

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: February 19, 2008

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Alan Vanderberg, Administrator; June Hagan, Fiscal Services Director; Bradley Slagh, Treasurer; Marie Waalkes, Human Resources Director; Laura Mousseau, Human Resources; Sherri Sayles, Deputy Clerk, Greg Steigenga, Undersheriff; Erika Rosebrook, Assistant Administrator; Greg Rappleye, Corporation Counsel

SUBJECT: CONSENT ITEMS

Approve by consent the Agenda of today as presented and approve by consent the Minutes of the January 15, 2008, meeting as presented.

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 08-014 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 January 2008.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN
\$50,000

FC 08-015 Motion: To approve budget adjustments #1055, 1056, 26, 40, 44, 56, 64, 67 and 71.

Moved by: Berghorst

UNANIMOUS

SUBJECT: STATEMENT OF REVIEW FOR JANUARY

FC 08-016 Motion: To approve the Statement of Review for the month of January 2008.

Moved by: Berghorst

UNANIMOUS

SUBJECT: LEASE OF LAND AT FILLMORE STREET
COMPLEX TO OTTAWA CENTRAL DISPATCH
AUTHORITY

- FC 08-017 Motion: To approve and forward to the Board of Commissioners the proposed lease of land at the Fillmore Street Complex between Ottawa County and the Ottawa County Central Dispatch Authority.
Moved by: Rycenga UNANIMOUS

SUBJECT: LEASE OF SPACE AND CONVEYANCE OF
PROPERTY BETWEEN AND AMONG OTTAWA
COUNTY CENTRAL DISPATCH AUTHORITY,
OTTAWA COUNTY AND THE CITY OF GRAND
HAVEN

- FC 08-018 Motion: To approve and forward to the Board of Commissioners the proposed "Lease of Space and Conveyance of Property" between and among the Ottawa County Central Dispatch Authority, Ottawa County and the City of Grand Haven.
Moved by: Berghorst UNANIMOUS

SUBJECT: PROSECUTOR'S ORGANIZATIONAL STUDY

- FC 08-019 Motion: To approve and forward to the Board of Commissioners the recommendations of the Prosecutor's Organizational Study at a cost of \$30,516 with funding coming from Fund Balance.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: RECLASSIFICATION OF PERSONNEL
SPECIALIST IN HUMAN RESOURCES

- FC 08-020 Motion: To approve and forward to the Board of Commissioners the reclassification of one (1) full-time equivalent Personnel Specialist, Unclassified Group paygrade 07, in Human Resources to Employee and Labor Relations Manager, Unclassified Group paygrade 08 at an annual cost not to exceed \$7,871.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: COUNTY CLERK/VITAL RECORDS CLERK
POSITION

- FC 08-021 Motion: To approve and forward to the Board of Commissioners an increase of a Vital Records Clerk Position from part-time (.6 FTE) to full-time (1.0 FTE) at a cost not to exceed \$19,552.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: COUNTY CLERK/NON-BENEFITED PART-TIME
RECORDS PROCESSING CLERK II POSITION

FC 08-022 Motion: To approve and forward to the Board of Commissioners an increase of a non-benefited part-time Records Processing Clerk II from .3 FTE to .4875 FTE at a cost not to exceed \$5,068.
Moved by: Berghorst UNANIMOUS

SUBJECT: SEASONAL PARK SUPERVISOR POSITION -
PAY INCREASE FOR 2008

FC 08-023 Motion: To approve and forward to the Board of Commissioners an increase in the hourly wage of the Seasonal Park Supervisor position from \$13.9195 per hour to \$14.0695 per hour effective January 1, 2008.
Moved by: Berghorst UNANIMOUS

SUBJECT: OTTAWA COUNTY SUPERVISORY
LEADERSHIP TRAINING

FC 08-024 Motion: To approve and forward to the Board of Commissioners the contract with HPower & Associates for Supervisory Leadership Training for the 2008 calendar year in the amount of \$10, 235.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: OTTAWA COUNTY GENERAL EMPLOYEE
TRAINING

FC 08-025 Motion: To approve and forward to the Board of Commissioners the contract with Davenport University for general employee training for the 2008 calendar year in the amount of \$6,000.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: SECURE CARE CONTRACT

FC 08-026 Motion: To approve and forward to the Board of Commissioners a one (1) year contract extension with a three year option with Secure Care, Incorporated, effective March 1, 2008, through February 28, 2009, at a rate of \$45,713.37 per month (2.5% increase over current rate) and an annual total fee of \$548,560.44.
Moved by: Rycenga UNANIMOUS

SUBJECT: MDEQ – FINANCIAL ASSURANCE
RESOLUTION – SOUTHWEST OTTAWA
COUNTY LANDFILL

FC 08-027 Motion: To approve and forward to the Board of Commissioners the MDEQ Financial Assurance Resolution for the Southwest Ottawa County Landfill.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Engagement Letter with Vredeveld Haefner, LLC for the Ottawa County, Michigan Insurance Authority's 2007 audit.
2. Engagement letter with Vredeveld Haefner, LLC for the County of Ottawa 2007 audit.
3. Engagement letter with Vredeveld Haefner, LLC for the Ottawa County Drain Commission 2007 audit.

June Hagen, Fiscal Services Director, reported the engagement letters are standard letters.

SUBJECT: ADJOURNMENT

FC 08-028 Motion: To adjourn at 10:25 a.m.
Moved by: Berghorst UNANIMOUS