

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

**Thursday, July 22, 2004 10:00 AM
Fillmore Administration Building - Conference Room A
12220 Fillmore Street, West Olive**

DATE: July 22, 2004

TIME: 10:00 a.m.

PRESENT: Edward Berghorst, Bob Rinck, Roger Rycenga, Gordon Schrotenboer

ABSENT: Cornelius Vander Kam

STAFF & GUESTS: Al Vanderberg, Administrator; Greg Rappleye, Corporation Counsel; Mary Richardson, Treasurer; Rosemary Zink, Finance Director; Rich Schurkamp, Human Resources Director; Jim Bush, Equalization; Bertha Ruch; Beatrice Hill; Harris Schipper; Edith VanBurgel; Nancy Powell; Rosco DeVries; Brooke Slagle, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approve by consent the agenda of today as presented and approve the Minutes of the June 22, 2004, meeting as presented.

SUBJECT: DISCUSSION ITEM

1. E Benefit for Retirees - All retirees spoke on increasing their benefits. Al Vanderberg stated that there is only 87% funding in the pension fund. Commissioners want an actuarial study done to find out what the cost would be and how many retirees are involved.

SUBJECT: OFFICER AND EMPLOYEE DELEGATE FOR MERS ANNUAL MEETING

FC 04-049 Motion: To approve and forward to the Board the nomination of Richard Schurkamp as Officer Delegate, Travis Parsons as Alternate Officer Delegate, Gail Marod as Employee Delegate, and Julie Siemen as Alternate Employee Delegate to the MERS 58th Annual Meeting held on September 21- 23, 2004.

Moved by: Schrotenboer Supported by: Rinck

UNANIMOUS

SUBJECT: 2003 COST ALLOCATION PLAN

FC 04-050 Motion: To approve and recommend to the Board the 2003 Cost Allocation Plan for implementation in the 2005 budget.

Moved by: Schrotenboer Supported by: Rinck

UNANIMOUS

SUBJECT: MIS BILLING RATE STUDY FOR 2005

FC 04-051 Motion: To approve and recommend to the Board the Management Information Services Billing Rate Study for 2005 for implementation in the 2005 budget.

Moved by: Berghorst Supported by: Rinck

UNANIMOUS

SUBJECT: OTTAWA COUNTY DRAIN COMMISSIONER'S ANNUAL FINANCIAL STATEMENTS

FC 04-052 Motion: To receive as information and forward to the Board the Ottawa County Drain Commissioner's Annual Financial Statements for the year ended December 31, 2003.

Moved by: Schrotenboer Supported by: Rinck
UNANIMOUS

SUBJECT: COUNTY OF OTTAWA ANNUAL FINANCIAL REPORT

FC 04-053 Motion: To receive as information and forward to the Board the Comprehensive Annual Financial Report (CAFR) of the County of Ottawa for the year ended December 31, 2003.

Moved by: Schrotenboer Supported by: Berghorst
UNANIMOUS

SUBJECT: LETTERS FROM AUDITORS REGARDING AUDITOR RESPONSIBILITY

FC 04-054 Motion: To receive for information and forward to the Board auditors' communication letter from Rehmann Robson regarding their responsibility on the County's audit for the year ended December 31, 2003.

Moved by: Berghorst Supported by: Schrotenboer
UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$ 50,000

FC 04-055 Motion: To approve budget adjustments #466 - 469.

Moved by: Schrotenboer Supported by: Rinck
UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 04-056 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 June 2004.

Moved by: Berghorst Supported by: Schrotenboer
UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 04-057 Motion: To approve the Statement of Review for the month of June 2004.

Moved by: Schrotenboer Supported by: Rinck
UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL REPORT

Approve by consent to receive for information the Interim Financial Statement for General Fund as of June 30, 2004.

SUBJECT: TREASURER'S INVESTMENT REPORT

Approve by consent to receive for information the Treasurer's Quarterly Investment Report as of June 30, 2004.

SUBJECT: MANAGEMENT INFORMATION SYSTEMS ORGANIZATION REVIEW

FC 04-058 Motion: To approve and forward to the Board the recommendation of Plante & Moran to conduct the Management Information Systems Organization Review at a cost of \$46,500. Funding to come from the Management Information Systems Fund.

