

**Agenda**  
**Finance and Administration Committee**  
**West Olive Administration Building – Board Room and YouTube**  
**12220 Fillmore, West Olive, MI 49460**  
**Tuesday, January 9, 2024**  
**10:00 AM**

**Public Comment**

**Approval of Agenda**

**Consent Resolutions:**

1. Approval of Minutes from the [December 5, 2023](#) Finance and Administration Committee Meeting.

**Agenda and Action Requests:**

1. Election of Committee Vice Chair  
Suggested Motion:  
To elect \_\_\_\_\_ as Vice Chairperson of the Finance and Administration Committee for 2024
2. [Statement of Review](#)  
Suggested Motion:  
To approve the Statement of Review.
3. [Accounts Payable for November 23, 2023 through December 21, 2023](#)  
Suggested Motion:  
To approve the general claims in the amount of \$12,014,246.38 as presented by the summary report for November 23, 2023 through December 21, 2023
4. [Quarterly Financial Status Report](#)  
Suggested 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 4th quarter of Fiscal Year 2023.
5. [FY2024 Budget Adjustments](#)  
Suggested Motion:  
To approve and forward to the Board of Commissioners the FY2024 budget adjustments per the attached schedule.

## **Discussion Items:**

1. [Presentation from Habitat for Humanity](#); Don Wilkinson & Dave Rozman

## **Committee Reports:**

1. [Treasurer's Financial Month End Update](#); Cheryl Clark
2. Status of 2023 Initiatives:
  - a. [Update on Budget Software](#); Administrator Gibbs
  - b. [Update on Facilities Usage Analysis](#); Blake Upright
  - c. [Update from Communications Department](#); Shannon Felgner
3. Status of 2024 Initiatives; Administrator Gibbs

## **Public Comment**

## **Adjournment at Call of the Chairperson**

**Note: Public Comments on the day's business are to be limited to three (3) minutes.**