

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: February 15, 2011

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Robert Spaman, Fiscal Services Director; Keith Van Beek,
Assistant Administrator; Greg Rappleye, Corporation Counsel; Mark
Knudsen, Planning & Performance Improvement Director; Marie
Waalkes, Human Resources Director; Lisa Stefanovsky, Health Officer;
Sherry VanBemmelen, Friend of the Court; Jennell Challa, Friend of the
Court; Adeline Hambley, Health Dept.; Jodi Salacina, Community
Corrections Director; Bradley Slagh, Treasurer; Justin Roebuck, Deputy
Clerk; Media

SUBJECT: CONSENT ITEMS

FC 11-016 Motion: To approve the agenda of today as presented and to approve the
minutes from the January 18, 2011, meeting as presented.
Moved by: Rycenga **UNANIMOUS**

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 11-017 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.
Moved by: Karsten **UNANIMOUS**

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 11-018 Motion: To approve budget adjustments #44, 45, 46, 47, 58 and 59.
Moved by: Rycenga **UNANIMOUS**

SUBJECT: STATEMENT OF REVIEW FOR JANUARY

FC 11-019 Motion: To approve the Statement of Review for January.
Moved by: Disselkoe **UNANIMOUS**

SUBJECT: PURCHASE OF MERS (MICHIGAN MUNICIPAL EMPLOYEES RETIREMENT SYSTEM) MILITARY SERVICE CREDITS FOR PAUL M. GEERLINGS

FC 11-020 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

Moved by: Disselkoen MOTION PASSED

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

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

FC 11-021 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

Moved by: Disselkoen MOTION PASSED

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

SUBJECT: PUBLIC HEALTH DEPARTMENT PERSONNEL REQUEST TO CREATE A .75 FTE ENVIRONMENTAL HEALTH SPECIALIST

FC 11-022 Motion: To approve and forward to the Board of Commissioners the request from 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.

Moved by: Rycenga

UNANIMOUS

SUBJECT: 20TH CIRCUIT COURT PERSONNEL REQUEST
TO CREATE A .8 FTE LEGAL SELF-HELP
CENTER COORDINATOR

FC 11-023 Motion: To approve and forward to the Board of Commissioners the request from the 20th 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.

Moved by: Disselkoen

UNANIMOUS

SUBJECT: 58TH DISTRICT COURT/COMMUNITY
CORRECTIONS PERSONNEL REQUESTS

FC 11-024 Motion: To approve and forward to the Board of Commissioners the request from the 58th 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.

Moved by: Rycenga

UNANIMOUS

SUBJECT: INTERGOVERNMENTAL AGREEMENT &
RESOLUTION – LAKESHORE BEHAVIORAL
HEALTH CARE ALLIANCE (MUSKEGON
COUNTY)

FC 11-025 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.

Moved by: Disselkoen

UNANIMOUS

SUBJECT: DEPARTMENT OF HOUSING & URBAN
DEVELOPMENT RURAL INNOVATION FUND
GRANT

FC 11-026 Motion: To approve a \$71,510 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.

Moved by: Rycenga

MOTION PASSED

Yeas: Rycenga, Disselkoen, Baumann, Swartout (4).

Nays: Karsten. (1)

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Financial Month End Update from January 2011 – The January 2011 financial month end update was presented by Bradley Slagh.

SUBJECT: ADJOURNMENT

The meeting adjourned at 9:46 a.m.