

## FINANCE COMMITTEE

### Approved Minutes

DATE: August 3, 1999

TIME: 8:30 A.M.

PLACE: Fillmore Street Complex, West Olive

PRESENT: Roger Rycenga, D. Dale Mohr, Harris Schipper, Robert Rinck, Gordon Schrotenboer

STAFF: Robert Oosterbaan, Administrator, Rosemary Zink, Finance Director, Richard Schurkamp, Personnel & Labor Relations Manager; Barry Kantz, District Court Administrator; Mary Richardson, Treasurer; June Hagan, Accounting Director; Sherri Sayles, Deputy Clerk.

MEDIA

SUBJECT: CONSENT ITEMS

Approved the Minutes of the July 6, 1999 meeting as presented and approved the agenda of today as presented and amended..

SUBJECT: BUDGET ADJUSTMENT(S)

**FC 99-076** Motion: To approve budget adjustment(s) #'s BA 512, thru BA 519, BA 539, BA 557 thru 563, and BA 581 thru 587.

Moved by: Schrotenboer Supported by: Schipper UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

**FC 99-077** Motion: To approve the Statement of Review for the month of June, 1999.

Moved by: Schipper Supported by: Mohr UNANIMOUS

SUBJECT: COMPREHENSIVE ANNUAL FINANCIAL REPORT

**FC 99-078** Motion: To receive for information and forward to the Board of Commissioners, Ottawa County's Comprehensive Annual Financial Report and management letter for the year ended December 31, 1998.

Moved by: Rinck Supported by: Mohr UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS LESS THAN \$20,000

**FC 99-079** Motion: To approve and forward to the Board the appropriation changes approved by the Administrator and Finance Director for \$20,000 or less for the period April 1, 1999 to June 30, 1999, which changed the total appropriation from the amended budget.

Moved by: Schrotenboer Supported by: Rinck UNANIMOUS

Starting next year, it was requested that the Changed to Total Appropriation - Under \$20,000 Report be ran monthly instead of quarterly.

SUBJECT: DISCUSSION ITEMS

1. Continuation of "on-call" Magistrate in the District Court. Rich Schurkamp and Barry Kantz explained that the on-call magistrate works approximately once every six weeks and only functions as being the after hours and weekend judicial officer.

**FC 99-080** Motion: To approve the continuation of the "on-call" Magistrate in District Court.

Moved by: Schrotenboer Supported by: Schipper UNANIMOUS

2. FAX Machines, Internet & Laptop - to all commissioners. It was the consensus of the committee for all 13 commissioners to meet once a month to be instructed by MIS on how to use the laptops. This education program should be in place by the spring. Will hold off on the fax machines at this time. Training will be brought before the Board under a discussion item.

SUBJECT: ADJOURNMENT

**FC 99-081** Motion: To adjourn at 9:15 A.M.

Moved by: Schipper Supported by: Rinck UNANIMOUS