

**FINANCE AND ADMINISTRATION COMMITTEE**

**Approved Minutes**

DATE: February 7, 2023

TIME: 10:00 a.m.

PLACE: Fillmore Street Complex

PRESENT: Gretchen Cosby, Lucy Ebel, Doug Zylstra, Jacob Bonnema, Joe Moss, Rebekah Curran, Sylvia Rhodea, Roger Belknap, Roger Bergman, and Allison Miedema (10)

SUBJECT: PUBLIC COMMENT

1. Elizabeth Butler-Chamber of Commerce

SUBJECT: CONSENT ITEMS

FC 23-011 Motion: To approve the agenda of today and to approve the minutes from the January 17, 2023, Finance and Administration Committee Meeting.

Moved by: Moss UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 23-012 Motion: To approve the Statement of Review for the month of January 2023.

Moved by: Bergman UNANIMOUS

SUBJECT: ACCOUNTS PAYABLE FOR JANUARY 2, 2023 THROUGH JANUARY 26, 2023

FC 23-013 Motion: To approve the general claims in the amount of \$26,311,053.93 as presented by the summary report for January 2, 2023 through January 26, 2023.

Moved by: Bergman UNANIMOUS

SUBJECT: CLEAN SWEEP GRANT AGREEMENT FROM MDARD

FC 23-014 Motion: To approve and forward to the Board of Commissioners the Clean Sweep Grant application from the Michigan Department of Agriculture and Rural Development.

Moved by: Moss UNANIMOUS

SUBJECT: NATIVE LANDSCAPE DESIGN AND SERVICES AGREEMENT

FC 23-015 Motion: To approve and forward to the Board of Commissioners an Agreement with Native Edge LLC for professional design, implementation, and maintenance services to Ottawa County for the native landscape design and services project at a total cost of \$95,000.

Moved by: Bergman UNANIMOUS

## SUBJECT: CONTRACT FOR ROOF REPAIRS AT THREE COUNTY BUILDINGS

FC 23-016 Motion: To approve and forward to the Board of Commissioners the contract with Weatherproofing Technologies Inc. to repair and resurface the roofs at 1111 Fulton Street, DHHS and A buildings at the James Street Campus for a total cost of \$959,820.44.  
Moved by: Curran UNANIMOUS

## SUBJECT: COMMUNITY HEALTH NEEDS ASSESSMENT CONTRACT

FC 23-017 Motion: To approve and forward to the Board of Commissioners the 2023 Memorandum of Understanding for the Community Health Needs Assessment contract and funding.  
Moved by: Moss UNANIMOUS

## SUBJECT: PIONEER RESOURCES TRANSPORTATION CONTRACT

FC 23-018 Motion: To approve and forward to the Board of Commissioners the Specialized Services Public Transportation Subcontract Agreement with Pioneer Resources.  
Moved by: Bergman UNANIMOUS

## SUBJECT: MSHDA GRANT FUNDING AMENDMENT

FC 23-019 Motion: To bundle Action Items #8-10 and to approve and forward to the Board of Commissioners the funding amendment to the Michigan State Housing Development Authority (MSHDA) Rental Assistance and Homeless Solutions grant #HML-2022-Ottawa C-5826-ESF, grant #HML-2020-Ottawa C-5826-C19, and grant #HML-2021-Ottawa C-5826-ESF.  
Moved by: Zylstra UNANIMOUS

## SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL REQUEST

FC 23-020 Motion: To approve and forward to the Board of Commissioners the request from Community Mental Health to add eight full-time new positions and remove two positions at a total cost of \$572,307.20 to be funded by CCBHC grant and Medicaid.  
Moved by: Bergman

FC 23-021 Motion: To postpone the vote on the CMH positions to gain more information.  
Moved by: Bonnema

The motion passed with the following votes: Yeas: Roger Bergman, Lucy Ebel, Rebekah Curran, Joe Moss, Jacob Bonnema, Allison Miedema, Roger Belknap, Sylvia Rhodea, Gretchen Cosby. (9)

Nays: Douglas Zylstra (1)

SUBJECT: INNOVATION AND TECHNOLOGY PERSONNEL REQUEST

FC 23-022 Motion: To approve and forward to the Board of Commissioners the request from IT to add one. 1.0 FTE full-time, benefited Network Administrator position at universal paygrade 15 for a total cost of \$131,738.  
Moved by: Belknap UNANIMOUS

SUBJECT: 2024 BUDGET CALENDAR

FC 23-023 Motion: To approve and forward to the Board of Commissioners the 2024 Budget Calendar.  
Moved by: Moss UNANIMOUS

SUBJECT: FY2023 BUDGET ADJUSTMENTS

FC 23-024 Motion: To approve and forward to the Board of Commissioners the 2023 budget adjustments per the attached schedule.  
Moved by: Bergman UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 23-025 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 2023.  
Moved by: Moss UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. ARPA Project Overview-Paul Sachs went over the ARPA information in the packet.

SUBJECT: ADJOURNMENT

FC 23-026 Motion: To adjourn at 11:43 a.m.  
Moved by: Curran UNANIMOUS