

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: August 21, 2008

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

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

ABSENT: Edward Berghorst

STAFF & GUESTS: Alan Vanderberg, Administrator; Connie VanderSchaaf, Fiscal Services; Brooke Slagle, Deputy Clerk; Greg Rappleye, Corporation Counsel; Marie Waalkes, HR Director; Mark Knudsen, Planning & Grant Director; John Scholtz, Parks & Recreation Manager; Laura Mousseau, Training Coordinator; Dave Hulst, IT Director; Media

SUBJECT: CONSENT ITEMS

Approve by consent the agenda of today as presented and to approve the minutes of the July 8, 2008 and July 17, 2008 meetings as presented.

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 08-095 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 July, 2008.

Moved by: Holtvluwer

UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 08-096 Motion: To approve budget adjustments #447, 445, 466, 476, 480, 481, 519, 521, and 522.

Moved by: Rycenga

UNANIMOUS

SUBJECT: STATEMENT OF REVIEW FOR JULY

FC 08-097 Motion: To approve the Statement of Review for the month of July, 2008.

Moved by: Holtvulwer

UNANIMOUS

SUBJECT: INSTITUTE A \$20 FEE FOR SPECIAL PERMIT
HUNTING PROGRAM

- FC 08-098 Motion: To recommend approval and forward to the Board of Commissioner the request from the Parks and Recreation Commission to institute a \$20 fee for successful applicants in the Parks Department's special permit hunting program for archery deer hunters.
Moved by: Rycenga UNANIMOUS

SUBJECT: OFFICER AND EMPLOYEE DELEGATE FOR
MERS ANNUAL MEETING

- FC 08-099 Motion: To approve and forward to the Board of Commissioners the nomination of Marcie VerBeek as Officer Delegate, Marie Waalkes as alternate Officer Delegate, Karen Echter as Employee Delegate, and Sherrell Costello as alternate Employee Delegate to the MERS 62nd Annual Meeting held September 30 – October 2, 2008, in Traverse City, Michigan.
Moved by: Rycenga UNANIMOUS

SUBJECT: MERS MILITARY SERVICE CREDITS

- FC 08-100 Motion: To approve and forward to the Board of Commissioners the purchase of military service credits for Gregory Steigenga (Sheriff's Department - Unclassified). Funding to come from contingency.
- | | |
|----------------|-----------------|
| County Cost: | \$51,975.78 |
| Employee Cost: | <u>8,754.22</u> |
| Total Cost | \$60,730.00 |
- Moved by: Holtvluwer UNANIMOUS

SUBJECT: MERS MILITARY SERVICE CREDITS

- FC 08-100 Motion: To approve and forward to the Board of Commissioners the purchase of military service credits for Edward Berghorst (Board of Commissioners - Elected). Funding to come from contingency.
- | | |
|----------------|-----------------|
| County Cost: | \$3,946.16 |
| Employee Cost: | <u>2,798.84</u> |
| Total Cost | \$6,745.00 |
- Moved by: Schrotenboer UNANIMOUS

SUBJECT: APPROVAL OF INFORMATION TECHNOLOGY
DEPARTMENT ORGANIZATIONAL CHANGES

- FC 08-101 Motion: To approve and forward to the Board of Commissioners the proposal from the information Technology Department to :
- Eliminate one Programmer (04A) positions,
 - Upgrade one Programmer (04A) to a Programmer/Analyst position (06A), Step D,
 - Approve a newly created Senior Programmer/Analyst position (07A),
 - Upgrade one programmer/Analyst position (06A) to the newly created Senior Programmer/Analyst (07A) Step D,
- For an annual dollar savings of \$18,887 in 2008 and \$53,724 in 2009.

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: 2007 COST ALLOCATION PLAN

- FC 08-102 Motion: To approve and forward to the Board of Commissioners the 2007 Cost Allocation Plan for implementation in the 2009 budget.
- Moved by: Schrottenboer

UNANIMOUS

SUBJECT: IT BILLING RATE STUDY FOR 2009

- FC 08-103 Motion: To approve and forward to the Board of Commissioners the Information Technology Billing Rate Study for 2009 for implementation in the 2009 budget.

Moved by: Holtvluwer

UNANIMOUS

SUBJECT: OTTAWA COUNTY SUPERVISORY
LEADERSHIP TRAINING

- FC 08-104 Motion: To approve and forward to the Board of Commissioners the contract with HPower & Associates for GOLD Standard Leaders Training for the 2008 Fall Session in the amount of \$10,795. Funding is included in the 2008 budget.

Moved by: Rycenga

UNANIMOUS

SUBJECT: OTTAWA COUNTY GENERAL EMPLOYEE
TRAINING

- FC 08-105 Motion: To approve and forward to the Board of Commissioners the contract with Davenport University for GOLD Standard Employee Training for the 2008 Fall Session in the amount of \$6,710. Funding is included in the 2008 budget.

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: 2009 BUDGET PRINCIPLES

FC 08-106 Motion: To recommend to the Board of Commissioners approval of the 2009 Budget Principles.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Proposed two-year extension of the County Lobbyist Contract with Governmental Consultant Services, Inc. – Al Vanderberg, Administrator and Mark Knudsen, Planning and Grants Director, asked the committee if they would prefer to extend the current contract at the current rate or bid out, risking a higher rate for services. This item will be brought back before the committee.
2. Treasurer's financial month end update for July 2008 – The report was included in the committee packets.
3. Compensation Commission Update – Al Vanderberg, Administrator, presented on the Compensation Commission. They had their final meeting last Tuesday. Their recommendation will come before the full Board.
4. Work Session – Al Vanderberg, Administrator, presented on expected topics of the upcoming Work Session. They will include discretionary services and the budget. The mandated services project is underway.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:11 a.m.