

FINANCE & ADMINISTRATION COMMITTEE

Approved Minutes

DATE: August 22, 2002

TIME: 1:00 p.m.

PLACE: Fillmore Street Complex, West Olive

PRESENT: Cornelius Vander Kam, Roger Rycenga, Robert Rinck, D. Dale Mohr, Philip Kuyers, Gordon Schrotenboer

STAFF & GUESTS:

Rosemary Zink, Finance Director; Dave Schipper, District Court Chief Probation Officer; Judy Johnson, Interim Health Director; Rich Schurkamp, Human Resources Director; Ken Zarzecki, Road Commission; Barry Kantz, District Court Administrator; Dale Vredeveld, Undersheriff; Robert Oosterbaan, Administrator; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approved by consent the minutes of the July 2 and July 23, 2002 Meetings as presented and approved by consent the agenda of today as presented and amended to add Action Item #10 - Budget Adjustments Greater than \$50,000.

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 02- 059 Motion: To approve budget adjustments #596 - #600.

Moved by: Schrotenboer Supported by: Rinck UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 02-060 Motion: To approve and forward to the Board the appropriation changes greater than \$50,000 and those approved by the Administrator and Finance Director for \$50,000 or less which changed the total appropriation from the amended budget for the months of June and July 2002.

Moved by: Rinck Supported by: Schrotenboer UNANIMOUS

SUBJECT: BOND REFUNDING - NORTHWEST OTTAWA WATER SYSTEM

FC 02-061 Motion: To approve and forward to the Board the Resolution to issue and sell bonds aggregating the principal sum of not to exceed three millin dollars (\$3,000,000) pursuant to the provisions of Part VI of Act No.342, Act 34 and other applicable statutory provisions, for the purpose of refunding all or part of the 1992 Northwest Ottawa Water

Treatment System Bonds, Series 1989.

Moved by: Schrotenboer Supported by: Mohr

FC 02-062 Motion: To amend motion FC 02-061 to reflect the name change of the bond from Ottawa County 2002 Refunding Bonds (Northwest Ottawa Water Treatment System) to Ottawa County 2002 Refunding Bonds (Northwest Ottawa Water Treatment System) Series A.

Moved by: Vander Kam Supported by: Schrotenboer UNANIMOUS

A vote was than taken on the motion as amended and the amended motion passed.

SUBJECT: WAGE & FRINGE BENEFIT RECOMMENDATIONS FOR 2003

FC 02-063 Motion: To approve and forward to the Board the following wage and benefit adjustments for elected officials, County and court Unclassified employees (excluding Judges and the Board of Commissioners for 2003:

1. Wages: Effective January 1, 2003, increasing the existing salary schedule by 3.2 percent.
2. Increase the employer match on deferred compensation from twenty percent (20%) to twenty-five percent (25%).

Moved by: Vander Kam Supported by: Rinck UNANIMOUS

FC 02-064 Motion: To approve and forward to the Board for approval the following wage and benefit enhancement for the County's non-represented, non-supervisory full-time and regular part-time (Group W) employees for 2003:

1. Wages: Effective January 1, 2003, increase the existing salary schedule by 3.2 percent.

Moved by: Rinck Supported by: Mohr UNANIMOUS

FC 02-065 Motion: To approve and forward to the Board for approval, an increase in the hourly wages of the County's temporary (non-seasonal) employees (excluding Relief ISP Officer, Cadet, Part-time Road Patrol Deputy, Part-time Corrections Officer, Reserve/Marine Patrol Officer, Mounted/Reserve Officer, Gatekeeper, Bailiff) of 3.2 percent effective January 1, 2003.

Moved by: Mohr Supported by: Vander Kam UNANIMOUS

FC 02-066 Motion: To approve and forward to the Board for approval, an increase in the hourly wages of the County's College Interns to \$9.1956 per hour effective January 1, 2003.

Moved by: Schrotenboer Supported by: Mohr UNANIMOUS

FC 02-067 Motion: To approve and recommend to the Board for approval the following

wage and benefit changes for 2003 for the Parenting Plus Supervisory employee(s):

1. Increase the Parenting Plus Supervisory salary by 3.2 percent effective January 1, 2003.
2. Increase the employer match on deferred compensation from twenty percent (20%) to twenty-five (25%).

Moved by: Schrotenboer Supported by: Vander Kam UNANIMOUS

FC 02-068 Motion: To approve and recommend to the Board for approval the following wage and benefit changes for 2003 for the Non-Supervisory employee(s):

1. Increase the Parenting Plus Non-Supervisory salary by 3.2 percent effective January 1, 2003.

Moved by: Rinck Supported by: Schrotenboer UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 02-069 Motion: To approve the Statement of Review for the months of June and July 2002.

Moved by: Rinck Supported by: Schrotenboer UNANIMOUS

SUBJECT: TREASURER'S INVESTMENT REPORT

FC 02-070 Motion: To receive for information the Treasurer's Quarterly Investment Report as of July 31, 2002.

Moved by: Mohr Supported by: Rinck UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL REPORT

FC 02-071 Motion: To receive for information the Quarterly Financial Status Reports for General Fund, Health, and Mental Health as of June 30, 2002.

Moved by: Vander Kam Supported by: Rinck UNANIMOUS

SUBJECT: PROPOSED OTTAWA COUNTY DRUG PRESCRIPTION PROGRAM

FC 02-072 Motion: To approve the proposed Ottawa County Drug Prescription Program and forward the resolution to the Board of Commissioners.

Moved by: Schrotenboer Supported by: Rinck

FC 02-073 Motion: To amend motion FC 02-072 to change the participants fee from \$12 to \$15.

Moved by: Mohr Supported by: Rinck UNANIMOUS

A vote was than taken on the motion as amended and the amended motion passed.

**SUBJECT: PROPOSED REPORTING STRUCTURE REORGANIZATION FOR
COMMUNITY CORRECTIONS**

FC 02-074 Motion: To approve the proposed reporting structure reorganization for
Community Corrections.

Moved by: Rinck Supported by: Vander Kam UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 02-075 Motion: To approve budget adjustments #650 - #654.

Moved by: Schrotenboer Supported by: Rinck UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Commissioner's 2003 Budget - Rosemary Zink explained the Commissioner's 2003
Budget. Rosemary passed out a preliminary draft of the 2003 budget and 2002 millage
levy. Second meeting in September a millage will be approved.

SUBJECT: ADJOURNMENT

The meeting adjourned at 2:20 p.m.