

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: December 20, 2011

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Alan Vanderberg, Administrator; Robert Spaman, Fiscal Services
Director; Sherri Sayles, Deputy Clerk; Keith VanBeek, Assistant
Administrator; Marie Waalkes, Human Resources Director, Marcie
VerBeek, Human Resources; Dr. Michael Brashears, CMH Director; Greg
Rappleye, Corporation Counsel; Bradley Slagh, Treasurer

SUBJECT: CONSENT ITEMS

FC 11-135 Motion: To approve the agenda of today as presented and to approve the
minutes of the November 15, 2011 meeting as presented.
Moved by: Karsten **UNANIMOUS**

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 11-136 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
November 2011.
Moved by: Baumann **UNANIMOUS**

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 11-137 Motion: To approve budget adjustments #912, 913, 914, 951, 952, 953,
954, 955, 956, 957, 978 and 1.
Moved by: Rycenga **UNANIMOUS**

SUBJECT: STATEMENT OF REVIEW

FC 11-138 Motion: To approve the Statement of Review for the month of November
2011.
Moved by: Disselkoen **UNANIMOUS**

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL
REQUEST TO CREATE ONE (1) FTE TEAM
SUPERVISOR – CHILDREN’S

FC 11-139 Motion: To approve and forward to the Board of Commissioners the request from Community Mental Health to create one (1) FTE Team Supervisor – Children’s Services (Unclassified, Paygrade 06, F Step) at a cost of \$94,658.00 funding to come from Medicaid Funds.
Moved by: Rycenga UNANIMOUS

SUBJECT: 2010-2011 WAGE AND CLASSIFICATION STUDY

FC 11-140 Motion: To approve and forward to the Board of Commissioners the 2010-2011 Wage and Classification Study including the Unclassified Group and Group T employees for Community Mental Health, the Prosecutor’s Office, the Clerk’s Office, Administration and the four Chief Deputy Clerks, to be effective January 1, 2012. Total cost is \$279,747 in Medicaid Funds and \$102,964 in General Fund. The 2011 Medicaid Funds and General Fund contain sufficient funds for this purpose.
Moved by: Baumann UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer’s Financial Month End Update for November 2011 – The November update was presented by Bradley Slagh.
2. Commissioner’s Mileage – A discussion was lead by Keith VanBeek on the mileage policy for Commissioners. The mileage paid for commissioner travel in 2010 was \$13,756 and so far this year \$12,700. The question of what “County Business” refers to when it comes to commissioner travel was discussed. It was decided that Administration analysis and clarify what should be covered and bring back to the January Finance and Administration Committee for discussion.
3. Officers Compensation Committee – Keith VanBeek stated the Officers Compensation Committee will begin meeting in February. This committee will be asked to look at health insurance and the approach for the future at the January Finance and Administration Meeting.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:26 a.m.