

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

**Tuesday, January 18, 2005 8:30 AM
Fillmore Administration Building - Board Room
12220 Fillmore Street, West Olive**

DATE: January 18, 2005

TIME: 8:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Robert Rinck, Gordon Schrotenboer, Joyce Kortman, Cornelius Vander Kam, Dennis Swartout

STAFF & GUESTS: Alan Vanderberg, Administrator; Mary Richardson, Treasurer; June Hagan, Accounting Director; Rosemary Zink, Finance Director; Greg Rappleye, Corporation Counsel; Greg Steigenga, Undersheriff; Erika Rosebrook Dibble, Business Improvement/Communications Director; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approve by consent the agenda of today as presented and amended adding Discussion Item #2 - Military Service Credits. Approve by consent the Minutes of the December 14, 2004, meeting as presented.

SUBJECT: ELECTION OF COMMITTEE VICE-CHAIR

FC 05-001 Motion: To elect Joyce Kortman as Vice-Chairperson of the Finance and Administration Committee for 2005.
Moved by: Swartout UNANIMOUS

SUBJECT: POSITION REQUEST TO CHANGE THE EXISTING ADMINISTRATIVE MANAGEMENT DIRECTOR IN THE SHERIFF'S DEPARTMENT TO LIEUTENANT

FC 05-002 Motion: To approve and forward to the Board of Commissioners for approval the upgrade of the Administrative Management Director position in the Sheriff's Department to Lieutenant. Approximate cost of the upgrade to be \$11,000.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: POSITION REQUEST TO ADD ONE (1) .25 FTE MENTAL HEALTH NURSE AND UPGRADE THE EXISTING VOLUNTEER COORDINATOR POSITION TO MENTAL HEALTH SPECIALIST

FC 05-003 Motion: To approve and forward to the Board of Commissioners for approval one (1) .25 FTE Mental Health Nurse position at an annual cost of approximately \$16,400 and to upgrade the existing Volunteer Coordinator position to Mental Health Specialist at an annual approximate cost of \$2,500.
Moved by: Vander Kam UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 05-004 Motion: To approve budget adjustments #6 - #21.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 05-005 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 2004.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 05-006 Motion: To approve the Statement of Review for the month of December 2004.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL REPORTS

FC 05-007 Motion: To receive for information the Interim Financial Statement for General Fund as of December 31, 2004.
Moved by: Rinck UNANIMOUS

SUBJECT: TREASURER'S INVESTMENT REPORT

FC 05-008 Motion: To receive for information the Treasurer's Quarterly Investment Report as of December 31, 2004.
Moved by: Rinck UNANIMOUS

Mary Richardson explained the 2004 Annual Cash Management and Investment Report to the Committee.

SUBJECT: REIMBURSEMENT RESOLUTION FOR HOLLAND DISTRICT COURT PROJECT

FC 05-009 Motion: To approve and forward to the Board of Commissioners a resolution regarding the reimbursement to Ottawa County for allowable expenditures incurred on the Holland District Court project from the bond proceeds.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. POAM - MAC Amicus Brief - Mr. Vander Kam spoke with Tim McGuire, Michigan Association of Counties, about the Amicus Brief and that MAC hasn't decided yet if they are going to file. A decision will be made at the MAC Board Meeting in February. Mr. Vander Kam would like to resurrect the MAC Legal Fund. Mr. Vander Kam will report back after the February MAC Meeting.

2. Credits - The Chair questioned if this policy needed to be re-looked at and see what is reasonable and practicable. To come back as a Discussion Item on the next agenda and have Rich Schurkamp attend for questions.

SUBJECT: INFORMATION ITEMS

1. Dates and Time of 2005 Finance and Administration Committee Meetings - The February 15th meeting has been rescheduled to Tuesday, February 22nd, at 12:30 p.m.

SUBJECT: ADJOURNMENT

The meeting adjourned at 9:33 a.m.

Agenda

Consent Items:

Approval of Minutes from the December 14, 2004 Meeting

Approval of Agenda

Action Items:

1. Election of Committee Vice-Chair

Suggested Motion:

To elect _____ as Vice-Chairperson of the Finance and Administration Committee for 2005.

2. Position Request to Change the Existing Administrative Management Director in the Sheriff's Department to Lieutenant

Suggested Motion:

To approve and forward to the Board of Commissioners for approval the upgrade of the Administrative Management Director position in the Sheriff's Department to Lieutenant. Approximate cost of the upgrade to be \$11,000.

3. Position Request to Add One (1) .25 FTE Mental Health Nurse and Upgrade the Existing Volunteer Coordinator Position to Mental Health Specialist

Suggested Motion:

To approve and forward to the Board of Commissioners for approval one (1) .25 FTE Mental Health Nurse position at an annual cost of approximately \$16,400 and to upgrade the existing Volunteer Coordinator position to Mental Health Specialist at an annual approximate cost of \$2,500.

4. Budget Adjustments Greater than \$50,000

Suggested Motion:

To approve budget adjustments #6 - #21.

5. 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 December 2004.

6. Statement of Review

Suggested Motion:

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

7. Quarterly Financial Reports

Suggested Motion:

To receive for information the Interim Financial Statement for General Fund as of December 31, 2004.

8. Treasurer's Investment Report

Suggested Motion:

To receive for information the Treasurer's Quarterly Investment Report as of December 31, 2004.

9. Reimbursement Resolution for Holland District Court Project

Suggested Motion:

To approve and forward to the Board of Commissioners a resolution regarding the reimbursement to Ottawa County for allowable expenditures incurred on the Holland District Court project from the bond proceeds.

Discussion Items:

1. POAM – MAC Amicus Brief

Information Items:

1. Dates and Time of 2005 Finance and Administration Committee Meetings