

**FINANCE AND ADMINISTRATION COMMITTEE**

**Proposed Minutes**

DATE: January 17, 2012

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Alan Vanderberg, Administrator; Greg Rappleye, Corporation  
Counsel; Anne Heerde, Mental Health; Keith VanBeek, Assistant  
Administrator; Brad Slagh, Treasurer; Robert Spaman, Fiscal Services  
Director; Marcie Verbeek, Human Resources; Justin Roebuck, Deputy  
Clerk

**SUBJECT: CONSENT ITEMS**

FC 12-001 Motion: To approve the agenda of today as presented and to approve the  
minutes of the December 20, 2011, meeting as presented.  
Moved by: Rycenga **UNANIMOUS**

**SUBJECT: ELECTION OF VICE CHAIRPERSON**

FC 12-002 Motion: To elect Roger Rycenga as Vice Chairperson of the Finance and  
Administration Committee for 2012.  
Moved by: Disselkoen **UNANIMOUS**

**SUBJECT: BUDGET CALENDAR**

FC 12-003 Motion: To approve and forward to the Board of Commissioners the 2013  
Budget Calendar.  
Moved by: Disselkoen **UNANIMOUS**

**SUBJECT: MONTHLY BUDGET ADJUSTMENTS**

FC 12-004 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  
December 2011.  
Moved by: Karsten **UNANIMOUS**

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN  
\$50,000

FC 12-005 Motion: To approve budget adjustment numbers 989, 990, 991, 992, 993,  
1016, 1017, 1019, 1020, 3 and 4.  
Moved by: Karsten UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 12-006 Motion: To approve the Statement of Review for the month of December  
2011.  
Moved by: Karsten UNANIMOUS

SUBJECT: QUARTERLY TREASURER'S INVESTMENT  
REPORT

FC 12-007 Motion: To receive for information the Treasurer's Quarterly Investment  
Report as of December 31, 2011.  
Moved by: Disselkoen UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 12-008 Motion: To receive for information the Interim Financial Statement for  
General Fund, Mental Health and Public Health as of December 31, 2011.  
Moved by: Baumann UNANIMOUS

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

FC 12-009 Motion: To approve and forward to the Board of Commissioners the  
request from Community Mental Health to create one (1) FTE Mental  
Health Clinician Children's Services (Group T, Paygrade 15, F Step) at a  
cost of \$81,196. Funding to come from Medicaid Funds.  
Moved by: Disselkoen UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL  
REQUEST TO CREATE ONE (1) FTE  
OCCUPATIONAL THERAPIST

FC 12-010 Motion: To approve and forward to he Board of Commissioners the  
request from Community Mental Health to create one (1) FTE

Occupational Therapist (Group T, Paygrade 15, F Step) at a cost of \$81,196. Funding to come from Medicaid Funds.

Moved by: Baumann

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Commissioners Mileage – There was much discussion on mileage and per diem meetings for Commissioners. Many Committees/Boards indicate in their by-laws that members cannot collect mileage and/or per diem. The County can decide to pay Board members but if State law authorizes no mileage or per diem, then the County cannot.

FC 12-011

Motion: To recommend to the full Board a new per diem rate structure that reflects mileage paid only on meetings approved on the Committees and Rates document.

Moved by: Rycenga

UNANIMOUS

2. Commissioners Health Insurance – Keith VanBeek reviewed what the Officers Compensation Commission recommended in 2010. Administration is currently awaiting a report from a consultant that collects salary and benefit information from the eleven comparable counties. Mr. Swartout asked the Administrator to cover this at the next Board Meeting so the full Board can be brought up to date on what was discussed.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:35 a.m.