FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: March 11, 2025

TIME: 1:03 p.m.

PLACE: Fillmore Street Complex

PRESENT: Jim Barry, Jordan Jorritsma, Douglas Zylstra, Jacob Bonnema, Joe Moss, Kendra Wenzel, John Teeples, Sylvia Rhodea, Philip Kuyers, Josh Brugger, Allison Miedema. (11)

SUBJECT: COMMUNICATION

1. Outdoor Discovery Center Update-This update was given at the Planning and Policy Committee meeting.

SUBJECT: PUBLIC COMMENT

None.

SUBJECT: APPROVAL OF AGENDA

FC 25-031 Motion: To approve the agenda of today.
Moved by: Moss UNANIMOUS

SUBJECT: CONSENT RESOLUTIONS

FC 25-032 Motion: To approve the minutes from the February 11, 2025, Finance and Administration Committee Meeting.
Moved by: Moss UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 25-033 Motion: To approve the Statement of Review.
Moved by: Moss

The motion passed by the following votes: Yeas: Phil Kuyers, Joe Moss, Jim Barry, John Teeples, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Allison Miedema, Jordan Jorritsma, Josh Brugger, Jacob Bonnema. (11)

SUBJECT: ACCOUNTS PAYABLE FOR JANUARY 31, 2025 THROUGH FEBRUARY 28, 2025

FC 25-034 Motion: To approve the general claims in the amount of $18,707,333.63 as presented by the summary report for January 31, 2025 through February 28, 2025.
Moved by: Moss

The motion passed by the following votes: Yeas: Jim Barry, Josh Brugger, Doug Zylstra, John Teeples, Kendra Wenzel, Allison Miedema, Joe Moss, Jordan Jorritsma, Phil Kuyers, Sylvia Rhodea, Jacob Bonnema. (11)

SUBJECT: TYLER TECHNOLOGIES LICENSE AND SERVICE AGREEMENT RENEWAL

FC 25-035 Motion: To approve and forward to the Board of Commissioners the annual renewal of the Tyler Technologies License and Services Agreement Contract for a total cost of $114,911.
Moved by: Moss

The motion passed by the following votes: Yeas: John Teeples, Jordan Jorritsma, Josh Brugger, Allison Miedema, Kendra Wenzel, Jim Barry, Sylvia Rhodea, Joe Moss, Doug Zylstra, Phil Kuyers, Jacob Bonnema. (11)

SUBJECT: MERIT INTERNET UPGRADE

FC 25-036 Motion: To approve and forward to the Board of Commissioners the Distribution Denial of Services (DDoS) Protection Service Agreement with Merit Network, upgrading to a 5-year agreement, terminating and replacing the prior 3-year agreement. The initial request includes new equipment, installation, and network access along with annual fees for service and support.
Moved by: Jorritsma

The motion passed by the following votes: Yeas: Phil Kuyers, Joe Moss, Allison Miedema, Kendra Wenzel, Jim Barry, Doug Zylstra, Josh Brugger, John Teeples, Sylvia Rhodea, Jordan Jorritsma, Jacob Bonnema. (11)

SUBJECT: SHERIFF'S OFFICE POSITION UPGRADE

FC 25-037 Motion: To approve and forward to the Board of Commissioners the request from the Sheriff's Office to upgrade one Court Services Deputy to one Jail Sergeant at the cost of $28,790.
Moved by: Moss

The motion passed by the following votes: Yeas: Josh Brugger, Doug Zylstra, Phil Kuyers, Jim Barry, Joe Moss, Jordan Jorritsma, Sylvia Rhodea, Allison Miedema, John Teeples, Kendra Wenzel, Jacob Bonnema. (11)

SUBJECT: COMMUNITY MENTAL HEALTH POSITION REQUEST

FC 25-038 Motion: To approve and forward to the Board of Commissioners the request from Community Mental Health to add the new position of 1.0 FTE Mental Health Clinician pay grade 10 paid for by grant funds.
Moved by: Moss

The motion passed by the following votes: Yeas: Doug Zylstra, Josh Brugger, Jordan Jorritsma, Phil Kuyers, Jim Barry, Allison Miedema, John Teeples, Sylvia Rhodea, Joe Moss, Kendra Wenzel, Jacob Bonnema. (11)

SUBJECT: COMMUNITY MENTAL HEALTH POSITION UPGRADE

FC 25-039 Motion: To approve and forward to the Board of Commissioners the request from Community Mental Health to upgrade the position of one (1) 1.0 FTE Community Health Worker pay grade 3 to the Community Navigator Aide pay grade 7 paid for with grant funds.
Moved by: Moss

The motion passed by the following votes: Yeas: Jordan Jorritsma, Jim Barry, Allison Miedema, Joe Moss, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Phil Kuyers, John Teeples, Josh Brugger, Jacob Bonnema. (11)

SUBJECT: COMMUNITY MENTAL HEALTH POSITION UPGRADE

FC 25-040 Motion: To approve and forward to the Board of Commissioners the request from Community Mental Health to upgrade the position of one (1) 1.0 FTE Mental Health Supervisor pay grade 13 to the Director of Crisis Services pay grade 15.
Moved by: Moss

The motion passed by the following votes: Yeas: Kendra Wenzel, Joe Moss, Doug Zylstra, Phil Kuyers, Sylvia Rhodea, Allison Miedema, Jordan Jorritsma, Josh Brugger, John Teeples, Jim Barry, Jacob Bonnema. (11)

SUBJECT: FY2025 BUDGET ADJUSTMENTS

FC 25-041 Motion: To approve and forward to the Board of Commissioners the FY2025 budget adjustments per the attached schedule.
Moved by: Moss

The motion passed by the following votes: Yeas: Phil Kuyers, Joe Moss, Jim Barry, John Teeples, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Allison Miedema, Jordan Jorritsma, Josh Brugger, Jacob Bonnema. (11)

SUBJECT: COMMITTEE REPORTS

1. Treasurer's Report – Cheryl Clark, Ottawa County Treasurer, gave an update.

SUBJECT: PUBLIC COMMENT

None.

SUBJECT: ADJOURNMENT

The chairperson called for adjournment at 1:52 p.m.