

Agenda
FINANCE AND ADMINISTRATION COMMITTEE
West Olive Administration Building
12220 Fillmore, West Olive, MI 49460
February 19, 2008
9:30 a.m.

Consent Items:

1. Approval of Agenda
2. Approval of Minutes from the January 15, 2008 Meeting

Action Items:

1. Monthly Budget Adjustments
Suggested 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.
2. Budget Adjustments Greater than \$50,000
Suggested Motion:
To approve budget adjustments #1055, 1056, 26, 40, 44, 56, 64, 67, 71
3. Statement of Review for January
Suggested Motion:
To approve the Statement of Review for the month of January 2008.
4. Lease of Land at Fillmore Street Complex to Ottawa Central Dispatch Authority
Suggested 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.
5. Lease of Space and Conveyance of Property Between and Among Ottawa County Central Dispatch Authority, Ottawa County, and the City of Grand Haven
Suggested 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.

6. Prosecutor's Organizational Study
Suggested Motion:
To approve and forward to the Board of Commissioners the recommendations of the Prosecutor's Organizational Study.
7. Reclassification of Personnel Specialist in Human Resources
Suggested 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.
5. County Clerk/Vital Records Clerk Position
Suggested 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.
9. County Clerk/Non-Benefited Part-Time Records Processing Clerk II Position
Suggested 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.
10. Seasonal Park Supervisor Position – Pay Increase for 2008
Suggested 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.
11. Ottawa County Supervisory Leadership Training
Suggested 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.
12. Ottawa County General Employee Training
Suggested 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.
13. Secure Care Contract
Suggested Motion:
To approve and forward to the Board of Commissioners a one (1) year contract extension 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).

14. MDEQ-Financial Assurance Resolution-Southwest Ottawa County Landfill

Suggested Motion:

To approve and forward to the Board of Commissioners the MDEQ Financial Assurance Resolution for the Southwest Ottawa County Landfill.

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.