

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: July 18, 2006

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Robert Rinck, Edward Berghorst, Gordon Schrottenboer, Dennis Swartout, Joyce Kortman

STAFF & GUESTS: Mary Richardson, County Treasurer; June Hagan, Fiscal Services Director; Connie VanderSchaaf, Fiscal Service; Al Vanderberg, County Administrator; Erika Rosebrook Dibble, Assistant Administrator; Jason Gatza, Senior Auditor - Rehmann Robson; Brooke Slagle, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approve by consent the agenda of today adding Action Item #11, County of Ottawa's Single Audit Report, and approve by consent the Minutes of the June 20, 2006 meeting as presented.

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 06-055 Motion: To approve budget adjustments #452,461,462,483,484 & 498.
Moved by: Schrottenboer **UNANIMOUS**

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 06-056 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 June 2006.
Moved by: Schrottenboer **UNANIMOUS**

SUBJECT: STATEMENT OF REVIEW

FC 06-057 Motion: To approve the Statement of Review for the month of June 2006.
Moved by: Rinck **UNANIMOUS**

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 06-058 Motion: To receive for information the Interim Financial Statement for the General Fund as of June 30, 2006.
Moved by: Berghorst UNANIMOUS

SUBJECT: TREASURER'S INVESTMENT REPORT

FC 06-059 Motion: To receive for information the Treasurer's Quarterly Investment Report as of June 2006.
Moved by: Berghorst UNANIMOUS

SUBJECT: NEW RECORDS PROCESSING CLERK II (RPC II) POSITION IN THE PROSECUTOR'S OFFICE

FC 06-060 Motion: To approve and forward to the Board of Commissioners the addition of one full time (1 FTE) Records Processing Clerk II in the Prosecuting Attorney's Office at an annual cost of approximately \$38,873.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: OTTAWA COUNTY DRAIN COMMISSIONER'S ANNUAL FINANCIAL STATEMENTS

FC 06-061 Motion: To receive as information and forward to the Board of Commissioners the Ottawa County Drain Commissioner's Annual Financial Statements for the year ended December 31, 2005.
Moved by: Berghorst UNANIMOUS

SUBJECT: COUNTY OF OTTAWA ANNUAL FINANCIAL REPORT

FC 06-062 Motion: To receive for information and forward to the Board of Commissioners the Comprehensive Annual Financial Report (CAFR) of the County of Ottawa for the year ended December 31, 2005.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: LETTER FROM AUDITORS REGARDING AUDITORS RESPONSIBILITY

FC 06-063 Motion: To receive for information and forward to the Board of Commissioners the auditors' communication letter from Rehmann Robson regarding their responsibility on the County's audit for the year ended December 31, 2005.
Moved by: Kortman UNANIMOUS

**SUBJECT: OFFICER AND EMPLOYEE DELEGATE FOR
MERS ANNUAL MEETING**

FC 06-064 Motion: To approve and forward to the Board of Commissioners the nomination of Richard Schurkamp as Officer Delegate, Travis Parsons as Alternate Officer Delegate, Gail Marod as Employee Delegate, and Nancy Bryant as Alternate Employee Delegate to the MERS 60th Annual Meeting held September 19-21, 2006, in Grand Rapids, Michigan.
Moved by: Schrotenboer UNANIMOUS

**SUBJECT: COUNTY OF OTTAWA'S SINGLE AUDIT
REPORT**

FC 06-065 Motion: To receive as information and forward to the Board of Commissioners the County of Ottawa's Single Audit Report for the year ended December 31, 2005.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: ADJOURNMENT

The Chair adjourned the meeting at 9:58 a.m.