

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

**Tuesday, November 15, 2005 8:30 AM  
Fillmore Administration Building - Board Room  
12220 Fillmore Street, West Olive**

**DATE:** November 15, 2005

**TIME:** 8:33 a.m.

**PLACE:** Fillmore Street Complex

**PRESENT:** Robert Rinck, Joyce Kortman, Dennis Swartout

**ABSENT:** Gordon Schrotenboer, Cornelius Vander Kam

**STAFF & GUESTS:** Alan Vanderberg, Administrator; June Hagan, Fiscal Services Director; Erika Rosebrook Dibble, Business Improvement/ Communications Coordinator; Gerry Cyranowski, CMH Director; Lisa Stefanovsky, Interim Health Officer; Paul Geerlings, Drain Commissioner; Mary Richardson, Treasurer; Greg Westra, MIS; Daniel Krueger, County Clerk; Amy Dubault, FOC; Greg Rappleye, Corporation Counsel; Sandy Boven, Health Department; Sherri Sayles, Deputy Clerk; Media

**SUBJECT: CONSENT ITEMS**

FC 05-127 Motion: To approve the agenda of today as presented and amended adding Action Item #11 – EPIC – MRA Proposal – Ottawa County Citizen Survey.  
Moved by: Rinck  
UNANIMOUS

Approve by consent the Minutes of the October 25, 2005, Finance and Administration Committee Meeting as presented.

**SUBJECT: MONTHLY BUDGET ADJUSTMENTS**

FC 05-128 Motion: To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of October 2005.  
Moved by: Kortman  
UNANIMOUS

**SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000**

FC 05-129 Motion: To approve budget adjustments #984-988, 1005, 1012, 1053, 1055, 1058 & 1061.  
Moved by: Kortman  
UNANIMOUS

**SUBJECT: STATEMENT OF REVIEW**

FC 05-130 Motion: to approve the Statement of Review for the month of October 2005.  
Moved by: Rinck  
UNANIMOUS

**SUBJECT: JUSTICE IMAGING PROPOSAL**

FC 05-131 Motion: To approve and forward to the Board of Commissioners the Justice Imaging Proposal in the amount of \$1,230,513. Funding for the hardware and software to be paid from the Equipment Pool. Funding for the data conversion to come from General Fund excess fund balance in 2005.

Moved by: Kortman  
UNANIMOUS

**SUBJECT: RESOLUTION TO ACCEPT THE MUNICIPAL LANDFILL COST-SHARE GRANT**  
FC 05-132 Motion: To approve and forward to the Board of Commissioners the Resolution to accept the Municipal Landfill Cost-Share Grant from the State of Michigan in the amount of \$278,468.23.  
Moved by: Rinck  
UNANIMOUS

**SUBJECT: ADDITION OF ONE-FULL TIME (1 FTE) TEAM SUPERVISOR IN COMMUNITY MENTAL HEALTH**  
FC 05-133 Motion: To approve and forward to the Board of Commissioners for approval, the addition of one full-time Team Supervisor in Community Mental Health to be assigned to the Clubhouses, Pay grade U-6.  
Moved by: Rinck  
UNANIMOUS

**SUBJECT: ADDITION OF ONE FULL-TIME (1 FTE) MENTAL HEALTH CLINICAL NURSE SPECIALIST AND ELIMINATION OF ONE FULL-TIME (1 FTE) PSYCHIATRIST**  
FC 05-134 Motion: To approve and forward to the Board of Commissioners for approval, the addition of one full-time (1 FTE) Mental Health Clinical Nurse Specialist, and to eliminate one full-time (1 FTE) Psychiatrist, with a potential savings of approximately \$156,000.  
Moved by: Rinck  
UNANIMOUS

