

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: September 15, 2009

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Roger Rycenga, Gordon Schrotenboer, James Holtvluwer, Robert Karsten,
Dennis Swartout

STAFF & GUESTS: Marie Waalkes, Human Resources Director; Marcie VerBeek,
Human Resources; Connie VanderSchaaf, Finance Dept.; JoAnn Brown,
CMH; Lynne Doyle, CMH; Keith VanBeek, Assistant Administrator;
Greg Steigenga, Undersheriff; June Hagan, Fiscal Services Director;
Sherri Sayles, Deputy Clerk; Bradley Slagh, Treasurer; Greg Rappleye,
Corporation Counsel; Media

SUBJECT: CONSENT ITEMS

Approve by consent the agenda of today as presented and approve by
consent the minutes of the August 25, 2009, meeting as presented.

**SUBJECT: BUDGET ADJUSTMENTS GREATER THAN
\$50,000**

FC 09-098 Motion: To approve budget adjustments #381 and #562.
Moved by: Schrotenboer **UNANIMOUS**

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 09-099 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
August 2009.
Moved by: Holtvluwer **UNANIMOUS**

SUBJECT: STATEMENT OF REVIEW FOR AUGUST

FC 09-100 Motion: To approve the Statement of Review for the Month of August
2009.
Moved by: Schrotenboer **UNANIMOUS**

SUBJECT: PURCHASE OF MERS (MICHIGAN MUNICIPAL EMPLOYEES RETIREMENT SYSTEM) GENERIC SERVICE CREDITS FOR SUZANNE KAMPENGA

FC 09-101 Motion: To approve and forward to the Board of Commissioners the purchase of five (5) years of MERS generic service credit for \$39,478 (total cost to be paid by employee).

Total Cost: \$39,478
Employer Cost: \$0
Employee Cost: \$39,478

Moved by: Schrotenboer MOTION PASSED

Yeas: Messrs. Rycenga, Holtvluwer, Schrotenboer, Swartout. (4)
Nays: Mr. Karsten. (1)

SUBJECT: TUITION REIMBURSEMENT

FC 09-102 Motion: To approve and forward to the Board of Commissioners a recommendation to suspend Tuition Reimbursement for the year of 2010 and to review this recommendation in 2010 for the 2011 budget year.

Moved by: Karsten UNANIMOUS

Robert Melamed addressed the Committee over concerns with the benefit reductions for Group T and Unclassified employees.

Mr. Swartout asked about holding off on approving the motions today dealing with the budget. He asked June Hagan what impact this would have and she stated it is important to approve the budget ASAP as several funds have October 1st deadlines.

Marie Waalkes explained if the motions regarding benefits were approved by the Board of Commissioners, employee meetings would be setup to explain the health care changes. Letters would be sent to the Unions inviting them to the table to reopen talks.

SUBJECT: BENEFIT ADJUSTMENTS FOR COUNTY AND COURT UNCLASSIFIED EMPLOYEES (EXCLUDING ELECTED OFFICIALS, JUDGES AND THE BOARD OF COMMISSIONERS) FOR 2010

FC 09-103 Motion: To approve and forward to the Board of Commissioners the following benefit adjustments for County and Court Unclassified Employees (excluding Elected Officials, Judges and the Board of Commissioners) for 2010:

- a. Increase wages 2%.
- b. Increase Health Plan employee co-pay to ten percent (10%) of the current actuarial determined amount.
- c. Increase Office co-pay from \$10 per visit to \$25 per visit.
- d. Change health plan for in-network co-insurance to ninety percent (90%) up to a cap of \$1,000 for single and \$2,000 for couple/family.
- e. Increase out-of-network deductible to \$1,000 for single coverage and \$2,000 for county/family coverage.
- f. Increase the annual out-of-pocket maximum on out-of-network claims to \$2,550 (single)/\$3,600 (couple/family).
- g. Change prescription co-pay to \$10/\$25/\$50.
- h. Implement Auto Exclusion in the County Health Plan.
- i. Change the maximum annual employer contribution on the County's Deferred Compensation plans to one thousand dollar (\$1,000).

Moved by: Holtvluer

UNANIMOUS

SUBJECT: BENEFIT ADJUSTMENTS FOR GROUP T EMPLOYEES FOR 2010

FC 09-104 Motion: To approve and forward to the Board of Commissioners the following benefit adjustments for Group T Employees for 2010:

- a. Increase wages 2%.
- b. Increase Health Plan employee co-pay to ten percent (10%) of the current actuarial determined amount.
- c. Increase Office co-pay from \$10 per visit to \$25 per visit.
- d. Change health plan for in-network co-insurance to ninety percent (90%) up to a cap of \$1,000 for single and \$2,000 for couple/family.
- e. Increase out-of-network deductible to \$1,000 for single coverage and \$2,000 for county/family coverage.
- f. Increase the annual out-of-pocket maximum on out-of-network claims to \$2,550 (single)/\$3,600 (couple/family).
- g. Change prescription co-pay to \$10/\$25/\$50.

