



# County of Ottawa

## *Board of Commissioners*

**Philip D. Kuyers**  
*Chairperson*

**James C. Holtrop**  
*Vice-Chairperson*

12220 Fillmore Street, Room 310, West Olive, Michigan 49460

West Olive (616) 738-4898

Fax (616) 738-4888

Grand Haven (616) 846-8295

Grand Rapids (616) 662-3100

Website: [www.miOttawa.org](http://www.miOttawa.org)

July 23, 2010

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, July 27, 2010 at 1:30 p.m.**, for the regular **July** meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Holtrop
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
  - A. Hudsonville Girls Softball Team
6. Public Comments and Communications from County Staff
7. Approval of Agenda
8. Actions and Reports

A. Consent Resolutions:

From the County Clerk

1. Board of Commissioners Meeting Minutes  
Suggested Motion:  
To approve the Minutes of the July 13, 2010 Board of Commissioners Meeting and the July 13, 2010 Board of Commissioners Work Session.
2. Payroll  
Suggested Motion:

Joyce E. Kortman      Dennis W. Swartout      Jane M. Ruiter      Matthew M. Hehl      Roger G. Rycenga  
Gordon D. Schrottenboer      Robert W. Karsten      James H. Holtvluwer      Donald G. Disselkoen

To authorize the payroll of July 27, 2010 in the amount of \$\_\_\_\_\_.

From the Finance and Administration Committee

3. Monthly Accounts Payable for July 1, 2010 through July 16, 2010  
Suggested Motion:  
To approve the general claims in the amount of \$3,910,874.50 as presented by the summary report for July 1, 2010 through July 16, 2010.
4. Monthly Budget Adjustments  
Suggested Motion:  
To approve 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, 2010.

B. Action Items:

From Administration

5. Ottawa County Officers' Compensation Commission Resolution  
Suggested Motion:  
To approve in whole or in part and authorize the Board Chair and Clerk to sign the Resolution regarding the determination of the Ottawa County Officers' Compensation Commission for 2011 and 2012.

From the Health and Human Services Committee

6. Senior Resources Annual Implementation Plan FY 2011  
Suggested Motion:  
To approve and authorize the Board Chair and Clerk to sign the resolution approving the Senior Resources Annual Implementation Plan FY 2011.

From the Finance and Administration Committee

7. Telecommunications System  
Suggested Motion:  
To approve and authorize the Board Chair and Clerk to sign a contract with AT&T to upgrade the County Voice Communications system, and to authorize the expenditure of funds up to an amount of \$580,000 from the Telecommunications Reserve Fund to complete this project.
8. Purchase of MERS (Michigan Municipal Employees Retirement System) Military Service Credits for Terry P. Archambault  
Suggested Motion:  
To approve the purchase of four (4) years of military service credits for Terry P. Archambault (Programmer/Analyst, Ottawa County Information Technology Department).  
  
County Cost:       \$62,670.71  
Employee Cost:   \$13,344.29  
Total Cost:        \$76,015.00

9. Fiscal Services Personnel Request for Assistant Fiscal Services Director  
Suggested Motion:  
To approve the proposal from Fiscal Services to eliminate one (1) full-time Senior Accountant position and create one (1) full-time Assistant Fiscal Services Director at a cost of \$25,157 (per recommendation of the Plante Moran Study).

10. Northwest Ottawa Water System Refunding Bonds  
Suggested Motion:  
To approve and authorize the Board Chair and Clerk to sign the Resolution authorizing County Road Commission to issue Act 342 Refunding Bonds, in the not-to-exceed amount of \$2,500,000, to refinance the Northwest Ottawa Water System 2001 Lake Michigan Intake No. 2 and Pump Station Project Bonds.
11. Smoke Free Air Complaints – Proposed New Few Structure for Non-Food Establishment  
Suggested Motion:  
To approve and authorize the Board Chair and Clerk to sign the resolution establishing fees and procedures for enforcement of the County non-smoking regulation and State non-smoking law. (MCL 333.12601 et seq.)
12. Fee for Costs Associated with “Booting” Motor Vehicle of persons who do not comply with FOC Support Orders  
Suggested Motion:  
To approve and authorize the Board Chair and Clerk to sign a resolution authorizing a fee of not to exceed \$250 for the costs associated with “booting” motor vehicles owned by persons who do not comply with FOC Support Orders.

From the Planning and Policy Committee

13. Conservation Easement for Request Foods Mitigation Project  
Suggested Motion:  
To approve and authorize the Board Chair and Clerk to sign the Agreement for Conservation Easement with the Michigan Department of Natural Resources and Environment for approximately 21 acres at the Holland Country Club property as required for the Request Foods wetland mitigation project.

C. Appointments: None

D. Discussion Items: None

9. Report of the County Administrator
10. General Information, Comments, and Meetings Attended
11. Public Comments
12. Adjournment

**COUNTY OF OTTAWA**

**STATE OF MICHIGAN**

WHEREAS, on Saturday, June 19, 2010, the varsity girls softball team from Hudsonville High School played in Battle Creek for the Michigan High School Athletic Association State Championship in Division 1; and,

WHEREAS, for the second year in a row, the varsity girls softball team from Hudsonville High School won the Michigan High School Athletic Association State Championship in Division 1, defeating the varsity girls softball team from White Lake-Lakeland, 6-2; and,

WHEREAS, winning the State Championship title game in Division 1 was the culmination of another successful season for the Hudsonville High School Eagles, a program which, under the leadership of Coach Tom Vrugink, ended the season with an incredible 43-1 overall record;

NOW THEREFORE BE IT RESOLVED that the Ottawa County Board of Commissioners congratulates the varsity girls softball team of Hudsonville High School, Coach Tom Vrugink, the students, faculty and administration of Hudsonville High School, and all fans of the Hudsonville High School Eagles on their march to the 2010 State Championship and another remarkable season.

July 13, 2010

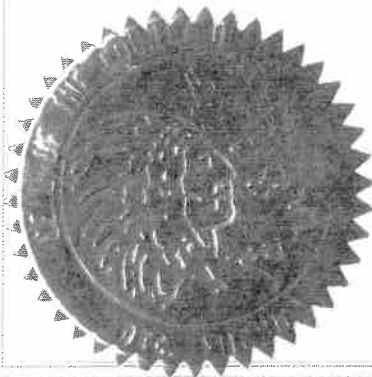
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James C. Holtrop, District 10  
Ottawa County Board of Commissioners

Subscribed and sworn to me this 13th day of July, 2010.

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Daniel C. Krueger, Ottawa County Clerk



**PROPOSED  
PROCEEDINGS OF THE OTTAWA COUNTY  
BOARD OF COMMISSIONERS  
JULY SESSION – FIRST DAY**

The Ottawa County Board of Commissioners met on Tuesday, July 13, 2010, at 1:30 p.m. and was called to order by the Chair.

Mr. Holtvluwer pronounced the invocation.

The Deputy Clerk led in the Pledge of Allegiance to the Flag.

Present at roll call: Messrs. Kuyers, Swartout, Mrs. Ruiter, Messrs. Hehl, Rycenga, Schrotenboer, Disselkoen, Karsten, Holtrop, Holtvluwer. (10)

Absent: Mrs. Kortman. (1)

Presentation of Petitions and Communications:

A. Unity Christian Girls Soccer Team – Commissioners Holtrop presented Jerry DeGroot, Unity Christian Athletic Director, with a Resolution for their Michigan High School Athletic Association State Championship.

Mrs. Kortman arrived at 1:37 p.m.

B. Legislative Update – Jim Miller, GCSI, presented the Quarterly Legislative Update.

Public Comments and Communications from County Staff

Amanda Price announced her candidacy for the 89<sup>th</sup> District Representative seat.

B/C 10-166 Mr. Holtrop moved to approve the agenda of today as presented. The motion passed.

B/C 10-167 Mr. Holtrop moved to approve the following Consent Resolution:

1. To approve the Minutes of the June 22, 2010, Board of Commissioners Meeting and the June 22, 2010, Board of Commissioners Work Session.
2. To authorize the payroll of July 13, 2010, in the amount of \$578.00.
3. To receive for information the Correspondence Log.

4. To approve the general claims in the amount of \$3,490,745.40 as presented by the summary report for June 14, 2010, through June 30, 2010.
5. To receive for information the Ottawa County Information Technology 2009 Annual Report.
6. To receive for information the Ottawa County Planning and Performance Improvement 2009 Annual Report.
7. To receive for information the Ottawa County 20<sup>th</sup> Circuit Court and Probate Court 2009 Annual Report.

The motion passed as shown by the following votes: Yeas: Mr. Schrottenboer, Mrs. Kortman, Messrs. Swartout, Holtvluwer, Mrs. Ruiter, Messrs. Disselkoen, Hehl, Holtrop, Karsten, Rycenga, Kuyers. (11)

B/C 10-168 Mr. Holtrop moved to confirm the Board Chairperson's appointment of Commissioner Holtrop as Chair of the Health and Human Services Committee. The motion passed as shown by the following votes: Yeas: Mrs. Kortman, Messrs. Holtvluwer, Disselkoen, Holtrop, Mrs. Ruiter, Messrs. Karsten, Hehl, Rycenga, Swartout, Schrottenboer, Kuyers. (11)

B/C 10-169 Mrs. Ruiter moved to approve the name(s) of (\*indicates recommendation of the Interview Subcommittee [second posting]):

\*Ken Rizzio

To fill a one (1) member vacancy representing the Ottawa County Economic Development Corporation on the Ottawa County Land Bank Authority beginning January 1, 2010, and ending December 31, 2012 (three year term).

\*Leon Stille

\*Glenn L. Nykamp

To fill two (2) member vacancies representing townships in the County of Ottawa on the Ottawa County Land Bank Authority Board, each term to begin January 1, 2010, and to serve as follows: one (1) member to serve a three (3) year term ending December 31, 2012; one (1) member to serve a two (2) year term ending December 31, 2011.

\*David VanderHeide

To fill one (1) member vacancy representing cities/villages in the County of Ottawa on the Ottawa County Land Bank Authority Board beginning January 1, 2010, and ending December 31, 2010 (1 year term).

The motion passed as shown by the following votes: Mrs. Ruiter, Mrs. Kortman, Messrs. Hehl, Karsten, Swartout, Holtvluwer, Rycenga, Holtrop, Disselkoen, Schrottenboer, Kuyers. (11)

Discussion Items

1. Ottawa County Information Technology 2009 Annual Report – The 2009 IT Annual Report was presented by David Hulst, IT Director.
2. Ottawa County Planning and Performance Improvement 2009 Annual Report – The 2009 Planning and Performance Improvement Annual Report was presented by Mark Knudsen, Planning Director.
3. Ottawa County 20<sup>th</sup> Circuit Court and Probate Court 2009 Annual Report – The 2009 20<sup>th</sup> Circuit Court and Probate Court Annual Report was presented by Kevin Bowling, Circuit Court Administrator.

The Administrator's report was presented.

B/C 10-170 Mr. Holtrop moved to adjourn at 3:28 p.m. subject to the call of the Chair. The motion passed.

DANIEL C. KRUEGER, Clerk  
OF the Board of Commissioners

PHILIP KUYERS, Chairman  
Of the Board of Commissioners

**PROPOSED  
PROCEEDINGS OF THE OTTAWA COUNTY  
BOARD OF COMMISSIONERS  
JULY SESSION – WORK SESSION**

The Ottawa County Board of Commissioners met on Tuesday, July 13, 2010, at 3:30 p.m. and was called to order by the Chair.

Present at roll call: Mrs. Kortman, Messrs. Kuyers, Swartout, Mrs. Ruiter, Messrs. Hehl, Rycenga, Schroenboer, Disselkoen, Karsten, Holtrop, Holtvluwer. (11)

Work Session Items:

A. Officers' Compensation Commission Recommendation – The Administrator discussed the options on how the Board could accept, reject or ignore the recommendations of the Officers' Compensation Commission. The Resolution will be on the next Board of Commissioners agenda.

B/C 10-171 Mr. Disselkoen moved to adjourn at 4:02 p.m. subject to the call of the Chair. The motion passed.

DANIEL C. KRUEGER, Clerk  
Of the Board of Commissioners

PHILIP KUYERS, Chairman  
Of the Board of Commissioners



# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 7/27/2010

**Requesting Department:** County Clerk

**Submitted By:** Bob Spaman

**Agenda Item:** Payroll

**SUGGESTED MOTION:**

To authorize the payroll of July 27, 2010 in the amount of \$\_\_\_\_\_.

**SUMMARY OF REQUEST:**

To pay the current payroll of the members of the Ottawa County Board of Commissioners. Pursuant to MCL 46.11, the Board of Commissioners is authorized to provide for and manage the ongoing business affairs of the County.

**FINANCIAL INFORMATION:**

Total Cost: \_\_\_\_\_ County Cost: \_\_\_\_\_ Included in Budget:  Yes  No

If not included in budget, recommended funding source: \_\_\_\_\_

**ACTION IS RELATED TO AN ACTIVITY WHICH IS:**

Mandated  Non-Mandated  New Activity

**ACTION IS RELATED TO STRATEGIC PLAN:**

Goal: #1-4

Objective: \_\_\_\_\_

**ADMINISTRATION RECOMMENDATION:**

Recommended

Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.06.16 08:25:22 -0400

Committee/Governing/Advisory Board Approval Date: \_\_\_\_\_

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 7/27/2010

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Monthly Accounts Payable for July 1, 2010 through July 16, 2010

## SUGGESTED MOTION:

To approve the general claims in the amount of \$3,910,874.50 as presented by the summary report for July 1, 2010 through July 16, 2010.

## SUMMARY OF REQUEST:

Approve vendor payments in accordance with the Ottawa County Purchasing Policy.

## FINANCIAL INFORMATION:

Total Cost: \$3,910,874.50 | County Cost: \$3,910,874.50 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: # 1

Objective: #1-6

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator:

**Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.07.22 09:27:24 -0400

Committee/Governing/Advisory Board Approval Date:



# County of Ottawa


## *Fiscal Services Department*

**Robert Spaman**  
*Director*

12220 Fillmore Street, Room 331, West Olive, Michigan 49460

West Olive (616) 738-4849  
Fax (616) 738-4098  
Grand Haven (616) 846-8295  
Grand Rapids (616) 662-3100  
e-mail: [rspaman@miottawa.org](mailto:rspaman@miottawa.org)

To: Board of Commissioners

From: Robert Spaman, Fiscal Services Director 

Subject: Accounts Payable Listing – July 1, 2010 to July 16, 2010

Date: July 19, 2010

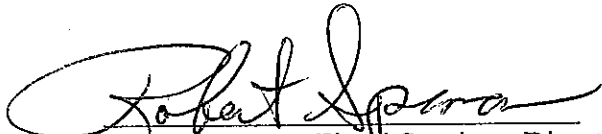
I have reviewed the Accounts Payable Listing for July 1 through July 16, 2010. The expenditures are general payments that are routine to Ottawa County.

If you have any additional questions, please feel free to contact me.

Total Checks/Automated Clearing House (ACH) 07/1/2010 through 07/16/2010

I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The List of Claims shows the name of claimant, amount of claim, check number, ACH number, check date and ACH date. The net amount of checks/ACH written during the period was \$3,910,874.50. The amount of claims to be approved totals \$3,910,874.50.

\*Adjustments are voided checks or ACH.

  
Robert Spaman, Fiscal Services, Director

7/20/10  
Date

We hereby certify that the Board of Commissioners has approved the claims on this 27<sup>th</sup> day of July, 2010.

\_\_\_\_\_  
Philip Kuyers, Chairperson  
Board of Commissioners

\_\_\_\_\_  
Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS/ACH 07/01/2010 THROUGH 07/16/2010

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
1010	GENERAL FUND	361,406.49	0.00	361,406.49
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	69,078.99	0.00	69,078.99
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	3,760.81	0.00	3,760.81
2170	9/30 JUDICIAL GRANTS	699.85	0.00	699.85
2210	HEALTH	99,553.60	0.00	99,553.60
2220	MENTAL HEALTH	945,335.09	0.00	945,335.09
2271	SOLID WASTE CLEAN-UP	0.00	0.00	0.00
2272	LANDFILL TIPPING FEES	2,563.76	0.00	2,563.76
2320	TRANSPORTATION SYSTEM	0.00	0.00	0.00
2420	PLANNING COMMISSION	43.16	0.00	43.16
2444	INFRASTRUCTURE FUND	0.00	0.00	0.00
2450	PUBLIC IMPROVEMENT	0.00	0.00	0.00
2550	HOMESTEAD PROPERTY TAX	0.00	0.00	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	26,301.83	0.00	26,301.83
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	531.26	0.00	531.26
2602	WEMET	10,386.82	0.00	10,386.82
2603	WEED AND SEED	0.00	0.00	0.00
2605	COPS-AHEAD-GEORGETOWN	0.00	0.00	0.00
2606	COPS-FAST-GEORGETOWN	0.00	0.00	0.00
2608	COPS-FAST-ALLENDALE	0.00	0.00	0.00
2609	SHERIFF GRANT PROGRAMS	1,573.00	0.00	1,573.00

ACCOUNTS PAYABLE CHECKS/ACH 07/01/2010 THROUGH 07/16/2010

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2610	COPS-UNIVERSAL	11,882.86	0.00	11,882.86
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	1,824.47	0.00	1,824.47
2690	LAW LIBRARY	0.00	0.00	0.00
2740	WIA-ADMIN. COST POOL	4,438.69	0.00	4,438.69
2741	WIA-YOUTH	155,262.20	0.00	155,262.20
2742	WIA-ADULT	120,837.97	0.00	120,837.97
2743	WIA-6/30 GRANT PROGRAMS	260,026.60	0.00	260,026.60
2744	WIA-12/31 GRANT PROGRAMS	3,165.13	0.00	3,165.13
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	396,920.64	0.00	396,920.64
2749	WIA-3/31 GRANT PROGRAMS	0.00	0.00	0.00
2750	GRANT PROGRAMS-PASS THRU	142,445.37	0.00	142,445.37
2800	EMERGENCY FEEDING	101.47	0.00	101.47
2810	FEMA	96.04	0.00	96.04
2850	COMMUNITY CORRECTIONS PROG. GRANT	3,556.91	0.00	3,556.91
2870	COMMUNITY ACTION AGENCY (CAA)	48,689.57	0.00	48,689.57
2890	WEATHERIZATION	51,889.66	0.00	51,889.66
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	6,166.00	0.00	6,166.00
2920	CHILD CARE - PROBATE	92,713.07	0.00	92,713.07
2921	CHILD CARE - SOCIAL SERVICES	0.00	0.00	0.00
2930	SOLDIER & SAILORS RELIEF	6,180.89	0.00	6,180.89

ACCOUNTS PAYABLE CHECKS/ACH 07/01/2010 THROUGH 07/16/2010

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2940	VETERANS TRUST	0.00	0.00	0.00
2941	VETERANS TRUST	0.00	0.00	0.00
5160	DELINQUENT TAXES	1,200.00	0.00	1,200.00
6360	INFORMATION TECHNOLOGY	39,299.44	0.00	39,299.44
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	850.70	0.00	850.70
6550	TELECOMMUNICATIONS	8,401.09	0.00	8,401.09
6641	EQUIPMENT POOL	0.00	0.00	0.00
6770	PROTECTED SELF-FUNDED INSURANCE	0.00	0.00	0.00
6771	PROTECTED SELF-FUNDED HEALTH INS.	160.97	0.00	160.97
6772	PROTECTED SELF-FUNDED UNEMPL INS.	7,482.75	0.00	7,482.75
6775	LONG-TERM DISABILITY INSURANCE	0.00	0.00	0.00
6776	PROTECTED SELF-FUNDED DENTAL INS.	0.00	0.00	0.00
6777	PROTECTED SELF-FUNDED VISION	0.00	0.00	0.00
6782	PROTECTED SELF-FUNDED INS PROG M.H.	0.00	0.00	0.00
7010	AGENCY	837,795.46	0.00	837,795.46
7040	IMPREST PAYROLL	188,251.89	0.00	188,251.89
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
		<u>\$3,910,874.50</u>	<u>0.00</u>	<u>\$3,910,874.50</u>

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 7/27/2010

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Monthly Budget Adjustments

## SUGGESTED MOTION:

To approve 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, 2010.

## SUMMARY OF REQUEST:

Approve budget adjustments processed during the month for appropriation changes and line item adjustments.

Mandated action required by PA 621 of 1978, the Uniform Budget and Accounting Act.

Compliance with the Ottawa County Operating Budget Policy.

## FINANCIAL INFORMATION:

Total Cost: \_\_\_\_\_ County Cost: \_\_\_\_\_ Included in Budget:  Yes  No

If not included in budget, recommended funding source: \_\_\_\_\_

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated  Non-Mandated  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1

Objective: #1-6

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator:

**Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.07.15 13:58:22 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 7/20/2010



Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TO BRK OUT_INSNVSVE_SV</u>							
BA 258	6/14/2010	2748	7432	0031	8080.0000	Service Contracts	142,500.00
BA 258	6/14/2010	2748	7433	0031	8440.0040	Other Training	142,500.00-
<u>AMEND_REMNUMNTATN_BDG</u>							
BA 311	6/21/2010	1010	2450		5750.0000	St Survey & Remonumentatn	23,858.00-
BA 311	6/21/2010	1010	2450		7040.0000	Salaries - Regular	5,358.00
BA 311	6/21/2010	1010	2450		7150.0000	Social Security	413.00
BA 311	6/21/2010	1010	2450		7160.0000	Hospitalization	1,250.00
BA 311	6/21/2010	1010	2450		7160.0020	OPEB - Health Care	50.00
BA 311	6/21/2010	1010	2450		7170.0000	Life Insurance	11.00
BA 311	6/21/2010	1010	2450		7180.0000	Retirement & Sick Leave	563.00
BA 311	6/21/2010	1010	2450		7180.0010	457 Plan Contribution	39.00
BA 311	6/21/2010	1010	2450		7190.0000	Dental Insurance	70.00
BA 311	6/21/2010	1010	2450		7200.0000	Worker'S Compensation	2.00
BA 311	6/21/2010	1010	2450		7220.0000	Unemployment	4.00
BA 311	6/21/2010	1010	2450		7230.0000	Optical Insurance	17.00
BA 311	6/21/2010	1010	2450		7240.0000	Disability Insurance	20.00
BA 311	6/21/2010	1010	2450		7300.0000	Postage	100.00-
BA 311	6/21/2010	1010	2450		7390.0000	Operational Supplies	1,192.00-
BA 311	6/21/2010	1010	2450		8080.0000	Service Contracts	75,880.00-
BA 311	6/21/2010	1010	2450		8210.0000	Contractual - Other	900.00
BA 311	6/21/2010	1010	2450		8600.0000	Travel - Mileage	202.00-
BA 311	6/21/2010	1010	2450		9400.0000	Equipment Rental	3.00
<u>REFLECT_REPYMNT_OF_MUNN</u>							
BA 312	6/14/2010	1010	2010		6070.0090	Fees - Out County Housing	90,000.00
BA 312	6/14/2010	1010	2530		6710.0000	Other Revenue	90,000.00-
<u>ADJUSTMENTS_TO_COINSID</u>							
BA 313	6/16/2010	2220	6491	0363	5550.0030	State Institutions	21,675.00-
BA 313	6/16/2010	2220	6491	0363	8270.0000	Client Care	21,675.00
BA 313	6/16/2010	2220	6491	1240	5180.0010	Medicare	1,000.00-
BA 313	6/16/2010	2220	6491	1240	5550.0020	Community Program	40,000.00-
BA 313	6/16/2010	2220	6491	1240	6070.0220	Insurance Fees	50.00-
BA 313	6/16/2010	2220	6491	1240	6070.0270	Chgs/Serv-Mental Health	100.00
BA 313	6/16/2010	2220	6491	1240	7040.0000	Salaries - Regular	12,500.00
BA 313	6/16/2010	2220	6491	1240	7050.0000	Salaries - Temporary	500.00-
BA 313	6/16/2010	2220	6491	1240	7150.0000	Social Security	250.00
BA 313	6/16/2010	2220	6491	1240	7160.0000	Hospitalization	3,000.00-
BA 313	6/16/2010	2220	6491	1240	7160.0020	OPEB - Health Care	200.00

