

Agenda
FINANCE AND ADMINISTRATION COMMITTEE

West Olive Administration Building
12220 Fillmore, West Olive, MI 49460

July 17, 2008

9:30 a.m.

Consent Items:

1. Approval of Agenda
2. Approval of Minutes from the June 17, 2008 and July 8, 2008 Meetings

Action Items:

1. Budget Adjustments Greater than \$50,000
Suggested Motion:
To approve budget adjustments #363, #393 and #428.
2. 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 June, 2008.
3. Statement of Review
Suggested Motion:
To approve the Statement of Review for the month of June, 2008.
4. MERS Military Service Credits
To approve and forward to the Board of Commissioners the purchase of military service credits for Robert Melamed (County Clerk's Office – Group T). Funding to come from contingency.

County Cost:	\$20,106.38
Employee Cost:	<u>5,824.62</u>
Total Cost	\$25,931.00
5. Quarterly Financial Status Report
Suggested Motion:
To receive for information the Interim Financial Statement for the General Fund as of June 30, 2008.
6. Treasurer's Investment Report (To Be Distributed at the Meeting)
Suggested Motion:
To receive for information the Treasurer's Quarterly Investment Report as of June, 2008.

7. Letter from Auditors regarding Auditor Responsibility
Suggested Motion:
To receive for information and forward to the Board of Commissioners the auditors' communication letter from Vredeveld Haefner LLC regarding their responsibility on the County's audit for the year ended December 31, 2007.
8. Letter from Auditors regarding Auditor Responsibility
Suggested Motion:
To receive for information and forward to the Board of Commissioners the auditors' communication letter from Vredeveld Haefner LLC regarding their responsibility on the County's Drain Commission audit for the year ended December 31, 2007.
9. Ottawa County Drain Commissioner's Annual Financial Report-Vredeveld Haefner LLC
Suggested Motion:
To receive as information and forward to the Board of Commissioners the Ottawa County Drain Commissioner's Annual Financial Report for the year ended December 31, 2007.
10. County of Ottawa Annual Financial Report – Vredeveld Haefner LLC
Suggested Motion:
To receive for information and forward to the Board of Commissioners the Comprehensive Annual Financial Report (CAFR) of the County of Ottawa for the year ended December 31, 2007.
11. County of Ottawa's Single Audit Report – Vredeveld Haefner LLC
Suggested Motion:
To receive as information and forward to the Board of Commissioners the County of Ottawa's Single Audit Report for the year ended December 31, 2006.
12. Approval of Brownfield Redevelopment Authority Bylaws.
Suggested Motion:
To approve and recommend to the Board of Commissioners the approval of Brownfield Redevelopment Authority Bylaws. The Bylaws were approved by the Brownfield Redevelopment Authority Board on July 2, 2008.
13. Road Commission Millage Ballot Language
Suggested Motion:
To approve and recommend to the Board of Commissioners the Ballot Language for Road Commission Millage for the November General Election.
14. Red Pine Timber Sales
Suggested Motion:
To approve and recommend to the Board of Commissioners the revision of the Timber Sales Contract with Rothig Forest Products for the Port Sheldon Natural Area dated July 23, 2007 to reduce the per cord price from \$68 per cord to \$55 per cord to reflect a change in market conditions.

15. Residential Survey

Suggested Motion:

To approve and forward to the Board of Commissioners a recommendation to approve a contract with EPIC - MRA to conduct the 2008 Resident Survey at an estimated cost of \$20,000. Funding is included in the 2008 Budget.

16. Reclassification of Two (2) Mental Health Specialists to Two (2) Mental Health Clinicians

Suggested Motion:

To approve and forward to the Finance and Administration Committee the proposal from Mental Health to reclassify two (2) Mental Health Specialists – ACT Program (Group T paygrade 12) to two (2) Mental Health Clinicians (Group T paygrade 14) for a cost of \$12,771. Funds to come from the elimination of the CMH Program Director position.

17. Reducing Mental Health Program Coordinator FTE 1.0 FTE to .6 FTE

Suggested Motion:

To approve and forward to the Finance and Administration Committee the proposal from Mental Health to reduce the full-time equivalent of a Mental Health Program Coordinator (Unclassified paygrade 07) from 1.0 FTE to .6 FTE for a dollar saving of \$37,840.00.

18. Creation of a Mental Health Program Supervisor

Suggested Motion:

To approve and forward to the Finance and Administration Committee the Proposal from Mental Health to create a Program Coordinator (Unclassified paygrade 08) for a cost of \$102,485.00. Funds to come from the elimination of the CMH Program Director position.

19. County Remonumentation Representative Position (.5FTE)

Suggested Motion:

To approve and forward to the Board of Commissioners the proposal from Planning/Grants Department to create the position of County Remonumentation Representative (.5FTE, Unclassified paygrade 14B) with a sunset date of December 31, 2009, for a cost of \$22,713 for 2008 and \$54,000 for 2009. (Funds for this position are reimbursed to Ottawa County by the State of Michigan.)

Discussion Item:

Prosecuting Attorney – Witness Mileage Fee Increase