

Finance Committee

Members

Gail Patterson-Gladney, District 1
Kurt Doroh, District 2
Richard Godfrey, District 3
Mike Chappell, District 4
Randall Peat, District 5
Donald Hanson, District 6
Paul Schincariol, District 7



Contact

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MINUTES May 4, 2021 2:00 PM

1. Call to Order
Committee members present: Commissioner Schincariol, Commissioner Hanson and Commissioner Patterson-Gladney (home office in South Haven)

Others in attendance: Administrator Faul, Ryan Post, Anna Cerven, Commissioner Doroh, Commissioner Chappell, Commissioner Godfrey, Tim McGee, Jeff Hall, Frank Hardester and Charles Norton.
 - A. Zoom Meeting Information
2. Additions/Deletions to the Agenda
3. Approval of Agenda
Motion to approve the agenda by Commissioner Hanson; Supported by Commissioner Patterson-Gladney; Motion: Carried
4. Approval of Minutes
 - A. Minutes - April 6, 2021
Motion to approve minutes by Commissioner Patterson-Gladney; Supported by Commissioner Hanson; Motion: Carried
5. Agenda Items
 - A. Claims
Claims were reviewed and approved by all three Commissioners.

Recommended to BoC 5-11-2021

Motion by Commissioner Patterson-Gladney; Supported by Commissioner Hanson; Motion: Carried

B. Budget Adjustments

Finance Director Post presented the budget adjustments. Discussion ensued

Recommended to CoW 5-11-2021

Motion by Commissioner Patterson-Gladney; Supported by Commissioner Hanson; Motion: Carried

C. Board Per Diems

The Committee reviewed the per diems submitted by fellow Commissioners.

Discussion ensued.

Remove 1 from the 28th and 29th of Commissioner Patterson-Gladney's per diems

Motion to approve by Commissioner Hanson; Supported by Commissioner Patterson-Gladney; Motion: Carried

D. Monthly Financial Statement

Finance Director Post presented the financial statements for the month of April. Discussion ensued.

E. Employee File Management

Human Resources Director, Anna Cerven, presented a proposal for a digital employee filing system. This would move all employee files to a digital format to create efficiencies and prevent losing any hard copy files to unforeseeable circumstances.

Discussion ensued.

Recommended to CoW 5-11-2021/BoC 5-25-2021

Motion by: Commissioner Hanson; Supported by Commissioner Patterson-Gladney; Motion: Carried

F. FEMA - Grant Agreement

The request is for approval and acceptance of the FEMA Public Assistance Grant for \$5,100 Personal Protection Equipment reimbursement.

This was an emergency grant authorized last year at the beginning of the pandemic to purchase sanitizer.

Discussion ensued.

Recommended to CoW 5-11-2021/BoC 5-25-2021

Motion by Commissioner Hanson; Supported by Commissioner Patterson-Gladney; Motion: Carried

G. Fire/EMS VHF Radio Upgrade Project - Replacement Tower Construction

The request is for approval of a proposal for replacement of 2 radio towers within the FIRE/EMS VHF radio project. This is the first major phase in the replacement of 2 tower sites.

Discussion ensued.

Recommended to CoW 5-11-2021/BoC 5-25-2021

Motion by Commissioner Hanson; Supported by Commissioner Patterson-Gladney; Motion: Carried

H. Parking Lot Maintenance

Discussion ensued about authorizing County parking lot maintenance and striping work.

Recommended to CoW 5-11-2021/BoC 5-25-2021

Motion by Commissioner Patterson-Gladney; Supported by Commissioner Hanson; Motion: Carried

I. Foster Swift Invoice - New Covert Generating

Discussion ensued about a Foster Swift invoice and raising the cap for the appeal process.

Recommended to CoW 5-11-2021 for payment and to discuss raising the cap of \$130,000

Motion by Commissioner Patterson-Gladney; Supported by Commissioner Hanson; Motion: Carried

6. Adjournment