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<b>ADJUSTMENTS TO COINSID</b>							
BA 313	6/16/2010	2220	6491	1240	7170.0000	Life Insurance	105.00
BA 313	6/16/2010	2220	6491	1240	7180.0000	Retirement & Sick Leave	2,650.00
BA 313	6/16/2010	2220	6491	1240	7180.0010	457 Plan Contribution	530.00
BA 313	6/16/2010	2220	6491	1240	7190.0000	Dental Insurance	600.00
BA 313	6/16/2010	2220	6491	1240	7200.0000	Worker'S Compensation	100.00
BA 313	6/16/2010	2220	6491	1240	7220.0000	Unemployment	300.00
BA 313	6/16/2010	2220	6491	1240	7230.0000	Optical Insurance	200.00
BA 313	6/16/2010	2220	6491	1240	7270.0000	Office Supplies	650.00
BA 313	6/16/2010	2220	6491	1240	7280.0000	Printing & Binding	300.00
BA 313	6/16/2010	2220	6491	1240	8500.0000	Telephone	2,350.00
BA 313	6/16/2010	2220	6491	1245	5550.0160	Nursing Home Review	14,250.00
BA 313	6/16/2010	2220	6491	1245	8270.0000	Client Care	14,250.00
BA 313	6/16/2010	2220	6491	1347	6070.0270	Chgs/Serv-Mental Health	5,500.00
BA 313	6/16/2010	2220	6491	1347	8270.0000	Client Care	250,000.00
BA 313	6/16/2010	2220	6491	1349	6070.0000	Chrgs. For Serv. - Fees	1,500.00
BA 313	6/16/2010	2220	6491	1349	7040.0000	Salaries - Regular	41,500.00
BA 313	6/16/2010	2220	6491	1349	7150.0000	Social Security	3,975.00
BA 313	6/16/2010	2220	6491	1349	7160.0000	Hospitalization	10,280.00
BA 313	6/16/2010	2220	6491	1349	7160.0020	OPPB - Health Care	300.00
BA 313	6/16/2010	2220	6491	1349	7170.0000	Life Insurance	1,750.00
BA 313	6/16/2010	2220	6491	1349	7180.0000	Retirement & Sick Leave	4,695.00
BA 313	6/16/2010	2220	6491	1349	7180.0010	457 Plan Contribution	1,425.00
BA 313	6/16/2010	2220	6491	1349	7190.0000	Dental Insurance	600.00
BA 313	6/16/2010	2220	6491	1349	7200.0000	Worker'S Compensation	550.00
BA 313	6/16/2010	2220	6491	1349	7220.0000	Unemployment	1,000.00
BA 313	6/16/2010	2220	6491	1349	7230.0000	Optical Insurance	150.00
BA 313	6/16/2010	2220	6491	1349	7270.0000	Office Supplies	20.00
BA 313	6/16/2010	2220	6491	1349	7280.0000	Printing & Binding	2,000.00
BA 313	6/16/2010	2220	6491	1349	7390.0000	Operational Supplies	4,000.00
BA 313	6/16/2010	2220	6491	1349	8500.0000	Telephone	500.00
BA 313	6/16/2010	2220	6491	1349	8590.0000	Transportation Charges	800.00
BA 313	6/16/2010	2220	6491	1349	8650.0000	Gas And Oil	25.00
BA 313	6/16/2010	2220	6491	1349	9100.0000	Insurance & Bonds	2,000.00
BA 313	6/16/2010	2220	6491	1349	9200.0000	Utilities	70,000.00
BA 313	6/16/2010	2220	6491	1357	6070.0270	Chgs/Serv-Mental Health	200.00
BA 313	6/16/2010	2220	6491	1357	6750.0010	Donations	400.00
BA 313	6/16/2010	2220	6491	1357	7160.0020	OPPB - Health Care	72.00
BA 313	6/16/2010	2220	6491	1357	7170.0000	Life Insurance	2,345.00
BA 313	6/16/2010	2220	6491	1357	7180.0000	Retirement & Sick Leave	1,345.00
BA 313	6/16/2010	2220	6491	1357	7180.0010	457 plan Contribution	150.00
BA 313	6/16/2010	2220	6491	1357	7190.0000	Dental Insurance	600.00
BA 313	6/16/2010	2220	6491	1357	7200.0000	Worker'S Compensation	1,000.00
BA 313	6/16/2010	2220	6491	1357	7220.0000	Unemployment	

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<b>ADJUSTMENTS TO COINSID</b>							
BA 313	6/16/2010	2220	6491	1357	7230.0000	Optical Insurance	40.00
BA 313	6/16/2010	2220	6491	1357	7270.0000	Office Supplies	2,000.00-
BA 313	6/16/2010	2220	6491	1357	7280.0000	Printing & Binding	55.00
BA 313	6/16/2010	2220	6491	1357	7300.0000	Postage	100.00-
BA 313	6/16/2010	2220	6491	1358	8590.0000	Transportation Charges	665.00
BA 313	6/16/2010	2220	6491	1440	7170.0000	Life Insurance	15.00
BA 313	6/16/2010	2220	6491	1440	7180.0000	Retirement & Sick Leave	295.00
BA 313	6/16/2010	2220	6491	1440	7190.0000	Dental Insurance	70.00
BA 313	6/16/2010	2220	6491	1440	7200.0000	Worker'S Compensation	15.00-
BA 313	6/16/2010	2220	6491	1440	7220.0000	Unemployment	50.00-
BA 313	6/16/2010	2220	6491	1440	7230.0000	Optical Insurance	15.00
BA 313	6/16/2010	2220	6491	1440	7270.0000	Office Supplies	225.00
BA 313	6/16/2010	2220	6491	1440	7280.0000	Printing & Binding	135.00
BA 313	6/16/2010	2220	6491	1440	7300.0000	Postage	362.00
BA 313	6/16/2010	2220	6491	1440	7390.0000	Operational Supplies	74.00
BA 313	6/16/2010	2220	6491	1440	8500.0000	Telephone	82.00
BA 313	6/16/2010	2220	6491	1440	8650.0000	Gas And Oil	37.00
BA 313	6/16/2010	2220	6491	1440	8660.0000	Vehicle Repairs & Maint.	18.00
BA 313	6/16/2010	2220	6491	1440	8680.0000	Vehicle Insurance	105.00
BA 313	6/16/2010	2220	6491	1455	6070.0270	Chgs/Serv-Mental Health	550.00-
BA 313	6/16/2010	2220	6491	1460	6070.0010	Residential Fees	3,500.00-
BA 313	6/16/2010	2220	6491	1460	6070.0270	Chgs/Serv-Mental Health	15,000.00
BA 313	6/16/2010	2220	6491	1460	6670.0000	Rent	70,000.00
BA 313	6/16/2010	2220	6491	1460	8270.0000	Client Care	169,509.00-
BA 313	6/16/2010	2220	6491	1460	8270.0040	Client Care-Personal Care	40,830.00
BA 313	6/16/2010	2220	6491	5400	7040.0000	Salaries - Regular	5,500.00
BA 313	6/16/2010	2220	6491	5400	7150.0000	Social Security	110.00
BA 313	6/16/2010	2220	6491	5400	7160.0000	Hospitalization	1,900.00
BA 313	6/16/2010	2220	6491	5400	7160.0020	OPEB - Health Care	75.00
BA 313	6/16/2010	2220	6491	5400	7170.0000	Life Insurance	20.00
BA 313	6/16/2010	2220	6491	5400	7180.0000	Retirement & Sick Leave	700.00
BA 313	6/16/2010	2220	6491	5400	7180.0010	457 Plan Contribution	25.00
BA 313	6/16/2010	2220	6491	5400	7190.0000	Dental Insurance	120.00
BA 313	6/16/2010	2220	6491	5400	7200.0000	Worker'S Compensation	2.00
BA 313	6/16/2010	2220	6491	5400	7220.0000	Unemployment	10.00-
BA 313	6/16/2010	2220	6491	5400	7230.0000	Optical Insurance	25.00
BA 313	6/16/2010	2220	6491	5400	8080.0000	Service Contracts	1,000.00-
BA 313	6/16/2010	2220	6491	5400	8500.0000	Telephone	427.00
BA 313	6/16/2010	2220	6491	5401	7040.0000	Salaries - Regular	4,500.00
BA 313	6/16/2010	2220	6491	5401	7150.0000	Social Security	200.00
BA 313	6/16/2010	2220	6491	5401	7160.0000	Hospitalization	750.00
BA 313	6/16/2010	2220	6491	5401	7160.0020	OPEB - Health Care	30.00
BA 313	6/16/2010	2220	6491	5401	7170.0000	Life Insurance	25.00

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<b>ADJUSTMENTS TO COINSID</b>							
BA 313	6/16/2010	2220	6491	5401	7180.0000	Retirement & Sick Leave	130.00
BA 313	6/16/2010	2220	6491	5401	7180.0010	457 Plan Contribution	40.00
BA 313	6/16/2010	2220	6491	5401	7190.0000	Dental Insurance	50.00
BA 313	6/16/2010	2220	6491	5401	7220.0000	Unemployment	50.00-
BA 313	6/16/2010	2220	6491	5401	7230.0000	Optical Insurance	10.00
BA 313	6/16/2010	2220	6491	5401	7270.0000	Office Supplies	50.00
BA 313	6/16/2010	2220	6491	5401	8600.0000	Travel - Mileage	50.00
BA 313	6/16/2010	2220	6491	5510	5550.0020	Community Program	16,722.00-
BA 313	6/16/2010	2220	6491	5510	6070.0000	Chrgs. For Serv. - Fees	100.00
BA 313	6/16/2010	2220	6491	5510	6070.0270	Chgs/Serv-Mental Health	1,000.00-
BA 313	6/16/2010	2220	6491	5510	7040.0000	Salaries - Regular	20,900.00-
BA 313	6/16/2010	2220	6491	5510	7150.0000	Social Security	4,380.00-
BA 313	6/16/2010	2220	6491	5510	7160.0000	Hospitalization	8,050.00-
BA 313	6/16/2010	2220	6491	5510	7160.0020	OPFB - Health Care	200.00-
BA 313	6/16/2010	2220	6491	5510	7170.0000	Life Insurance	30.00
BA 313	6/16/2010	2220	6491	5510	7180.0000	Retirement & Sick Leave	2,490.00-
BA 313	6/16/2010	2220	6491	5510	7190.0000	Dental Insurance	250.00-
BA 313	6/16/2010	2220	6491	5510	7200.0000	Worker'S Compensation	100.00-
BA 313	6/16/2010	2220	6491	5510	7220.0000	Unemployment	575.00-
BA 313	6/16/2010	2220	6491	5510	7230.0000	Optical Insurance	60.00-
BA 313	6/16/2010	2220	6491	5510	7270.0000	Office Supplies	1,400.00
BA 313	6/16/2010	2220	6491	5510	7280.0000	Printing & Binding	300.00-
BA 313	6/16/2010	2220	6491	5510	8500.0000	Telephone	1,650.00
BA 313	6/16/2010	2220	6491	5514	8210.0000	Contractual - Other	10,000.00
BA 313	6/16/2010	2220	6491	5522	7040.0000	Salaries - Regular	48,275.00-
BA 313	6/16/2010	2220	6491	5522	7150.0000	Social Security	6,725.00-
BA 313	6/16/2010	2220	6491	5522	7160.0000	Hospitalization	7,000.00-
BA 313	6/16/2010	2220	6491	5522	7160.0020	OPFB - Health Care	500.00-
BA 313	6/16/2010	2220	6491	5522	7170.0000	Life Insurance	250.00-
BA 313	6/16/2010	2220	6491	5522	7180.0000	Retirement & Sick Leave	10,275.00-
BA 313	6/16/2010	2220	6491	5522	7180.0010	457 Plan Contribution	250.00-
BA 313	6/16/2010	2220	6491	5522	7190.0000	Dental Insurance	1,000.00-
BA 313	6/16/2010	2220	6491	5522	7200.0000	Worker'S Compensation	100.00-
BA 313	6/16/2010	2220	6491	5522	7220.0000	Unemployment	500.00-
BA 313	6/16/2010	2220	6491	5522	7230.0000	Optical Insurance	200.00-
BA 313	6/16/2010	2220	6491	5522	7270.0000	Office Supplies	630.00
BA 313	6/16/2010	2220	6491	5522	8500.0000	Telephone	750.00-
BA 313	6/16/2010	2220	6492	5511	7040.0000	Salaries - Regular	410.00
BA 313	6/16/2010	2220	6492	5511	7150.0000	Social Security	25.00
BA 313	6/16/2010	2220	6492	5511	7160.0000	Hospitalization	130.00
BA 313	6/16/2010	2220	6492	5511	7160.0020	OPFB - Health Care	6.00
BA 313	6/16/2010	2220	6492	5511	7170.0000	Life Insurance	2.00
BA 313	6/16/2010	2220	6492	5511	7190.0000	Dental Insurance	8.00

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 6/01/2010 Thru 6/30/2010

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<b>ADJUSTMENTS TO COINSID</b>							
BA 313	6/16/2010	2220	6492	5511	7200.0000	Worker'S Compensation	3.00
BA 313	6/16/2010	2220	6492	5511	7220.0000	Unemployment	4.00
BA 313	6/16/2010	2220	6492	5511	7230.0000	Optical Insurance	3.00
BA 313	6/16/2010	2220	6492	5540	7040.0000	Salaries - Regular	75.00
BA 313	6/16/2010	2220	6492	5540	7150.0000	Social Security	10.00
BA 313	6/16/2010	2220	6492	5540	7160.0000	Hospitalization	60.00
BA 313	6/16/2010	2220	6492	5540	7230.0000	Optical Insurance	1.00
BA 313	6/16/2010	2220	6492	5541	7040.0000	Salaries - Regular	1,375.00
BA 313	6/16/2010	2220	6492	5541	7150.0000	Social Security	85.00
BA 313	6/16/2010	2220	6492	5541	7160.0000	Hospitalization	375.00
BA 313	6/16/2010	2220	6492	5541	7170.0000	Life Insurance	3.00
BA 313	6/16/2010	2220	6492	5541	7180.0000	Retirement & Sick Leave	55.00
BA 313	6/16/2010	2220	6492	5541	7190.0000	Dental Insurance	20.00
BA 313	6/16/2010	2220	6492	5541	7200.0000	Worker'S Compensation	5.00
BA 313	6/16/2010	2220	6492	5541	7220.0000	Unemployment	5.00
BA 313	6/16/2010	2220	6492	5541	7230.0000	Optical Insurance	5.00
BA 313	6/16/2010	2220	6493	0361	5550.0030	State Institutions	10,000.00
BA 313	6/16/2010	2220	6493	0361	8270.0000	Client Care	60,000.00
BA 313	6/16/2010	2220	6493	0362	8270.0000	Client Care	50,000.00
BA 313	6/16/2010	2220	6493	3240	5180.0010	Medicare	3,000.00
BA 313	6/16/2010	2220	6493	3240	5550.0020	Community Program	70,000.00
BA 313	6/16/2010	2220	6493	3240	6070.0000	Chrgs. For Serv. - Fees	200.00
BA 313	6/16/2010	2220	6493	3240	6070.0220	Insurance Fees	1,500.00
BA 313	6/16/2010	2220	6493	3240	6070.0270	Chgs/Serv-Mental Health	300.00
BA 313	6/16/2010	2220	6493	3240	6710.0000	Other Revenue	100.00
BA 313	6/16/2010	2220	6493	3240	7040.0000	Salaries - Regular	25,500.00
BA 313	6/16/2010	2220	6493	3240	7050.0000	Salaries - Temporary	320.00
BA 313	6/16/2010	2220	6493	3240	7090.0000	Overtime	4,375.00
BA 313	6/16/2010	2220	6493	3240	7150.0000	Social Security	3,000.00
BA 313	6/16/2010	2220	6493	3240	7160.0000	Hospitalization	10,000.00
BA 313	6/16/2010	2220	6493	3240	7160.0020	OPFB - Health Care	350.00
BA 313	6/16/2010	2220	6493	3240	7180.0000	Retirement & Sick Leave	5,080.00
BA 313	6/16/2010	2220	6493	3240	7180.0010	457 Plan Contribution	250.00
BA 313	6/16/2010	2220	6493	3240	7190.0000	Dental Insurance	400.00
BA 313	6/16/2010	2220	6493	3240	7200.0000	Worker'S Compensation	50.00
BA 313	6/16/2010	2220	6493	3240	7220.0000	Unemployment	600.00
BA 313	6/16/2010	2220	6493	3240	7230.0000	Optical Insurance	100.00
BA 313	6/16/2010	2220	6493	3240	7280.0000	Printing & Binding	135.00
BA 313	6/16/2010	2220	6493	3241	7040.0000	Salaries - Regular	46,975.00
BA 313	6/16/2010	2220	6493	3241	7150.0000	Social Security	4,380.00
BA 313	6/16/2010	2220	6493	3241	7160.0000	Hospitalization	12,500.00
BA 313	6/16/2010	2220	6493	3241	7160.0020	OPFB - Health Care	300.00
BA 313	6/16/2010	2220	6493	3241	7170.0000	Life Insurance	120.00

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<b>ADJUSTMENTS TO COINSID</b>							
BA 313	6/16/2010	2220	6493	3241	7180.0000	Retirement & Sick Leave	6,500.00-
BA 313	6/16/2010	2220	6493	3241	7180.0010	457 Plan Contribution	250.00-
BA 313	6/16/2010	2220	6493	3241	7190.0000	Dental Insurance	400.00-
BA 313	6/16/2010	2220	6493	3241	7200.0000	Worker'S Compensation	100.00-
BA 313	6/16/2010	2220	6493	3241	7220.0000	Unemployment	600.00-
BA 313	6/16/2010	2220	6493	3241	7230.0000	Optical Insurance	100.00-
BA 313	6/16/2010	2220	6493	3241	7270.0000	Office Supplies	1,545.00
BA 313	6/16/2010	2220	6493	3241	7280.0000	Printing & Binding	125.00
BA 313	6/16/2010	2220	6493	3241	7300.0000	Postage	145.00
BA 313	6/16/2010	2220	6493	3241	7390.0000	Operational Supplies	1,000.00
BA 313	6/16/2010	2220	6493	3241	8500.0000	Telephone	1,650.00
BA 313	6/16/2010	2220	6493	3242	5550.0020	Community Program	28,000.00-
BA 313	6/16/2010	2220	6493	3242	7150.0000	Hospitalization	6,280.00-
BA 313	6/16/2010	2220	6493	3242	7160.0020	OPBB - Health Care	175.00-
BA 313	6/16/2010	2220	6493	3242	7180.0010	457 Plan Contribution	1,300.00
BA 313	6/16/2010	2220	6493	3242	7190.0000	Dental Insurance	300.00-
BA 313	6/16/2010	2220	6493	3242	7230.0000	Optical Insurance	50.00-
BA 313	6/16/2010	2220	6493	3242	7280.0000	Printing & Binding	400.00-
BA 313	6/16/2010	2220	6493	3242	7300.0000	Postage	400.00-
BA 313	6/16/2010	2220	6493	3242	8500.0000	Telephone	600.00
BA 313	6/16/2010	2220	6493	3243	6710.0000	Other Revenue	500.00
BA 313	6/16/2010	2220	6493	3243	7390.0000	Operational Supplies	5,000.00-
BA 313	6/16/2010	2220	6493	3243	8080.0000	Service Contracts	500.00
BA 313	6/16/2010	2220	6493	3243	8270.0000	Client Care	500.00-
BA 313	6/16/2010	2220	6493	3243	8500.0000	Telephone	100.00-
BA 313	6/16/2010	2220	6493	3243	8590.0000	Transportation Charges	2,000.00-
BA 313	6/16/2010	2220	6493	3244	6070.0220	Insurance Fees	1,000.00
BA 313	6/16/2010	2220	6493	3244	6070.0270	Chgs/Serv-Mental Health	1,000.00
BA 313	6/16/2010	2220	6493	3244	7160.0000	Hospitalization	3,500.00-
BA 313	6/16/2010	2220	6493	3244	7170.0000	Life Insurance	20.00
BA 313	6/16/2010	2220	6493	3244	7180.0000	Retirement & Sick Leave	4,500.00-
BA 313	6/16/2010	2220	6493	3244	7200.0000	Worker'S Compensation	30.00-
BA 313	6/16/2010	2220	6493	3244	7220.0000	Unemployment	600.00-
BA 313	6/16/2010	2220	6493	3244	7270.0000	Office Supplies	1,500.00
BA 313	6/16/2010	2220	6493	3244	7280.0000	Printing & Binding	1,000.00-
BA 313	6/16/2010	2220	6493	3244	7300.0000	Postage	2,500.00-
BA 313	6/16/2010	2220	6493	3244	8500.0000	Telephone	200.00
BA 313	6/16/2010	2220	6493	3244	8600.0000	Travel - Mileage	250.00-
BA 313	6/16/2010	2220	6493	3246	5550.0160	Nursing Home Review	30,000.00
BA 313	6/16/2010	2220	6493	3246	6070.0270	Chgs/Serv-Mental Health	100.00
BA 313	6/16/2010	2220	6493	3246	8270.0000	Client Care	30,000.00-
BA 313	6/16/2010	2220	6493	3247	7040.0000	Salaries - Regular	5,250.00

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
BA 313	6/16/2010	2220	6493	3247	7150.0000	Social Security	225.00
BA 313	6/16/2010	2220	6493	3247	7160.0000	Hospitalization	725.00
BA 313	6/16/2010	2220	6493	3247	7160.0020	OPBB - Health Care	25.00
BA 313	6/16/2010	2220	6493	3247	7170.0000	Life Insurance	15.00
BA 313	6/16/2010	2220	6493	3247	7180.0000	Retirement & Sick Leave	330.00
BA 313	6/16/2010	2220	6493	3247	7190.0000	Dental Insurance	45.00
BA 313	6/16/2010	2220	6493	3247	7200.0000	Worker'S Compensation	10.00
BA 313	6/16/2010	2220	6493	3247	7220.0000	Unemployment	15.00
BA 313	6/16/2010	2220	6493	3247	7230.0000	Optical Insurance	12.00
BA 313	6/16/2010	2220	6493	3247	7270.0000	Office Supplies	100.00-
BA 313	6/16/2010	2220	6493	3247	7390.0000	Operational Supplies	100.00-
BA 313	6/16/2010	2220	6493	3247	8500.0000	Telephone	400.00-
BA 313	6/16/2010	2220	6493	3247	8600.0000	Travel - Mileage	50.00-
BA 313	6/16/2010	2220	6493	3247	8650.0000	Gas And Oil	100.00-
BA 313	6/16/2010	2220	6493	3247	8660.0000	Vehicle Repairs & Maint.	200.00-
BA 313	6/16/2010	2220	6493	3247	8680.0000	Vehicle Insurance	200.00-
BA 313	6/16/2010	2220	6493	3247	9390.0000	Building Rental	2,000.00-
BA 313	6/16/2010	2220	6493	3249	7040.0000	Salaries - Regular	57,300.00-
BA 313	6/16/2010	2220	6493	3249	7150.0000	Social Security	3,650.00-
BA 313	6/16/2010	2220	6493	3249	7160.0000	Hospitalization	16,050.00-
BA 313	6/16/2010	2220	6493	3249	7160.0020	OPBB - Health Care	500.00-
BA 313	6/16/2010	2220	6493	3249	7180.0000	Retirement & Sick Leave	5,275.00-
BA 313	6/16/2010	2220	6493	3249	7180.0010	457 Plan Contribution	250.00
BA 313	6/16/2010	2220	6493	3249	7190.0000	Dental Insurance	600.00-
BA 313	6/16/2010	2220	6493	3249	7200.0000	Worker'S Compensation	60.00-
BA 313	6/16/2010	2220	6493	3249	7220.0000	Unemployment	400.00-
BA 313	6/16/2010	2220	6493	3249	7230.0000	Optical Insurance	150.00-
BA 313	6/16/2010	2220	6493	3249	7270.0000	Office Supplies	1,000.00-
BA 313	6/16/2010	2220	6493	3249	7390.0000	Operational Supplies	10,000.00-
BA 313	6/16/2010	2220	6493	3249	9100.0000	Insurance & Bonds	15.00
BA 313	6/16/2010	2220	6493	3254	5180.0010	Medicare	45,000.00-
BA 313	6/16/2010	2220	6493	3254	5550.0020	Community Program	32,000.00-
BA 313	6/16/2010	2220	6493	3254	6070.0220	Insurance Fees	4,000.00
BA 313	6/16/2010	2220	6493	3254	7040.0000	Salaries - Regular	4,000.00
BA 313	6/16/2010	2220	6493	3254	7150.0000	Social Security	500.00
BA 313	6/16/2010	2220	6493	3254	7160.0000	Hospitalization	9,300.00
BA 313	6/16/2010	2220	6493	3254	7160.0020	OPBB - Health Care	375.00
BA 313	6/16/2010	2220	6493	3254	7190.0000	Dental Insurance	500.00
BA 313	6/16/2010	2220	6493	3254	7220.0000	Unemployment	500.00-
BA 313	6/16/2010	2220	6493	3254	7230.0000	Optical Insurance	125.00
BA 313	6/16/2010	2220	6493	3254	7270.0000	Office Supplies	1,250.00
BA 313	6/16/2010	2220	6493	3254	7280.0000	Printing & Binding	1,000.00-
BA 313	6/16/2010	2220	6493	3254	8210.0060	Outside Temporary Service	3,900.00

