

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: January 9, 2024
TIME: 10:06 a.m.
PLACE: Fillmore Street Complex
PRESENT: Gretchen Cosby, Roger Belknap, Rebekah Curran, Joe Moss, and Kendra Wenzel. (5)
ABSENT: None. (0)

SUBJECT: PUBLIC COMMENT

1. Sheila Dettloff-Holland Township
2. Dena Arner-Holland Township

SUBJECT: APPROVAL OF AGENDA

FC 24-001 Motion: To approve the agenda of today.
Moved by: Curran UNANIMOUS

SUBJECT: CONSENT RESOLUTIONS

FC 24-002 Motion: To approve the minutes from the December 5, 2023, Finance and Administration Committee Meeting.
Moved by: Belknap UNANIMOUS

SUBJECT: ELECTION OF COMMITTEE VICE CHAIR

FC 24-003 Motion: To elect Roger Belknap as Vice Chairperson of the Finance and Administration Committee for 2024.
Moved by: Moss

Role Call Vote:

Belknap-Belknap	Wenzel-Belknap
Curran-Belknap	Cosby-Belknap
Moss-Belknap	

Roger Belknap was elected to Vice Chairperson of the Finance and Administration Committee for 2024.

SUBJECT: STATEMENT OF REVIEW

FC 24-004 Motion: To approve the Statement of Review.

Moved by: Moss

The motion passed with the following votes: Yeas: Joe Moss, Rebekah Curran, Kendra Wenzel, Roger Belknap, Gretchen Cosby. (5).

SUBJECT: ACCOUNTS PAYABLE FOR NOVEMBER 23, 2023 THROUGH DECEMBER 21, 2023

FC 24-005 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.
Moved by: Wenzel

The motion passed with the following votes: Yeas: Kendra Wenzel, Roger Belknap, Joe Moss, Rebekah Curran, Gretchen Cosby. (5).

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 24-006 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.
Moved by: Moss

The motion passed with the following votes: Yeas: Rebekah Curran, Kendra Wenzel, Roger Belknap, Joe Moss, Gretchen Cosby. (5).

SUBJECT: FY2024 BUDGET ADJUSTMENTS

FC 24-007 Motion: To approve and forward to the Board of Commissioners the FY2024 budget adjustments per the attached schedule.
Moved by: Moss

The motion passed with the following votes: Yeas: Joe Moss, Kendra Wenzel, Rebekah Curran, Roger Belknap, Gretchen Cosby. (5).

SUBJECT: DISCUSSION ITEMS

1. Presentation from Habitat for Humanity-Don Wilkinson & Dave Rozman presented an update on current and future Habitat for Humanity projects.

SUBJECT: COMMITTEE REPORTS

1. Treasurer's Financial Month End Update-Cheryl Clark, Ottawa County Treasurer, presented the Treasurer's Financial Month End update.
2. Status of 2023 Initiatives:
 - a. Update on Budget Software-Administrator Gibbs gave an update.

- b. Update on Facilities Usage Analysis-Blake Upright gave an update.
 - c. Update from Communications Department-Shannon Felgner gave an update.
3. Status of 2024 Initiatives-Administrator Gibbs gave an update.

SUBJECT: PUBLIC COMMENT

- 1. Karen Obits-Spring Lake Village

SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 12:12 p.m.