

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: October 18, 2011

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Joe Baumann, Robert Karsten, Roger Rycenga, Dennis Swartout

ABSENT: Donald Disselkoen

STAFF & GUESTS: Bob Spaman, Fiscal Services Director; Alan Vanderberg, Administrator; Marie Waalkes, Human Resources Director; Connie VanderSchaaf, Fiscal Services; Greg Rappleye, Corporation Counsel; Marcia VanVelzen, Equalization; Mike Galligan, Equalization Director; Mark Knudsen, Planning & Performance Improvements Director; Keith VanBeek, Assistant Administrator; Sherri Sayles, Deputy Clerk; Jane Longstreet, CMH

SUBJECT: CONSENT ITEMS

FC 11-119 Motion: To approve the agenda of today as presented and amended adding Action Item #15 – Reallocate Assets from Division 1 General Employer Reserve to Division 60 Mental Health Unclassified Employer Reserve and to approve the minutes of the September 22, 2011, meeting as presented.
Moved by: Karsten UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 11-120 Motion: To approve budget adjustments #712, 760, 770, 771, 772, 773, 774, 775, 776, 777, 778 and 779.
Moved by: Rycenga UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 11-121 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 September 2011.
Moved by: Baumann UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 11-122 Motion: To approve the Statement of Review for the month of September 2011.
Moved by: Karsten UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 11-123 Motion: To receive for information the Interim Financial Statement for General Fund, Mental Health Fund and Public Health Fund as of September 30, 2011.
Moved by: Karsten UNANIMOUS

SUBJECT: 2012 BUDGET RESOLUTION

FC 11-124 Motion: To approve and forward to the Board of Commissioners the 2012 Budget Resolution and 2012 Budget.
Moved by: Baumann UNANIMOUS

SUBJECT: 2012 INSURANCE AUTHORITY BUDGET

FC 11-125 Motion: To receive for information and forward to the Board of Commissioners the Ottawa County, Michigan Insurance Authority Budget for fiscal year 2012.
Moved by: Rycenga UNANIMOUS

SUBJECT: COMMITTED FUND BALANCE UNDER GASB 54

FC 11-126 Motion: To approve and forward to the Board of Commissioners the fund balance commitments per the attached schedule. (see yellow section)
Moved by: Karsten UNANIMOUS

SUBJECT: 2011 APPORTIONMENT REPORT

FC 11-127 Motion: To approve and forward to the Board of Commissioners the 2011 Apportionment Report.
Moved by: Rycenga UNANIMOUS

SUBJECT: QUARTERLY TREASURER'S INVESTMENT REPORT

FC 11-128 Motion: To receive for information the Treasurer's Quarterly Investment Report as of September 30, 2011.
Moved by: Baumann UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL
REQUEST TO CREATE ONE (1) PEER
SPECIALIST – MI SERVICES

FC 11-129 Motion: To approve and forward to the Board of Commissioners the request from Community Mental Health to create one (1) FTE Peer Specialist – MI Services (Group T, Paygrade 06C) at a cost of \$43,890.00. Funding to come from a Community Mental Health Block Grant.
Moved by: Karsten UNANIMOUS

SUBJECT: PURCHASE OF MERS (MICHIGAN MUNICIPAL
EMPLOYEES RETIREMENT SYSTEM) GENERIC
SERVICE CREDITS FOR RONALD CRAMBLET

FC 11-130 Motion: To approve and forward to the Board of Commissioners the purchase of two (2) years of MERS generic service credit for \$14,838.00 (total cost to be paid by employee, Ronald Cramblet).

Total Cost: \$14,838.00
Employer Cost: \$0
Employee Cost: \$14,838.00

Moved by: Baumann MOTION PASSED

Yeas: Messrs. Rycenga, Baumann, Swartout. (3)
Nays: Mr. Karsten. (1)

SUBJECT: SWAP COST ANALYSIS

FC 11-131 Motion: To approve and forward to the Board of Commissioners the 2011 SWAP (Sentenced Work Abatement Program) Cost Analysis.
Moved by: Karsten UNANIMOUS

SUBJECT: REALLOCATE ASSETS FROM DIVISION 1
GENERAL EMPLOYER RESERVE TO DIVISION
60 MENTAL HEALTH UNCLASSIFIED
EMPLOYER RESERVE

FC 11-132 Motion: To approve and forward to the Board of Commissioners the Resolution authorizing the request of Municipal Employees’ Retirement Act (MERS) to reallocate the total market value of assets of \$489,524 of Employer Assets from Division 1 General Employer Reserve to Division 60 Mental Health Unclassified Employer Reserve to enable the actuary to prepare the 2011 actuarial valuation with the transferred assets.

Moved by: Baumann

UNANIMOUS

SUBJECT: ADJOURNMENT

The meeting adjourned at 9:56 a.m.