ADJUSTMENTS TO COINSID

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 6/01/2010 Thru 6/30/2010

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<b>ADJUSTMENTS TO COINSID</b>							
BA 313	6/16/2010	2220	6493	3254	8600.0000	Travel - Mileage	700.00-
BA 313	6/16/2010	2220	6493	3254	8680.0000	Vehicle Insurance	2,000.00
BA 313	6/16/2010	2220	6493	3344	7050.0000	Salaries - Temporary	2,625.00-
BA 313	6/16/2010	2220	6493	3344	7150.0000	Social Security	1,185.00-
BA 313	6/16/2010	2220	6493	3344	7160.0020	OPEB - Health Care	100.00
BA 313	6/16/2010	2220	6493	3344	7170.0000	Life Insurance	125.00
BA 313	6/16/2010	2220	6493	3344	7180.0010	457 Plan Contribution	2,000.00-
BA 313	6/16/2010	2220	6493	3344	7190.0000	Dental Insurance	85.00
BA 313	6/16/2010	2220	6493	3344	7200.0000	Worker'S Compensation	75.00-
BA 313	6/16/2010	2220	6493	3344	7220.0000	Unemployment	300.00-
BA 313	6/16/2010	2220	6493	3344	7230.0000	Optical Insurance	20.00
BA 313	6/16/2010	2220	6493	3344	8500.0000	Telephone	2,000.00-
BA 313	6/16/2010	2220	6493	3344	9100.0000	Insurance & Bonds	15.00
BA 313	6/16/2010	2220	6493	3348	8270.0000	Client Care	52,000.00
BA 313	6/16/2010	2220	6493	3348	8590.0000	Transportation Charges	6,250.00
BA 313	6/16/2010	2220	6493	3451	8270.0000	Client Care	53,500.00
BA 313	6/16/2010	2220	6493	3459	8270.0000	Client Care	99,243.00
BA 313	6/16/2010	2220	6493	3459	8270.0040	Client Care-Personal Care	29,436.00
BA 313	6/16/2010	2220	6494	4243	6070.0270	CHgs/Serv-Mental Health	5,000.00
BA 313	6/16/2010	2220	6494	4244	5550.0020	Community Program	5,000.00-
BA 313	6/16/2010	2220	6494	4244	7160.0000	Hospitalization	1,000.00
BA 313	6/16/2010	2220	6494	4244	7160.0020	OPEB - Health Care	35.00
BA 313	6/16/2010	2220	6494	4244	7170.0000	Life Insurance	10.00
BA 313	6/16/2010	2220	6494	4244	7180.0000	Retirement & Sick Leave	550.00-
BA 313	6/16/2010	2220	6494	4244	7180.0010	457 Plan Contribution	250.00-
BA 313	6/16/2010	2220	6494	4244	7190.0000	Dental Insurance	60.00
BA 313	6/16/2010	2220	6494	4244	7200.0000	Worker'S Compensation	50.00-
BA 313	6/16/2010	2220	6494	4244	7220.0000	Unemployment	100.00-
BA 313	6/16/2010	2220	6494	4244	7300.0000	Optical Insurance	15.00
BA 313	6/16/2010	2220	6494	4244	8500.0000	Telephone	650.00-
BA 313	6/16/2010	2220	6494	4245	7040.0000	Salaries - Regular	9,850.00
BA 313	6/16/2010	2220	6494	4245	7150.0000	Social Security	1,025.00
BA 313	6/16/2010	2220	6494	4245	7180.0000	Retirement & Sick Leave	1,200.00-
BA 313	6/16/2010	2220	6494	4245	7180.0010	457 Plan Contribution	100.00-
BA 313	6/16/2010	2220	6494	4245	7190.0000	Dental Insurance	250.00-
BA 313	6/16/2010	2220	6494	4245	7220.0000	Unemployment	200.00-
BA 313	6/16/2010	2220	6494	4245	7230.0000	Optical Insurance	70.00-
BA 313	6/16/2010	2220	6494	4245	7270.0000	Office Supplies	270.00
BA 313	6/16/2010	2220	6494	4245	7300.0000	Postage	147.00
BA 313	6/16/2010	2220	6494	4245	8210.0050	Psychiatrist	17,000.00
BA 313	6/16/2010	2220	6494	4245	8500.0000	Telephone	1,000.00
BA 313	6/16/2010	2220	6494	4451	7040.0000	Salaries - Regular	3,500.00



Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<b>ADJUSTMENTS TO COINSID</b>							
BA 313	6/16/2010	2220	6494	4451	7150.0000	Social Security	250.00
BA 313	6/16/2010	2220	6494	4451	7160.0000	Hospitalization	545.00
BA 313	6/16/2010	2220	6494	4451	7160.0020	OPEB - Health Care	25.00
BA 313	6/16/2010	2220	6494	4451	7170.0000	Life Insurance	15.00
BA 313	6/16/2010	2220	6494	4451	7180.0000	Retirement & Sick Leave	515.00
BA 313	6/16/2010	2220	6494	4451	7190.0000	Dental Insurance	35.00
BA 313	6/16/2010	2220	6494	4451	7230.0000	Optical Insurance	8.00
BA 313	6/16/2010	2220	6494	4451	7280.0000	Printing & Binding	38.00
BA 313	6/16/2010	2220	6494	4451	8600.0000	Travel - Mileage	10.00
BA 313	6/16/2010	2220	6494	4472	6070.0270	Chgs/Serv-Mental Health	1,557.00
BA 313	6/16/2010	2220	6494	5800	7040.0000	Salaries - Regular	850.00
BA 313	6/16/2010	2220	6494	5800	7150.0000	Social Security	40.00
BA 313	6/16/2010	2220	6494	5800	7160.0000	Hospitalization	250.00
BA 313	6/16/2010	2220	6494	5800	7160.0020	OPEB - Health Care	10.00
BA 313	6/16/2010	2220	6494	5800	7170.0000	Life Insurance	2.00
BA 313	6/16/2010	2220	6494	5800	7180.0000	Retirement & Sick Leave	85.00
BA 313	6/16/2010	2220	6494	5800	7190.0000	Dental Insurance	15.00
BA 313	6/16/2010	2220	6494	5800	7230.0000	Optical Insurance	3.00
BA 313	6/16/2010	2220	6495	5020	7050.0000	Salaries - Temporary	2,600.00
BA 313	6/16/2010	2220	6495	5020	7160.0000	Hospitalization	150.00
BA 313	6/16/2010	2220	6495	5020	7160.0020	OPEB - Health Care	125.00
BA 313	6/16/2010	2220	6495	5020	7170.0000	Life Insurance	70.00
BA 313	6/16/2010	2220	6495	5020	7190.0000	Dental Insurance	250.00
BA 313	6/16/2010	2220	6495	5020	7200.0000	Worker'S Compensation	20.00
BA 313	6/16/2010	2220	6495	5020	7220.0000	Unemployment	200.00
BA 313	6/16/2010	2220	6495	5020	7230.0000	Optical Insurance	70.00
BA 313	6/16/2010	2220	6495	5020	8210.0050	Psychiatrist	4,500.00
BA 313	6/16/2010	2220	6495	5020	8650.0000	Gas And Oil	2,000.00
BA 313	6/16/2010	2220	6495	5020	8660.0000	Vehicle Repairs & Maint.	1,000.00
BA 313	6/16/2010	2220	6495	5020	8680.0000	Vehicle Insurance	3,000.00
BA 313	6/16/2010	2220	6495	5022	7050.0000	Salaries - Temporary	1,050.00
BA 313	6/16/2010	2220	6495	5022	7160.0000	Hospitalization	1,000.00
BA 313	6/16/2010	2220	6495	5022	7170.0000	Life Insurance	35.00
BA 313	6/16/2010	2220	6495	5022	7190.0000	Dental Insurance	50.00
BA 313	6/16/2010	2220	6495	5022	7200.0000	Worker'S Compensation	20.00
BA 313	6/16/2010	2220	6495	5022	7220.0000	Unemployment	100.00
BA 313	6/16/2010	2220	6495	5022	7390.0000	Operational Supplies	201,280.00
BA 313	6/16/2010	2220	6495	5022	8500.0000	Telephone	1,100.00
BA 313	6/16/2010	2220	6495	5022	9400.0000	Equipment Rental	25.00
BA 313	6/16/2010	2220	6495	5023	7170.0000	Life Insurance	13.00
BA 313	6/16/2010	2220	6495	5024	7170.0000	Life Insurance	15.00
BA 313	6/16/2010	2220	6495	5026	6770.0000	Fees - Collections	19.00
BA 313	6/16/2010	2220	6495	5026	7040.0000	Salaries - Regular	20,275.00

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 6/01/2010 Thru 6/30/2010

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<b>ADJUSTMENTS TO COINSID</b>							
BA 313	6/16/2010	2220	6495	5026	7150.0000	Social Security	1,350.00-
BA 313	6/16/2010	2220	6495	5026	7160.0000	Hospitalization	8,000.00-
BA 313	6/16/2010	2220	6495	5026	7160.0020	OPEB - Health Care	200.00-
BA 313	6/16/2010	2220	6495	5026	7180.0000	Retirement & Sick Leave	1,800.00-
BA 313	6/16/2010	2220	6495	5026	7190.0000	Dental Insurance	500.00-
BA 313	6/16/2010	2220	6495	5026	7200.0000	Worker'S Compensation	5.00-
BA 313	6/16/2010	2220	6495	5026	7220.0000	Unemployment	200.00-
BA 313	6/16/2010	2220	6495	5026	7230.0000	Optical Insurance	100.00-
BA 313	6/16/2010	2220	6495	5026	7280.0000	Printing & Binding	400.00-
BA 313	6/16/2010	2220	6495	5026	7300.0000	Postage	350.00-
BA 313	6/16/2010	2220	6495	5029	7040.0000	Salaries - Regular	16,500.00
BA 313	6/16/2010	2220	6495	5029	7050.0000	Salaries - Temporary	4,240.00-
BA 313	6/16/2010	2220	6495	5029	7160.0000	Hospitalization	10,500.00
BA 313	6/16/2010	2220	6495	5029	7160.0020	OPEB - Health Care	400.00
BA 313	6/16/2010	2220	6495	5029	7170.0000	Life Insurance	150.00
BA 313	6/16/2010	2220	6495	5029	7190.0000	Dental Insurance	75.00
BA 313	6/16/2010	2220	6495	5029	7200.0000	Worker'S Compensation	30.00-
BA 313	6/16/2010	2220	6495	5029	7220.0000	Unemployment	450.00-
BA 313	6/16/2010	2220	6495	5029	7230.0000	Optical Insurance	15.00
BA 313	6/16/2010	2220	6495	5029	7280.0000	Printing & Binding	110.00
BA 313	6/16/2010	2220	6495	5029	8210.0050	Psychiatrist	4,500.00-
BA 313	6/16/2010	2220	6495	5030	7050.0000	Salaries - Temporary	710.00-
BA 313	6/16/2010	2220	6495	5030	7150.0000	Social Security	450.00-
BA 313	6/16/2010	2220	6495	5030	7180.0000	Retirement & Sick Leave	780.00-
BA 313	6/16/2010	2220	6495	5030	7220.0000	Unemployment	50.00-
BA 313	6/16/2010	2220	6495	5030	7270.0000	Office Supplies	150.00
BA 313	6/16/2010	2220	6495	5030	7300.0000	Postage	85.00
<b>ADJ_FOC_BDG_TO_REFLECT</b>							
BA 314	6/01/2010	2160	1410		5700.0000	Co-Op Reimbursement	35,592.00
BA 314	6/01/2010	2160	1410		6990.1010	Oper Trans-General Fund	26,139.00-
BA 314	6/01/2010	2160	1410		7040.0000	Salaries - Regular	33,530.00-
BA 314	6/01/2010	2160	1410		7150.0000	Social Security	2,564.00-
BA 314	6/01/2010	2160	1410		7160.0000	Hospitalization	4,837.00-
BA 314	6/01/2010	2160	1410		7160.0020	OPEB - Health Care	194.00-
BA 314	6/01/2010	2160	1410		7170.0000	Life Insurance	79.00-
BA 314	6/01/2010	2160	1410		7180.0000	Retirement & Sick Leave	4,358.00-
BA 314	6/01/2010	2160	1410		7190.0000	Dental Insurance	274.00-
BA 314	6/01/2010	2160	1410		7200.0000	Worker'S Compensation	72.00-
BA 314	6/01/2010	2160	1410		7220.0000	Unemployment	41.00-
BA 314	6/01/2010	2160	1410		7230.0000	Optical Insurance	67.00-
BA 314	6/01/2010	2160	1410		7240.0000	Disability Insurance	136.00-

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 6/01/2010 Thru 6/30/2010

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ADJ_FOC_BDG_TO_REFLECT</u>							
BA 314	6/01/2010	2160	1410		7300.0000	Postage	2,000.00-
BA 314	6/01/2010	2160	1410		8080.0000	Service Contracts	24,887.00
BA 314	6/01/2010	2160	1410		8100.0000	Bank Service Charges	600.00-
BA 314	6/01/2010	2160	1410		8500.0000	Telephone	4,600.00-
<u>EST_BWEP_BDG_FOR_2010</u>							
BA 315	6/01/2010	2160	1430		5410.0041	St of MI-Bench Warrant En	23,086.00-
BA 315	6/01/2010	2160	1430		7090.0000	Overtime	18,875.00
BA 315	6/01/2010	2160	1430		7150.0000	Social Security	1,444.00
BA 315	6/01/2010	2160	1430		7180.0000	Retirement & Sick Leave	2,654.00
BA 315	6/01/2010	2160	1430		7200.0000	Worker'S Compensation	47.00
BA 315	6/01/2010	2160	1430		7220.0000	Unemployment	66.00
<u>INC_MIHP_TRANSPORTATN</u>							
BA 316	6/01/2010	2210	6053		5170.0000	Medicaid	3,000.00-
BA 316	6/01/2010	2210	6053		6070.0260	Medicaid Health Plan	453.00-
BA 316	6/01/2010	2210	6053		6710.0000	Other Revenue	15.00-
BA 316	6/01/2010	2210	6053		8590.0000	Transportation Charges	3,468.00
<u>ADDL_FDNG_GRANTED-OHSP</u>							
BA 319	6/01/2010	2609	3117		5050.0000	Fed. Grants-Public Safety	24,985.00-
BA 319	6/01/2010	2609	3117		7090.0000	Overtime	8,174.00
BA 319	6/01/2010	2609	3117		7150.0000	Social Security	626.00
BA 319	6/01/2010	2609	3117		7180.0000	Retirement & Sick Leave	1,149.00
BA 319	6/01/2010	2609	3117		7200.0000	Worker'S Compensation	20.00
BA 319	6/01/2010	2609	3117		7220.0000	Unemployment	29.00
BA 319	6/01/2010	2609	3117		7390.0000	Operational Supplies	5,115.00
BA 319	6/01/2010	2609	3117		8080.0000	Service Contracts	9,872.00
<u>TO_USE_OLD_TAA_FND_BL</u>							
BA 320	6/01/2010	2743	7430	0014	9990.2744	WIA- 12/31 Grant Programs	9,927.00
<u>ADJ_CURR_YR_ESTIMATES</u>							
BA 327	6/01/2010	6360	2580		6650.0000	Interest On Investments	4,567.00
BA 327	6/01/2010	6360	2580		7180.0010	457 Plan Contribution	5,446.00-
BA 327	6/01/2010	6360	2580		8100.0000	Bank Service Charges	9,400.00
BA 327	6/01/2010	6360	2580		9100.0000	Insurance & Bonds	1,456.00-
BA 327	6/01/2010	6360	2580		9400.0000	Equipment Rental	33,750.00-

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ADJ_CURR_YR_ESTIMATES</u>							
<u>\$ FROM GHCF RECEIVED</u>							
BA 334	6/07/2010	2210	6310		6710.0000	Other Revenue	500.00-
BA 334	6/07/2010	2210	6310		7270.0000	Office Supplies	170.00
BA 334	6/07/2010	2210	6310		7300.0000	Postage	30.00
BA 334	6/07/2010	2210	6310		8210.0000	Contractual - Other	300.00
<u>TO_ENTR_EO_ESTAMTD_BG</u>							
BA 340	6/07/2010	2870	7293	1000	6710.0000	Other Revenue	3,000.00-
BA 340	6/07/2010	2870	7293	1000	6760.0000	Reimbursements	7,000.00-
BA 340	6/07/2010	2870	7293	3000	7330.0000	Weatherization Materials	10,000.00
<u>ADJ_BDG_BSED_ON_STATE</u>							
BA 342	6/07/2010	2941	6840		5610.0000	State Of Mich - Welfare	2,074.00-
BA 342	6/07/2010	2941	6840		9660.0000	Project Costs	2,074.00
<u>TWO MICH SID SERVICES</u>							
BA 348	6/14/2010	1010	6480		5550.0000	State Of MI - Health	1,600.00-
BA 348	6/14/2010	1010	6480		7050.0000	Salaries - Temporary	1,600.00
<u>FOR ACTUARIAL STUDY</u>							
BA 354	6/14/2010	6771	8520		8010.0000	Consultants	14,000.00
<u>CVR_ANTCPAID_JUROR_EX</u>							
BA 364	6/21/2010	1010	1480		8030.0020	Juror Fees	238.00
BA 364	6/21/2010	1010	1480		8030.0021	Juror Fees - State Reimb.	265.00
<u>MOVING GRNT FROM EXPEN</u>							
BA 368	6/21/2010	2210	6033		5550.0000	State Of MI - Health	15,500.00-
BA 368	6/21/2010	2210	6033		7390.0000	Operational Supplies	1,257.00
BA 368	6/21/2010	2210	6033		8210.0000	Contractual - Other	14,243.00
<u>PUR_MORE_SUP_FRO_KITS</u>							
BA 369	6/21/2010	2210	6049		6070.0000	Chrgs. For Serv. - Fees	1,144.00-
BA 369	6/21/2010	2210	6049		7390.0000	Operational Supplies	1,144.00

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 6/01/2010 Thru 6/30/2010

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>PUR_MORE_SUP_FRO_KITS</u>							
<u>SALE_OF_ESTMN_WREQST</u>							
BA 384	6/29/2010	2081	7510		6710.0000	Other Revenue	5,000.00-
BA 384	6/29/2010	2081	7510		8100.0000	Bank Service Charges	1,000.00
<u>PUR_OF_SCANPRO_2000</u>							
BA 388	6/29/2010	2560	2360		6080.0000	Departmental Services	9,030.00-
BA 388	6/29/2010	2560	2360		7390.0000	Operational Supplies	450.00
BA 388	6/29/2010	2560	2360		9800.0000	Office Furniture & Equip.	8,580.00
<u>ACTUAL/PRJCTD_EXP/REV</u>							
BA 408	6/29/2010	2901	6734		5610.0000	State Of Mich - Welfare	25,000.00
BA 408	6/29/2010	2901	6734		9660.0000	Project Costs	25,000.00-
<u>ACTUAL/PRJCTD_EXP/REV</u>							
BA 409	6/29/2010	2921	6630		5610.0000	State Of Mich - Welfare	1,000.00
BA 409	6/29/2010	2921	6630		6990.1010	Oper Trans-General Fund	1,500.00
BA 409	6/29/2010	2921	6630		9660.0000	Project Costs	2,500.00-

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 7/27/2010

**Requesting Department:** Administrator's Office

**Submitted By:** Keith Van Beek

**Agenda Item:** Ottawa County Officers' Compensation Commission Resolution

## SUGGESTED MOTION:

To approve in whole or in part and authorize the Board Chair and Clerk to sign the Resolution regarding the determination of the Ottawa County Officers' Compensation Commission for 2011 and 2012.

## SUMMARY OF REQUEST:

PA 485 of 1978 permits a county board of commissioners to establish a county officers' compensation commission to determine the compensation of the elected officials of the county. The determination of the Officers' Compensation Commission, by statute, goes into effect at the beginning of the next odd numbered year unless the Board of Commissioners reject the determination by a vote of two-thirds of the members elected. If such a determination is rejected, the existing compensation for elected officials remains in place. The Board of Commissioners can, and has in the past two cycles, also vote to accept the determination of the Officers' Compensation Commission.

## FINANCIAL INFORMATION:

Total Cost: County Cost: Included in Budget:  Yes  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated  Non-Mandated  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #4

Objective: #1 & #6

**ADMINISTRATION RECOMMENDATION:**  Recommended  Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@mcottawa.org  
Reason: I am approving this document  
Date: 2010.06.17 08:38:39 -0400

Committee/Governing/Advisory Board Approval Date:



## OTTAWA COUNTY OFFICERS' COMPENSATION COMMISSION

---

June 3, 2010

Mr. Philip D. Kuyers, Chairperson  
Ottawa County Board of Commissioners  
12220 Fillmore Street  
West Olive, Michigan 49460

Dear Mr. Kuyers:

On behalf of the Ottawa County Officers' Compensation Commission, I am pleased to present our determination for salaries for non-judicial elected officials for 2011 and 2012. Although this is a period of prolonged economic uncertainty, we were able to complete our work quickly and efficiently thanks to the commitment of our members.

The Commission held three regular meetings that included one public hearing to solicit input on salaries from elected officials and the public. Information from the public hearing was compiled with information on the duties, mandates, and functions of each elected office and data from comparable counties collected by Mr. William Rye to assist the commission in evaluating and determining appropriate salary levels.

The Commission's salary determinations for members of the Board of Commissioners and Countywide Elected Officers are detailed in the attached resolution. Those determinations will go into effect January 1, 2011, unless the Board of Commissioners votes to reject the determination in whole or in part.

I would like to call your attention to two issues that, while not part of the actual salary determinations for 2011 and 2012, the Commission felt strongly enough about to add to our resolutions. First, that the Board of Commissioners takes action to eliminate non-legally required fringe benefits, namely health benefits, from the compensation model for County Commissioners. In addition, we would like to renew our 2006 and 2008 request that the Board of Commissioners consider the option for efficiencies and savings that may result from a combination of the Clerk and Register of Deeds offices into a single Clerk-Register.

I would be happy to answer any questions you may have regarding our determination, and I thank you on behalf of the Commission members for the opportunity to serve.

Sincerely,

A handwritten signature in black ink, appearing to read "Kurt Wassink", is written over a light-colored background.

