

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: May 17, 2011

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

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

ABSENT: Roger Rycenga

STAFF & GUESTS: Marie Waalkes, Human Resources Director; Sherri Sayles, Deputy Clerk; Robert Spaman, Fiscal Services Director; Alan Vanderberg, Administrator; Kevin Bowling, Circuit Court Administrator; Sandra Metcalf, Juvenile Services; Bradley Slagh, Treasurer; Greg Rappleye, Corporate Counsel; Karen Becker, CMH; Lisa Stefanovsky, Health Officer

SUBJECT: CONSENT ITEMS

FC 11-058 Motion: To approve the agenda of today as presented and amended adding Action Item 12A – Public Health Department Personnel Request to Increase a .75 FTE to a .8 FTE Environmental Health Specialist.
Moved by: Karsten UNANIMOUS

Approve by consent the minutes of the May 10, 2011, meeting as presented.

**SUBJECT: CIRCUIT COURT/JUVENILE SERVICES
PERSONNEL REQUEST FOR A CONTRACTUAL
TREATMENT SPECIALIST**

FC 11-059 Motion: To approve and forward to the Board of Commissioners a request from the Circuit Court/Juvenile Services for a .5 FTE Treatment Specialist Position through Outside Temporary Services (contractual, unbenefitted) at a cost of \$17,600. Position funded from a Grant through 9/30/2011.
Moved by: Karsten UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 11-060 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 April 2011.

Moved by: Disselkoen UNANIMOUS

SUBJECT: STATEMENT OF REVIEW FOR APRIL

FC 11-061 Motion: To approve the Statement of Review for the month of April, 2011.

Moved by: Karsten UNANIMOUS

SUBJECT: TAX ALLOCATION RECOMMENDATION

FC 11-062 Motion: To approve and forward to the Board of Commissioners the recommendation that the Ottawa County millage allocation remains at 4.440 mills.

Moved by: Disselkoen UNANIMOUS

SUBJECT: RESOLUTION TO APPROVE THE 2011 MILLAGE RATE FOR OTTAWA COUNTY

FC 11-063 Motion: To approve and forward to the Board of Commissioners the Resolution to approve the 2011 Millage Rate for Ottawa County of 3.6 mills.

Moved by: Disselkoen UNANIMOUS

SUBJECT: RESOLUTION TO APPROVE THE 2011 MILLAGE RATE FOR E-911

FC 11-064 Motion: To approve and forward to the Board of Commissioners the Resolution to approve the 2011 Millage Rate for E-911 of .4400 mills.

Moved by: Baumann UNANIMOUS

SUBJECT: RESOLUTION TO APPROVE THE 2011 MILLAGE RATE FOR PARKS

FC 11-065 Motion: To approve and forward to the Board of Commissioners the Resolution to approve the 2011 Millage Rate for Parks of .3165 mills.

Moved by: Disselkoen UNANIMOUS

SUBJECT: ESTABLISH A NEW FINANCING TOOL TO FACILITATE A MOVE FROM A DEFINED BENEFIT (DB) PLAN TO A DEFINED CONTRIBUTION (DC) PLAN FOR NEW EMPLOYEES

FC 11-066 Motion: To approve and forward to the Board of Commissioners establishment of a new financing tool for the transfer of new hires from the current MERS Defined Benefit Plan to a MERS Defined Contribution Plan and to seed the new financing tool with a transfer from the Health Insurance Fund on the amount of \$400,000.
Moved by: Karsten UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL
REQUEST TO CREATE TWO (2) MENTAL
HEALTH NURSES

FC 11-067 Motion: To approve and forward to the Board of Commissioners the request from Community Mental Health to create two (2) FTE's Mental Health Nurses (Group T, Paygrade 13, C Step) at a cost of \$127,100.00. Funding to come from Medicaid Funds.
Moved by: Karsten UNANIMOUS

SUBJECT: PURCHASE OF MILITARY SERVICE CREDITS
POLICY

FC 11-068 Motion: To approve and forward to the Board of Commissioners the Purchase of Military Service Credits Policy (HR-16) for review and comment.
Moved by: Disselkoen

FC 11-069 Motion: To table Motion FC 11-068 and forward to the full Board of Commissioners for discussion.
Moved by: Karsten UNANIMOUS

SUBJECT: PUBLIC HEALTH DEPARTMENT PERSONNEL
REQUEST TO INCREASE A .75 FTE TO A .8 FTE
ENVIRONMENTAL HEALTH SPECIALIST

FC 11-070 Motion: To approve and forward to the Board of Commissioners the request from the Public Health Department to increase (1) .75 FTE Environmental Health Specialist (Group T, Paygrade 14) to a .8 FTE Environmental Health Specialist, at a cost of \$21,389.00. Funding to come from a grant through the Michigan Department of Environmental Quality. Position to unset September 2012.
Moved by: Karsten UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Financial Month End Update for April 2011 – Bradley Slagh presented the April 2011 Month End Financial Update.
2. The Administrator reported the Pension Enhancement for the POAM Non-312 will be going directly to the Board instead of Finance and Administration Committee as required by MERS. This enhancement was agreed upon during contract negotiations.
3. Lisa Stefanovsky briefly updated the Committee on this summer's beach monitoring. Mr. Swartout asked her to give a brief update at the next Board Meeting.
4. Bob Spaman attended the Revenue Conference yesterday. The economic forecast looks good for Michigan. No specifics were mentioned on revenue sharing.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:32 a.m.