Moved by: Schrotenboer Supported by: Rinck
UNANIMOUS

SUBJECT: RATIFICATION OF LOCAL COUNCIL DESIGNATION FOR EARLY CHILDHOOD OPPORTUNITIES GRANT

FC 04-059 Motion: To approve and forward to the Board ratification of the designation of the Early Childhood Interagency Coordinating Committee as the eligible Local Council for purposes of the Early Learning Opportunities Act (ELOA) discretionary grant program.

Moved by: Berghorst Supported by: Rinck
UNANIMOUS

SUBJECT: DISCUSSION ITEMS

2. Commissioners' 2005 Budget - The Commissioners' computers are going to need to be replaced very soon. The Annual Report is going to be published in the Advance Newspaper. Also the Ottawa County Directory will need to be printed in 2005. Therefore, printing, publishing, and binding costs are added to the budget.

FC 04-060 Motion: To approve the Commissioners' 2005 Budget.
Moved by: Schrotenboer Supported by: Berghorst
UNANIMOUS

The meeting was convened at 11:13 a.m. and reconvened at 11:16 a.m.

3. BS&A Implementation - Mary Richardson presented a report on the BS&A implementation. All units will be able to electronically access the County database. BS&A is an easier system to use. There are some unforeseen expenses and it will take \$45,000 to complete the process.

4. Revenue Sharing - Al Vanderberg presented the options on Revenue Sharing. Mr. Rycenga wants a presentation about this subject at the full Board.

SUBJECT: BUDGET ADJUSTMENTS

FC 04-061 Motion: To approve budget adjustments #513 and #514.
Moved by: Schrotenboer Supported by: Rinck
UNANIMOUS

SUBJECT: ADJOURNMENT

FC 04-062 Motion: To adjourn at 12:13 p.m.
Moved by: Berghorst Supported by: Schrotenboer
UNANIMOUS

Agenda

Consent Items:

Approval of Agenda

Approval of Minutes from the June 22, 2004 Meeting

Action Items:

1. Officer and Employee Delegate for MERS Annual Meeting
Suggested Motion:
To approve and forward to the Board the nomination of Richard Schurkamp as Officer Delegate, Travis Parsons as Alternate Officer Delegate, Gail Marod as Employee Delegate, and Julie Siemen as Alternate Employee Delegate to the MERS 58th Annual Meeting held September 21 – 23, 2004.
2. 2003 Cost Allocation Plan
Suggested Motion:
To approve and recommend to the Board the 2003 Cost Allocation Plan for implementation in the 2005 budget.
3. MIS Billing Rate Study for 2005
Suggested Motion:
To approve and recommend to the Board the Management Information Services Billing Rate Study for 2005 for implementation in the 2005 budget.
4. Ottawa County Drain Commissioner's Annual Financial Statements
Suggested Motion:
To receive as information and forward to the Board the Ottawa County Drain Commissioner's Annual Financial Statements for the year ended December 31, 2003.
5. County of Ottawa Annual Financial Report

Suggested Motion:

To receive as information and forward to the Board the Comprehensive Annual Financial Report (CAFR) of the County of Ottawa for the year ended December 31, 2003.

6. Letter from Auditors Regarding Auditor Responsibility

Suggested Motion:

To receive for information and forward to the Board auditors' communication letter from Rehmann Robson regarding their responsibility on the County's audit for the year ended December 31, 2003.

7. Budget Adjustments Greater than \$50,000

Suggested Motion:

To approve budget adjustments #466-469.

8. 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 June 2004.

9. Statement of Review

Suggested Motion:

To approve the Statement of Review for the month of June 2004.

10. Quarterly Financial Report

Suggested Motion:

To receive for information the Interim Financial Statement for General Fund as of June 30, 2004.

11. Treasurer's Investment Report

Suggested Motion:

To receive for information the Treasurer's Quarterly Investment Report as of June 30, 2004.

12. Management Information Systems Organization Review

Suggested Motion:

To approve and forward to the Board the recommendation of Plante & Moran to conduct the Management Information Systems Organization Review at a cost of \$46,500. Funding to come from the Management Information Systems fund.

13. Ratification of Local Council Designation for Early Childhood Opportunities Grant

Suggested Motion:

To approve and forward to the Board ratification of the designation of the Early Childhood Interagency Coordinating Committee as the eligible Local Council for purposes of the Early Learning Opportunities Act (ELOA) discretionary grant program.

Discussion Item:

1. Commissioners' 2005 Budget
2. E Benefit for Retirees