Kurt Wassink, Chairperson  
Ottawa County Officers' Compensation Commission

cc: Officers' Compensation Commission  
Countywide Elected Officials  
Board of Commissioners

**OTTAWA COUNTY OFFICERS' COMPENSATION COMMISSION**  
**RESOLUTION TO ESTABLISH 2011 AND 2012 SALARIES:**  
**BOARD OF COMMISSIONERS AND COUNTYWIDE ELECTED OFFICERS**

WHEREAS, the Ottawa County Board of Commissioners established the Ottawa County Officers' Compensation Commission, pursuant to MCL 45.471 et seq., to determine the compensation of non-judicial elected officials; and

WHEREAS, the Ottawa County Officers' Compensation Commission has met 3 times in 28 calendar days, which is within the guidelines set forth in MCL 45.471 et seq.; and

WHEREAS, the Ottawa County Officers' Compensation Commission has reviewed information including staff activity, statutory mandates, benefits, public comment, input from elected officials, and data from comparable counties for each of the elected offices; and

WHEREAS, Ottawa County has established the counties of Allegan, Berrien, Ingham, Jackson, Kalamazoo, Kent, Livingston, Muskegon, Saginaw, St. Clair, and Washtenaw as its set of comparable counties for wages and benefits for the majority of its employee groups; and

THEREFORE BE IT RESOLVED, that the Ottawa County Officers' Compensation Commission hereby establishes that the Chairperson of the Board of Commissioners, Vice-Chairperson of the Board of Commissioners, and all other Commissioners shall receive a 10% salary reduction effective January 1, 2011, and no cost of living increase effective January 1, 2012, with salaries to be paid as follows:

	<b>2011 Salary</b>	<b>2012 Salary</b>
Chairperson	\$13,277	\$13,277
Vice-Chairperson	\$9,483	\$9,483
Commissioners	\$9,009	\$9,009

and;

BE IT FURTHER RESOLVED, that the Ottawa County Officers' Compensation Commission establishes the per-diem amounts for meetings as approved by the Board of Commissioners as follows:

	<b>2011</b>	<b>2012</b>
Per Diem: Two Meetings in One Day	\$30	\$30
Per Diem: Half-Day (under 4.5 hours)	\$40	\$40
Per Diem: Full-Day (over 4.5 hours)	\$70	\$70

and;

BE IT FURTHER RESOLVED, that the Ottawa County Officers' Compensation Commission hereby establishes that the Clerk, Drain Commissioner, Prosecutor, Register of Deeds, Sheriff, and Treasurer shall be paid a 0% cost-of-living increase effective January 1, 2011, and a 0% cost-of-living increase effective January 1, 2012, as follows:

	<b>2011 Salary</b>	<b>2012 Salary</b>
Clerk	\$80,213	\$80,213
Drain Commissioner	\$78,396	\$78,396
Prosecutor	\$126,052	\$126,052
Register of Deeds	\$79,505	\$79,505
Sheriff	\$111,021	\$111,021
Treasurer	\$89,392	\$89,392



and;

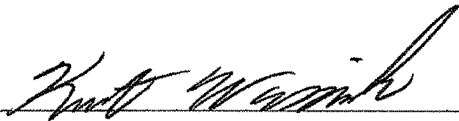
BE IT FURTHER RESOLVED, that the per diem for all approved statutory meetings shall be \$40.

and;

BE IT FURTHER RESOLVED, that the Officers' Compensation Commission states its strong preference for a wage-based compensation model other than for those fringe benefits that are legally required. If non-legally required fringe benefits are still budgeted to be part of county commissioner compensation for 2013 when the Officers' Compensation Commission meets in 2012, it is the present intent of the Commission to take into account the cost of the non-legally required fringe benefits in determining a market based total commissioner compensation. This could result in a wage reduction.

and;

BE IT FURTHER RESOLVED, that the Officers' Compensation Commission asks that the Board of Commissioners consider the option of combining the Ottawa County Clerk and Register of Deeds offices into a single Clerk-Register office. If this is done, the present intent of the Commission is to make a wage adjustment in 2013 reflective of the market for the combined office in comparable counties.



---

Kurt Wassink, Chairperson  
Ottawa County Officers' Compensation Commission

Adopted Date: **June 2, 2010**

**COUNTY OF OTTAWA**

**STATE OF MICHIGAN**

**RESOLUTION**

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the \_\_\_ day of \_\_\_\_\_, 2010 at \_\_\_\_\_ o'clock p.m. local time.

PRESENT: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ABSENT: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

It was moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_ that the following Resolution be adopted:

WHEREAS, pursuant to MCL 45.471 et seq., the Ottawa County Officers' Compensation Commission passed its Resolution dated June 2, 2010, determining certain salaries for non-judicial County elected officials for 2011 and 2012; and,

WHEREAS, a copy of the Resolution of the Ottawa County Officers' Compensation Commission is attached as Exhibit "A"; and,

WHEREAS, the Ottawa County Board of Commissioners has received and reviewed the determination and recommendations of the Ottawa County Officers' Compensation Commission;

NOW THEREFORE BE IT RESOLVED:

1. That the Ottawa County Board of Commissioners accepts the following determination of the Ottawa County Officers' Compensation Commission:

The Chairperson of the Ottawa County Board of Commissioners, Vice-Chairman of the Ottawa County Board of Commissioners, and all other Ottawa County Commissioners, shall receive a 10% salary reduction effective January 1, 2011, and no cost-of-living increase effective January 1, 2012, with salaries to be paid as follows:

	<b>2011 Salary</b>	<b>2012 Salary</b>
Chairperson	\$13,277	\$13,277
Vice-Chairperson	\$9,483	\$9,483
Commissioners	\$9,009	\$9,009

2. That the Ottawa County Board of Commissioners accepts the following determination of the Ottawa County Officers' Compensation Commission regarding per diem amounts for meetings as approved by the Board of Commissioners:

	<b>2011</b>	<b>2012</b>
Per Diem: Two Meetings in One Day	\$30	\$30
Per Diem: Half-Day (under 4.5 hours)	\$40	\$40
Per Diem: Full-Day (over 4.5 hours)	\$70	\$70

3. That the Ottawa County Board of Commissioners accepts the following determination of the Ottawa County Officers' Compensation Commission:

The Ottawa County Clerk, Drain Commissioner, Prosecutor, Register of Deeds, Sheriff and Treasurer shall be paid 0% cost-of-living increase effective January 1, 2011, and a 0% cost-of-living increase effective January 1, 2012, as follows:

	<b>2011 Salary</b>	<b>2012 Salary</b>
Clerk	\$80,213	\$80,213
Drain Commissioner	\$78,396	\$78,396
Prosecutor	\$126,052	\$126,052

Register of Deeds	\$79,505	\$79,505
Sheriff	\$111,021	\$111,021
Treasurer	\$89,392	\$89,392

4. That the Ottawa County Board of Commissioners receives for information the non-binding recommendation of the Ottawa County Officers' Compensation Commission that:

The Officers' Compensation Commission states its strong preference for a wage-based compensation model other than for those fringe benefits that are legally required. If non-legally required fringe benefits are still budgeted to be part of county commissioner compensation for 2013 when the Officers' Compensation Commission meets in 2012, it is the present intent of the Commission to take into account the cost of the non-legally required fringe benefits in determining a market based total commissioner compensation. This could result in a wage reduction.

5. That the Ottawa County Board of Commissioners receives for information the non-binding recommendation of the Ottawa County Officers' Compensation Commission that:

The Officers' Compensation Commission asks that the Board of Commissioners consider the option of combining the Ottawa County Clerk and Register of Deeds offices into a single Clerk-Register office. If this is done, the present intent of the Commission is to make a wage adjustment in 2013 reflective of the market for the combined office in comparable counties.

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAYS: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ABSTENTIONS: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RESOLUTION ADOPTED:

\_\_\_\_\_  
Chairperson, Ottawa County  
Board of Commissioners

\_\_\_\_\_  
Ottawa County Clerk

**EXHIBIT "A"**

**OTTAWA COUNTY OFFICERS' COMPENSATION COMMISSION**  
**RESOLUTION TO ESTABLISH 2011 AND 2012 SALARIES:**  
**BOARD OF COMMISSIONERS AND COUNTYWIDE ELECTED OFFICERS**

WHEREAS, the Ottawa County Board of Commissioners established the Ottawa County Officers' Compensation Commission, pursuant to MCL 45.471 et seq., to determine the compensation of non-judicial elected officials; and

WHEREAS, the Ottawa County Officers' Compensation Commission has met 3 times in 28 calendar days, which is within the guidelines set forth in MCL 45.471 et seq.; and

WHEREAS, the Ottawa County Officers' Compensation Commission has reviewed information including staff activity, statutory mandates, benefits, public comment, input from elected officials, and data from comparable counties for each of the elected offices; and

WHEREAS, Ottawa County has established the counties of Allegan, Berrien, Ingham, Jackson, Kalamazoo, Kent, Livingston, Muskegon, Saginaw, St. Clair, and Washtenaw as its set of comparable counties for wages and benefits for the majority of its employee groups; and

THEREFORE BE IT RESOLVED, that the Ottawa County Officers' Compensation Commission hereby establishes that the Chairperson of the Board of Commissioners, Vice-Chairperson of the Board of Commissioners, and all other Commissioners shall receive a 10% salary reduction effective January 1, 2011, and no cost of living increase effective January 1, 2012, with salaries to be paid as follows:

	<b>2011 Salary</b>	<b>2012 Salary</b>
Chairperson	\$13,277	\$13,277
Vice-Chairperson	\$9,483	\$9,483
Commissioners	\$9,009	\$9,009

and;

BE IT FURTHER RESOLVED, that the Ottawa County Officers' Compensation Commission establishes the per-diem amounts for meetings as approved by the Board of Commissioners as follows:

	<b>2011</b>	<b>2012</b>
Per Diem: Two Meetings in One Day	\$30	\$30
Per Diem: Half-Day (under 4.5 hours)	\$40	\$40
Per Diem: Full-Day (over 4.5 hours)	\$70	\$70

and;

BE IT FURTHER RESOLVED, that the Ottawa County Officers' Compensation Commission hereby establishes that the Clerk, Drain Commissioner, Prosecutor, Register of Deeds, Sheriff, and Treasurer shall be paid a 0% cost-of-living increase effective January 1, 2011, and a 0% cost-of-living increase effective January 1, 2012, as follows:

	<b>2011 Salary</b>	<b>2012 Salary</b>
Clerk	\$80,213	\$80,213
Drain Commissioner	\$78,396	\$78,396
Prosecutor	\$126,052	\$126,052
Register of Deeds	\$79,505	\$79,505
Sheriff	\$111,021	\$111,021
Treasurer	\$89,392	\$89,392

and;

BE IT FURTHER RESOLVED, that the per diem for all approved statutory meetings shall be \$40.

and;

BE IT FURTHER RESOLVED, that the Officers' Compensation Commission states its strong preference for a wage-based compensation model other than for those fringe benefits that are legally required. If non-legally required fringe benefits are still budgeted to be part of county commissioner compensation for 2013 when the Officers' Compensation Commission meets in 2012, it is the present intent of the Commission to take into account the cost of the non-legally required fringe benefits in determining a market based total commissioner compensation. This could result in a wage reduction.

and;

BE IT FURTHER RESOLVED, that the Officers' Compensation Commission asks that the Board of Commissioners consider the option of combining the Ottawa County Clerk and Register of Deeds offices into a single Clerk-Register office. If this is done, the present intent of the Commission is to make a wage adjustment in 2013 reflective of the market for the combined office in comparable counties.

---

Kurt Wassink, Chairperson  
Ottawa County Officers' Compensation Commission

Adopted Date: **June 2, 2010**

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 7/27/2010

**Requesting Department:** Administrator's Office

**Submitted By:** Keith Van Beek

**Agenda Item:** Senior Resources Annual Implementation Plan FY 2011

## SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution approving the Senior Resources Annual Implementation Plan FY 2011.

## SUMMARY OF REQUEST:

It is a requirement of the Michigan Office of Services to the Aging that area agencies on aging send a copy of their Area Plan and seek a resolution from County Boards by July 30 of each year. The Ottawa County Human Services Coordinating Council reviewed and recommends approval of this plan.

The request from Senior Resources also includes a \$20,000 local match for 2011 to leverage \$2,010,089 in federal and state funds. Action on this resolution does not commit the County to that amount, but rather reserves that appropriation decision for the budget cycle later in 2010.

## FINANCIAL INFORMATION:

Total Cost: \$20,000.00 | County Cost: \$20,000.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #3

Objective: #4

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.07.07 10:35:39 -0400

Committee/Governing/Advisory Board Approval Date: Health and Human Services Committee 7/14/2010



**COUNTY OF OTTAWA**

**STATE OF MICHIGAN**

**RESOLUTION**

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the \_\_\_\_ day of \_\_\_\_\_, 2010 at \_\_\_\_\_ o'clock p.m. local time.

PRESENT: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ABSENT: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

It was moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_ that the following Resolution be adopted:

WHEREAS, Senior Resources, the Area Agency for Aging serving the residents of Ottawa County, has filed its Annual Implementation Plan for FY 2011 ("the Plan") with the Ottawa County Board of Commissioners; and,

WHEREAS, the Ottawa County Board of Commissioners, upon review of the Plan, has determined that it is consistent with the goals and objectives of the County of Ottawa with regard to services for senior citizens, and has further determined that implementation of the Plan will protect and benefit the health, safety, and welfare of the senior citizens of Ottawa County, with County funding therefore, if any, subject to the availability of such resources in the County

budget as may be determined in the sole discretion of the Ottawa County Board of Commissioners;

NOW THEREFORE BE IT RESOLVED, that the Ottawa County Board of Commissioners receives and approves the Senior Resources Annual Implementation Plan for FY 2011, with County funding, if any, subject to the availability of such resources in the County budget, as may be determined in the sole discretion of the Ottawa County Board of Commissioners; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSTENTIONS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESOLUTION ADOPTED.

\_\_\_\_\_  
Chairperson, Ottawa County  
Board of Commissioners

\_\_\_\_\_  
Ottawa County Clerk

RECEIVED

JUN 01 2010

OTTAWA COUNTY  
ADMINISTRATORS OFFICE

May 25, 2010

Philip D. Kuyers, Chairperson  
Ottawa Board of Commissioner  
12220 Fillmore Street, Suite 310

Dear Mr. Kuyers,

In past years, due to timing requirements at our State office, we have provided you with a copy of the area plan for Senior Resources for commission approval and wrote a letter of request for our local match under separate cover. This year we have the opportunity to combine them together and I strongly feel that this will help to make both items and the role of Senior Resources in Ottawa County more understandable. The area plan provides you a picture to understand a large part of how, in conjunction with the local service providers, we implement services for older adults in Ottawa County. By understanding what services are provided and how they are provided, it then becomes easier to understand how your local match ties in.

As the designated area agency on aging, a private not-for-profit entity, Senior Resources has the responsibility to oversee the federal and state aging services funds for Ottawa, Muskegon, and Oceana counties. We are also required to generate a 10% local match to leverage service funds and 25% to leverage administrative funds. Our most recent administrative cost for this responsibility was 2.48%. Your match investment and your matching funds are critical in leveraging the federal and state dollars we receive. This is similar to the match the county provides for mental health services.

Please consider this our request for fiscal year 2011 matching dollars for the federal and state funds we award for aging services in Ottawa County. We are requesting an amount of \$20,000 as local match for the \$2,010,089 of federal and state funds Senior Resources allocates to Ottawa County for services to older adults and persons with disabilities. We are pleased to point out that there was an increase of \$225,156 allocated over the previous fiscal year for Ottawa County. This can mostly be attributed to the MiChoice Medicaid Waiver program. The following paragraphs provide just a few examples of what occurs within the aging network in Ottawa County.

The MI Choice Medicaid Waiver-Care Management project operated by Senior Resources for Ottawa County allows us to purchase in-home services for persons who are nursing home eligible, but choose to stay in their own home with adequate care. To compliment

this program, we now have a residential settings program that allows us to assist nursing home residents in returning to their homes or an assisted living or adult foster care setting – which means home or more home-like settings for the client and a substantial cost savings for the State. Upon completion of a thorough in-home assessment, services are purchased from over 67 area providers and range from meals to in-home care to durable medical equipment. This service network has a considerable impact on the Ottawa County economy. The MiChoice Medicaid Waiver program provided by Senior Resources and non-Medicaid case coordination and support programs provided through contracts with the North Ottawa Council on Aging and Evergreen Commons assisted over 450 older adults and persons with disabilities in not only remaining in their homes but in their communities which is the most cost effective long term care option.

Senior Resources assures that specialized senior information & assistance services are made available through a contract with CALL 2-1-1. Last year 2-1-1 assisted over 650 older adults or their family members in the county. Our Medicare Medicaid Assistance Program (MMAP) also trained Ottawa MMAP volunteers who provide counseling, Part D enrollment assistance, and problem resolution for older adults on Medicare, Medicaid and supplemental insurance. These volunteers gave 2,375 hours of their time to assist 1,516 people locally.

In addition, 1,288 older adults or their caregivers utilized other services such as congregate and home delivered meals (Meals on Wheels); assessment and training services for caregivers, legal services, long term care ombudsman services, elder abuse education, and transportation. As you can see, the county's \$20,000 match has a huge impact in the services it can bring into the community and services are desperately needed for this booming population.

We could not do what we do without all of our community partners. These partners are local/community based agencies, businesses and organizations. In Ottawa County, some of our partners include: the North Ottawa County Council on Aging, Evergreen Commons, CALL-211, AgeWell Services, Citizens for Better Care, Legal Aid of West Michigan, Comfort Keepers of Holland, The Little Red House Adult Day Services, Georgetown Seniors, Holland Lifeline and Association for the Blind & Visually Impaired.

Despite the increase in service dollars to the Ottawa County area in the past year, Senior Resources has experienced an 18.7% reduction in our non-Medicaid funds. Obviously, the cuts are detrimental and combined with fairly static funding for most services we are unable to keep up with the growth in the older adult population for the county. This has made it difficult to respond to all the needs in your county and has unfortunately resulted in long waiting lists for much needed services. We currently have 94 people waiting to be assessed for non-Medicaid services and 399 people waiting to be assessed for our MiChoice Medicaid Waiver services. These waiting lists are expected to grow as we have already been forced to reduce the amount of in-home service hours received by current non-Medicaid case management clients. More cuts are expected for fiscal year 2011.

Enclosed you will find a copy of the FY'2011 Annual Implementation Plan for Senior Resources of West Michigan for your review and approval. It is a requirement by the Michigan Office of Services to the Aging that Area Agencies on Aging send a copy of their Area Plan and seek a resolution/adoption from the County Board by July 30, 2010. If the Commissioners do not approve the plan please identify the reason(s) that it was not approved. If we do not receive a resolution or minutes from you prior to July 30th then we will assume you approve the plan. As a matter of reference, the Senior Resources Program and Planning Advisory Board and the Board of Directors, both of which have representatives from all three of our counties, approved the Annual Implementation Plan for FY'2011 at their May meetings.

Senior Resources understands the difficult decisions that the Commissioners are forced to make during these tough economic times. We hope they will recognize the value that your local match leverages for the older adults and caregivers of Ottawa County. These services allow them to age in the place of their choosing and remain contributing members in their local communities.

On behalf of the Board of Directors, the community service providers and the older adults of Ottawa County, I thank you for your continuing support. If you have any questions, please feel free to contact me at my office at (231) 733-3521. I would be happy to meet with you and/or the Commissioners if that would be helpful.

Sincerely,



Pam Curtis  
Executive Director

Enclosure

cc: Al Vanderberg, Administrator  
Keith Van Beek, Assistant Administrator  
Bill Raymond, Director, Community Action Agency

## FY'2011 Annual Implementation Plan



Senior Resources of West Michigan

560 Seminole Rd.

Muskegon, MI 49444

(231) 739-5858 or 800-442-0054

Pam Curtis, Executive Director

Amy Florea, Community Services Director

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## ***Introduction***

According to the requirements of the Older Americans Act (OAA) of 1965, as amended, Section 306. (a) states, "Each area agency on aging designated...shall, in order to be approved by the State agency, prepare and develop an area plan for a planning and service area." Each of Michigan's 16 area agencies on aging (AAA) shall submit their plan to the Michigan Office of Services to the Aging (OSA) for review and approval by the Michigan Commission on Services to the Aging. AAAs will utilize their plan to guide their work over the coming years, in order to lay the groundwork for new initiatives and expansion of current ones.

This Annual Implementation Plan (AIP) will cover the period of October 1, 2010 through September 30, 2011.

## ***Timetable***

First Draft of 2011 AIP: April 20, 2010

Public Hearing: May 5, 2010 at 1:00 pm. Tanglewood Park 560 Seminole Rd. Muskegon, MI 49444

Final AIP due: July 16, 2010

Final approval from counties/other municipalities: July 30, 2010

Presentation to Commission: August 20, 2010

## ***County/Local Unit of government Review***

### ***Rationale:***

***All area agencies on aging (AAA) must seek approval of the Draft Annual Implementation Plan (AIP) as submitted to the Michigan Office of Services to the Aging (OSA) from each County Board of Commissioners within their respective Planning and Service Area (PSA).***

Senior Resources will send a draft copy of the 2011 Annual Implementation plan via certified mail to each chairperson of the county commissioner's board and the administrator of the board for each county in our region no later than June 1, 2010. In a cover letter sent to the chairperson of each board of commissioners, Senior Resources will offer to attend the County Board meeting for each county in our region to respond to any questions related to the plan. The letter will indicate that if we do not hear from their local units of government prior to July 30, 2010 with a resolution or approval Senior Resources will assume the passive approval of the plan.



## *Executive Summary*

Since its inception in 1965, the Older American's Act (OAA) has been the foundation of our national system of home and community based services for older Americans. The OAA provides funding to states for a range of community planning and service programs to older adults at risk of losing their independence. It has several objectives to assist persons sixty and older to secure equal opportunity for adequate retirements, improved physical and mental health, employment, nutrition and community services. Since its enactment, the OAA has been amended 15 times, most recently in 2006, to expand the scope of services, increase local control and responsibility, and add more protections for the elderly

To develop and implement the wide array of OAA services, a system of federal state and local agencies, known as the Aging Services Network, was established. The core of the Aging Services Network is the U.S. Administration on Aging (AoA), 56 State and Territorial Units on Aging, 632 Area Agencies on Aging, 240 Title VI Native American aging programs, and over 30,000 service provider organizations. This critical aging infrastructure is the backbone of our nation's home and community-based long-term care system offering support to older persons and persons with disabilities.

In 1981, the Older Michigianians Act (Public Act 180) was adopted. The act details the structure, roles and responsibilities of Michigan's aging network, including the Office of Services to the Aging, the Commission on Services to the Aging and area agencies on aging.

The wide range of OAA services administered by the Aging Services Network enables it to direct consumers to service choices that best meet individual needs. In particular, Senior Resources plays a pivotal role in assessing community needs and developing programs that respond to those needs. We serve as a portal to care, assessing multiple service needs, determining eligibility, authorizing or purchasing services and monitoring the appropriateness and cost-effectiveness of services.

The mission of Senior Resources is to provide a comprehensive and coordinated system of services designed to promote the independence and dignity of older persons and their families in Muskegon, Oceana, and Ottawa counties – a mission compelling us to focus on older persons in greatest need and to advocate for all. Senior Resources serves as a focal point and acts as an advocate for the elderly by advancing causes or issues that are vital to their welfare. It is the agency's specific goal to effectively implement the Older Americans Act by developing and administering a regional area plan for coordinating and contracting with viable agencies for services for persons 60 years and older. It is also a goal of the agency to inform and educate seniors, families and the public on available services and issues affecting older adults.

Providing an older adult with the services necessary to remain in their own home is the focus of the case management services. Individuals in need of homecare services must become clients of either one of the Case Coordination & Support programs or the Care Management program in order to receive services through our Purchase of Service system. The RN Services Coordinator, a RN and employee of Senior Resources, has direct approval of services authorized by the case managers throughout the region. Clients choose from a pool of personal care, homemaking, in-home respite, and adult day care providers. Clients are deemed appropriate and prioritized for

service by the RN Services Coordinator who also monitors level of service. Use of a purchase of service format allows clients and case managers more flexibility in arranging services and clients may choose their providers or change them if they are unhappy. Senior Resources has found this to be a more efficient and effective use of limited dollars.

Demand for services continues to exceed the supply of funds available. As funding gets tighter we continue to look for alternative sources to assist our clients and creative measures to work with what we have. Incremental funding increases in the OAA over the last several years have not kept pace with inflation or the growing population of individuals eligible for services for two decades. As a result, unmet needs and waiting lists for services exist throughout the country.

In response, Area Agencies on Aging have skillfully managed care for vulnerable aging populations by maximizing private and public resources to ensure that essential services are available to minority, frail and low-income older persons in need of comprehensive long-term services and supports. However, as the aging population grows – with more people living longer but facing chronic illness and frailty – and in the absence of significant funding increases, the Aging Service Network will increasingly be unable to meet the demands for care.

These challenges will only grow. In 2006, the first of the 77 million baby boomers became eligible for OAA services. In 2030, one in five Americans will be over the age of 65.

