

Agenda
Finance and Administration Committee
West Olive Administration Building – Board Room and YouTube
12220 Fillmore, West Olive, MI 49460
Tuesday, February 6, 2024
10:00 AM

Public Comment

Approval of Agenda

Consent Resolutions:

1. Approval of Minutes from the [January 9, 2024](#) Finance and Administration Committee Meeting.

Agenda and Action Requests:

1. [Statement of Review](#)
Suggested Motion:
To approve the Statement of Review.
2. [Accounts Payable for December 22, 2023 through January 25, 2024](#)
Suggested 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
3. [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 1st quarter of Fiscal Year 2024.
4. [2025 Budget Calendar](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the 2025 Budget Calendar.
5. [Strategic Plan Funds Request](#)
Suggested 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.

6. [Public Health FTE Request](#)

Suggested 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.

7. [Seasonal Employee Wages](#)

Suggested 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.

8. [Full Faith and Credit Pledges for Drain Notes and Bonds](#)

Suggested 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.

9. [Sheriff's Office Vehicle Uplifting Contract](#)

Suggested Motion:

To review and forward to the Board of Commissioners the contract for vehicle uplifting services.

10. [Fiscal Services Internal Audit](#)

Suggested 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.

11. [Cost of Service Report](#)

Suggested 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.

12. [FY2024 Budget Adjustments](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the FY2024 budget adjustments per the attached schedule.

Committee Reports:

- I. [Treasurer's Financial Month End Update](#); Cheryl Clark

Public Comment

Adjournment at Call of the Chairperson

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