

**FINANCE AND ADMINISTRATION COMMITTEE**

**Approved Minutes**

DATE: February 16, 2021

TIME: 10:00 a.m.

PRESENT: Philip Kuyers, Douglas Zylstra (by zoom), Matthew Fenske (by zoom), Gregory DeJong (by zoom), Joseph Baumann

STAFF & GUESTS: Alan Vanderberg, Administrator; John Shay, Deputy County Administrator; Marcie VerBeek, Human Resources Director; Karen Karasinski, Fiscal Services Director; Amanda Price, Treasurer; Steve Kempker, Sheriff; Valerie Weiss, Undersheriff, Anna Bednarek, Mental Health; Sherri Sayles (by zoom), Chief Deputy Clerk

SUBJECT: CONSENT ITEMS

FC 21-011 Motion: To approve the agenda of today as presented and to approve the minutes from the January 19, 2021 Finance and Administration Committee meeting as presented.  
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: 2021 BUDGET ADJUSTMENTS

FC 21-012 Motion: To approve and forward to the Board of Commissioners the 2021 budget adjustments per the attached schedule.  
Moved by: Philip Kuyers UNANIMOUS

SUBJECT: 2022 BUDGET CALENDAR

FC 21-013 Motion: To approve and forward to the Board of Commissioners the 2022 Budget Calendar.  
Moved by: Gregory DeJong UNANIMOUS

SUBJECT: 2020 BUDGET TRANSFERS

FC 21-014 Motion: To approve and forward to the Board of Commissioners the budget transfers between appropriations approved by the Administrator for \$50,000 or less through 9/30/2020.  
Moved by: Philip Kuyers UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 21-015 Motion: To approve the Statement of Review for the month of January 2021.  
Moved by: Douglas Zylstra UNANIMOUS

SUBJECT: CADET TUITION REIMBURSEMENT POLICY

FC 21-016 Motion: To approve and forward to the Board of Commissioners an addendum to the County's tuition reimbursement policy to include Cadets employed by the Sheriff's Office.  
Moved by: Gregory DeJong UNANIMOUS

SUBJECT: LAW ENFORCEMENT DEPUTY SPONSORSHIP PROGRAM PILOT

FC 21-017 Motion: To approve and forward to the Board of Commissioners the proposal for a pilot deputy sponsorship program to include Non-Sworn Recruit positions to be filled by qualified candidates as they attend the GVSU police academy sponsored by the Sheriff's Office.  
Moved by: Philip Kuyers UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL REQUEST

FC 21-018 Motion: To approve and forward to the Board of Commissioners the request from CMH to make the following position additions and changes at a total cost of \$790,855.44.

1. Add a new Program Coordinator (COSSAP) at a 1.0 FTE
2. Add a new Mental Health Clinician (COSSAP) at a 1.0 FTE
3. Add a new Peer Recovery Coach (COSSAP) at a 1.0 FTE
4. Increase a Clerk position from 19.5 hrs to 20 hrs
5. Increase the Autism Supports Coordinator from .5 FTE to 1.0 FTE
6. Increase the Registered Nurse for the Developmental Disabilities from .75 FTE to 1.0 FTE
7. Increase the Senior Reach Case Manager from .5 FTE to .75 FTE
8. Increase the Intellectual and Developmental Disabilities Clerk from .5 FTE to 1.0 FTE
9. Increase the IDD Supports Coordinator Aide from .5 FTE to .6 FTE
10. Increase the IDD Supports Intensity Scale Mental Health Specialist/Assessor from .5 FTE to 1.0 FTE
11. Add a new Program Coordinator Integrated Health at a 1.0 FTE
12. Add a new Program Coordinator Autism Services at a 1.0 FTE
13. Add a new Supports Coordinator Autism Services at a 1.00 FTE
14. Add a new Family Services Community Living Supports Program Aide at a 1.0 FTE

Moved by: Matthew Fenske UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 21-019 Motion: To receive for information the detailed Financial Statements for the General Fund and Mental Health Fund, as well as a higher level summary for the rest of the Special Revenue Funds, through the end of the 1<sup>st</sup> quarter of Fiscal Year 2021.

Moved by: Matthew Fenske

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Financial Month End Update – Amanda Price, Treasurer, presented the Treasurer's Financial Month End update.
2. Commissioner Zylstra questioned the vaccine rollout for minority residents. The Health Department is working on this. The Administrator will follow-up with Lisa Stefanovsky.

SUBJECT: ADJOURNMENT

FC 21-020

Motion: To adjourn at 10:36 a.m.

Moved by: Gregory DeJong

UNANIMOUS