

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: June 17, 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; Greg Rappleye, Corporation
Counsel; Pat VerDuin, Juvenile Services; Kevin Bowling, Circuit Court
Administrator; Lisa Stefanovsky, Health Officer; Marie Waalkes, Human
Resources Director; Ken Zarzecki, Road Commission; Sherri Sayles,
Deputy Clerk; Helen Ash, Health Dept.; Bradley Slagh, Treasurer

SUBJECT: CONSENT ITEMS

FC 08-061 Motion: To approve the Agenda of today as presented and to approve the
Minutes of the May 13 and May 20, 2008, meetings as presented.
Moved by: Holtvluwer UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 08-062 Motion: To approve budget adjustments #354 and #355.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 08-063 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 May 2008.
Moved by: Berghorst UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 08-064 Motion: To approve the Statement of Review for the month of May 2008.
Moved by: Berghorst UNANIMOUS

SUBJECT: YOUTH SPECIALISTS POSITIONS AND SHIFT SUPERVISOR POSITION

FC 08-065 Motion: To approve and forward to the Board of Commissioners the proposal from 20th Circuit Court – Juvenile Services/Detention Center to eliminate two (2) of eight (8) benefited part-time Youth Specialist positions and increase the hours of the remaining six part-time Youth Specialist positions to full-time and create one (1) full-time Shift Supervisor position. This proposal results in a cost savings of \$5,877.

Moved by: Rycenga

UNANIMOUS

SUBJECT: RECLASSIFICATION OF .6 RPC II AND 1.0 RPC III TO ADMINISTRATIVE ASSISTANT

FC 08-066 Motion: To approve and forward to the Board of Commissioners the proposal from Public Health to reclassify a .6 FTE Records Processing Clerk II and a 1.0 FTE Records Processing Clerk III to a 1.0 FTE Administrative Assistant (Unclassified paygrade 03). This proposal results in a cost savings of \$11,931.

Moved by: Berghorst

UNANIMOUS

SUBJECT: RESOLUTION TO APPROVE 2008 TAX ALLOCATION

FC 08-067 Motion: To approve and forward to the Board of Commissioners the Resolution to accept and approve the 2008 Final Order of the Ottawa County Tax Allocation Board; allowing 4.440 mills to the County of Ottawa.

Moved by: Rycenga

UNANIMOUS

SUBJECT: GOVERNMENT FINANCE OFFICERS ASSOCIATION CERTIFICATE FOR EXCELLENCE IN FINANCIAL REPORTING

FC 08-068 Motion: To receive and forward to the Board of Commissioners the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for the County of Ottawa's December 31, 2006 Comprehensive Annual Financial Report.

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: GOVERNMENT FINANCE OFFICERS ASSOCIATION DISTINGUISHED BUDGET PRESENTATION AWARD

FC 08-069 Motion: To receive and forward to the Board of Commissioners the Government Finance Officers Association's Distinguished Budget Presentation Award for the fiscal year beginning January 1, 2008.

Moved by: Berghorst

UNANIMOUS

SUBJECT: BOND RESOLUTION: REIMBURSEMENT
RESOLUTION – GRANDVILLE WASTEWATER
TREATMENT PLANT EXPANSION

FC 08-070 Motion: To approve and forward to the Board of Commissioners the Resolution Declaring the Ottawa County Board of Commissioners' Intent to Reimburse Project Expenditures for the Grandville Wastewater Treatment Plant with Bond Proceeds.

Moved by: Berghorst

UNANIMOUS

SUBJECT: TREASURER'S ANNUAL "BALANCE IN LAND SALE
PROCEEDS ACCOUNT" REPORT

FC 08-071 Motion: To accept for information and forward to the Board of Commissioners the Annual "Balance in Land Sale Proceeds Account" Report.

Moved by: Berghorst

UNANIMOUS

SUBJECT: MERS MILITARY SERVICE CREDITS – EMPLOYER
COST

FC 08-072 Motion: To approve and forward to the Board of Commissioners use of contingency funds in the purchase of Military Service Credits through MERS for Robert M. Matyas, in the amount of \$57,300.

Moved by: Holtvluwer

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. General Pooled Fund Portfolio as of May 31, 2008 – Brad Slagh presented the General Fund portfolio.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:10 a.m.