

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: August 21, 2012

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESNT: Roger Rycenga, Robert Karsten, Joseph Baumann, Dennis Swartout

ABSENT: Donald Disselkoen

STAFF & GUESTS: Alan Vanderberg, Administrator; Keith VanBeek, Assistant Administrator; Bill Raymond, MI Works!/CAA Director; Bradley Slagh, Treasurer; Sherri Sayles, Deputy Clerk; Robert Spaman, Fiscal Services Director; Rick VandeKerkhoff, Facilities & Maintenance Director

SUBJECT: CONSENT ITEMS

FC 12-077 Motion: To approve the agenda of today as presented and to approve the minutes from the July 17, 2012 meeting as presented.
Moved by: Rycenga UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 12-078 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 July 2012.
Moved by: Karsten UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 12-079 Motion: To approve budget adjustment numbers 397, 398, 399, 400 and 424.
Moved by: Baumann UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 12-080 Motion: To approve the Statement of Review for the month of July 2012.
Moved by: Rycenga UNANIMOUS

SUBJECT: MICHIGAN WORKS PERSONNEL REQUESTS

FC 12-081 Motion: To approve and forward to the board of Commissioners the requests from Michigan Works to create:

- One (1) FTE Talent Development Associate: Prisoner Re-Entry (Group T, Paygrade 11) at a cost of \$53,858.00.
- Three (3) FTE's Talent Development Associate: JET (Group T, Paygrade 11) at a cost of \$161,574.00.

- One (1) FTE Talent Development Lead: JET Program (Group T, Paygrade 12) at a cost of \$57,957.00.

Funding for these positions to come from Workforce Development Funds.

Moved by: Karsten

UNANIMOUS

SUBJECT: FACILITIES MAINTENANCE PERSONNEL REQUEST TO RECLASSIFY A FACILITIES SECRETARY TO A SENIOR SECRETARY – FACILITIES

FC 12-082

Motion: To approve and forward to the Board of Commissioners the request to reclassify the position of 1.0 FTE Facilities Secretary (Group T, Paygrade 07) to a 1.0 FTE Senior Secretary – Facilities (Group T, Paygrade 08) at a cost of \$2,010.00. Funding for this position to come from the County General Funds.

Moved by: Rycenga

UNANIMOUS

SUBJECT: PURCHASE OF MERS (MICHIGAN MUNICIPAL EMPLOYEE RETIREMENT SYSTEM) GENERIC SERVICE CREDITS FOR RICHARD J. KLOOTE (DISTRICT COURT)

FC 12-083

Motion: To approve and forward to the Board of Commissioners the purchase of three (3) years of MERS generic service credits for \$21,837.00 (total cost to be paid by employee, Richard J. Kloote).

Total Cost: \$21,837.00

Employer Cost: \$0.00

Employee Cost: \$21,837.00

Moved by: Baumann

MOTION PASSED

Yeas: Rycenga, Baumann, Swartout. (3)

Nays: Karsten. (1)

SUBJECT: DISCUSSION ITEMS

1. 2013 Budget – Robert Spaman presented a recap of the 2012 budget. He reviewed the 2013 proposed Commissioner’s budget, personnel and equipment requests.
2. Treasurer’s Financial Month End Update July 2012 – The July update was presented by Bradley Slagh.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:22 a.m.