Case Coordinators for Oceana and Ottawa counties are located in the community. In Muskegon County the focal point is Senior Resources. In southern Ottawa County the focal point is Evergreen Commons Senior Center, in northern Ottawa County the focal point is North Ottawa County Council on Aging and in Oceana County the focal point is Oceana County Council on Aging. The case coordinators work closely with the RN Services Coordinator to maintain consistency of service provision across the region. Case Coordinators for Muskegon County are housed at Senior Resources, which has greatly improved Senior Resource's role as a single point of entry/focal point and allows for a centralized assessment and monitoring of services for the region. During FY'08 it became evident that Care Management clients were getting lost in the Medicaid Waiver mix and being served by the Case Coordination & Support program. To address these higher need clients and ease some of the burden on the case coordinators, Senior Resources hired a separate team dedicated to address the Care Management waiting list. These changes have been effective and have allowed for more client needs to be addressed. In FY'2009 Senior Resources received an 18 month federal grant for developing and implementing a Nursing Home Diversion Program. This grant was funded by the Administration on Aging and was administered by the Michigan Office of Services to the Aging. The primary objective of the grant was to identify older adults and persons with disabilities who are at risk of nursing home placement and going on Medicaid. The program helped those identified spend their own resources more wisely and make them last longer, and helps them develop a plan for their future giving them more options for affordable choices and greater control over the services they receive through the person centered thinking and self determination process. In FY'2011 we will be streamlining our system even further with a blending of our non-Waiver case management programs and the nursing home diversion services into a single program that will include case management services and long term care options counseling.

The National Family Caregiver Support Program and Tobacco Settlement Respite funds have allowed us to enhance and develop a variety of supportive programs for caregivers over the past six years. We are able to provide caregivers with much needed respite breaks through one of the four adult day care facilities in our region or in the client's place of residence if they are unable to get out of the home. A monthly newsletter, The Caregiver Link, is specifically designed to address the needs of area caregivers and has a distribution list of 800+. Senior Resources installed caregiver libraries in five different locations throughout the region. Caregivers have the opportunity to access books and videos on a variety of topics ranging from how to provide personal care to stress reduction to communicating with someone with Alzheimer's disease. We also offer a variety of caregiver trainings and support groups, including assistance and support for grandparents raising their grandchildren. A program specifically designed to meet the needs of the working caregiver is in development. Caregivers in the "sandwich" generation are in need of caregiving resources that are identified and accessible through the workplace.

Senior Resources has established chronic disease management programs throughout our three county area with 10 agencies and 30 lay leaders involved in facilitating programs to assist seniors in managing their chronic health conditions. Currently we are offering Personal Action Towards Health (PATH), Arthritis Exercise, Healthy Eating, TaiChi and Matter of Balance evidence based programming. In partnership with the Tri-County Area Agency on Aging, develop and train volunteers to facilitate the Savvy Caregiver Program within our region. •The regional team of PATH and Matter of Balance lay leaders will provide their respective evidence based disease prevention programs throughout the region. PATH is a six week workshop that has a wide range of activities and skill building exercises that help the participant learn to communicate with their medical provider, make better food choices, and become more active. Matter of Balance is an 8 session workshop that teaches practical coping strategies to reduce the fear of falling. While not a significant amount of money is awarded for Health Promotion/Disease Prevention these funds do have an effect on preventative health matters.

For years there has been an identified need for a Multi-Purpose senior center in Muskegon County. That center became a reality in the fall of 2008 when Tanglewood Park opened its doors. The center is a result of collaboration with three other multi-county senior serving agencies. Tanglewood Park boasts a beautiful café/coffee shop that is open to the public Monday through Friday 7am-4pm, a new 'Meals on Wheels' kitchen which serves the entire region and offers a variety of wellness and enrichment programs to benefit older adults. Half of the Tanglewood facility is home to the new Life Circles' Program of All Inclusive Care for the Elderly (PACE). This daily program will serve Medicare/Medicaid nursing home eligible elderly from Muskegon County and the North Ottawa area. AgeWell Services (formerly Nutritional Services for Older Americans/Meals on Wheels), the Community Access Line of the Lakeshore (CALL 2-1-1) and Senior Resources, occupy the other half of the former D&W grocery store. All four agencies serve multiple counties (Muskegon, Ottawa, and Oceana) and together serve over 2000 mature adults and their families every day. The Tanglewood Park collaboration was the recipient of two different awards for its collaborative effort. We continue to share a variety of staff positions and purchase supplies together to further our cost-saving measures.

In addition, in its first year and a half of operation, Tanglewood Park has provided medical equipment and supplies to over 2,870 older adults via the Senior Resource Community Loan

closet. We are anticipating a 20% increase in requests for the coming year. Requests come from not only Senior Resource care managers, but from local hospitals and other home care offices, churches, United Way agencies and CALL 2-1-1. The good news, due to increased public awareness more individuals, organizations and agencies are offering donated goods to maintain the inventory – such as adults diapers, liquid dietary supplements, walkers, bath chairs, wheel chairs and commodes.

The 2011 annual plan once again emphasizes security and independence for the elderly. Services are targeted to low-income, frail, minority, and medically underserved. It is the intent of Senior Resources to assure that the basic services, Home-Delivered Meals, Personal Care, Homemaker Services, Adult Day Care/In-Home Respite, Case Coordination & Support and Care Management are available throughout the three county area. In-put sessions, surveys, planning committee meetings, and public hearings were conducted throughout the region in preparation for the multi-year plan and this annual implementation plan. The goals reflect the views of the older citizens, advisory council members, service providers, community leaders, and our policy board who participated in the planning process.

### ***Available Resources and Partnerships***

The Senior Resources Board of Directors and staff have established as a priority providing services to the most in need. To that end, we partner with over 90 In-Home Care Agencies that are located and provide care throughout our three county area. In-home services including personal care, homemaking, respite, and home-delivered meals remain priority services as well as adult day care and caregiver services. We will strive to expand those and other services in the area and to coordinate with agencies to provide services such as chore services, home repair, telephone reassurance, and emergency assistance. Senior Resources will continue to work with area collaborative bodies to insure that services reach the frailest elderly.

The demand for services is expected to continue to grow with the rapidly aging population. The amount of funding Senior Resources receives for services are not able to keep up with that demand. To help alleviate some of the excess demand, we will continue to seek alternative funding to support services in our three county region.

In the past Senior Resources was able to set aside interest income to support requests for unmet needs throughout the region. As the economic crisis in Michigan continues, we have not had the interest income available and have been unable to meet these needs that are largely unfunded by other community agencies. In the past we have used these funds to purchase items such as dentures, glasses, furnace repairs, ramps, appliances, and emergency transportation. We hope to reinstate this program as the economy improves. We have applied for a grant to partner with a local hospital to assist seniors in our region with these types of requests. In the Senior Resources publication, Senior Perspectives, a segment is devoted to assist seniors in locating low cost services with individual workers that have indicated a skill in providing the requested

service. We also work with a variety of volunteer programs and youth summer camps to provide a variety of chore services.

Senior Resources contracts with a sophisticated 24 hour 7 days a week information and assistance call center with call specialists who help families clarify their situation and identify the best solutions. Information and Assistance is available region-wide through CALL 2-1-1. CALL 2-1-1 strives to be a visible and effective access point for persons needing health and human service programs, promoting consumer education and choice of options. Senior citizens, their families, or service agencies can access any of the available services in the region by contacting CALL 2-1-1. A phone call provides access to information and assistance regarding in-home services, case coordination & support, Care Management/Medicaid Waiver programs, insurance, prescriptions, taxes, transportation, support groups, home repair, housing, and a host of knowledge. The Information and Referral Specialists educate consumers, explore options, and make appropriate referrals as needed. Information and Assistance is the first step in our continuum of care. Additional information can be retrieved from the Call-211 website at [www.call-211.org](http://www.call-211.org).

A number of our contractors, and Senior Resources, are recipients of United Way funds. Senior Resources will continue to work closely with the United Ways in an effort to provide the broadest amount of service coverage possible. The combination of United Way and Senior Resources funds allows many providers to enhance and expand the amount of service they are providing rather than duplicate it.

In the Senior Resources service area two counties receive millage service dollars. Both the Oceana County Council on Aging and the North Ottawa County Council on Aging are recipients of millage funds in their areas. Oceana has a county-wide millage and receives approximately \$727,510, while North Ottawa receives funds from specific townships of approximately \$572,900. These funds are used to cover operating expenses for all services and support existing programs within the Councils on Aging. Without these funds both agencies would be forced to cut back or eliminate services to older adults in their areas. In the past year North Ottawa County millage money was used to cover home delivered meals costs when there was waiting list/decrease in services pending. This allowed meal money to be shifted to other counties without alternate funding sources.

As Michigan begins to recognize and organize Aging & Disability Resource Centers, Senior Resources stands poised to partner with all interested and pertinent community partners to establish seamless, decentralized access to community services. Currently, these partners include 2-1-1, the area Centers for Independent Living and our community focal points. Conversations have also occurred with the ombudsman program, the other area MIChoice Waiver agent and some of the area DHS and CMH officials. We believe our mission, structure, and involvement in the aging network as well as being seen as the premier agency for older adult

services and many disabled services in our region along with the similar qualities of our community partners would naturally lend itself to a no-wrong door model designation. We are the go-to places for questions about aging and elder care services and services to the disabled. We serve as the gateways to local resources, planning efforts and services to help older adults and adults with disabilities seek Long Term Care Options and remain as independent as possible. Regardless of the outcome at the state level, the Board of Directors for Senior Resources feels that it is imperative that we provide quality long term care options information.

Senior Resources partners with a variety of local health and human service providers to deliver services from a group of highly qualified staff to assure the best level of care and assistance.

Senior Resources will continue to work with a variety of collaborative bodies in the region to create new services when needed and enhance the old ones, as we are able.

*Access Services*

**Care Management**

Starting Date	10/01/2010	Ending Date	09/30/2011
Total of federal dollars	\$0.00	Total of state dollars	\$215,913

Geographic area to be served: Muskegon, Oceana and Ottawa Counties

List each goal for the program, including time line and expected outcome

Goal: Care Management clients and caregivers will utilize Person Centered Thinking and self-determination to assure participant choice in service and providing agencies/caregiver.

Time Line: September 30, 2011

Outcome: Clients will have choice and be in control of their care process resulting in higher satisfaction and continued compliance.

Goal: Care Management participants will move to MI Choice as eligibility is authorized and openings are available.

Time Line: September 30, 2011

Outcome: Clients will have greater ease of access to services.

Goal: Care Management clients will remain in their own home and caregivers are given respite relief to prevent exhaustion.

Time Line: September 30, 2011

Outcome: Through client and caregiver choice, they will remain in a community setting with support.

Goal: Care Management, Case Coordination and Support and Nursing Home Diversion programs are going to be combined to form a more streamline approach to client care.

Time Line: September 30, 2011

Outcome: Clients will have greater ease of access to services.

	Current Year (2011)	Planned Next Year (2012)
Number of client pre-screening	90	90
Number of initial client assessments	30	30
Number of initial client care plans	30	30
Total number of clients (carry over plus new)	70	70
Staff to client ratio (Active and maintenance per full time care manager)	34	35

**Match**

Source of Funds	Cash Value	\$20,000	In-kind
Source of Funds	Cash Value		In-kind \$8,500
Source of Funds	Cash Value		In-kind

**Other Resources**

Source of Funds	Cash Value	\$6,500	In-kind
Source of Funds	Cash Value		In-kind
Source of Funds	Cash Value		In-kind

**Case Coordination and Support**

Starting Date	10/01/2010	Ending Date	09/30/2011
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Total of federal dollars \$64,822

Total of state dollars

Geographic area to be served: Muskegon

List each goal for the program, including time line and expected outcome

Goal: Clients or potential clients unable to access purchase of service programs due to waiting lists will be counseled on other available resources or options.

Time Line: Through September 30, 2011

Outcome: Clients will have awareness and access to community support services.

Goal: Case Coordination & Support clients are moved to Care Management or MI Choice/Waiver as frailty increases and eligibility becomes evident.

Time Line: Through September 30, 2011

Outcome: Clients will have greater ease of access to services.

***Direct Waiver Service Request***

**Caregiver Education, Support and Training**

Starting Date 10/01/2010 Ending Date 10/30/2011

Total of federal dollars \$2,094 Total of state dollars \$27,146

Geographic area to be served: Muskegon

List each goal for the program, including time line and expected outcome

Goal: To reduce stress levels and increase coping mechanisms of family caregivers

Time Line: September 30, 2010

Activities: Development of a caregiver support program the provides information, access to services and support for caregivers.

Expected Outcome: Caregivers will have access to a weekly support group that provides a variety of types of caregiver support.



Work plan including activities and expected outcomes

Senior Resources and the Program for All Inclusive Care for the Elderly (PACE) are partnering to provide a weekly Caregiver Support group in Muskegon County. Senior Resources and PACE are located in the same building at Tanglewood Park which is seen by many as the place to go to for senior services. The PACE program uses a comprehensive service delivery model which includes physical therapists, occupational therapists, physicians, registered nurses, masters' level social workers, etc and our partnership with them will provide us the opportunity to incorporate several types of professional disciplines into the caregiver programming. In addition, we believe the formation of this group will improve our role as a focal point and allow for the introduction of other services that maybe beneficial to caregivers.

Outcome: Caregivers will have a place to give and receive both emotional and practical support as well as to receive and exchange information.

**State Program Objectives**

Goal 1 Work to improve the health and nutrition of older adults.

**Responses**

Objective	Time line	Activities	Expected Outcome
Home Delivered meal consumers will have a variety of meal choices.	September 30, 2011	•Expand frozen meal menu options for Home Delivered Meal clients. Several meal choices will be available and ordered based on individual client preference. •The regional meal provider will introduce mechanical soft and pureed foods to the home delivered meal program for clients with this need.	Home Delivered Meal clients will have options regarding the food choices available to them.
Older adults and their family members/caregivers will be supported in the management of their chronic disease.	September 30, 2011	•In partnership with the Tri-County Area Agency on Aging, develop and train volunteers to facilitate the Savvy Caregiver Program within our region. •The regional team of PATH and Matter of Balance lay leaders will provide their respective evidence based disease prevention programs throughout the region.	Older adults and their family members/caregivers will be proactive regarding the management of their health.

Goal 2 Ensure that older adults have a choice in where they live through increased access to information and services.

Objective	Time line	Activities	Expected Outcome
Through self-determination clients will be able to choose who provides services and when services are provided.	September 30, 2012	•Senior Resources will continue self-determination training for all staff. •Senior Resources will educate and offer self-determination as an option to all older adults that receive services.	Older adults and their families will have choice and control of their care.
Communities will be prepared to handle the increased demands of a booming older adult population	September 30, 2011	Senior Resources will participate on the North Ottawa Access to Health coalition representing the older adult population.	Older adults in Ottawa County will have a greater choice in health care as it becomes more accessible to them.

Goal 3 Protect older adults from abuse and exploitation.

Objective	Time line	Activities	Expected Outcome
Caregivers of older adults will recognize signs of impending abuse	September 30, 2012	Care managers will receive training on potential caregiver abuse signs and triggers and be able to assist caregivers with formal and informal supports prior to caregiver burnout.	Caregivers will be able to identify indicators of stress related abuse and their triggers and seek assistance when appropriate.
Service providers of older adults will recognize the signs of abuse and know how to report it.	September 30, 2011	•The Tri-County Protection Team will continue to educate older adult community partners with a quarterly newsletter. •Prompt press releases will be released as new scams related to financial abuse targeted at seniors become evident. •Adult protective service presentations to agencies such as Nursing Facilities, Grand Valley State University, Hope College, Muskegon Community College and Baker College Students will continue. •Training to law enforcement and banking personnel will continue as needed.	Older adults will have increase protection from physical, emotional, and financial abuse

Goal 4 Improve the effectiveness, efficiency, and quality of services provided through the Michigan aging network and its partners.

Objective	Time line	Activities	Expected Outcome
Older adults and their families will be aware of long-term care choices prior to the depletion of their resources.	September 30, 2011	Senior Resources will continue to enhance their partnerships with various community agencies such as the Centers for Independent Living and Senior Centers to create, train all involved staff and implement a standardized intake tool which will allow for uniformed access to all available community resources.	Older adults will have greater ease of access and choice in where they live as all options will be presented to them.

***Regional Objectives:***

The Center for Medicare and Medicaid Services, as well as the Office of Services to the Aging, continue to move toward a person-centered approach toward the provision of community-based services and supports for older adults and people with disabilities. The growth of individual budgets and self-directed services lends to this culture shift whereby older adults and people with disabilities, their family and friends contribute to a planning process that focuses on the person and the life s/he wants to live – honoring the individual’s preferences, choices, and abilities.

The management and staff of Senior Resources of West Michigan wholly embrace the principles of Person-Center Thinking and Self Determination. We began implementing these principles in earnest in April of 2008 when our first consumer chose to employ self-determination for their own care. Since then Senior Resources has continued to promote these principles with our staff and consumers. The goal of Senior Resources is that all staff will operate in terms of Person-Centered Thinking as second nature, seamlessly supporting the clients’ wishes and desires for their care. To achieve this goal, Senior Resources staff has attended training on Person-Center Thinking through the Office of Services to the Aging, these trainings will continue as we are committed to training staff to be able to assess the balance between what is important to a person with what is important for them (health and safety), and using all available resources to help the client facilitate their own care. As the opportunity arises to hire new staff, management will be looking for people who embody the philosophy of Person-Centered Thinking and upon hire; all new staff will be trained/orientated on the Person Centered approach.

***Building regional capacity for services that are currently done under a waiver by the area agency.***

Senior Resources partners with LifeCircles PACE program to provide a weekly Caregiver Support group held at Tanglewood Park. This non-disease specific Caregiver Support group is

open to all types of caregivers with the goal of giving and receiving both emotional and practical support as well as to receive and exchange information. Community focal points in Ottawa and Oceana counties provide Caregiver Support for their areas, however during the last Request for Proposal (RFP) process no community partners applied to provide this service and currently nothing similar is available in Muskegon county. This provision of this direct service resulted from a lack of interested community partners and a clear need for the service in Muskegon County. The PACE program which is housed in the same building as Senior Resources is required to provide caregiver support for the the families of their consumers. When approached to provide this service they were interested in sharing costs and expertise but not willing to be the sole grantee for service provision, therefore a partnership was forged. It is our intent that during the next RFP process Senior Resources will again open the bidding process for this service to local community service agencies.

### ***Advocacy Strategy***

Describe the AAA's overall advocacy strategy for the fiscal year 2011. Relate specific advocacy activities to the changing demographics of the older population within the PSA, and the federal, state, and local issues that are facing older Michigianians and service delivery. Strategies on the facilitation and coordination of community-based long term care supports and services designed to enable older individuals to live in the setting of their choice must also be included in this section. Enter your advocacy strategy below.

One of the critical activities that an Area Agency on Aging performs is advocacy. Increasingly we are devoting more and more time advocating on behalf of the frailest and eldest of our clientele. As our population grows older, many living well into their 80s and 90s and even to 100 years old, they struggle to live independently in their homes or with families. West MI has one of the highest per capita rates in Michigan of persons with disabilities. Changing public policy and public attitude toward aging and people with disabilities is of prime advocacy concern to the Area Agency on Aging. A major goal for the next three years is to advocate for rebalancing the long term care system, as other states have successfully done and by doing so realized a reduction in Medicaid and other long term care costs to the state. Funds spent to manage declining health and to provide assistance to family caregivers can prevent costly hospitalizations and delay higher cost institutional care. Surveys indicate when given a choice people will choose the least restrictive setting for delivery of long term care, often their own home or a home like setting like assistive living, homes for the aged, or adult foster care. Locally we plan to work with our communities to make this region more elder and disability friendly and supportive of those who wish to live, age and die in place.

Due to term limitations, it is important that our state legislators understand the needs of older adults, the effects that a legislative piece can have on an older adult, the programs that are available to them and the cost savings that can be realized by maintaining someone in their

residence of choice. In addition, it is important that the legislators and their staff understand that they also have a resource in the aging network when assisting constituents.

During the years 2010-2012, this agency will advocate on the following topics:

- Include strategic improvements to the Medicare and Medicaid programs in overall health care reform to address crucial access, cost and quality of care issues.
- Increased funding for the Older Americans Act and other supportive services to allow them to keep pace with projected population growth and price increases. These funds help older Americans remain living successfully and independently in their homes and communities.
- Additional state funds for access, home and community based services and expanding MI Choice.
- Partner with Multi Purpose Collaborative Bodies within our region to educate legislators and local media of the impact of state and federal cuts on people's lives by trying to put a human face on these decisions.
- Reauthorize senior transportation programs to improve the availability and accessibility of transportation services for older adults. This includes working with community transportation coalitions to increase public and specialty transportation to evenings and weekends and rural transportation
- To assist in preparing local communities to meet the needs of today and tomorrow's older adults by implementing elder and disability friendly communities including better transportation, signage, and housing options in partnership with Disability Centers.
- Additional federal funds for the Caregiver's Initiative.
- Reauthorization of the Older Americans Act.
- Continue to advocate for county and community support for 211 services in our region and for regionalization of 211s with state support. 211 statewide by 2/11/11.

Senior Resources will select additional issues as they are brought to the attention of the agency by seniors and other community partners within the region. Those issues that have a financial impact on older adults and persons with disabilities and have a critical impact on their independence will be given priority for advocacy. Issues will be selected for advocacy depending on their pertinence to the target population in general and specifically influence on their ability to remain independent with their own resources.

The advocacy strategy will involve the advocate's group, Senior Advocates Coalition, which includes representatives from all three counties who meet with Federal and State legislators or their aide representatives each meeting and dialogue the above issues. Also key to our advocacy is the Michigan Senior Advocates Council, facilitated by the Area Agencies of Aging Association of Michigan. We have two representatives who participate on that and bring key information back to local groups. The Program and Planning Advisory Board and Board of Directors will continue to be made aware of the issues and will communicate with legislators and local commissions concerning the needs of the elderly and people with disabilities in their communities. In keeping up with technology, Senior Resources has added a page to our website that is completely dedicated to advocacy. There is information on current advocacy issues, a blog, information on how to advocate, legislators contact information and the ability to send an email right from our site. In addition, we utilize our Sixty Seconds publication and our provider network to contact legislators on key issues.

### ***Community Focal Points***

A focal point is a facility or entity designated to encourage the maximum collocation and coordination of service for older individuals in a given area or community. For Senior Resources a community is defined as a county. In the case of Ottawa County it is the northern half and the southern half which are existing natural divisions for that county. In our region the focal points are Evergreen Commons, North Ottawa County Council on Aging and Oceana County Council on Aging and Senior Resources. All of our focal points are also senior centers or reside in the same building as senior centers. To be a focal point in the Senior Resources region an agency must be a funded provider of the case coordination & support program and also be a part of an agency that serves seniors in the entire county or a large geographic area of a county. Organizations interested in becoming a Case Coordination & Support (focal point) site must apply and be approved for funding through our regular Request for Proposal process, which occurs every three years in conjunction with the three-year area plan.

In addition to Case Coordination & Support, all focal points are access points for information & assistance and volunteer opportunities and are seen as the place to seek information about senior issues in their community. Through Case Coordination & Support the client will be assessed and in-home services can be arranged including home delivered meals, personal care, in-home respite, homemaking, and adult day care. If necessary, transportation services can be arranged, Medicare, Medicaid and other insurance counseling can be provided, and assistance is available at each with the Medicare Prescription Drug Program. If client problems indicate, referrals are made to Care Management/Waiver as appropriate and available.

