

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: January 17, 2006

TIME: 8:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Edward Berghorst, Gordon Schrotenboer, Robert Rinck, Dennis Swartout

ABSENT: Joyce Kortman

STAFF & GUESTS: Alan Vanderberg, Administrator; June Hagan, Fiscal Services Director; Greg Rappleye, Corporation Counsel; Mark Richardson, Treasurer; Gary Scholten, Register of Deeds; Rich Schurkamp, Human Resources Director; Erika Rosebrook Dibble, Business Improvement/ Communications Coordinator; Greg Steigenga, Undersheriff; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

FC 06-001 Motion: To approve the agenda of today as presented and amended adding Action Item A – Senior Volunteer Program, #8 – Increase Hours for Existing District Court Probation, and Approval of the December 13, 2005, Finance and Administration Committee Minutes.

Moved by: Berghorst

UNANIMOUS

Approve by consent the Minutes of the December 13, 2005, and December 20, 2005, Finance and Administration Committee Minutes as presented.

SUBJECT: IMPLEMENTATION OF A SENIOR VOLUNTEER PROGRAM

FC 06-002 Motion: To approve and forward to the Board of Commissioners the implementation of a Senior Volunteer Program through the Sheriff's Office in the form of a pilot project during the year 2006. Funding of \$8,500 to come from 2006 budget.

Moved by: Berghorst

UNANIMOUS

SUBJECT: ELECTION OF COMMITTEE VICE-CHAIR

FC 06-003 Motion: To elect Gordon Schrotenboer as Vice-Chairperson of the Finance and Administration Committee for 2006.

Moved by: Rinck MOTION PASSED

Yeas: Messrs. Berghorst, Rinck, Swartout. (3)

Abstentions: Mr. Schrotenboer. (1)

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 06-004 Motion: To approve budget adjustments #1225, 1230, 1231, 1232, 5, 11, 12, 13.

Moved by: Schrotenboer UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 06-005 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 December 2005.

Moved by: Schrotenboer UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 06-006 Motion: To approve the Statement of Review for the month of December 2005.

Moved by: Berghorst UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL REPORTS

FC 06-007 Motion: To receive for information the Interim Financial Statement for General Fund as of December 31, 2005.

Moved by: Schrotenboer UNANIMOUS

SUBJECT: TREASURER'S INVESTMENT REPORT

FC 06-008 Motion: To receive for information the Treasurer's Quarterly Investment Report as of December 31, 2005.

Moved by: Berghorst UNANIMOUS

SUBJECT: IMPLEMENTATION OF THE MAXIMUS COST OF SERVICE ANALYSIS FOR THE REGISTER OF DEEDS OFFICE

FC 06-009 Motion: To approve and recommend to the Board of Commissioners the implementation of the Maximus Cost of Service Analysis for the Register of Deeds Office of a document processing fee for bulk image sales. Cost per image will be based on the number of users.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: INCREASE HOURS FOR EXISTING DISTRICT COURT PROBATION

FC 06-010 Motion: To approve an increase in hours of the existing .7 FTE District Court Probation Officer to full-time (1.0 FTE) and forward to the full Board of Commissioners. The increase in hours is to be fully funded by the Drug Treatment Court grants. The increase in hours will be sunset if the grant funding is reduced.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: ADJOURNMENT

The meeting adjourned at 9:16 a.m.