

FINANCE AND ADMINISTRATION COMMITTEE

Approved 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.