Moved by: Rycenga

UNANIMOUS

SUBJECT: BENEFIT ADJUSTMENTS FOR OTTAWA COUNTY JUDGES FOR 2010

FC 09-105 Motion: To approve and forward to the Board of Commissioners the following benefit adjustments for Ottawa County Judges for 2010:

- a. Increase Health Plan employee co-pay to ten percent (10%) of the current actuarial determined amount.
- b. Increase Office co-pay from \$10 per visit to \$25 per visit.
- c. Change health plan for in-network co-insurance to ninety percent (90%) up to a cap of \$1,000 for single and \$2,000 for couple/family.
- d. Increase out-of-network deductible to \$1,000 for single coverage and \$2,000 for county/family coverage.
- e. Increase the annual out-of-pocket maximum on out-of-network claims to \$2,550 (single)/\$3,600 (couple/family).
- f. Change prescription co-pay to \$10/\$25/\$50.
- g. Implement Auto Exclusion in the County Health Plan.

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: BENEFIT ADJUSTMENTS FOR OTTAWA COUNTY RETIREES FOR 2010

FC 09-106 Motion: To approve and forward to the Board of Commissioners the following benefit adjustments for Ottawa County Retirees for 2010:

- a. Increase Office co-pay from \$10 per visit to \$25 per visit.
- b. Change health plan for in-network co-insurance to ninety percent (90%) up to a cap of \$1,000 for single and \$2,000 for couple/family.
- c. Increase out-of-network deductible to \$1,000 for single coverage and \$2,000 for county/family coverage.
- d. Increase the annual out-of-pocket maximum on out-of-network claims to \$2,550 (single)/\$3,600 (couple/family).
- e. Change prescription co-pay to \$10/\$25/\$50.

Moved by: Karsten

UNANIMOUS

SUBJECT: BENEFIT ADJUSTMENTS FOR ELECTED OFFICIALS (EXCLUDING JUDGES AND THE BOARD OF COMMISSIONERS) FOR 2010

FC 09-107 Motion: To approve and forward to the Board of Commissioners the following benefit adjustments the Elected Officials (excluding Judges and the Board of Commissioners) for 2010:

- a. Increase Health Plan employee co-pay to ten percent (10%) of the current actuarial determined amount.

- b. Increase Office co-pay from \$10 per visit to \$25 per visit.
- c. Change health plan for in-network co-insurance to ninety percent (90%) up to a cap of \$1,000 for single and \$2,000 for couple/family.
- d. Increase out-of-network deductible to \$1,000 for single coverage and \$2,000 for county/family coverage.
- e. Increase the annual out-of-pocket maximum on out-of-network claims to \$2,550 (single)/\$3,600 (couple/family).
- f. Change prescription co-pay to \$10/\$25/\$50.
- g. Implement Auto Exclusion in the County Health Plan.
- h. Change the maximum annual employer contribution on the County's Deferred Compensation plans to one thousand dollar (\$1,000).

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: BENEFIT ADJUSTMENTS FOR COMMISSIONERS FOR 2010

FC 09-108

Motion: To approve and forward to the Board of Commissioners the following benefit adjustments for Commissioners for 2010:

- a. Increase Health Plan employee co-pay to ten percent (10%) of the current actuarial determined amount.
- b. Increase Office co-pay from \$10 per visit to \$25 per visit.
- c. Change health plan for in-network co-insurance to ninety percent (90%) up to a cap of \$1,000 for single and \$2,000 for couple/family.
- d. Increase out-of-network deductible to \$1,000 for single coverage and \$2,000 for county/family coverage.
- e. Increase the annual out-of-pocket maximum on out-of-network claims to \$2,550 (single)/\$3,600 (couple/family).
- f. Change prescription co-pay to \$10/\$25/\$50.
- g. Implement Auto Exclusion in the County Health Plan.

Moved by: Schrottenboer

MOTION PASSED

Yeas: Messrs. Rycenga, Holtvluwer, Swartout, Schrottenboer. (4)

Nays: Mr. Karsten. (1)

Mr. Karsten moved to amend Motion FC 09-108 changing "Increase Health Plan employee co-pay to 15%" instead of 10%. The motion died due to lack of support.

