

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: January 16, 2007

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Edward Berghorst, Gordon Schrotenboer, James Holtvluwer, Dennis Swartout

ABSENT: Roger Rycenga

STAFF & GUESTS: Travis Parsons, Interim Human Resource Director; June Hagan, Fiscal Services Director; Lynn Doyle, Health Dept.; Mary Richardson, Treasurer; Sherri Sayles, Deputy Clerk; Alan Vanderberg, Administrator; Erika Rosebrook Dibble, Assistant Administrator; Greg Rappleye, Corporation Counsel; John Scholtz, Parks and Recreation Director; Media

SUBJECT: CONSENT ITEMS

Approve by consent the Agenda of today as presented and amended adding Budget Adjustment #22 to Action Item #3 and approve by consent the Minutes of the December 19, 2006, meeting as presented.

SUBJECT: ELECTION OF COMMITTEE VICE-CHAIR

FC 07-001 Motion: To elect Roger Rycenga as Vice-Chairperson of the Finance and Administration Committee for 2007.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 07-002 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 2006.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 07-003 Motion: To approve budget adjustments #1066, 1092, 1100, 1119, 1135-1138, 1143, 1145, 1155, 1159, 18, 19, 20, 21, and 22.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: STATEMENT OF REVIEW FOR DECEMBER

FC 07-004 Motion: To approve the Statement of Review for the month of December 2006.
Moved by: Berghorst UNANIMOUS

SUBJECT: QUARTLY FINANCIAL STATUS REPORT

FC 07-005 Motion: To receive for information the Interim Financial Statement for General Fund, Mental Health and Public Health as of December 31, 2006.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: QUARTERLY TREASURER'S INVESTMENT REPORT

FC 07-006 Motion: To receive for information the Treasurer's Quarterly Investment Report as of December 31, 2006.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: PARK LAND PINE PLANTATION MANAGEMENT
TIMBER CUTTING

FC 07-007 Motion: To approve and recommend to the Board of Commissioners the Parks and Recreation Department's plan for Pine Plantation Management timber cutting with fifty percent (50%) of the revenue to be used in the Parks and Recreation Fund and fifty percent (50%) of the revenue reserved in the General Fund for Environmental Projects as approved by the Board on a case-by-case basis.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: GYPSY MOTH SUPPRESSION PROGRAM

FC 07-008 Motion: To approve and recommend to the Board of Commissioners the continuation of the Gypsy Moth Suppression Program for 2007 with the funding stipulation that program costs, less any funding from the U.S. Department of Agriculture – Forest Service or the Michigan Department of Agriculture, will be paid 50% by the County and 50% by the townships. Funding to come from the 2007 budget (\$25,330), with any additional funding necessary to come from the Park Land Pine Plantation Management Plan timber cutting revenue.
Moved by: Berghorst UNANIMOUS

SUBJECT: SECRETARIAL CLASSIFICATION REVIEW

FC 07-009 Motion: To approve and recommend to the Board of Commissioners, the Secretarial Classification Review for the Prosecuting Attorney's Office by Varnum Consulting at a cost of \$1,000 to \$1,330. Funding to come from the 2007 Budget for Management Studies.
Moved by: Berghorst

FC 07-010 Motion: To amend Motion FC 07-009 adding “cost not to exceed \$4,000”.
Moved by: Berghorst UNANIMOUS

A vote was than taken on the motion as amended and the amended motion passed.

SUBJECT: MENTAL HEALTH ORGANIZATIONAL REVIEW

FC 07-011 Motion: To approve and recommend to the Board of Commissioners the proposal from Plante Moran to perform a Mental Health Organizational Review at a cost not to exceed \$66,840. Funding to come from General Fund reserved monies for Mental Health.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: MEDICAL EXAMINERS INVESTIGATION

FC 07-012 Motion: To approve and forward to the Board of Commissioners the addition of Medical Examiner Investigator as a Temporary Part-time Classification.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:21 a.m.