Name	Address	Website	Telephone Number	Contact Person	Service Boundaries	No. of persons within boundary	Services Provided
Oceana County Council on Aging	621 E. Main, Hart, MI 49420	www.oceanacountycountycouncilonaging.com	231-873-4461	Kathleen Premer, Executive Director Vickie Collins, Associate Director/Services Coordinator	Oceana County	6,299	Case Coordination, Meals, Homemaking, Information, Transportation, Activities
Senior Resources	560 Seminole Rd. Muskegon MI 49444	srwmi.org	231-739-5858	Cheryl Snow, Melanie Lyonais Quality Assurance Coordinator	Muskegon, Oceana, Ottawa Counties	29,550	Case Coordination, Care Management, Medicaid Waiver, MMAP
North Ottawa County Council on Aging	422 Fulton, Grand Haven, MI 49417	www.noccoa.org	616-842-9210	Brigit Lewis, Executive Director, Kim Kroll, Robin Stroven, Nancy Waters – Case Coordinators	Northern Ottawa County (County Line South to Filmore Road)	31,751 – county, 11,741 - North	Case Coordination, Meals, Homemaking, Information, Transportation, Activities, Support Group
Evergreen Commons	480 State Street, Holland, MI 49423	www.evergreencommons.org	616-396-7100	Larry Erlandson, President, Jo VerBeek, Director of Senior Care Services, Suzanne Visser, Case Coord	Southern Ottawa County (County Line North to Filmore Rd.)	31,751 – county, 20,003 - south	Case Coordination, Meals, Homemaking, Information, Adult Day Care & Respite Activities, Health Programs, Support Groups

### ***Community Living Program***

During this time of budget cuts, waiting lists for services and tighter local funding, Senior Resources and our board of directors view Options Counseling as one of the few services we are able to provide to consumers that can provide an immediate impact. To that effort we have incorporated portions of the community living intake process that were not previously a part of our initial intake assessment. A caller is identified as a candidate for the community living program at the initial phone call and referred to the community living consultant immediately. The Community Living Consultant will provide options counseling to the client and their family, if applicable, that encompasses the service spectrum from community information and private pay through the variety of available long term care services. Special consideration is taken in addressing preferences that promote community life and that honor the individual's choices, and abilities.

Senior Resources believes that client choice is essential to client/caregiver well-being and we support in earnest the principles of self-determination. Senior Resources has employed person centered thinking principles throughout our history at all times taking into consideration client wishes and needs, however our formal self-determination program began in April of 2008 when the mechanism was finally in place for our first consumer to choose to employ their preferred care providers directly. Since then Senior Resources has continued to promote these principles with our staff and consumers. The goal of Senior Resources is that all staff will operate in terms of Person-Centered Thinking as second nature, seamlessly supporting the clients' wishes and desires for their care. To achieve this goal, Senior Resources staff has attended training on Person-Center Thinking through the Office of Services to the Aging and the Department of Community Health, we are committed to training staff to be able to assess the balance between what is important to a person with what is important for them (health and safety), and using all available resources to help the client facilitate their own care. As the opportunity arises to hire new staff, management will be looking for people who embody the philosophy of Person-Centered Thinking and upon hire; all new staff will be trained/orientated on the Person Centered approach.

Since 2004 Senior Resources has offered consumers the option of a customized private pay program in an effort to address the full spectrum of care. Clients that have available resources to purchase care can do so through this program. Upon request, an assessment of need or a consultation can be performed to assist clients and family members in determining what support services they would like or the client and/or family members advise us as to what services they would like to receive. For convenience, Senior Resources will order services through client choice providers and bundle service costs for one monthly bill.

It is our intention to participate in the Veterans Directed Home and Community Based Services Program and to that end we are working on completing the readiness review for the Veterans



Directed Home and Community Based Services. Our target date for partnership is July 1, 2010. Senior Resources' staff attended the Veteran's Directed Home and Community Based Services training in Boston MA in the spring of 2009 and continues to participate in monthly VDHC conference calls. We are poised to begin serving Veterans as soon as we have successfully completed the readiness review.

We are currently exploring ADRC partnerships with the two Centers for Independent Living that reside in Region 14, the Senior Centers that serve as Community Focal Points for our region and the regional 2-1-1 regarding the formation of a unified ADRC. Conversations have also occurred with our "required" partners who are currently unable to commit to the process. Our goals for the next year include the development of a consistent options counseling tool that can be used by all the partners and to conduct joint training sessions on the utilization of the counseling tool and additional education on our existing programs as well as the rest of the long term care system. All of the partners are resistant to rush into something and instead prefer to foster and enhance the connections we are making through joint utilization of the residential settings program and the housing coordinators for clients of all partnering agencies and shared use of the MMAP program training and oversight.

As part of Senior Resources' Board of Directors commitment to provide enhanced Options Counseling, we have partnered with our local PACE (Program for All-Inclusive Care for the Elderly) to share the cost of a full-time options counseling and intake position. PACE is housed in the same building as Senior Resources and shares a similar philosophy regarding long term care service options. PACE programs feature a comprehensive service delivery system and integrated Medicare and Medicaid financing for frail, elderly individuals that meet Long Term Care (LTC) level of care criteria. Their goal is to provide a comprehensive service package that permits participants to continue living at home while receiving services rather than being institutionalized. Locally, this means additional resources and choices are available for older adults and persons with disabilities.

#### ***ADRC/MMAP***

Senior Resources has been in communications with the two Centers for Independent Living that reside in Region 14, the Senior Centers that serve as Community Focal Points for our region and the regional 2-1-1 regarding the formation of a unified ADRC. As beginning plans for an ADRC are being formulated it was felt by the members that by strengthening our current relationships each of the programs would better understand the value the other programs offer. In addition, it was strongly felt by all participating parties that we currently have a great system in place to deliver services but could strengthen and enhance the current method of accessing services and further educate the public about the availability of this information. Our goals for the next year include the development of a consistent options counseling tool that can be used by all the partners and to conduct joint training sessions on the utilization of the counseling tool and

additional education on our existing programs as well as the rest of the long term care system. We will foster the connections we are making through joint utilization of the residential settings coordinator for clients of all partnering agencies and shared use of the MMAP program training and oversight.

Senior Resources is a MMAP providing agency and is very invested in serving seniors and their families in this capacity. There are four MMAP sites located throughout our three county area. The regional coordinator as well as a site coordinator is housed in Muskegon County at our Tanglewood Park location. Ottawa County has two MMAP sites, one serves southern Ottawa County, Evergreen Commons, and the other serves northern Ottawa County and is located at North Ottawa County Council on Aging. Oceana County Council on Aging is the MMAP site for Oceana County and provides services for that County. Each site has a coordinator that is employed by the agency that houses the program. The site coordinator provides volunteer oversight, assures that the required reporting is submitted to the regional/state office and conducts community outreach programs as opportunities arise and as groups request it. We currently have 37 active counselors covering our 3 county region. Without these volunteers the MMAP program would not be able to meet the needs of so many of our community members. Since April 1, 2009 our region has counseled over 3,000 people in one-on-one counseling and during the same time frame another 3000+ have been educated through our out-reach endeavors. In an ongoing effort to increase our volunteer base we run ads in local newspapers, as well as notifications to volunteer agencies throughout the 3 county area, prior to holding a new counselor training. Our region has also been part of several health and wellness fairs, and many smaller presentations in the community. A local cable television station has had our MMAP coordinator present on their 30 minute show as a special guest. The time was used to promote the services and volunteer opportunities offered by MMAP. Posters with MMAP contact information were distributed throughout Muskegon County to over 50 pharmacies and township halls etc. Posters were given to Oceana & Ottawa sites to distribute in their communities as well.

### ***Other Grants***

Michigan Office of Services to the Aging (MI-OSA) participating with Senior Resources of West applied for a grant through American Recovery and Reinvestment Act, Communities Putting Prevention to Work, for facilitation of the Chronic Disease Self-Management Program (CDSMO or PATH as it is known in Michigan) for our region. The time period for this grant spans March 1, 2010-February 28, 2012. We are currently awaiting word from OSA regarding the status of this grant.

Goal 1: Work with other AAAs in the MIPATH Regional Coalition to write a business plan for the Coalition.

Tasks: Review data on past workshops in region  
Conduct an Asset Inventory

Conduct a gap analysis

Explore ways to improve our purchasing power through group purchasing.

Start date: 3/1/2010

End date: 2/28/2011

Expected outcomes: Increase the availability of PATH classes through out the region.

Measure of success: Additional PATH classes will be held.

Goal 2: Work with other AAAs in the MIPATH Regional Coalition to conduct leader trainings.

Tasks: Continue to share regional information regarding PATH schedules.

Ensure accurate contact records on PATH master trainers and lay leaders.

Develop mechanism to share information on availability and credentials of PATH lay leaders and master trainers.

Start date: 3/1/2010

End date: 2/28/2011

Expected outcomes: The members of the regional coalition will have access to information on available PATH trainers and a method to obtain that information.

Measure of success: PATH lay leader training costs will be divided among several AAA's.

Goal 3: Work with PSA partners/agencies to support and fund CDSMP workshops.

Tasks: Identify strategies to offer CDSMP workshops to low income, minority, and limited English proficiency older adults.

Identify strategies to recruit leaders from within the target groups listed above.

Start date: 3/1/2010

End date: 2/28/2012

Expected outcomes: Identified geographically isolated or harder to reach ethnic groups of older adults will have access to the PATH program. Older adults will be proactive regarding the management of their health

Measure of success: Difficult to reach geographical areas and ethnic groups will be served by the PATH program.

Historically one of the barriers associated with the PATH program has involved attaining a large enough group of interested participants to start a session. Getting chronically ill consumers and/or their caregivers to commit to a 6 week course for 2.5 hours per week has been difficult as people often do not want to obligate themselves to something that they might not be able to finish or participate in every week. In addition, we see the marketing of this program as extremely important as people often look for program endorsements from physicians, nurses or other trusted medical professionals. Senior Resources believes that "buy in" from that essential group of professionals is very important to the success of the PATH program and will encourage chronically ill consumers and/or their caregivers to find the confidence to commit to the program.

Since 2007 Senior Resources has established chronic disease management programs throughout our three county area with 10 agencies and 30 lay leaders involved in facilitating programs to assist seniors in managing their chronic health conditions. Currently we are offering Personal Action Towards Health (PATH) and four other evidence based programs. We have been funding these evidence based programs with Health Promotion/Disease Prevention funds and while not a significant amount of money is awarded for Health Promotion/Disease Prevention these funds do have an effect on preventative health matters.

**FY 2011 AREA PLAN GRANT BUDGET**

Agency: Senior Resources of West Michigan/R14

Budget Period: 10/01/10 to 09/30/11

Rev. 2/2010

PSA: 14

Date: 04/01/10

Rev. No.: AIP2011

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**SERVICES SUMMARY**

FUND SOURCE	SUPPORTIVE SERVICES	NUTRITION SERVICES	TOTAL
1. Federal Title III-B Services	374,112		374,112
2. Fed. Title III-C1 (Congregate)		452,592	452,592
3. State Congregate Nutrition		8,605	8,605
4. Federal Title III-C2 (HDM)		228,061	228,061
5. State Home Delivered Meals		311,676	311,676
8. Fed. Title III-D (Prev. Health)	26,707		26,707
9. Federal Title III-E (NFCSP)	159,398		159,398
10. Federal Title VII-A	8,003		8,003
10. Federal Title VII-EAP	6,190		6,190
11. State Access	27,146		27,146
12. State In-Home	89,445		89,445
13. State Alternative Care	105,798		105,798
14. State Care Management	215,913		215,913
16. State N.H. Ombudsman	22,009		22,009
17. Local Match			
a. Cash	145,044	51,462	196,496
b. In-Kind	84,524	115,948	200,472
18. State Respite Care (Escheat)	52,361		52,361
19. Merit Award Trust Fund	140,153		140,153
20. NSIP		177,935	177,935
21. Program Income	69,927	310,258	380,185
<b>TOTAL:</b>	<b>1,526,730</b>	<b>1,656,527</b>	<b>3,183,257</b>

**ADMINISTRATION**

Revenues	Local Cash	Local In-Kind	Total
Federal Administration	137,874	20,000	161,874
State Administration	23,955		23,955
MATF Administration	11,605		11,605
Other	130,971		130,971
<b>Total:</b>	<b>304,405</b>	<b>20,000</b>	<b>328,405</b>

Expenditures	FTEs
1. Salaries/Wages	3.02
2. Fringe Benefits	141,752
3. Office Operations	34,183
<b>Total:</b>	<b>182,554</b>
	<b>328,489</b>

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Cash Match Detail		In-Kind Match Detail	
Source	Amount	Source	Amount
County funding	4,000	Volunteer Hours	20,000
<b>Total:</b>	<b>4,000</b>	<b>Total:</b>	<b>20,000</b>

I certify that I am authorized to sign on behalf of the Area Agency on Aging. This budget represents necessary costs for implementation of the Area Plan. Adequate documentation and records will be maintained to support required program expenditures.

Signature

Executive Director

Date: 04/01/10

**FY 2011 AREA AGENCY GRANT FUNDS - SUPPORT SERVICES DETAIL**

Agency: Senior Resources of West Michigan/R14  
 PSA: 14

Budget Period: 10/01/10 to 09/30/11  
 Date: 04/01/10

Rev. No.: AIP2011  
 Rev. 2/2010  
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SERVICE CATEGORY	Title III-B	Title III-D	Title III - E	Title VII	State Access	State In-Home	St. Alt. Care	State Care Mgmt	State NHO	St. Respite (Escheat)	Merit Award Trust Fund	Medicaid CMP Fund	Program Income	Cash Match	In-Kind Match	TOTAL	
1. Access																	
a. Care Management								215,913				6,500		20,000	4,500	246,913	
b. Case Coord/supp	116,122				27,146									25,000	11,100	179,368	
c. Disaster Advocacy																	
d. Information & Assis	64,048		3,300														
e. Outreach														60,000		127,348	
f. Transportation	46,218		1,200										5,300	4,523	1,500	58,741	
2. In-Home																	
a. Chore																	
b. Home Care Assis																	
c. Home Injury Cntrl																	
d. Homemaking	21,000					47,445	105,798								23,120	197,363	
e. Home Health Aide																	
f. Medication Mgt	4,281	6,847													1,240	12,368	
g. Personal Care	13,659					42,000									6,200	61,859	
h. PERS		1,182													150	1,332	
i. Respite Care	2,200		56,950							52,361	66,430		18,000		19,000	214,941	
j. Friendly Reassurance														2,710		27,027	
3. Legal Assistance																	
4. Community Services																	
a. Adult Day Care	3,000		51,700										15,000		13,800	145,618	
b. Dementia ADC																	
c. Disease Prevent		18,678															
d. Health Screening																	
e. Assist to Deaf																	
f. Home Repair																	
g. LTC Ombudsman	4,445			8,003					22,009			10,577		2,351	589	47,974	
h. Sr Ctr Operations																	
i. Sr Ctr Staffing																	
j. Vision Services																	
k. Elder Abuse Prevnt				6,190											1,095	7,285	
l. Counseling																	
m. Spec Respite Care																	
n. Caregiver Supplmt																	
o. Kinship Support			12,000												1,788	13,788	
q. Caregiver E.S.T			34,248											8,205		42,453	
5. Program Develop	74,822												14,550			89,372	
6. Region Specific																	
a.																	
CLP Services														20,467		20,467	
MATF administration											11,605					11,605	
<b>SUPPRT SERV TOTAL</b>	374,112	26,707	159,398	14,193	27,146	89,445	105,798	215,913	22,009	52,361	140,153	17,077	52,850	145,044	84,524	1,526,730	



**FY 2011 AREA PLAN GRANT BUDGET- NUTRITION SERVICES DETAIL**

Rev. 2/2010

Agency: Senior Resources of West Budget Period: 40452 to 09/30/11  
 PSA: 14 Date: 04/01/10 Rev. Number AIP2011

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SERVICE CATEGORY	Title III C-1	Title III C-2	State Congregate	State HDM	NSIP	Program Income	Cash Match	In-Kind Match	TOTAL
<b>Nutrition Services</b>									
1. Congregate Meals	452,592		8,605		79,778	172,631	12,309	48,844	774,759
2. Home Delivered Meals		228,061		311,676	98,157	137,627	39,143	67,104	881,768
3. Nutrition Counseling	-	-	-	-	-	-	-	-	-
4. Nutrition Education	-	-	-	-	-	-	-	-	-
5. AAA RD/Nutritionist*	-	-	-	-	-	-	-	-	-
<b>Nutrition Services Total</b>	<b>452,592</b>	<b>228,061</b>	<b>8,605</b>	<b>311,676</b>	<b>177,935</b>	<b>310,258</b>	<b>51,452</b>	<b>115,948</b>	<b>1,656,527</b>

\*Registered Dietitian, Nutritionist or individual with comparable certification, as approved by OSA.

**FY 2011 AREA PLAN GRANT BUDGET-TITLE VII LTC OMBUDSMAN DETAIL**

SERVICE CATEGORY	Title III-B	Title VII-A	Title VII-EAP	State NHO	CMP Fund	Program Income	Cash Match	In-Kind Match	TOTAL
<b>LTC Ombudsman Services</b>									
1. LTC Ombudsman	4,445	8,003		22,009	10,577	-	2,351	589	47,974
2. Elder Abuse Prevention	-		6,190			-	-	1,095	7,285
3. Region Specific									
<b>LTC Ombudsman Ser. Total</b>	<b>4,445</b>	<b>8,003</b>	<b>6,190</b>	<b>22,009</b>	<b>10,577</b>	<b>-</b>	<b>2,351</b>	<b>1,684</b>	<b>55,259</b>

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**FY 2011 AREA PLAN GRANT BUDGET- RESPITE SERVICE DETAIL**

SERVICES PROVIDED AS A FORM OF RESPITE CARE	Title III-B	Title III-E	State Alt Care	State Escheats	State In-Home	Merit Award Trust Fund	Program Income	Cash/In-Kind Match	TOTAL
1. Chore									-
2. Homemaking									-
3. Home Care Assistance									-
4. Home Health Aide									-
5. Meal Preparation/HDM									-
6. Personal Care									-
<b>Respite Service Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**FY 2011 Planned Services Summary Page for PSA:**

Service	Budgeted Funds	Percent of the Total	Method of Provision		
			Purchased	Contract	Direct
<b>ACCESS SERVICES</b>					
Care Management	\$ 246,913	8%			
Case Coordination & Support	\$ 179,368	6%			
Disaster Advocacy & Outreach Program	\$ -	0%			
Information & Assistance	\$ 127,348	4%			
Outreach	\$ -	0%			
Transportation	\$ 58,741	2%			
<b>IN-HOME SERVICES</b>					
Chore	\$ -	0%			
Home Care Assistance	\$ -	0%			
Home Injury Control	\$ -	0%			
Homemaking	\$ 197,363	6%			
Home Delivered Meals	\$ 881,768	28%			
Home Health Aide	\$ -	0%			
Medication Management	\$ 12,368	0%			
Personal Care	\$ 61,859	2%			
Personal Emergency Response System	\$ 1,332	0%			
Respite Care	\$ 214,941	7%			
Friendly Reassurance	\$ -	0%			
<b>COMMUNITY SERVICES</b>					
Adult Day Services	\$ 145,618	5%			
Dementia Adult Day Care	\$ -	0%			
Congregate Meals	\$ 774,759	24%			
Nutrition Counseling	\$ -	0%			
Nutrition Education	\$ -	0%			
Disease Prevention/Health Promotion	\$ 20,908	1%			
Health Screening	\$ -	0%			
Assistance to the Hearing Impaired & Deaf	\$ -	0%			
Home Repair	\$ -	0%			
Legal Assistance	\$ 27,027	1%			
Long Term Care Ombudsman/Advocacy	\$ 47,974	2%			
Senior Center Operations	\$ -	0%			
Senior Center Staffing	\$ -	0%			
Vision Services	\$ -	0%			
Programs for Prevention of Elder Abuse,	\$ 7,285	0%			
Counseling Services	\$ -	0%			
Specialized Respite Care	\$ -	0%			
Caregiver Supplemental Services	\$ -	0%			
Kinship Support Services	\$ 13,788	0%			
Caregiver Education, Support, & Training	\$ 42,453	1%			
<b>PROGRAM DEVELOPMENT</b>					
	\$ 89,372	3%			
<b>REGION-SPECIFIC</b>					
	\$ -	0%			
CLP Services	\$ 20,467	1%			
MATF administration	\$ 11,605	0%			
<b>TOTAL PERCENT</b>		100%	0%	0%	0%
<b>TOTAL FUNDING</b>	\$ 3,183,257		\$0	\$0	\$0



**AREA AGENCY ON AGING--OPERATING BUDGET**

PSA: 14      Budget Period: 10/01/10 to: 09/30/11      Date of Budget: 4/1/2010  
 Agency: Senior Resources of West Michigan, Inc.      Rev. No.: AIP1      Page 1

	Operations		Program Services/Activities							TOTAL
	Admin	Program Develop	MMAF Counsel	III-B Case Coord.	MAWA Project	St-Care Management	Community Living Sppt	St-TSR Respite	St-Access Case Coord.	
<b>REVENUES</b>										
Federal Grants	137,874	74,822	47,809	64,822		6,500				331,827
State Grants	23,955	0	0			215,913		140,153	27,146	407,167
Local Cash Match	4,000	0				20,000	20,467			44,467
Local In-Kind Match	20,000	14,550	35,000	7,000		8,500			4,000	89,050
Interest Income	3,250									3,250
Fund Balance Reserves	35,000									35,000
Other	76,221	0	0		7,968,393	107,008		33,000		8,184,622
<b>TOTAL</b>	<b>300,300</b>	<b>89,372</b>	<b>82,809</b>	<b>71,822</b>	<b>7,968,393</b>	<b>357,921</b>	<b>20,467</b>	<b>173,153</b>	<b>31,146</b>	<b>9,095,383</b>

	EXPENDITURES																						
	Contractual Services	Purchased Services	Wages and Salaries	Payroll Taxes/Benefits	Professional Services	Accounting & Audit Services	Marketing	Occupancy	Insurance	Office Equipment	Equip Maintenance & Repair	Office Supplies	Printing & Publication	Postage	Telephone	Travel	Conferences/Training	Memberships	Other-volunteers	In-Kind	Depreciation	TOTAL	
Contractual Services	1,100	6,225																					
Purchased Services																							
Wages and Salaries	125,252	54,270	13,916	46,437	112,950	750	750	750	750	100	75	100	75	100	100	100	100	100	100	100	100	100	100
Payroll Taxes/Benefits	32,853	12,557	3,251	10,831	6,493,108	94,162	161,548	161,548	161,548	161,548	161,548	161,548	161,548	161,548	161,548	161,548	161,548	161,548	161,548	161,548	161,548	161,548	161,548
Professional Services	1,000	250	432	250	60,500	4,500	3,967	3,967	3,967	3,967	3,967	3,967	3,967	3,967	3,967	3,967	3,967	3,967	3,967	3,967	3,967	3,967	3,967
Accounting & Audit Services	2,000	750	450	850	18,250	2,750	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200
Marketing	2,500	1,500	-	725	2,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Occupancy	11,350	1,525	13,825	1,025	29,500	6,200	435	435	435	435	435	435	435	435	435	435	435	435	435	435	435	435	435
Insurance	6,200	75	650	150	3,500	800	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50
Office Equipment	1,500	-	-	-	7,300	1,350	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equip Maintenance & Repair	1,000	100	-	-	255	100	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50
Office Supplies	4,763	2,250	1,147	700	12,500	1,516	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Printing & Publication	20,000	-	-	-	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Postage	18,250	1,750	900	350	2,750	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Telephone	1,200	425	1,350	650	20,000	3,500	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125	125
Travel	3,632	2,468	1,250	2,529	30,725	3,200	154	154	154	154	154	154	154	154	154	154	154	154	154	154	154	154	154
Conferences/Training	2,750	5,227	450	75	5,323	1,100	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200
Memberships	9,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other-volunteers	450	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
In-Kind	20,000	-	35,000	7,000	-	8,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Depreciation	35,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>300,300</b>	<b>89,372</b>	<b>82,809</b>	<b>71,822</b>	<b>7,968,393</b>	<b>357,921</b>	<b>20,467</b>	<b>173,153</b>	<b>31,146</b>	<b>31,146</b>	<b>31,146</b>	<b>31,146</b>	<b>31,146</b>	<b>31,146</b>	<b>31,146</b>	<b>31,146</b>	<b>31,146</b>	<b>31,146</b>	<b>31,146</b>	<b>31,146</b>	<b>31,146</b>	<b>31,146</b>	<b>31,146</b>



AGENCY:  Senior Resources      Fiscal Year:  2011

### Appendix A Board of Directors Membership

Please enter the number of Board Members in each category

	Asian/Pacific Islander	African American	Native American/Alaskan	Hispanic Origin	Persons with Disabilities	Female	TOTAL
Total Membership		2		1		13	19
Age 60 and Over		1				9	11

Name of Board Member	Geographic Area	Affiliation	Elected Official	Appointed	Community Representative
Kathy Moore	Muskegon	Muskegon County Health Deot. <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Linda Kaare	Muskegon	Parmenter O'Toole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bevan Leach, LMSW	Muskegon	Mercy Geriatric Medical Associates	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scott Nesbit	Muskegon	Mercy General Health Partners	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dr. Doris Rucks	Muskegon	Retired Physician	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Zachary Russick	Muskegon	Muskegon Commerce Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Name of Board Member	Geographic Area	Affiliation	Elected Official	Appointed	Community Representative
Jan Stermin	Muskegon	Retired Social Security +	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Beth Baldwin	Ottawa	Retired Health Department R.N.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Barbara Bingham	Ottawa	Retired Texas AAA Program Planner	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Barb Boelens	Ottawa	Stonebridge Senior Apartments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Nancy Carlyle	Ottawa	Hospice of North Ottawa Community	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scott Kling	Ottawa	Paragon Bank & Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Julie O'Neill	Ottawa	Sunset Manor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cheryl Szczytko	Ottawa	The Laurels of Hudsonville	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bill Van Dyke	Ottawa	Retired Social Security +	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jose Barco	Oceana	Department of Human Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Anne Henion	Oceana	AgeWell Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Anne Soles	Oceana	Shepherd's Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Theresa Steen	Oceana	Oceana Pharmacy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**MICHIGAN OFFICE OF SERVICES TO THE AGING  
ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPS)**

AGENCY:

Senior Resources

Fiscal Year:

2011

**Appendix B  
Advisory Board Membership**

Please enter the number of Board Members in each category

	Asian/Pacific Islander	African American	Native American/Alaskan	Hispanic Origin	Persons with Disabilities	Female	TOTAL
Total Membership						10	12
Age 60 and Over		1		1	2	9	12

Name of Board Member	Geographic Area	Affiliation
Ann Adams	Oceana	Retired DHS employee
Anne Henion	Oceana	AgeWell Services
Anne Soles	Oceana	Shepherds Staff
Barbara Bingham	Ottawa	Retired Texas AAA Program Planner
Beth Baldwin	Ottawa	Retired Health Dept. R.N.
Bill Van Dyke	Ottawa	Retired Social Security Administration

Name of Board Member	Geographic Area	Affiliation
Carolyn Mitchell	Muskegon	Retired School Administrator
Janet Magennis	Ottawa	Stated Clerk Presbytery of Lake Michigan
Jan Stermin	Muskegon	Retired Social Security Administration
Julie O'Neill	Ottawa	Sunset Manor
Peter Theune	Ottawa	Retired Clergy
Tomas Ybarra	Ottawa	Senior/Hispanic Community Center



**MICHIGAN OFFICE OF SERVICES TO THE AGING  
ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPS)**

AGENCY:

Senior Resources

Fiscal Year:

2011

**Appendix C  
Current Provider Demographics**

Cluster 1 Providers	Asian/Pacific Islander	African American	Arab/Chaldean	Native American/Alaskan	Hispanic Origin	Persons with Disabilities	Female	Total
Number of contractors					1		9	30
Number of employees of contractors	6	153		6	71	4	885	1,108

The above table should reflect contractors/staff that are funded by the AAA only.

