

## FINANCE AND ADMINISTRATION COMMITTEE

### Approved Minutes

DATE: May 18, 2021

TIME: 10:00 a.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Alan Vanderberg, Administrator; John Shay, Deputy County Administrator; Karen Karasinski, Fiscal Services Director, Alma Valenzuela, Director of Probation and Community Corrections; Patrick Staskiewicz, Public Utilities Director; Sherri Sayles, Chief Deputy Clerk; Ann Heerde (by zoom), Community Mental Health; Marcie VerBeek, Human Resources Director; Paul Sachs, Planning & Performance Improvement Director; Becky Huttenga, Economic Development Coordinator; Amanda Price, County Treasurer; Michele VanderSchel, Community Mental Health; Rich Francisco, CMH Deputy Director

#### SUBJECT: CONSENT ITEMS

FC 21-041 Motion: To approve the agenda of today as presented and amended adding Action Item #10 – New Card-Access System and to approve the minutes from the April 20, 2021 Finance and Administration Committee meeting.  
Moved by: Matthew Fenske UNANIMOUS

#### SUBJECT: 2021 BUDGET ADJUSTMENTS

FC 21-042 Motion: To approve and forward to the Board of Commissioners the 2021 budget adjustments per the attached schedule.  
Moved by: Matthew Fenske UNANIMOUS

#### SUBJECT: STATEMENT OF REVIEW

FC 21-043 Motion: To approve the Statement of Review for the month of April 2021.  
Moved by: Philip Kuyers UNANIMOUS

#### SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 21-044 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 2<sup>nd</sup> quarter of Fiscal Year 2021.

Moved by: Matthew Fenske

UNANIMOUS

SUBJECT: ALLOCATION OF 2020 UNASSIGNED FUND BALANCE

FC 21-045

Motion: To approve and forward to the Board of Commissioners the recommendation to transfer \$2,726,083 of the 2020 General Fund unassigned fund balance to the Capital Project Fund.

Moved by: Matthew Fenske

UNANIMOUS

SUBJECT: FY2022 MICHIGAN DEPARTMENT OF CORRECTIONS PLAN AND APPLICATION

FC 21-046

Motion: To approve and forward to the Board of Commissioners the FY2022 Michigan Department of Corrections Plan and Application.

Moved by: Gregory DeJong

UNANIMOUS

SUBJECT: PROPERTY ASSESSED CLEAN ENERGY PROGRAM ESTABLISHMENT

FC 21-047

Motion: To approve and forward to the Board of Commissioners the Resolution of Intent to Establish a Property Assessed Clean Energy Program and set a Public Hearing for June 8, 2021.

Moved by: Matthew Fenske

UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONEL REQUEST

FC 21-048

Motion: To approve and forward to the Board of Commissioners the request from CMH to make the following position additions at a total cost of \$327,079:

1. Add two, full-time benefited Mental Health Clinicians (Group T, paygrade CMHT-15) at a 1.0 FTE at a cost of \$177,619.
2. Add one, full-time benefited EMR Systems Technician (Unclassified, paygrade CMHU-3) at a 1.0 FTE at a cost of \$76,110.
3. Remove four, part-time, non-benefited commission based Mental Health Clinicians and add two, full-time benefited Mental Health Clinicians (Group T, paygrade CMHT-15) at an increased cost of \$73,350.

Moved by: Matthew Fenske

UNANIMOUS

SUBJECT: RESOLUTION OF INTENT TO INCREASE THE 2021 MILLAGE RATE FOR COUNTY OPERATIONS, E-911, PARKS, ROAD COMMISSION AND CMH

FC 21-049 Motion: To approve and forward to the Board Chairperson the Resolution of Intent to Increase the 2021 Millage Rates for County Operations and the E-911, Parks, Road Commission and CMH special millages and to set a Public Hearing for June 8, 2021.  
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: CROCKERY TOWNSHIP WASTEWATER TREATMENT SYSTEM 2021 IMPROVEMENTS

FC 21-050 Motion: To approve and forward to the Board of Commissioners the Resolution to approve the Crockery Township Wastewater Treatment System 2021 Improvement bonds.  
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: NEW CARD-ACCESS SYSTEM

FC 21-051 Motion: To approve and forward to the Board of Commissioners the low bid from Knight Watch for the replacement of the County's card-access system.  
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Financial Month End Update – Amanda Price, County Treasurer, presented the Treasurer's Financial Month End update.

SUBJECT: ADJOURNMENT

FC 21-052 Motion: To adjourn at 10:49 a.m.  
Moved by: Gregory DeJong UNANIMOUS