RESOUTION APPOINTING KELLY L. BELKNAP AS FINANCE DIRECTOR EFFECTIVE WITH THE AUGUST 2, 2010 PAY PERIOD

WASHTENAW COUNTY BOARD OF COMMISSIONERS

August 4, 2010

WHEREAS, under administrative direction, the Finance Director plans, organizes, directs, reviews and evaluates programs and activities to support a broad, centralized program of financial planning, record keeping and control; and

WHEREAS, he/she ensures the fiscal stability of the County through the preparation, implementation and monitoring of a County-wide budget; and

WHEREAS, he/she provides a process and framework to allocate the resources necessary for County programs to fulfill their mission budget, as well as provides expert professional assistance to County management staff in areas of responsibility; and

WHEREAS, in December, 2009, Peter Ballios retired from Washtenaw County after serving for a period in excess of 37 years, most recently as the Finance Director; and

WHEREAS, in January, 2010, the position of Finance Director was posted in accordance with the Recruitment & Hiring policies and procedures as established by the Board of Commissioners; and

WHEREAS, a hiring committee was established by Verna McDaniel, to include herself, Treasurer, Corporation Counsel, Budget Manager, Interim Finance Director, retired Finance Director, and Deputy County Administrator; and

WHEREAS, interviews of six (6) applicants occurred on June 28 and 29, utilizing the behavioral based interviewing process. The committee narrowed the selection process to a final candidate; and

WHEREAS, Kelly L. Belknap has worked for Washtenaw County for almost 23 years in the areas of the Friend of the Court, Finance Department, most recently has served as the Health Service Finance Administrator with Washtenaw County Health Services, including Public Health, Community Support and Treatment Services, Environmental Health, Solid Waste, as well as providing support to Washtenaw Health Plan and Building Inspection; and

WHEREAS, this matter has been reviewed by the Ways & Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby appoints Kelly L. Belknap as Finance Director effective with the August 2, 2010 pay period with a starting salary of $110,000.

KELLY L. BELKNAP

13300 Bemis Rd. Manchester, MI 48158
(734) 223-0532 (c) (734) 544-2958 (w)
E-mail: belknapk@ewashtenaw.org

OBJECTIVE

To continue my career with Washtenaw County by advancing into an executive level position involving increased responsibility and authority, working with a team of other executives and leaders whose goal is to provide excellent, efficient governmental services to the citizens.

EXPERIENCE

Health Services Finance Administrator, Washtenaw County Health Svcs 9/99 - Present
(Public Health, Community Support and Treatment Services, Environmental Health, Solid Waste, support to Washtenaw Health Plan, and, effective January 2010**,** Building Inspection)

- Develop and maintain internal financial management protocols to comply with applicable accounting principles, standards and requirements, as well as appropriate internal controls.
- Responsible for directing and overseeing all Health Services related audits including the annual financial audit, single audit and various state and federal audits.
- Responsible for the preparation, monitoring and projections of annual budgets for each fund within the Health Services group. Budgets in total exceed $43 million for FY 2008/09.
- Responsible for hiring key members of the Health Departments' financial staffs, assigning work duties and responsibilities as well as the continuing evaluation, development, education and training of staff members.
- Oversee the application for and the use of grant funds as well as all aspects of the necessary record keeping for Federal, State and locally funded grants.
- Prepare materials for presentation to the Board of Commissioners; attend Board meetings to respond to questions.
- Represent Public Health at the Finance Administrator Forum of the Michigan Association of Local Public Health; served as the Administrator Forum President for the 2003/2004 term; have participated in this committee since 1999.
- Developed insurance claims procedures and policies, including implementing the Encompass electronic medical record system to increase collection of billed claims. Percentage of collected claims from all insurers increased from under 50% to well over 90%. Revenue increased from $490,000 in 2000 to over $850,000 for 2008.

Budget Analyst, Washtenaw County Finance Department **10/94 – 9/99**

- Participated in the development, oversight and implementation of the 1996/97, 1998/1999 biennial budgets for all county departments.
- Team Leader in the county-wide selection and implementation of the JD Edwards financial software system.

- Performed monthly analysis of various departmental budgets for identification/diagnosis of problems/trends; recommended necessary action(s); followed through with departments to implement necessary action steps.

Senior Case Maintenance Specialist, Washtenaw County-Friend of the Court
9/87 – 10/94

- Supervised bookkeeping and data entry staff in the absence of higher level supervisor.
- Trained new bookkeepers and cashiers, assisted with annual evaluations.
- Prepared quarterly reports, processed medical claims and reimbursements, audited accounts and balanced bank statements and daily work.
- Developed and implemented new case management procedures, created manual for cashiers.

EDUCATION

Eastern Michigan University Ypsilanti, MI
Bachelor of Business Administration: Accounting G.P.A. 3.45 1993

ACCOMPLISHMENTS & OTHER QUALIFICATIONS

- Washtenaw County Manager of the year award, July 2008; Leadership Award for preparation of the Annual Audit 2003; Washtenaw County Employee of the Year award, March 1996.
- Completion of Washtenaw Community College Leadership Certificate Program November 2008.
- Completion of the Washtenaw County Leadership Academy core courses and annual updates.
- Completion of Emergency Management Institute National Incident Management System components ICS-100, ICS-200, ICS-300, ICS-400, ICS-700 and ICS-800.
- Proficient with the components of MS Office, Outlook, Visio, JD Edwards One World financial system, Encompass medical record and billing system.
- Certificate of Completion of Michigan Municipal Finance Officers Association Back To Basics.