

FINANCE & ADMINISTRATION COMMITTEE

Approved Minutes

DATE: January 21, 2003

TIME: 8:30 a.m.

PLACE: Fillmore Street Complex, West Olive

PRESENT: Gordon Schrottenboer, Cornelius Vander Kam, Philip Kuyers, Roger Rycenga

ABSENT: Robert Rinck

STAFF & GUESTS: Robert Oosterbaan, Administrator; June Hagan, Accounting Director; Rosemary Zink, Finance Director; Chuck Pistis, MSU Extension; Greg Rappleye, Corporate Counsel; Mary Richardson, Treasurer; Sherri Sayles, Deputy Clerk, Media

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the December 17, 2002, meeting as presented.

Approve by consent the agenda of today as presented and amended to add Action Item #9 - Biomass Energy Conversion Project and to add to Action Item #6 - "Board Members of".

SUBJECT: ELECTION OF COMMITTEE VICE-CHAIR

FC 03-001 Motion: To nominate and elect Philip Kuyers as Vice-Chairperson of the Finance and Administration Committee for 2003.

Moved by: Schrottenboer Supported by: Vander Kam UNANIMOUS

SUBJECT: DATES AND TIMES OF FUTURE MEETINGS

FC 03-002 Motion: To approve the attached dates and times of future Finance and Administration Committee Meetings for 2003 with the September 2 and October 7, 2003, meetings changed to 1:00 p.m. and the November 18th meeting changed to November 4th at 1:00 p.m.

Moved by: Schrottenboer Supported by: Kuyers UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 03-003 Motion: To approve budget adjustments #1209 - 1211 and #9.

Moved by: Schrottenboer Supported by: Kuyers UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 03-004 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 month of December 2002.

Moved by: Vander Kam Supported by: Schrottenboer UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 03-005 Motion: To approve the Statement of Review for the month of December 2002.

Moved by: Vander Kam Supported by: Schrottenboer UNANIMOUS

SUBJECT: PER DIEM AND MILEAGE FOR THE SPECIAL COMMITTEE ON TECHNOLOGY

FC 03-006 Motion: To approve and forward to the Board the per diem and mileage for the Board Members of the special committee on Technology.

Moved by: Schrottenboer Supported by: Vander Kam UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL REPORTS

FC 03-007 Motion: To receive for information the Quarterly Financial Status Reports for General Fund, Health, and Mental Health as of December 31, 2002.

Moved by: Vander Kam Supported by: Kuyers UNANIMOUS

SUBJECT: TREASURER'S INVESTMENT REPORT

FC 03-008 Motion: To receive for information the Treasurer's Quarterly Investment Report as of December 31, 2002.

Moved by: Schrottenboer Supported by: Vander Kam UNANIMOUS

Mary Richardson explained the Treasurer's Investment Report.

SUBJECT: BIOMASS ENERGY CONVERSION PROJECT

FC 03-009

Motion: To approve and recommend to the Board the funding of \$15,000 toward a feasibility study on a Biomass Energy Conversion Project for potential pollution control. Funding to come from Contingency account and is contingent upon obtaining remaining \$15,000 grant match requirement.

Moved by: Schrotenboer Supported by: Vander Kam UNANIMOUS

SUBJECT: INFORMATION ITEMS

1. Engagement letter with Rehmann Robson for County's 2002 audit. - Rosemary Zink explained it is a requirement to present this letter for information.

SUBJECT: ADJOURNMENT

FC 03-010

Motion: To adjourn at 9:27 a.m.

Moved by: Vander Kam Supported by: Kuyers UNANIMOUS