

**FINANCE AND ADMINISTRATION COMMITTEE**

**Approved Minutes**

DATE: February 21, 2012

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

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

ABSENT: Roger Rycenga

STAFF & GUESTS: Alan Vanderberg, Administrator; Keith VanBeek, Assistant Administrator; Sherri Sayles, Deputy Clerk; Kevin Bowling, Circuit Court Administrator; Dr. Michael Brashears, CMH Director; Sherry VanBemmelen, FOC; Bob Spaman, Fiscal Services Director; Marcie VerBeek, Human Resources; Greg Rappleye, Corporate Counsel

**SUBJECT: CONSENT ITEMS**

FC 12-012 Motion: To approve the agenda of today as presented and to approve the minutes of the January 17, 2012 meeting as presented.  
Moved by: Disselkoen **UNANIMOUS**

**SUBJECT: MONTHLY BUDGET ADJUSTMENTS**

FC 12-013 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 January 2012.  
Moved by: Disselkoen **UNANIMOUS**

**SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000**

FC 12-014 Motion: To approve budget adjustment numbers 46, 47, 48, 49 and 76.  
Moved by: Baumann **UNANIMOUS**

**SUBJECT: STATEMENT OF REVIEW FOR JANUARY**

FC 12-015 Motion: To approve the Statement of Review for the month of January 2012.  
Moved by: Karsten **UNANIMOUS**

SUBJECT: GOVERNMENT FINANCE OFFICERS  
ASSOCIATION CERTIFICATE FOR  
EXCELLENCE IN FINANCIAL REPORTING

FC 12-016 Motion: To receive and forward to the Board of Commissioners the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for the County of Ottawa's December 31, 2010 Comprehensive Annual Financial Report.  
Moved by: Karsten UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL  
REQUESTS

FC 12-017 Motion: To approve and forward to the Board of Commissioners the following requests to create:

- One (1) FTE Mental Health Clinician – CBOT (Group T, Paygrade 15) at a cost of \$41,408.00.
- One (1) FTE Mental Health Specialist (Group T, Paygrade 13) to one (1) FTE Mental Health Clinician – MDT2 (Group T, Paygrade 15) at a cost of \$3,883.00.
- One (1) FTE Mental Health Nurse (Group T, Paygrade 14) at a cost of \$39,382.00.
- One (1) FTE Peer Specialist (Group T, Paygrade 07) at a cost of \$28,209.00.
- One (1) FTE Staff Psychiatrist (Unclassified, Paygrade 19) at a cost of \$61,095.00.
- One (1) FTE Team Supervisor – MDT (Unclassified, Paygrade 06) at a cost of \$48,961.00.
- Three (3) Temporary Unbenefitted Records Processing Clerk I positions at a cost of \$20,760.00.

Funding to come from Medicaid funds.

Moved by: Disselkoen

UNANIMOUS

SUBJECT: PERSONNEL REQUEST FROM 20<sup>TH</sup>  
CIRCUIT COURT TO RECLASSIFY A .8  
FTE LEGAL SELF-HELP CENTER

DIRECTOR TO 1 FTE LEGAL SELF-HELP  
CENTER DIRECTOR

FC 12-018 Motion: To approve and forward to the Board of Commissioners the request from the 20<sup>th</sup> Circuit Court, Friend of the Court, to reclassify a .8 FTE (Unclassified Paygrade 05) to a 1 FTE (Unclassified Paygrade 12) Legal Self-Help Center Director at the cost of \$31,164.00. Funding to come from existing grants. The sunset status of the position would continue and extend to the full FTE.

Moved by: Baumann

UNANIMOUS

SUBJECT: TO REINSTATE THE TUITION  
REIMBURSEMENT PROGRAM EFFECTIVE  
AUGUST 2012

FC 12-019 Motion: To approve and forward to the Board of Commissioners the request to reinstate the Tuition Reimbursement Program (HR Policy 13), effective August 2012.

Moved by: Karsten

UNANIMOUS

SUBJECT: PARTICIPATION IN THE HOLLAND-ZEELAND  
SERVICE SHARING INITIATIVE AND RELATED  
COST SHARE

FC 12-020 Motion: To approve and forward to the Board of Commissioners the Resolution approving participation the Holland-Zeeland Service Sharing Initiative and related cost share of the Economic Vitality Incentive Program (EVIP) grant at a total cost of \$10,438.54.

Moved by: Baumann

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Financial Month End Update for January 2012 – The report was submitted in the committee packet.
2. Health Insurance for Commissioners – Keith VanBeek outlined the issues and two options for the Board to consider regarding health insurance for the Commissioners. The Commissioners can retain health insurance coverage as is or eliminate health insurance coverage. Keith reported the Officers' Compensation Commission is waiting for the Board to take action. The Compensation Commission's first meeting is scheduled for Thursday, February 23<sup>rd</sup>. Mr. Swartout requested Administration to list this as a discussion item at next week's Board Meeting.

**SUBJECT: ADJOURNMENT**

The meeting adjourned at 11:00 a.m.