

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: August 17, 2021

TIME: 10:02 a.m.

PLACE: Fillmore Street Complex

PRESENT: Gregory DeJong, Matthew Fenske, Douglas Zylstra, Philip Kuyers, Joseph Baumann

STAFF & GUESTS: Alan Vanderberg, Administrator; John Shay, Deputy County Administrator; Marcie VerBeek, Human Resources Director; Kevin Bowling, Circuit Court Administrator; Amanda Price, Treasurer; Karen Karasinski, Fiscal Services Director; Bob DeVries, GCSI; Jason Shamblin, Parks & Recreation Director; Paul Sachs, Planning & Performance Improvement Director; Rachel Sanchez, Deputy Clerk; Chelsea Eisenlohr, Community Mental Health; Michele VanderSchel, Community Mental Health; Josiah Timmermans, Chief Deputy Water Resources

SUBJECT: CONSENT ITEMS

FC 21-072 Motion: To approve the agenda of today as presented.
Moved by: Matthew Fenske UNANIMOUS

FC 21-073 Motion: To approve the minutes from the July 27, 2021 Finance and Administration Committee meeting as presented.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: 2021 BUDGET ADJUSTMENTS

FC 21-074 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 21-075 Motion: To approve the Statement of Review for the month of July 2021.
Moved by: Philip Kuyers UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 21-076 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 3rd quarter of Fiscal Year 2021.

Moved by: Matthew Fenske

UNANIMOUS

SUBJECT: FY 2022 CAPITAL IMPROVEMENT PLAN

FC 21-077 Motion: To approve and forward to the Board of Commissioners the FY 2022-2027 Capital Improvement Plan.

Moved by: Matthew Fenske

UNANIMOUS

SUBJECT: TOWER MANAGEMENT CONSULTING SERVICES

FC 21-078 Motion: To approve and forward to the Board of Commissioners the contract with Tele-Rad, Inc. for Tower Management Consulting Services at a total 3-year cost of \$12,500.

Moved by: Philip Kuyers

UNANIMOUS

SUBJECT: EXECUTIVE RECRUITMENT CONSULTING SERVICES

FC 21-079 Motion: To approve and forward to the Board of Commissioners the request for Human Resources to contract with GovHR for executive recruitment services to assist in hiring a County Administrator, at a cost of \$22,500 and to appoint a County Administrator search committee consisting of Chair Bergman, Vice-chair Fenske, Commissioner Dannenberg, Jose Gomez, Jennifer Owens, Michelle Fare and Monica Verplank.

Moved by: Matthew Fenske

MOTION PASSED

Yeas: Gregory DeJong, Matthew Fenske, Philip Kuyers, Joseph Baumann. (4)

Nays: Douglas Zylstra. (1)

SUBJECT: GCSI RETAINER AGREEMENT

FC 21-080 Motion: To approve and forward to the Board of Commissioners the Retainer Agreement between Governmental Consultant Services, Inc., and Ottawa County for a total cost of \$48,000 per year.

Moved by: Philip Kuyers

UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL REQUEST

FC 21-081 Motion: To approve and forward to the Board of Commissioners the request from CMH to increase one part-time, non-benefited Mental Health Clerk to full-time benefited and upgrade one Mental Health Specialist to Mental Health Clinician at a total cost of \$56,658.26 per year paid for with Medicaid and Lakeshore Regional Entity funding.

Moved by: Matthew Fenske

UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL REQUEST

FC 21-082 Motion: To approve and forward to the Board of Commissioners the request from CMH to add 14 full-time, benefited positions at a total cost of \$985,729.13 to be paid for with SAMSHA and CCBHC Grant funding.

Moved by: Matthew Fenske

UNANIMOUS

SUBJECT: PUBLIC HEALTH PERSONNEL REQUEST

FC 21-083 Motion: To approve and forward to the Board of Commissioners the request from Public Health to add 17 full-time, benefited positions and 25 part-time, non-benefited positions at a total cost of \$2,179,153.00 to be paid for with federal and state grant funding.

Moved by: Matthew Fenske

UNANIMOUS

SUBJECT: INTERIM COUNTY ADMINISTRATOR PAY AND TEMPORARY APPOINTMENTS

FC 21-084 Motion: To approve and forward to the Board of Commissioners to pay Interim County Administrator John Shay at the Unclassified U15 level, \$158,572 from August 30, 2021 to the conclusion of his duties as Interim Administrator and to appoint Mr. Shay to the following boards and commissions for the interim period:

Grand Valley Metropolitan Council Board of Directors and Executive Committee

Kent-Ottawa-Muskegon Foreign Trade Zone Board of Directors

Ottawa County Central Dispatch Authority Board of Directors

West Michigan Enforcement Team Board of Directors

Ottawa County Land Bank Authority

Ottawa County Brownfield Authority

Ottawa County Economic Development Corporation Board of Directors

Ottawa County Insurance Authority Board of Directors and Work Group

Lakeshore Advantage Board of Directors

Moved by: Philip Kuyers

UNANIMOUS

SUBJECT: RESOLUTION IN SUPPORT OF ADDITIONAL CIRCUIT COURT JUDGESHIP

FC 21-085 Motion: To approve and forward to the Board of Commissioners the Resolution in Support of Additional Circuit Court Judgeship.

Moved by: Matthew Fenske

MOTION PASSED

Yeas: Gregory DeJong, Matthew Fenske, Philip Kuyers, Joseph Baumann. (4)

Nays: Douglas Zylstra. (1)

SUBJECT: SETTING OF PUBLIC HEARING ON THE FY 2022 OTTAWA COUNTY BUDGET

FC 21-086 Motion: To recommend to the Board of Commissioners to set a public hearing on the FY 2022 Ottawa County budget for Tuesday, September 14, 2021 to be held in the Ottawa County Board Room, 12220 Fillmore Street, West Olive, at 1:30 p.m.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: SETTING OF PUBLIC HEARING TO CLOSEOUT THE CARES COMMUNITY DEVELOPMENT BLOCK GRANT

FC 21-087 Motion: To recommend to the Board of Commissioners to set a public hearing on the closeout of the CARES Community Development Block Grant for Tuesday, September 14, 2021 to be held in the Ottawa County Board Room, 12220 Fillmore Street, West Olive, at 1:30 p.m.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: OTTAWA CONSERVATION DISTRICT AGREEMENT RENEWAL

FC 21-088 Motion: To approve and forward to the Board of Commissioners the agreement between the County and the Ottawa Conservation District (OCD) in the amount of \$100,000 per year for a two-year term.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: MARY FREE BED REHABILITATION HOSPITAL REFUNDING BONDS

FC 21-089 Motion: To approve and forward to the Board of Commissioners the bonding activity of the Kent County Hospital Finance Authority under the IRS Code Section 147(f) for funding that affects one Mary Free Bed Hospital facility in Ottawa County as well as acceptance of Mary Free Bed's indemnification of Ottawa County for this action.
Moved by: Philip Kuyers UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Financial Month End Update – The Treasurer's Financial Month End update was presented by Amanda Price, Ottawa County Treasurer. She reported the Foreclosure Auction will be online next week.
2. FY 2022 Budget – Karen Karasinski, Fiscal Services Director, explained the proposed 2022 budget.

SUBJECT: ADJOURNMENT

FC 21-090 Motion: To adjourn at 11:37 a.m.
Moved by: Philip Kuyers UNANIMOUS