

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: February 6, 2024
TIME: 10:45 a.m.
PLACE: Fillmore Street Complex
PRESENT: Gretchen Cosby, Roger Belknap, Joe Moss, and Kendra Wenzel. (4)
ABSENT: Rebekah Curran. (1)

SUBJECT: PUBLIC COMMENT

None.

SUBJECT: APPROVAL OF AGENDA

FC 24-008 Motion: To approve the agenda of today.
Moved by: Belknap UNANIMOUS

SUBJECT: CONSENT RESOLUTIONS

FC 24-009 Motion: To approve the minutes from the January 9, 2024, Finance and Administration
Committee Meeting.
Moved by: Wenzel UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 24-010 Motion: To approve the Statement of Review.
Moved by: Belknap

The motion passed with the following votes: Yeas: Roger Belknap, Joe Moss, Kendra Wenzel, Gretchen Cosby. (4)

SUBJECT: ACCOUNTS PAYABLE FOR DECEMBER 22, 2023 THROUGH JANUARY 25, 2024

FC 24-011 Motion: To approve the general claims in the amount of \$17,740,481.57 as presented by
the summary report for December 22, 2023 through January 25, 2024.
Moved by: Wenzel

The motion passed with the following votes: Yeas: Joe Moss, Kendra Wenzel, Roger Belknap, Gretchen Cosby. (4)

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 24-012 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 Special Revenue Funds, through the end of the 1st quarter of Fiscal Year 2024.
Moved by: Moss

The motion passed with the following votes: Yeas: Kendra Wenzel, Joe Moss, Roger Belknap, Gretchen Cosby. (4)

SUBJECT: 2025 BUDGET CALENDAR

FC 24-013 Motion: To approve and forward to the Board of Commissioners the 2025 Budget Calendar.
Moved by: Moss UNANIMOUS

SUBJECT: STRATEGIC PLAN FUNDS REQUEST

FC 24-014 Motion: To approve and forward to the Board of Commissioners a request from Administration to issue an RFP for up to \$100,000 to procure vendor options for the county's strategic plan, with vendor review and approval to be done at the Strategic Planning Committee.
Moved by: Wenzel

The motion passed with the following votes: Yeas: Roger Belknap, Kendra Wenzel, Joe Moss, Gretchen Cosby. (4)

SUBJECT: PUBLIC HEALTH FTE REQUEST

FC 24-015 Motion: To approve and forward to the Board of Commissioners the request from Public Health to increase the FTE for a Community Health Nurse from 0.5 FTE to 0.6 FTE at a cost of \$9,130.
Moved by: Belknap

The motion passed with the following votes: Yeas: Roger Belknap, Joe Moss, Kendra Wenzel, Gretchen Cosby. (4)

SUBJECT: SEASONAL EMPLOYEE WAGES

FC 24-016 Motion: To approve and forward to the Board of Commissioners the request from Parks to modify the pay rates for seasonal employees and to be annually adjusted by the cost-of-living provided to general Group T employees.
Moved by: Wenzel

The motion passed with the following votes: Yeas: Roger Belknap, Joe Moss, Kendra Wenzel, Gretchen Cosby. (4)

SUBJECT: FULL FAITH AND CREDIT PLEDGES FOR DRAIN NOTES AND BONDS

FC 24-017 Motion: To approve and forward to the Board of Commissioners a resolution pledging the county's full faith and credit to a drain note or bonds.
Moved by: Moss

The motion passed with the following votes: Yeas: Joe Moss, Kendra Wenzel, Roger Belknap, Gretchen Cosby. (4)

SUBJECT: SHERIFF'S OFFICE VEHICLE UPLIFTING CONTRACT

FC 24-018 Motion: To review and forward to the Board of Commissioners the contract for vehicle uplifting services.
Moved by: Moss

The motion passed with the following votes: Yeas: Kendra Wenzel, Roger Belknap, Joe Moss, Gretchen Cosby. (4)

SUBJECT: FISCAL SERVICES INTERNAL AUDIT

FC 24-019 Motion: To direct Fiscal Services, in coordination with the Chair of the Finance and Administration Committee, to conduct an internal audit of ARPA Funds received by Ottawa County. The audit should encompass: use and amount of those funds dispersed, who these funds were given to, and amount of dollars returned from each account. This internal audit should be completed and presented to the Finance and Administration Committee at the March 5, 2024 Committee Meeting.
Moved by: Belknap

The motion passed with the following votes: Yeas: Roger Belknap, Joe Moss, Kendra Wenzel, Gretchen Cosby. (4)

SUBJECT: COST OF SERVICE REPORT

FC 24-020 Motion: To direct Administration to work with Department Heads to create and report cost of service metrics for each department program, including number of FTEs, program purpose, number of FTEs budgeted/hired, program volumes, and any other relevant program information and have that information submitted to the Chair of the Finance and Administration Committee by March 5, 2024.
Moved by: Wenzel UNANIMOUS

SUBJECT: FY2024 BUDGET ADJUSTMENT

FC 24-021 Motion: To approve and forward to the Board of Commissioners the FY2024 budget adjustments per the attached schedule.
Moved by: Belknap

The motion passed with the following votes: Yeas: Joe Moss, Kendra Wenzel, Roger Belknap, Gretchen Cosby. (4)

SUBJECT: COMMITTEE REPORTS

1. Treasurer's Financial Month End Update-Cheryl Clark, Ottawa County Treasurer, was unable to attend the meeting but her update is in the packet.

SUBJECT: PUBLIC COMMENT

1. Joe Spaulding-Holland Township
2. Karen Obits-Spring Lake

SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 11:18 a.m.