The information gathered from this report will be used in the cultural competency work that is being conducted by OSA. Please contact your field representative for more information on the cultural competency work.

Number of employees of contractors should reflect a specific point in time. For example, report the numbers as of April 1, 2011. The data collection date should be the same for all contractors.



**MICHIGAN OFFICE OF SERVICES TO THE AGING**  
**ANNUAL & MULTI YEAR IMPLEMENTATION PLANS (AMPS)**

AGENCY:

Senior Resources

Fiscal Year:

2011

**Appendix G**  
**Agreement for Receipt of Supplemental Cash-In-Lieu of Commodity**  
**Payments for the Nutrition Program for the Elderly**

The above identified agency, (hereinafter referred to as the GRANTEE), under contract with the Michigan Office of Services to the Aging (OSA), affirms that its contractor(s) have secured local funding for additional meals for senior citizens which is not included in the current fiscal year (see above) application and contract as approved by the GRANTEE.

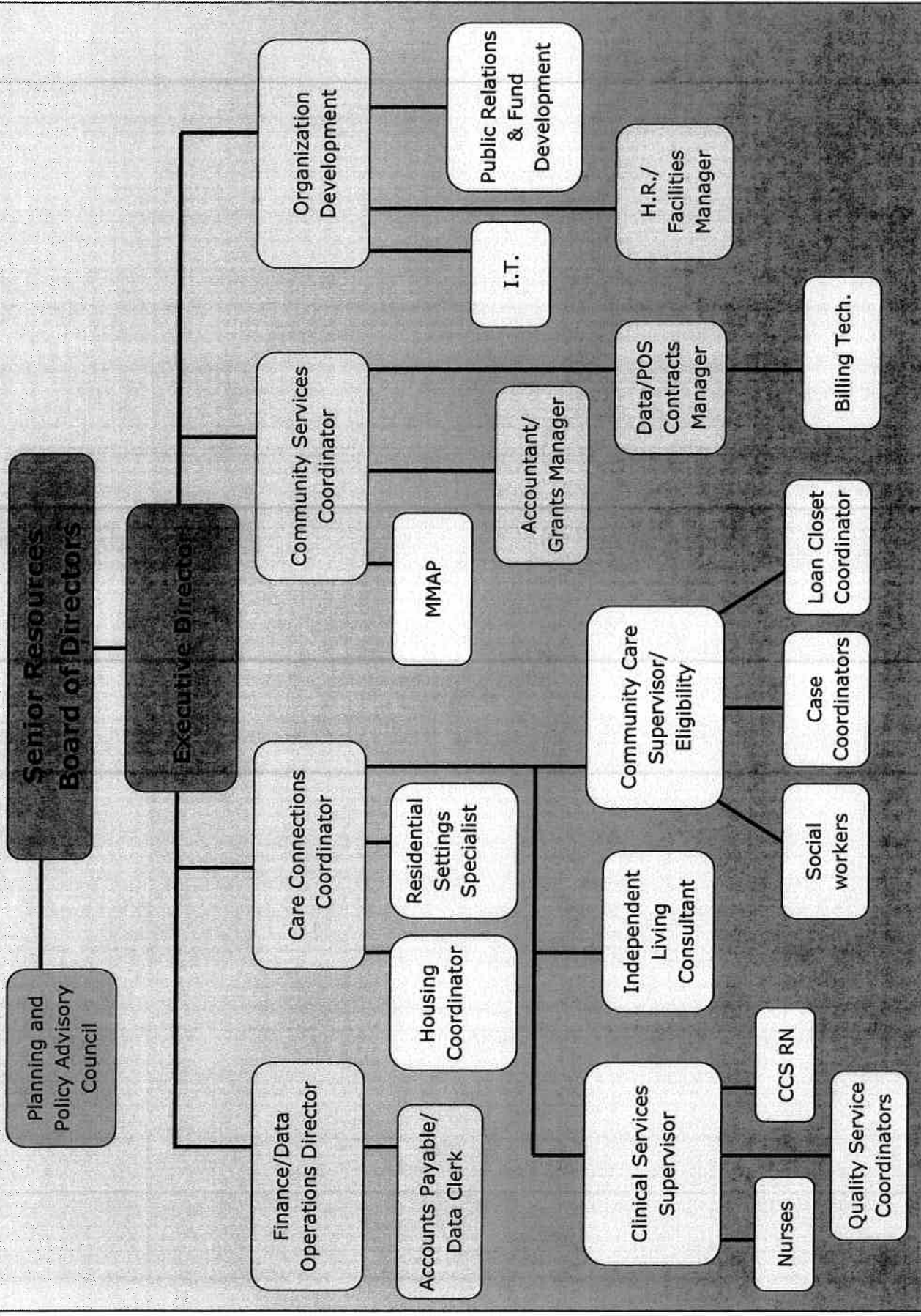
The estimated number of meals these funds will be used to produce is: 2,800

These meals are administered by the contractor(s) as part of the Nutrition Program for the Elderly, and the meals served are in compliance with all State and Federal requirements applicable to Title III, Part C of the Older Americans Act of 1965, as amended.

Therefore, the GRANTEE agrees to report monthly on a separate OSA Financial Status Report the number of meals served utilizing the local funds, and in consideration of these meals will receive separate reimbursement at the authorized per meal level cash-in-lieu of United States Department of Agriculture commodities, to the extent that these funds are available to OSA.

The GRANTEE also affirms that the cash-in-lieu reimbursement will be used exclusively to purchase domestic agricultural products, and will provide separate accounting for receipt of these funds.

# Senior Resources Organizational Chart 2010





***Glossary of Acronyms***

AAA.....	Area Agency on Aging
AAAAM.....	Area Agency on Aging Association of Michigan
AARP.....	American Association of Retired Persons
AD.....	Alzheimer’s Disease
ADC.....	Adult Day Care
ADRC.....	Aging and Disability Resource Center
ADS.....	Adult Day Service
ADL.....	Activities of Daily Living
AFC.....	Adult Foster Care
AG.....	Attorney General
AIM.....	Aging in Michigan (OSA Publication)
AIP.....	Annual Implementation Plan
AIS.....	Aging Information System
ALF.....	Assisted Living Facility
4AM.....	Area Agencies on Aging Association of Michigan
AoA.....	Administration on Aging
APS.....	Adult Protective Services
BEAM.....	Bringing the Eden Alternative to the Midwest
ASA.....	American Society on Aging
CAP.....	Community Action Program
CBC.....	Citizens for Better Care
CLP.....	Community Living Program (formerly Nursing Home Diversion)
CM.....	Care Management
CMIS.....	Client Management Information System
CMS.....	Center for Medicare & Medicaid Services (formerly HCFA)
CNS.....	Corporation for National Service
COA.....	Commission on Aging/Council on Aging
CPHA.....	Community Public Health Agency
CR.....	Caregiver Respite (state)
CSA.....	Commission on Services to the Aging
DCH.....	Department of Community Health
DCIS/CIS.....	Department of Consumer and Industry Services
HHS/HHS.....	U.S. Department of Health and Human Services
DHS.....	Michigan Department of Human Services (formerly the Family Independence Agency)
DMB.....	Department of Management and Budget
DoE.....	Department of Education
DoL.....	Department of Labor
DoT.....	Department of Transportation
DV.....	Domestic Violence
EPIC.....	Elder Prescription Insurance Coverage
ELM.....	ElderLaw of Michigan

FGP .....	Foster Grandparent Program
FTC .....	Federal Trade Commission
FY .....	Fiscal Year
GAO.....	General Accounting Office
HB .....	House Bill (state)
HCBS/ED .....	Home & Community Based Services for the Elderly and Disabled Waiver (HCBS/ED) Program known as MIChoice
HDM .....	Home Delivered Meals
HMO .....	Health Maintenance Organization
HR .....	House Bill (federal)
I&A .....	Information and Assistance
I&R .....	Information and Referral
IADL .....	Independent Activities of Daily Living
IM .....	Information Memorandum
IoG .....	Institute of Gerontology
LEP .....	Limited English Proficiency
LSP .....	Legal Services Program
LTC .....	Long-Term Care
MADSA .....	Michigan Adult Day Services Association
MATF .....	Merit Award Trust Fund (formerly “Tobacco Settlement”)
MCO .....	Managed Care Organization
MHSCC .....	Michigan Hispanic Senior Citizens Coalition
MIACoA .....	Michigan Indian Advisory Council on Aging
MICIS .....	MI Choice Information System
MIS.....	Management Information System
MLSC .....	Michigan Legal Services Corporation
MMAP .....	Medicare/Medicaid Assistance Program
MSA .....	Medical Services Administration
MSAC .....	Michigan Senior Advocates Council
MSC .....	Michigan Senior Coalition (formerly Senior Power Day)
MSHDA .....	Michigan State Housing Development Authority
MSG .....	Michigan Society of Gerontology
MQCCC .....	Michigan Quality Community Care Council
MYP .....	Multi-Year Plan
N4A .....	National Association of Area Agencies on Aging
NAPIS .....	National Aging Programs Information System
NASUA .....	National Association of State Units on Aging
NCBA .....	National Center on Black Aged
NCOA .....	National Council on Aging
NCSC .....	National Council of Senior Citizens
NF .....	Nursing Facility
NFA .....	Notification of Financial Assistance
NFCSP .....	National Family Caregiver Support Program

NIA .....	National Institute on Aging
NISC .....	National Institute of Senior Citizens
NSSC .....	National Senior Service Corps
OAA .....	Older Americans Act
OAVP .....	Older American Volunteer Program
OHDS .....	Office of Human Development Services
OMB .....	Office of Management and Budget (federal)
OSA .....	Office of Services to the Aging
OWL .....	Older Women's League
PA .....	Public Act
PRR .....	Program Revision Request
PSA .....	Planning and Service Area
PY .....	Program Year
RFP .....	Request for Proposal

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 7/27/2010

**Requesting Department:** Information Technology

**Submitted By:** Dave Hulst

**Agenda Item:** Telecommunications System

## SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign a contract with AT&T to upgrade the County Voice Communications system, and to authorize the expenditure of funds up to an amount of \$580,000 from the Telecommunications Reserve Fund to complete this project.

## SUMMARY OF REQUEST:

The current voice communications system is no longer under manufacturer covered support. This replacement will provide a voice communications infrastructure which is current and supported by the manufacturer. It will add capabilities that have been identified as beneficial to County services and improve supportability. It will extend the life of the telecommunications infrastructure and position it to take advantage of emerging technology.

The cost breakdown for this project is as follows:

1. AT&T Contract for core telecommunications system: \$548,067.64 (net of the required servers).
2. Supporting Servers and Equipment: \$29,923.44
3. Contingency: \$2,008.92

Maintenance for the first three years: \$95,000 with subsequent annual maintenance estimated as \$42,000.

Attachments:

1. Telecommunications Upgrade Bid Evaluation
2. Bid Review Report

## FINANCIAL INFORMATION:

Total Cost: \$580,000.00 | County Cost: \$580,000.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #3

Objective: #5

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.07.15 14:02:02 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 7/20/2010




# Ottawa County

## Telecommunication Upgrade Bid Tabulation

		Bidder				NOTES:
	AT&T	VDS	Classic	CBTS	ISI	
System Components	\$ 324,883.07	\$ 368,627.01	\$ 319,853.00		\$ 199,304.35	
Call Center	\$ 157,158.00	\$ 77,562.12	\$ 50,899.00		\$ 55,998.38	Unable to determine Cost for CBTS. ISI call center cost does not appear complete.
Installation	\$ 146,271.04	\$ 131,663.02	\$ 53,284.00		\$ 63,150.00	Unable to determine Cost for CBTS.
3 Year Service	\$ 95,681.29	\$ 178,675.05	\$ 55,291.00		\$ 17,992.71	AT&T is BASIC and VDS is PLUS level service. ISI is not Manufacturer based service for all components. Unable to identify CBTS service cost.
Bid as Read	\$ 723,993.40	\$ 756,527.20	\$ 479,327.00	\$ 371,615.52	\$ 336,445.44	CBTS is not compliant and is not able to be considered.
Required Servers	\$ 29,923.44	\$ 15,500.00	\$ 7,750.00		\$ 7,750.00	
Rack upgrades needed	\$ 14,650.00	\$ 14,650.00	\$ 14,650.00		\$ 14,650.00	
Power over Ethernet	\$ 26,567.80	\$ 26,567.80	\$ 172,670.93		\$ 172,670.93	ISI and Classic require 100% PoE installation due to complete telephone replacement.
Call Center Adjustment	\$ (98,081.42)	\$ -	\$ -		\$ -	AT&T Adjusted to Call Center Express. VDS Base bid is CCX.
Service Contract	\$ (95,681.29)	\$ (178,675.05)	\$ (55,291.00)		\$ (17,992.71)	Remove service contract from capital purchase proposal.
Telephone Count	\$ (14,871.76)	\$ (5,880.27)	\$ 255,724.16		\$ 93,816.54	Classic only had 860 of the more than 1747 telephones in their bid. ISI was also somewhat short. AT&T and VDS had licensed too many.
Normalized Total	\$ 586,500.17	\$ 628,689.68	\$ 874,831.10	\$ <del>371,615.52</del>	\$ 607,340.20	
Asjtmnt for Install	\$ (8,509.09)					Reduce AT&T Testing from 100% of telephone instruments.
<b>Recommended Award</b>	<b>\$ 577,991.08</b>					



# BID REVIEW REPORT

<b>REVIEW DATE</b>	July 9, 2010
<b>SELECTED BIDDERS</b>	AT&T
<b>NET CONTRACTS</b>	\$ 577,991.08
<b>DESIGNER APPROVAL</b>	Carl VanderZee 
<b>OWNER APPROVAL</b>	David Hulst

## IN REVIEW OF BID(S), THE FOLLOWING DUE DILIGENCE WAS PERFORMED:

A	Reviewed provisions, specifications, requirements and details of bids with bidder representatives over several dates via both email and telephone interviews and follow-up conversations.
B	Requested and received clarification and confirmation of specific bid provisions, exceptions and alternates from bidders.
C	Conducted initial feature and function review of proposed and alternate hardware and software products including call center, voice mail and call recording applications.
D	Discussed, determined and clarified limitations to contract exceptions taken.
E	Interviewed selected referenced customers.
F	Conducted extensive post bid interview with apparent low compliant bidder of interest on July 2.
G	Reviewed multiple equipment and award scenario combinations to assess best cost and configuration.

<b>RECCOMENDATION</b>	
<b>BOARD RESOLUTION</b>	Award a contract for Voice Communications System Upgrade to AT&T in the amount of \$577,991.08 as recommended.

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 7/27/2010

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** Purchase of MERS (Michigan Municipal Employees Retirement System) Military Service Credits for Terry P. Archambault

## SUGGESTED MOTION:

To approve the purchase of four (4) years of military service credits for Terry P. Archambault (Programmer/Analyst, Ottawa County Information Technology Department).

County Cost: \$62,670.71  
Employee Cost: \$13,344.29  
Total Cost: \$76,015.00

## SUMMARY OF REQUEST:

Employees Eligible on or before January 1, 2009:

The Ottawa County Board of Commissioners will approve allowing the purchase of up to four (4) years for active duty military service which occurred prior to January 1, 1999, for eligible benefited employees of the County who have at least ten (10) years of credited service with MERS. Commissioners must have eight (8) years of credited service with MERS.

Eligible employees under this section will have up until January 1, 2014 (five years) to purchase eligible military service credits. Payment due from the employee prior to allowing the purchase is 5% of the last four quarters of earnings reported to MERS multiplied by the years and months to be credited.

## FINANCIAL INFORMATION:

Total Cost: \$76,015.00 | County Cost: \$62,670.71 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal:

Objective:

**ADMINISTRATION RECOMMENDATION:**  Recommended |  Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.07.15 13:59:29 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 7/20/2010

**APPLICATION FOR ADDITIONAL CREDITED SERVICE**  
**Member Certification and Governing Body Resolution**

**MEMBER**

Name: Terry P. Archambault  
 SSN: XXX-XX-7609  
 DOB: 7/20/1948  
 Age: 61 years, 11 months

**CALCULATION DATE - 7/1/2010**

(Estimate Not Valid After 2 Months)

**EMPLOYER**

Name: Ottawa Co  
 Number/Div: 7003 / 10

**BENEFIT PROGRAMS**

Benefit B-4 (80% max)  
 Benefit F55 (With 25 Years of Service)  
 Benefit FAC-5 (5 Year Final Average Compensation)  
 10 Year Vesting  
 E2 COLA Benefit

**ESTIMATED FAC ON CALCULATION DATE:** \$64,707.64**CREDITED SERVICE**

Member's Service Credit as of Calculation Date:

14 years, 4 months

**Type of Credited Service to be Granted:**

Generic

**Amount of Credited Service to be Granted:**

4 years, 0 months

**Total Estimated Actuarial Cost of Additional Credited Service:****\$76,015.00 [Payment Options on Reverse]****BENEFIT CALCULATION ASSUMPTIONS**

1. It is assumed that the Member will continue working until the earliest date for unreduced retirement benefits. If the Member terminates prior to becoming eligible for unreduced benefits, the Employer understands and accepts that the actuarial cost will be different from the actuarial cost shown above.
2. The Member's Final Average Compensation (FAC) is projected to increase 4.5% annually from the date of purchase to the date of retirement.
3. The Plan's Investment Return is projected to be 8% annually.

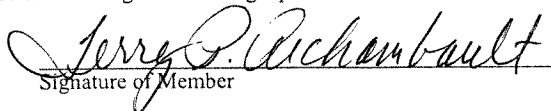
**THE ADDITIONAL CREDITED SERVICE IS PROJECTED TO RESULT IN THE FOLLOWING CHANGES:**

	Retirement Date	Age	Service Through	Total Service	FAC	Annual Benefit
Before Purchase	7/1/2010	61 yrs., 11 mths.	6/30/2010	14 yrs., 4 mths.	\$64,707.64	\$23,186.88
After Purchase	7/1/2010	61 yrs., 11 mths.	6/30/2010	18 yrs., 4 mths.	\$64,707.64	\$29,657.64

*Note:* MERS is not responsible for any Member or Employer supplied information, or any losses which may result if actual experience differs from actuarial assumptions. The Member and Employer are responsible for reviewing the information contained herein for accuracy, and assuming the risk that actual experience results in liability different than that estimated.

**MEMBER CERTIFICATION**

I certify that the above information is correct and accurate. If this is a purchase of qualifying "other governmental" service, I certify that the service has not and will not be recognized for the purpose of obtaining or increasing a pension under another defined benefit retirement plan.

  
 Signature of Member

6/16/10  
 Date

**GOVERNING BODY RESOLUTION**

As provided by the MERS Plan Document, and in accordance with the Employer's policy there under, the additional credited service described above is hereby granted this Member by Resolution of the Governing Body of \_\_\_\_\_, at its meeting on \_\_\_\_\_. The Employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actual experience will affect the true cost of the additional service. For example, changes in benefit programs through adoption or transfer of the affected employee to a division with 'better' benefits; increases in wages other than 4.5% per year; and changes to the anticipated date of termination, will affect the actual cost of the additional service (increase or decrease). Thus, actual future events and experience may result in changes different than those assumed, and liability different than that estimated. The Employer understands and agrees that it is accountable for any difference between estimated and actual costs.

\_\_\_\_\_  
Signature of Authorized Official\_\_\_\_\_  
Date



# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 7/27/2010

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** Fiscal Services Personnel Request for Assistant Fiscal Services Director

## SUGGESTED MOTION:

To approve the proposal from Fiscal Services to eliminate one (1) full-time Senior Accountant position and create one (1) full-time Assistant Fiscal Services Director at a cost of \$25,157 (per recommendation of the Plante Moran Study).

## SUMMARY OF REQUEST:

The Fiscal Services Department organization review, conducted by Plante Moran in March 2010, made a recommendation to replace the Senior Accountant position with an Assistant Fiscal Services Director to oversee all county accounting and purchasing activities. This position will require a higher degree of skills and education than the current Senior Accountant position. This will allow the Fiscal Services Director to better use his/her skills for financial policy and management. The current Senior Accountant will be assuming the payroll responsibilities on September 1, 2010 when the current employee in that position retires.

## FINANCIAL INFORMATION:

Total Cost: \$25,157.00 | County Cost: \$25,157.00 | Included in Budget:  Yes  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated  Non-Mandated  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #4

Objective: #1

## ADMINISTRATION RECOMMENDATION:

Recommended  Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.07.15 13:52:25 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 7/20/2010

**COUNTY OF OTTAWA**  
**2010 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION**  
**REQUEST FORM**

*Please Print Form and Return to the Fiscal Services Department*

**POSITION TITLE:** Assistant Fiscal Services Director      **FUND/DEPARTMENT NUMBER:** 1010

**CHECK ONE:**       New Position:      Number of hours per week requested: 40  
 Expansion of Existing Hours:      From: \_\_\_\_\_ To: \_\_\_\_\_ per week

**GENERAL INFORMATION:**

1. Bargaining Unit: Unclassified

2. Proposed Pay Grade: Unclassified 09

3. Briefly describe the functions of this position:

The duties of this position will be the direct supervisor of all the accounting functions for the county. In addition, this position is responsible for staffing needs in the department. Will be responsible for compliance with all accounting and financial rules and requirements. Will assist the Fiscal Services Director with policy development, strategic planning, and financial software considerations. This position replaces the Senior Accountant position and upgrades several additional duties to assist the Fiscal Services Director.

4. Describe the justification for this position (Provide supporting documentation if appropriate.)

Based upon the Plante Moran Organizational review of the Fiscal Services Department, recommended the creation of this position to assist in the daily supervision and management of the accounting and purchasing staff.