SUBJECT: NEW CMH PEER SPECIALIST – CLUBHOUSE POSITION

FC 09-109 Motion: To approve and forward to the Board of Commissioners the recommendation to create one (1) FTE position of Peer Specialist – Clubhouse (Group T/paygrade 06) at the cost of \$45,204 for the budget year. Funding to come from Medicaid/State/Local funding.
Moved by: Holtvluwer UNANIMOUS

SUBJECT: NEW CMH PEER SPECIALIST – MULTI-DISCIPLINARY TREATMENT TEAM POSITIONS

FC 09-110 Motion: To approve and forward to the Board of Commissioners the recommendation to create two (2) FTE positions of Peer Specialist – Multidisciplinary Treatment Team (Group T/paygrade 06) at the cost of \$90,408 for the budget year. Funding to come from Medicaid/State/Local funding.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: NEW CMH MEDICAL ASSISTANT POSITION

FC 09-111 Motion: To approve and forward to the Board of Commissioners the recommendation to create one (1) FTE position of Medical Assistant (Group T/paygrade 07) at the cost of \$48,277 for the budget year. Funding to come from the elimination of a Records Processing Clerk II (Group T/paygrade 06).
Moved by: Schrotenboer UNANIMOUS

SUBJECT: NEW CMH RECORDS PROCESSING CLERK I (NON-BENEFITED)

FC 09-112 Motion: To approve and forward to the Board of Commissioners the recommendation to create three (3) non-benefited part-time positions of Records Processing Clerk I (16 hours/week) at a cost of \$30,000 for the budget year. Funding to come from Medicaid/State/Local funding.
Moved by: Holtvluwer UNANIMOUS

SUBJECT: RESOLUTION REGARDING THE DISTRIBUTION OF CONVENTION FACILITY TAX REVENUES TO COUNTIES UNDER PUBLIC ACTS 106 AND 107 OF 1985

FC 09-113 Motion: To approve and forward to the Board of Commissioners the Resolution Regarding the Distribution of Convention Facility Tax Revenues to Counties Under Public Acts 106 and 107 of 1985.
Moved by: Holtvluwer UNANIMOUS

SUBJECT: RESOLUTION REGARDING THE DISTRIBUTION OF CIGARETTE TAX REVENUES TO COUNTIES UNDER PUBLIC ACTS 219 AND 264 OF 1987

FC 09-114 Motion: To approve and forward to the Board of Commissioners the Resolution Regarding the Distribution of Cigarette Tax Revenues to Counties Under Public Acts 219 and 264 of 1987.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: SETTING OF PUBLIC HEARING ON THE 2009 OTTAWA COUNTY BUDGET

FC 09-115 Motion: To recommend to the Board of Commissioners to set a public hearing on the 2010 Ottawa County budget for Tuesday, October 13, 2009, to be held in the Ottawa County Board Room, 12220 Fillmore Street, West Olive, at 1:30 p.m.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Financial Month End Update for August 2009 – The August 2009 financial month end update was presented by Bradley Slagh. Brad handed out a listing of bank ratings that he continues to follow. He reported in conjunction with the Fiscal Services Department, they have begun two programs designed to better protect the County funds at the bank, Positive Pay and ACH Debit Block.
2. Review 2010 Budgets – June Hagan reviewed the Commissioners 2010 budget. Mr. Swartout wanted to see a 50% across the board cut for Travel and Conferences to soften benefit cuts. Mr. Karsten requested backup documentation be sent prior to meetings instead of passed out at meetings.

FC 09-116 Motion: To approve and forward to the Board of Commissioners to cut the 2010 Conference and Travel adopted budget to fifty percent of the 2009 adopted budget including all departments.
Moved by: Karsten UNANIMOUS

SUBJECT: CLOSED SESSION TO CONSIDER MATERIAL EXEMPT FROM DISCLOSURE BY STATUTE

FC 09-117 Motion: To go into a Closed Session under the Open Meetings Act at 11:01 a.m. to discuss material exempt from disclosure by statute (2/3 roll call vote required).

Moved by: Schrottenboer

UNANIMOUS

Yeas: Messrs. Schrottenboer, Holtvluwer, Karsten, Rycenga, Swartout.
(5)

FC 09-118 Motion: To rise from Closed Session at 11:12 a.m.

Moved by: Karsten

UNANIMOUS

SUBJECT: ADJOURNMENT

FC 09-119 Motion: To adjourn at 11:13 a.m.

Moved by: Schrottenboer

UNANIMOUS