

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: October 16, 2012

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

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

ABSENT: Donald Disselkoen

STAFF & GUESTS: Keith VanBeek, Assistant Administrator; Sherri Sayles, Deputy Clerk; Kori White-Bissot, LCC Director; Brett Laughlin, Road Commission; Robert Spaman, Fiscal Services Director; Greg Rappleye, Corporate Counsel; Michael Galligan, Equalization Director; Marcie VanVelzen, Equalization; Bradley Slagh, Treasurer; Alan Vanderberg, Administrator; Shannon McGoran, Management Analyst

SUBJECT: CONSENT ITEMS

FC 12-094 Motion: To approve the agenda of today as presented and to approve the minutes from the September 18, 2012 meeting as presented.
Moved by: Karsten UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 12-095 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, 2012.
Moved by: Rycenga UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 12-096 Motion: To approve budget adjustment numbers 401, 551, 552,554, 555, 556, 558, 561, 574, 2, 2, 3, 6, 7, 8, 10, 11, 11, 12, 15, 16, 17, 18, 19, 46, 216, 219, 238, 243, 244, 245 and 247.
Moved by: Rycenga UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 12-097 Motion: To approve the Statement of Review for the month of September 2012.
Moved by: Baumann UNANIMOUS

SUBJECT: 2013 INSURANCE AUTHORITY BUDGET

FC 12-098 Motion: To receive for information and forward to the Board of Commissioners the Ottawa County, Michigan Insurance Authority Budget for fiscal year 2013.
Moved by: Baumann UNANIMOUS

SUBJECT: 2013 BUDGET RESOLUTION

FC 12-099 Motion: To approve and forward to the Board of Commissioners the 2013 Budget Resolution and 2013 Budget.
Moved by: Rycenga UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 12-100 Motion: To receive for information the Interim Financial Statement for General Fund, Mental Health and Public Health as of September 30, 2012.
Moved by: Baumann UNANIMOUS

SUBJECT: 2012 APPORTIONMENT REPORT

FC 12-101 Motion: To approve and forward to the Board of Commissioners the 2012 Apportionment Report.
Moved by: Baumann UNANIMOUS

SUBJECT: WAGE AND BENEFIT ADJUSTMENTS FOR COUNTY AND COURT UNCLASSIFIED AND GROUP T EMPLOYEES FOR 2013

FC 12-102 Motion: To approve and forward to the Board of Commissioners the following wage and benefit adjustments for County and Court Unclassified Employees (Excluding Elected Officials, Judges and the Board of Commissioners) and Group T Employees for 2013:

- a. Wages: Effective January 1, 2013, increase the existing salary schedule by 1.75%.
- b. Benefits: In 2013 the employee co-pay on the 100/80 (high) and the 90/70 (low) POS plans would remain at a 20%. The High Deductible Health Plan with a Health Savings Account would have a zero co-pay, and the deductible in 2013 would increase to \$1,250 (single), and \$2,500 (2 person/family) and the Employer will fund the deductible for 2013 at 75% (\$937 single/\$1,875 two person/family). (Including Elected Officials and Judges.)

Moved by: Karsten UNANIMOUS

SUBJECT: PA 2 SUBSTANCE ABUSE FUNDING ADMINISTRATION AND DISTRIBUTION

FC 12-103 Motion: To approve and forward to the Board of Commissioners the resolution regarding the distribution of convention facility tax revenues to counties under Public Acts 106 and 107 of 1985.
Moved by: Karsten UNANIMOUS

SUBJECT: ALLIANCE FOR INNOVATION

FC 12-104 Motion: To approve and forward to the Board of Commissioners the membership to the Alliance for Innovation in collaboration with Arizona State University and ICMA at a cost of \$7,500 to be paid from funds set aside for the 4 C's Strategic Initiative.
Moved by: Rycenga UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Discussion on Mileage for Commissioners – Keith VanBeek lead a discussion on mileage reimbursement for Commissioners which has been brought up two times in the past year. Committee in favor of keeping reimbursement as is at this time. A motion will be brought before the full Board retitling the current “Approved Committee and Rates” document to apply to mileage reimbursement. Mr. Karsten believes the new Board should look at any request outside the current list that hasn't been approved.
2. Discussion on Health Insurance for Ottawa County Road Commissioners – Keith VanBeek lead in a discussion on whether or not to continue health insurance for the Ottawa County Road Commissioners. Only two of the Road Commissioners presented take the insurance and the others opt out.

FC 12-105 Motion: To approve and forward to the Board of Commissioners the recommendation to set the Ottawa County Road Commissioners annual salary at \$9,000 with an additional \$500 for the Chair and eliminate their health insurance and retain life insurance.
Moved by: Karsten UNANIMOUS

3. Treasurer's Financial Month End Update – Bradley Slagh reported the Treasurer's Office has been working on the MUNIS conversion which has been taking a lot of time. No report for this month.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:17 a.m.