**SUBJECT: ADDITION OF ONE-TIME (.8 FTE) HEALTH EDUCATOR TO WORK WITH TOBACCO PREVENTION PROGRAMMING AND METHAMPHETAMINE PREVENTION AND PROGRAMMING**  
FC 05-135 Motion: To approve and forward to the Board of Commissioners for approval, the addition of one part-time (.8 FTE) Health Educator assigned to tobacco and methamphetamine programming and prevention. A portion (.5 FTE) of this position is grant funded and is to be sunset with the grant.  
Moved by: Rinck  
UNANIMOUS

**SUBJECT: OFFICER'S COMPENSATION COMMITTEE**  
FC 05-136 Motion: To approve and forward to the Board of Commissioners the proposed establishment of an Officers Compensation Commission.  
Moved by: Rinck  
UNANIMOUS

**SUBJECT: SPECIALIZED SERVICES FY 2006 PROJECT AUTHORIZATION RESOLUTION**  
FC 05-137 Motion: To approve and forward to the Board of Commissioners the Resolution to authorize execution of the Specialized Services Operating Assistance Program Agreement for FY 2006.  
Moved by: Rinck  
UNANIMOUS

**SUBJECT: EPIC – MRA PROPOSAL – OTTAWA COUNTY CITIZEN SURVEY**  
FC 05-138 Motion: To approve and forward to the Board of Commissioners the proposal of EPIC – MRA to conduct a survey of Ottawa County Citizens on behalf of Ottawa County, at a cost of \$18,820, contingent upon contract approval by Corporation Counsel.  
Moved by: Rinck  
UNANIMOUS

**SUBJECT: ADJOURNMENT**  
The meeting adjourned at 9:02 a.m.

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**Agenda**

**Consent Items:**

3/23/2006

1. Approval of Agenda
2. Approval of Minutes from the October 25, 2005 Meeting

**Action Items:**

1. Monthly Budget Adjustments  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of October 2005.
2. Budget Adjustments Greater than \$50,000  
**Suggested Motion:**  
To approve budget adjustments #984-988, 1005, 1012, 1053, 1055, 1058 & 1061.
3. Statement of Review  
**Suggested Motion:**  
To approve the Statement of Review for the month of October 2005.
4. Justice Imaging Proposal  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the Justice Imaging Proposal in the amount of \$1,230,513. Funding for the hardware and software to be paid from the Equipment Pool. Funding for the data conversion to come from General Fund excess fund balance in 2005.
5. Resolution to accept the Municipal Landfill Cost-Share Grant  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the resolution to accept the Municipal Landfill Cost-Share Grant from the State of Michigan in the amount of \$278,468.23.
6. Addition of one full-time (1 FTE) Team Supervisor in Community Mental Health  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners for approval, the addition of one full-time Team Supervisor in Community Mental Health to be assigned to the Clubhouses, Pay grade U-6.
7. Addition of one full-time (1 FTE) Mental Health Clinical Nurse Specialist and elimination of one full-time (1 FTE) Psychiatrist  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners for approval, the addition of one full-time (1 FTE) Mental Health Clinical Nurse Specialist, and to eliminate one full-time (1 FTE) Psychiatrist, with a potential savings of approximately \$156,000.
8. Addition of one part-time (.8 FTE) Health Educator to work with tobacco prevention programming and methamphetamine prevention and programming  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners for approval, the addition of one part-time (.8 FTE) Health Educator assigned to tobacco and methamphetamine programming and prevention. A portion (.5 FTE) of this position is grant funded and is to be sunset with the grant.
9. Officer's Compensation Committee  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the proposed establishment of an Officers Compensation Commission.
10. Specialized Services FY 2006 Project Authorization Resolution  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the Resolution to authorize execution of the Specialized Services Operating Assistance Program Agreement for FY 2006.

11. EPIC – MRA Proposal - Ottawa County Citizen Survey

**Suggested Motion:**

To approve and forward to the Board of Commissioners the proposal of EPIC – MRA to conduct a survey of Ottawa County Citizens on behalf of Ottawa County, at a cost of \$18,820, contingent upon contract approval by Corporation Counsel.