreement for Veterans Services with Social Services Resources LLC in the amount of \$18,749.97.
7. Appointment to Ottawa County Tax Allocation Board
Suggested Motion:
To approve and forward to the Board of Commissioners the name of _____
for appointment to the Ottawa County Tax Allocation Board, pursuant to MCL 211.205(e).
8. Purchasing Card Policy
Suggested Motion:
To approve and forward to the Board of Commissioners the Purchasing Card Policy for review and comment.
9. 20th Circuit Court Personnel Request to Create one (1) full-time (1.0 FTE) Felony Collections Clerk
Suggested Motion:
To approve and forward to the Board of Commissioners the request from the 20th Circuit Court/Trial Division to create one (1) full-time (1.0 FTE) Felony Collections Clerk (Group T, Paygrade 10) at a cost of \$51,264. Funding to come from the from the funds collected by this position (General Fund). Position to be sunsetted March 22, 2012, and reviewed at that time to determine if sufficient funds were collected to continue this position.

10. Community Mental Health Personnel Request to Reclassify a full-time Program Supervisor to a full-time Program Coordinator
Suggested Motion:
To approve and forward to the Board of Commissioners the request to reclassify the position of full-time (1.0 FTE) Program Coordinator (Unclassified, Paygrade 07) to full-time (1.0 FTE) Program Supervisor (Unclassified, Paygrade 08) at a cost of \$7190. Funding for this position to come from Medicaid funding.

Discussion Items:

11. Treasurer's Financial Month End Update for February 2011

Adjournment

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