

**APPROVED
OTTAWA COUNTY
BOARD OF COMMISSIONERS
FINANCE & ADMINISTRATION COMMITTEE**

**Tuesday, May 18, 2004 8:30 AM
Fillmore Administration Building - Conference Room A
12220 Fillmore Street, West Olive**

DATE: May 18, 2004

TIME: 8:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Cornelius Vander Kam, Edward Berghorst, Roger Rycenga, Robert Rinck, Gordon Schrotenboer

STAFF & GUESTS: Alan Vanderberg, Administrator; Connie VanderSchaaf, Finance Dept.; Rich Schurkamp, Administrative Services Director; June Hagan, Accounting Director; Greg Rappleye, Corporation Counsel; Sherri Sayles; Deputy Clerk

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the April 13, 2004, and April 20, 2004, meetings as presented and approve by consent the agenda of today as presented.

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 04-048 Motion: To approve budget adjustments #320 - #321.
Moved by: Schrotenboer Supported by: Rinck
UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 04-049 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 April 2004.
Moved by: Schrotenboer Supported by: Rinck
UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 04-050 Motion: To approve the Statement of Review for the month of April 2004.
Moved by: Berghorst Supported by: Schrotenboer
UNANIMOUS

SUBJECT: RECLASSIFICATION OF YOUTH SPECIALIST IN JUVENILE DETENTION TO SHIFT SUPERVISOR

FC 04-051 Motion: To approve and forward to the Board the *Letter of Understanding Between OCJCEA, Ottawa Family Court and Ottawa County* (May 6, 2004) reclassifying one (1) Youth Specialist in Detention to Court Unclassified Grade 08 B. Annual cost of the reclassification to be approximately \$13,965.
Moved by: Rinck Supported by: Schrotenboer
UNANIMOUS

SUBJECT: OTTAWA COUNTY, MICHIGAN INSURANCE AUTHORITY ANNUAL FINANCIAL REPORT

FC 04-052 Motion: To receive as information and forward to the Board the Comprehensive Annual Financial Report of Ottawa County, Michigan Insurance Authority for the year ended December 31, 2003.
Moved by: Berghorst Supported by: Rinck

UNANIMOUS

SUBJECT: ADJOURNMENT

FC 04-053

Motion: The meeting adjourned at 8:54 a.m.

Moved by: Rinck

Supported by: Schrotenboer

UNANIMOUS

Agenda

Consent Items:

Approval of Minutes from the April 13, 2004 and April 20, 2004 Meetings

Approval of Agenda

Action Items:

1. Budget Adjustments Greater than \$50,000
Suggested Motion:
To approve budget adjustments #320 - #321.
2. Monthly Budget Adjustments
Suggested 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 April 2004.
3. Statement of Review
Suggested Motion:
To approve the Statement of Review for the month of April 2004.
4. Reclassification of Youth Specialist in Juvenile Detention to Shift Supervisor
Suggested Motion:
To approve and forward to the Board the *Letter of Understanding Between OCJCEA, Ottawa Family Court and Ottawa County* (May 6, 2004) reclassifying one (1) Youth Specialist in Detention to Court Unclassified Grade 08 B. Annual cost of the reclassification to be approximately \$13,965.
5. Ottawa County, Michigan Insurance Authority Annual Financial Report
Suggested Motion:
To receive as information and forward to the Board the Comprehensive Annual Financial Report of Ottawa County, Michigan Insurance Authority for the year ended December 31, 2003.