

Agenda
Finance and Administration Committee
West Olive Administration Building
12220 Fillmore, West Olive, MI 49460
Tuesday, July 19, 2011
9:30 a.m.

Consent Items:

1. Approval of the Agenda
2. Approval of Minutes from the June 21, 2011 Meeting.

Action Items:

3. Budget Adjustments Greater than \$50,000
Suggested Motion:
To approve budget adjustments #401, #402, #403, #434 and #442.
4. 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 June, 2011.
5. Statement of Review
Suggested Motion:
To approve the Statement of Review for the month of June, 2011.
6. Quarterly Financial Status Report
Suggested Motion:
To receive for information the Interim Financial Statement for General Fund, Mental Health and Public Health as of June 30, 2011.
7. 2010 Cost Allocation Plan
Suggested Motion:
To approve and forward to the Board of Commissioners the 2010 Cost Allocation Plan for implementation in the 2012 budget.
8. Government Finance Officers Association Distinguished Budget Presentation Award
Suggested Motion:
To receive and forward to the Board of Commissioners the Government Finance Officers Association's Distinguished Budget Presentation Award for the fiscal year beginning January 1, 2011.
9. Treasurer's Investment Report
Suggested Motion:
To receive for information the Treasurer's Quarterly Investment Report as of June 2011.

Discussion Items:

10. 2012 Commissioner's Budget

Adjournment

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

FINANCE AND ADMINISTRATION COMMITTEE

Proposed Minutes

DATE: June 21, 2011

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

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

ABSENT: Roger Rycenga

STAFF & GUESTS: Robert Spaman, Fiscal Services Director; Ken Zarzecki, Road Commission; Sherri Sayles, Deputy Clerk; Marie Waalkes, Human Resources Director; Connie VanderSchaaf, Fiscal Services; Greg Rappleye, Corporate Counsel; Keith VanBeek, Assistant Administrator; Dr. Michael Brashears, CMH Director; David Hulst, IT Director; Bradley Slagh, Treasurer

SUBJECT: CONSENT ITEMS

FC 11-071 Motion: To approve the agenda of today as presented and to approve the minutes of the May 17, 2011, meeting as presented.
Moved by: Baumann **UNANIMOUS**

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 11-072 Motion: To approve budget adjustments #342, #343 and #360.
Moved by: Karsten **UNANIMOUS**

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 11-073 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 May 2011.
Moved by: Disselkoen **UNANIMOUS**

SUBJECT: STATEMENT OF REVIEW

FC 11-074 Motion: To approve the Statement of Review for the month of May 2011.
Moved by: Karsten **UNANIMOUS**

SUBJECT: TREASURER'S ANNUAL "BALANCE IN LAND SALE PROCEEDS ACCOUNT" REPORT

FC 11-075 Motion: To receive for information and forward to the Board of Commissioners the Annual "Balance in Land Sale Proceeds Account" Report.
Moved by: Baumann **UNANIMOUS**

SUBJECT: OTTAWA COUNTY DRAIN COMMISSION'S ANNUAL FINANCIAL REPORT – VREDEVELD HAEFNER LLC

FC 11-076 Motion: To receive for information and forward to the Board of Commissioners the Ottawa County Drain Commission's Annual Financial Report for the year ended December 31, 2010.
Moved by: Disselkoe **UNANIMOUS**

SUBJECT: COUNTY OF OTTAWA ANNUAL FINANCIAL REPORT – VREDEVELD HAEFNER LLC

FC 11-077 Motion: To receive for information and forward to the Board of Commissioners the Comprehensive Annual Financial Report (CAFR) of the County of Ottawa for the year ended December 31, 2010.
Moved by: Disselkoe **UNANIMOUS**

SUBJECT: COUNTY OF OTTAWA'S SINGLE AUDIT REPORT – VREDEVELD HAEFNER LLC

FC 11-078 Motion: To receive for information and forward to the Board of Commissioners the County of Ottawa's Single Audit Report for the year ended December 31, 2010.
Moved by: Baumann **UNANIMOUS**

Dr. Michael Brashears presented a brief overview of the Community Mental Health budget before the following motions were presented.

SUBJECT: PERSONNEL REQUEST TO DOWNGRADE A COMMUNITY MENTAL HEALTH (CMH) PROGRAMMER/ANALYST (06A) TO PROGRAMMER (04A)

FC 11-079 Motion: To approve and forward to the Board of Commissioners the proposal from the Information Technology Department and Community Mental Health to downgrade one (1) FTE Programmer/Analyst

Unclassified (06A) position supporting CMH to one (1) FTE Programmer
Unclassified (04A) at a savings of \$11,407.00.

Moved by: Karsten

UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL
REQUEST TO CREATE ONE (1) MENTAL
HEALTH CLINICIAN

FC 11-080 Motion: To approve and forward to the Board of Commissioners the
request from Community Mental Health to create one (1) FTE Mental
Health Clinician, (Unclassified, Paygrade 14, C Step) at a cost of
\$34,089.00. Funding to come from Medicaid Funds.

Moved by: Karsten

UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL
REQUEST TO CREATE ONE (1) MENTAL
HEALTH CLINICIAN

FC 11-081 Motion: To approve and forward to the Board of Commissioners the
request from Community Mental Health to create one (1) FTE Mental
Health Clinician, (Unclassified, Paygrade 14, C Step) at a cost of
\$34,089.00. Funding to come from Medicaid Funds.

Moved by: Karsten

UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL
REQUEST TO CREATE ONE (1) MENTAL
HEALTH SPECIALIST

FC 11-082 Motion: To approve and forward to the Board of Commissioners the
request from Community Mental Health to create one (1) FTE Mental
Health Specialist, (Unclassified, Paygrade 12, C Step) at a cost of
\$29,352.00. Funding to come from Medicaid Funds.

Moved by: Baumann

UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL
REQUEST TO CREATE ONE (1) MENTAL
HEALTH CLERK

FC 11-083 Motion: To approve and forward to the Board of Commissioners the
request from Community Mental Health to create one (1) FTE Mental
Health Clerk, (Temporary Unbenefitted) at a cost of \$8,095.00. Funding
to come from Medicaid Funds.

Moved by: Disselkoe

UNANIMOUS

**SUBJECT: SPRING LAKE TOWNSHIP 2011 WASTEWATER
SYSTEM PUMP STATION IMPROVEMENTS
AND REFUNDING**

FC 11-084 Motion: To approve and forward to the Board of Commissioners the Resolution authorizing the County Road Commission to issue Act 342 Bonds in the not-to-exceed amount of \$1,360,000 to finance the Spring Lake 2011 Wastewater System Pump Station Improvements Project and Refund the 1999 Bond Issue.

Moved by: Disselkoen

UNANIMOUS

**SUBJECT: STUDY WITH THE CITY OF GRAND HAVEN TO
IMPLEMENT COLLABORATED SERVICES**

FC 11-085 Motion: To approve and forward to the Board of Commissioners a proposal from Plante and Moran, PLLC to study and implement collaborative services with the City of Grand Haven including Finance, Assessing, Treasury and Information Technology.

Moved by: Baumann

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Finance Month End Update for May 2011 – Bradley Slagh presented the May 2011 Finance Month End Update.
2. Passports – Sherri Sayles reported the Clerk's Office passed the Passport Acceptance Facility Review on June 6th. The office is in compliance with the new federal passport requirements.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:25 a.m.