

**FINANCE AND ADMINISTRATION COMMITTEE**

**Proposed Minutes**

DATE: January 20, 2009

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Gordon Schrotenboer, Dennis Swartout, James Holtvluwer, Robert Karsten, Roger Rycenga

STAFF & GUESTS: Alan Vanderberg, Administrator; Gary Scholten, Register of Deeds; Marie Waalkes, Human Resources Director; Keith Van Beek, Assistant Administrator; Sherri Sayles, Deputy Clerk; June Hagan, Fiscal Services Director; Bradley Slagh, Treasurer; Jessica Kinser, Management Financial Analyst; Greg Rappleye, Corporation Counsel

**SUBJECT: CONSENT ITEMS**

Approve by consent the agenda of today as presented and approve by consent the minutes of the December 16, 2008, meeting as presented.

**SUBJECT: ELECTION OF COMMITTEE VICE-CHAIR**

FC 09-001 Motion: To elect Roger Rycenga as Vice-Chair of the Finance and Administration Committee for 2009.  
Moved by: Schrotenboer **UNANIMOUS**

**SUBJECT: MONTHLY BUDGET ADJUSTMENTS**

FC 09-002 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 December 2008.  
Moved by: Schrotenboer **UNANIMOUS**

**SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000**

FC 09-003 Motion: To approve budget adjustments #968, 977, 978, 980, 981, 989, 991, 1000, 1001, 1004, 1007, 1008, 1009, 1.  
Moved by: Holtvluwer **UNANIMOUS**

SUBJECT: STATEMENT OF REVIEW FOR DECEMBER

FC 09-004 Motion: To approve the Statement of Review for the month of December 2008.

Moved by: Holtvluwer

UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 09-005 Motion: To receive for information the Interim Financial Statement for General Fund, Mental Health and Public Health as of December 31, 2008.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: QUARTERLY TREASURER'S INVESTMENT REPORT

FC 09-006 Motion: To receive for information the Treasurer's Quarterly Investment Report as of December 31, 2008.

Moved by: Rycenga

UNANIMOUS

SUBJECT: RECLASSIFICATION OF ONE (1) RECORDS PROCESSING CLERK II TO ONE (1) PUBLIC SERVICE CENTER CLERK (PC IV)

FC 09-007 Motion: To approve and forward to the Board of Commissioners the proposal from the Register of Deeds to reclassify a 1.0 FTE Records Processing Clerk II (Group T paygrade 6) to a 1.0 FTE Public Service Center Clerk (Records Processing Clerk IV, Group T paygrade 8) at a cost of \$2,307 for 2009. Funding to come from vacant positions in the General Fund.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: FISCAL YEAR 2009 FUNDING PROPOSAL

FC 09-008 Motion: To approve and forward to the Board of Commissioners the Fiscal Year 2009 funding proposal of \$29,694 to continue operations of the District Court Drug Court through September 30, 2009. Funding to come from Fund 2850 (Community Corrections) fund balance.

Moved by: Rycenga

UNANIMOUS

SUBJECT: DISCUSSION ITEMS:

1. Engagement letter with Vredeveld Haefner, LLC for the Ottawa County, Michigan Insurance Authority's 2008 audit.

2. Engagement letter with Vredeveld Haefner, LLC for the County of Ottawa 2008 audit.
3. Engagement letter with Vredeveld Haefner, LLC for the Ottawa County Drain Commission 2008 audit.

June Hagan reported these are the standard letters that are received every year from the auditors. There is nothing unusual to report.

Mr. Swartout asked the Administrator for a brief Strategic Planning update. Mr. Vanderberg will be sending a list out to the Commissioners today. A draft update will be given to the employees and discussed at a Board Work Session before going to the full Board for approval.

**SUBJECT: ADJOURNMENT**

The meeting adjourned at 10:10 a.m.