

## **FINANCE AND ADMINISTRATION COMMITTEE**

### **Approved Minutes**

DATE: September 6, 2011

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Robert Spaman, Fiscal Services Director; Connie VanderSchaaf,  
Fiscal Services; Sherri Sayles, Deputy Clerk; Alan Vanderberg,  
Administrator; Keith VanBeek, Assistant Administrator; Brad Slagh,  
Treasurer; Greg Rappleye, Corporation Counsel

#### **SUBJECT: CONSENT ITEMS**

FC 11-109 Motion: To approve the agenda of today as presented and to approve the  
minutes of the August 16, 2011, meeting as presented.  
Moved by: Disselkoen UNANIMOUS

#### **SUBJECT: LEASE EXTENSION/AMENDMENT FOR MI WORKS! AT 115 CLOVER STREET**

FC 11-110 Motion: To approve and forward to the Board of Commissioners an  
extension and amendment of the current MiWorks! lease with Huntington  
Bank at 115 Clover Street from October 1, 2012 through September 30,  
2014, with funding from MiWorks!  
Moved by: Karsten UNANIMOUS

#### **SUBJECT: DISCUSSION ITEMS**

1. Proposed Budget – Robert Spaman gave a brief explanation on the proposed 2012 General Fund Budget including revenues, expenditures, personnel and equipment requests. There was also a brief discussion on the health care plan including wellness incentives and disincentives. Approximately 50% of the county employees completed the wellness assessment that was offered this year.
2. DB/DC Funding – The Administrator gave an update on the Defined Benefit to Defined Contribution plan. The first planned implementation would be for new hires of the Unclassified and Group T groups to go into a new DC Plan effective July 1, 2012.

3. Next Finance & Administration Meeting - The next Finance and Administration Meeting is being rescheduled to Thursday, September 22<sup>nd</sup>.
4. ERP Update – Robert Spaman gave a brief update on the new ERP Finance System. An explanation memo will be going out to the Commissioners explaining the contract before the full Board meets at a Work Session.

**SUBJECT: ADJOURNMENT**

The meeting adjourned at 10:32 a.m.