5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.

Goal 1, Objectives 1,2,4.

6. Will the job functions of this position be for mandated or discretionary functions of the department?

Mandated

7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?

This position will provide stronger leadership to the Fiscal Services Department than the Senior Accountant. Outcomes will be measured by increased staff knowledge, higher productivity and improved leadership skills.

(If the position being requested does not have an existing job description, please attach a description of anticipated duties.)

**COST INFORMATION:**

ESTIMATED SALARY COST FOR THE BUDGET YEAR: \$83,726.00

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$37,264.00

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION: \$0.00  
*(If equipment is required, please complete an equipment request form and indicate it is for a new position.)*

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**BUDGET DATA:** \_\_\_\_\_  
Fiscal Services Department Use Only

**CONTROL #:** \_\_\_\_\_  
Fiscal Services Department Use Only

## OTTAWA COUNTY

**TITLE:** ASSISTANT FISCAL SERVICES DIRECTOR  
**DEPARTMENT:** FISCAL SERVICES  
**DATE:** 07/06/2010

**EMPLOYEE GROUP:** UNCLASSIFIED  
**GRADE:** U09

### **JOB SUMMARY:**

Under the supervision of the Fiscal Services Director, manages the daily operations of Fiscal Services and supervises the general accounting functions of the County. Ensures the accuracy and integrity of general ledger, accounts payable, accounts receivable, payroll and grant accounting and financial reporting and proper accounting for all monies received and disbursed by the County. Ensures compliance with all accounting rules and standards and all financial reporting rules and requirements. Participates in the design, development and implementation of policies, procedures and practices to preserve, protect, efficiently allocate and properly account for the financial and capital assets of the County. Participates in the design, development and implementation of short- and long-range plans and strategies to ensure the availability of sufficient financial and capital resources to support the increasing demand for services to County residents, and to maintain the fiscal integrity of the County. Responsible for the operations of accounting, payroll, purchasing and risk management.

**ESSENTIAL JOB FUNCTIONS:** The essential functions of this position include, but are not limited to, the following:

1. Provides direct supervision for subordinate managers, professional and support staff in accordance with established County policies and procedures, current collective bargaining agreements and with all applicable statutes and regulations governing the employment relationship.
2. Supervises all accounting functions for the County, including general ledger, accounts receivable and payable, payroll and grant accounting.
3. Establishes work assignments and work schedules for staff in order to ensure proper coverage for billing and payroll cycles, year-end closings, and other date-sensitive financial processing and reporting functions.
4. Identifies goals and objectives for subordinate staff and provides staff access to training and development opportunities to facilitate professional and personal growth.
5. Provides training for, administers policy and procedure for, review and evaluates the work performance of, and administers disciplinary actions for subordinate staff.
6. Develops, implements, and administers practices and procedures to ensure accurate and timely accounting for all transactions and allocation of costs and monies received and disbursed to the proper funds and cost centers.
7. Ensures that accounting procedures comply with generally accepted accounting and auditing standards.

8. Prepares and/or directs the preparation of operating and income statements, year-end financial reports and all required accounting reports for the County.
9. Participates in the development of policies, programs and practices to achieve the fiscal goals and objectives established by the Board of Commissioners.
10. Establishes short- and long-range plans and programs to ensure the availability of financial and capital resources to support the increasing demand for services to County residents and to maintain the fiscal integrity of the County.
11. Analyzes accounting, budgeting, risk management, and purchasing processes and practices in order to direct, develop, and implement policy and procedures to improve efficiency and reduce operating costs.
12. Develops and implements policies and procedures to ensure proper use and accounting for grant and contract funds.
13. Reviews requests from Accounting, Budget Administration, Purchasing, and Risk Management for additional personnel and funding and recommends appropriate disposition of those requests to the director.
14. Performs security set-ups for employees to access the financial information management and processing systems, determining and providing required levels of access for each employee.
15. Prepares schedules for the Comprehensive Annual Financial Report and Single Audit Report.
16. Prepares required audit work papers for annual audits and assists external auditors as requested.
17. Prepares work papers for use in preparation of the annual budget proposals for assigned funds/departments.
18. Participates in the design, development, installation, modification and maintenance of financial information systems and collaborates with information technology to maintain and improve the capabilities of the systems.
19. Coordinates annual system upgrade and year-end changes in tax, pay rate, benefit manual and other parameter tables.
20. Serves as fixed asset accountant, tracking purchases, balancing to general ledger accounts, removing retired assets, conducting physical asset inventories and tagging, etc.
21. Prepares bi-weekly payroll tax deposits for transmission, prepares and submits quarterly IRS forms 941, balances Forms W-2 to Forms 941, and prepares monthly state tax reports and deposits.
22. Performs accounting and balancing functions for employee deductions for IRS Sec. 125 Flexible Spending Accounts and disbursement of reimbursements from individual employee accounts.
23. Performs monthly balancing and reconciliation of Receivables accounts and billings with the general ledger.

24. Serves as accountant for County capital construction projects, infrastructure loans and self-funded insurance programs.
25. In collaboration with the Fiscal Services Director, hires, terminates, provides training and work assignments, administers policy and procedures, reviews and evaluates work performance, and administers disciplinary actions for subordinate staff.
26. Provides expert advice and assistance to the County Administrator, Board of Commissioners, elected officials, judiciary, and directors and managers throughout County government in accounting and fiscal matters.
27. Prepares and delivers reports and presentations to the Board of Commissioners and other internal and external constituencies as necessary.
28. Performs other functions as assigned.

**CONTACTS:** This position has frequent contact with:

1. Elected officials, department directors, managers and staff throughout the County.
2. Fiscal Services.
3. Planning and Performance Improvement.
4. Information Technology.
5. Internal Revenue Service.
6. Michigan Department of Treasury.
7. Software vendor and help desk.
8. Regulatory and funding agencies.
9. Auditors.
10. Other public finance officials.
11. Consultants.
12. Professional organizations.

## **REQUIRED KNOWLEDGE AND SKILLS:**

1. Thorough knowledge of statutory and other legally mandated standards governing public sector accounting and auditing practices and financial accountability, including GAAP and GASB.
2. Thorough working knowledge of budgetary processes, principles and practices.
3. Thorough working knowledge of standard accounting theory, principles and practices, including general ledger accounting.
4. Thorough working knowledge of the principles and practices of fund accounting.
5. Thorough working knowledge of state and federal tax regulations, including but not limited to income, unrelated business income, and payroll taxes.
6. Thorough working knowledge of generally accepted accounting principles and generally accepted auditing standards.
7. Thorough working knowledge of the Michigan Uniform Budget and Accounting Act (PA 621 of 1978).
8. Thorough working knowledge of grant accounting rules and regulations as contained in the federal OMB Circular A-87.
9. Thorough working knowledge of strategic planning.
10. Thorough working knowledge of coordination of benefits practices.
11. Computer literacy, including thorough working knowledge of spreadsheet, presentation, database, accounting and budget management applications software.
12. Computer literacy, including thorough working knowledge of spreadsheet, database, presentation, word-processing, and other financial applications software.
13. Ability to formulate and interpret financial forecasting models.
14. Good analytical and quantitative skills.
15. Good organizational, managerial and supervisory skills.
16. Team building skills.
17. Excellent oral and written communications skills.
18. Excellent interpersonal and human relations skills.
19. Ability to interact positively and objectively with elected officials, department directors, managers, supervisors, employees, and members of the general public from a wide range of cultural and socio-economic backgrounds and with varying levels of communications skills.

**REQUIRED EDUCATION, TRAINING AND EXPERIENCE:**

Bachelor's degree from an accredited college or university in accounting, public administration, public finance, business administration, or other relevant field combined with five (5) years professional experience in fund accounting and/or public finance, with at least two (2) years of experience in the design, development and implementation of fiscal and accounting policies, procedures and systems, including two (2) years of supervisory experience, or an equivalent of education, training and experience. Master's degree in Finance, Public Administration or Accounting strongly preferred. Two (2) years experience as a Chief Financial Officer strongly preferred.

**LICENSES AND CERTIFICATIONS:**

CPA or CMA designation strongly preferred

**PHYSICAL REQUIREMENTS:**

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

**WORKING CONDITIONS:**

Work is performed in a normal office environment.

Last Refreshed - 06/29/2010

County of Ottawa  
Fiscal Services  
Estimated 2011 Personnel Costs

Employee Name	Union code	W/C code	FTE	Salaries Permanent	Salaries Temp	FICA	Hospit- talization	OPEB	Life	Retirement 457 Match	Dental	W/C	Longevity	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
Asst Fiscal Svcs Dir	14	8810	1.0000	\$83,726		\$6,405	\$14,684	\$974	\$279	\$13,572	\$732	\$19		\$67	\$164	\$368	\$37,264	\$120,990
Senior Accountant	14	8810	-1.0000	-\$63,557		-\$4,862	-\$14,684	-\$974	-\$212	-\$10,303	-\$732	-\$15		-\$51	-\$164	-\$279	-\$32,276	-\$95,833
			0.0000	\$20,169	\$0	\$1,543	\$0	\$0	\$67	\$3,269	\$0	\$4	\$0	\$16	\$0	\$89	\$4,988	\$25,157
				7040.0000	7050.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7210.0000	7220.0000	7230.0000	7240.0000		



# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 7/27/2010

**Requesting Department:** Ottawa County Road Commission

**Submitted By:** Bob Spaman

**Agenda Item:** Northwest Ottawa Water System Refunding Bonds

## SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the Resolution authorizing County Road Commission to issue Act 342 Refunding Bonds, in the not-to-exceed amount of \$2,500,000, to refinance the Northwest Ottawa Water System 2001 Lake Michigan Intake No. 2 and Pump Station Project Bonds.

## SUMMARY OF REQUEST:

Director of Utilities, Ken Zaraeki, is requesting the 2001 Lake Michigan Intake No. 2 and Pump Station Project Bonds be refunded to take advantage of today's low interest rates. The remaining payments on this issue have a 5.1% interest rate. The refunded bonds are expected to have a 2.97% interest rate. This refunding will yield a savings of \$178,778 after issuance costs.

## FINANCIAL INFORMATION:

Total Cost: (\$178,778.00) | County Cost: (\$178,778.00) | Included in Budget:  Yes  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated  Non-Mandated  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1

Objective: #2

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator:

**Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.07.15 13:58:50 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 7/20/2010

# Ottawa County Road Commission

14110 Lakeshore Drive  
P.O. Box 739  
GRAND HAVEN, MI 49417  
Phone (616) 842-5400 Fax (616) 850-7237

## MEMORANDUM

To: Ottawa County Board of Commissioners

From: Kenneth L. Zarzecki, P.E., Director of Utilities

Date: July 20, 2010

Subject: **County of Ottawa, Northwest Ottawa Water System Refunding Bonds**

The current low interest rates on municipal bonds gives us an opportunity to refinance the Northwest Ottawa Water System 2001 Lake Michigan Intake No. 2 and Pump Station Project Bonds that will result in a savings to the NW Ottawa Communities of approximately \$178,800.

I would like to present a resolution for this refunding at the July 27 meeting of the Board of Commissioners.

Enclosed is a brief summary of the proposed refunding. Please let me know if you need additional information.

KLZ: pp

Enclosure

**SUMMARY OF PROPOSED REFUNDING  
NORTHWEST OTTAWA WATER SYSTEM 2001 LAKE MICHIGAN  
INTAKE NO. 2 AND PUMP STATION PROJECT**

**ORIGINAL ISSUE**

Water System Intake and Pump Station Bonds were sold in 2001. The average interest rate of the outstanding bonds is 5.1%.

**PROPOSED REFUNDING ISSUE**

Refunding bonds will be issued in an amount not-to-exceed \$2,500,000 to refinance the 2001 bonds. The estimated interest rate will be 2.97%.

**ANTICIPATED SAVINGS**

The net savings after issuance costs is estimated to be approximately \$178,778.

**SECURITY PLEDGE**

As with the 2001 issue, primary security for the bonds is the full faith and credit pledge of Grand Haven Township, Spring Lake Township, and Spring Lake Village with the full faith and credit pledge of Ottawa County as secondary security. (Both pledges are subject to constitutional, statutory and charter limitations.) The City of Grand Haven and the City of Ferrysburg paid cash for this project and will not participate in this Refunding, however, both Cities executed the bond contract pledging their full faith and credit for the original project.

**SCHEDULE**

The refunding bonds will be sold as soon as approval is obtained from the Michigan Department of Treasury.

**Bond Resolution: Northwest Ottawa Water System**

**Motion: To approve and forward to the Board the Resolution authorizing County Road Commission to issue Act 342 Refunding Bonds, in the not-to-exceed amount of \$2,500,000, to refinance the Northwest Ottawa Water System 2001 Lake Michigan Intake No. 2 and Pump Station Project Bonds.**

RE: RESOLUTION TO AUTHORIZE THE ISSUANCE OF NOT TO EXCEED  
\$2,500,000 OTTAWA COUNTY 2010 REFUNDING BONDS (NORTHWEST  
OTTAWA WATER SYSTEM)

Submitted by Commissioner \_\_\_\_\_:

Mr. Chairman, Ladies, and Gentlemen:

I offer the following resolution:

WHEREAS, pursuant to the provisions of Act No. 342, Public Acts of Michigan, 1939, as amended ("Act 342"), the Board of Supervisors of the County of Ottawa (the "County") authorized and directed that there be established, maintained and operated a countywide system or systems of water and sewer improvements and services and designated the Board of County Road Commissioners of the County to be the agency of the County for the purposes set forth in Act 342; and

WHEREAS, pursuant to the provisions of Act 342, the City of Grand Haven, the Charter Township of Grand Haven ("Grand Haven Township"), the Township of Spring Lake ("Spring Lake Township"), the City of Ferrysburg, the Village of Spring Lake ("Spring Lake Village" and together with Grand Haven Township and Spring Lake Township, individually a "Municipality" and collectively, the "Municipalities") and the County of Ottawa (the "County"), acting by and through its Board of County Road Commissioners as county agency, have entered into the Northwest Ottawa Water System 2001 Lake Michigan Intake No. 2 and Pump Station Improvements Contract, dated as of February 1, 2001 (the "Contract"); and

WHEREAS, pursuant to the Contract the County issued its Ottawa County Water Supply Bonds (Northwest Ottawa Water System 2001 Lake Michigan Intake No. 2 and Pump Station Improvements), dated May 1, 2001 in the original principal amount of \$2,845,000 (hereinafter referred to as the "Prior Bonds"); and

WHEREAS, the Prior Bonds were issued in anticipation of payments to be made to the County by the Municipalities pursuant to the Contract; and

WHEREAS, the Prior Bonds remain outstanding in the aggregate principal amount of \$2,215,000, mature in various principal amounts in the years 2011 through 2021 and bear interest at rates per annum which vary from 4.70% to 5.20%; and

WHEREAS, Part VI of Act No. 34, Public Acts of Michigan, 2001, as amended (“Act 34”), authorizes the County to refund all or any part of its outstanding securities; and

WHEREAS, the County has been advised that conditions in the bond market have now improved from the conditions which prevailed at the time the Prior Bonds were sold and that all or part of the outstanding Prior Bonds could be refunded at a considerable savings to the Municipalities; and

WHEREAS, the governing body of each Municipality has adopted a resolution requesting and authorizing the County to issue its refunding bonds for the purpose of refunding all or part of the Prior Bonds and paying the costs of issuing the refunding bonds and agreeing to continue to make payments to the County in accordance with the Contract in amounts sufficient to pay its share of the principal of and interest on the refunding bonds and any of the Prior Bonds that are not refunded and all paying agency fees and other expenses and charges (including the County Agency’s administrative expenses) which are payable on account of the refunding bonds and those Prior Bonds that are not refunded; and

WHEREAS, it is in the best interests of the County and the Municipalities that bonds be sold to refund the Prior Bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF OTTAWA:

1. AUTHORIZATION OF BONDS - PURPOSE. Bonds of the County of Ottawa, aggregating the principal sum of not to exceed Two Million Five Hundred Thousand Dollars (\$2,500,000) (the “Bonds”) shall be issued and sold pursuant to the provisions of Act 342, Act 34, and other applicable statutory provisions, for the purpose of refunding all or part of the Prior Bonds.

2. BOND DETAILS. The Bonds shall be designated “Ottawa County 2010 Refunding Bonds (Northwest Ottawa Water System)”; shall be dated as of such date as shall be approved by the Director of Utilities at the time of sale; shall be numbered from 1 upwards; shall be fully registered; shall be in the denomination of \$5,000 each or any integral multiple thereof not exceeding the aggregate principal amount for each maturity at the option of the purchaser thereof;

shall bear interest at a rate or rates not exceeding 6% per annum to be determined by the Director of Utilities at the time of sale payable on such dates as shall be determined by the Director of Utilities at the time of sale; and shall mature in such principal amounts and on such dates and in such years as shall be determined by the Director of Utilities at the time of sale.

3. PAYMENT OF PRINCIPAL AND INTEREST. The principal of and interest on the Bonds shall be payable in lawful money of the United States. Principal shall be payable upon presentation and surrender of the Bonds to the bond registrar and paying agent as they severally mature. Interest shall be paid to the registered owner of each Bond as shown on the registration books at the close of business on the fifteenth day of the calendar month preceding the month in which the interest payment is due. Interest shall be paid when due by check or draft drawn upon and mailed by the bond registrar and paying agent to the registered owner at the registered address.

4. PRIOR REDEMPTION. The Bonds shall be subject to redemption prior to maturity, if so determined by the Director of Utilities at the time of sale, upon such terms and conditions as may be determined by the Director of Utilities.

5. BOND REGISTRAR AND PAYING AGENT. The Director of Utilities shall designate, and may enter into an agreement with, a bond registrar and paying agent for the Bonds which shall be a bank or trust company located in the State of Michigan which is qualified to act in such capacity under the laws of the United States of America or the State of Michigan. The Director of Utilities from time to time as required may designate a similarly qualified successor bond registrar and paying agent.

6. BOOK-ENTRY SYSTEM. Initially, one fully-registered Bond for each maturity, in the aggregate amount of such maturity, shall be issued in the name of Cede & Co., as nominee of The Depository Trust Company (“DTC”) for the benefit of other parties (the “Participants”) in the book-entry-only transfer system of DTC. In the event the County determines that it is in the best interest of the County not to continue the book-entry system of transfer or that the interests of the holders of the Bonds might be adversely affected if the book-entry system of transfer is continued, the County may notify DTC and the bond registrar and paying agent, whereupon DTC will notify the Participants of the availability through DTC of certificates evidencing the Bonds. In such event, the bond registrar and paying agent shall deliver, transfer and exchange such certificates as requested by DTC and any Participant or “beneficial owner” in appropriate amounts

in accordance with this Bond Resolution. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the County and the bond registrar and paying agent and discharging its responsibilities with respect thereto under applicable law or the County may determine that DTC is incapable of discharging its duties and may so advise DTC. In either such event, the County shall use reasonable efforts to locate another securities depository. Under such circumstances (if there is no successor securities depository), the County and the bond registrar and paying agent shall be obligated to deliver certificates evidencing the Bonds in accordance with the procedures established by this Bond Resolution. In the event such certificates are issued, the provisions of this Bond Resolution shall apply to, among other things, the transfer and exchange of such certificates and the method of payment of principal of and interest on such certificates. Whenever DTC requests the County and the bond registrar and paying agent to do so, the County and the bond registrar and paying agent shall cooperate with DTC in taking appropriate action after reasonable notice to make available one or more separate certificates evidencing the Bonds to any Participant having Bonds certified to its DTC account or to arrange for another securities depository to maintain custody of certificates evidencing the Bonds.

Notwithstanding any other provision of this Bond Resolution to the contrary, so long as any Bond is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to the principal of, interest on and redemption premium, if any, on such Bonds and all notices with respect to the Bonds shall be made and given, respectively, to DTC as provided in the Blanket Issuer Letter of Representations between the County and DTC. The Director of Utilities is authorized to sign such other documents with DTC on behalf of the County, in such form as the Director of Utilities deems necessary or appropriate in order to accomplish the issuance of the Bonds in accordance with law and this Bond Resolution.

7. EXECUTION, AUTHENTICATION AND DELIVERY OF BONDS. The Bonds shall be executed in the name of the County by the facsimile signatures of the Chairman of the Board of Commissioners and the County Clerk and authenticated by the manual signature of an authorized representative of the bond registrar and paying agent, and the seal of the County (or a facsimile thereof) shall be impressed or imprinted on the Bonds. After the Bonds have been executed and authenticated for delivery to the original purchaser thereof, they shall be delivered by the County Treasurer to the Underwriter upon receipt of the purchase price. Additional Bonds



bearing the facsimile signatures of the Chairman of the Board of Commissioners and the County Clerk and upon which the seal of the County (or a facsimile thereof) is impressed or imprinted may be delivered to the bond registrar and paying agent for authentication and delivery in connection with the exchange or transfer of the Bonds. The bond registrar and paying agent shall indicate on each Bond the date of its authentication.

8. EXCHANGE AND TRANSFER OF BONDS. Any Bond, upon surrender thereof to the bond registrar and paying agent with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney, at the option of the registered owner thereof, may be exchanged for Bonds of any other authorized denominations of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered Bond.

Each Bond shall be transferable only upon the books of the County, which shall be kept for that purpose by the bond registrar and paying agent, upon surrender of such Bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney.

Upon the exchange or transfer of any Bond, the bond registrar and paying agent on behalf of the County shall cancel the surrendered Bond and shall authenticate and deliver to the transferee a new Bond or Bonds of any authorized denomination of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered Bond. If, at the time the bond registrar and paying agent authenticates and delivers a new Bond pursuant to this section, payment of interest on the Bonds is in default, the bond registrar and paying agent shall endorse upon the new Bond the following: "Payment of interest on this bond is in default. The last date to which interest has been paid is \_\_\_\_\_."

The County and the bond registrar and paying agent may deem and treat the person in whose name any Bond shall be registered upon the books of the County as the absolute owner of such Bond, whether such Bond shall be overdue or not, for the purpose of receiving payment of the principal of and interest on such Bond and for all other purposes, and all payments made to any such registered owner, or upon his order, in accordance with the provisions of Section 3 of this Bond Resolution shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid, and neither the County nor the bond registrar and paying agent shall be affected by any notice to the contrary. The County agrees to indemnify and

save the bond registrar and paying agent harmless from and against any and all loss, cost, charge, expense, judgment or liability incurred by it, acting in good faith and without negligence hereunder, in so treating such registered owner.

For every exchange or transfer of Bonds, the County or the bond registrar and paying agent may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by the person requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer.

The bond registrar and paying agent shall not be required to transfer or exchange Bonds or portions of Bonds which have been selected for redemption.

- 9. FORM OF BONDS. The Bonds shall be in substantially the following form:

UNITED STATES OF AMERICA  
STATE OF MICHIGAN  
COUNTY OF OTTAWA  
OTTAWA COUNTY 2010 REFUNDING BOND  
(NORTHWEST OTTAWA WATER SYSTEM)

INTEREST RATE      MATURITY DATE      DATE OF ORIGINAL ISSUE      CUSIP

Registered Owner

Principal Amount

The County of Ottawa, State of Michigan (the "County") acknowledges itself indebted to, and for value received hereby promises to pay to, the Registered Owner identified above, or registered assigns, the Principal Amount set forth above on the Maturity Date specified above, unless redeemed prior thereto as hereinafter provided, upon presentation and surrender of this bond at \_\_\_\_\_ the bond registrar and paying agent, or at such successor bond registrar and paying agent as may be designated pursuant to the Resolutions, and to pay to the Registered Owner, as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which an interest payment is due, by check or draft drawn upon and mailed by the bond registrar and paying agent by first class mail postage prepaid to the Registered Owner at the registered address, interest on such Principal Amount from \_\_\_\_\_, 201\_ or such later date through which interest has been paid until the County's obligation with respect to the payment of such Principal Amount is discharged, at the rate per annum specified above. Interest is payable on the first days of \_\_\_\_\_ and \_\_\_\_\_ in each year, commencing on \_\_\_\_\_, 201\_. Principal and interest are payable in lawful money of the United States of America.

This bond is one of a series of bonds aggregating the principal sum of \_\_\_\_\_ Thousand Dollars (\$ \_\_\_\_\_) issued by the County under and pursuant to and in full conformity with the Constitution and Statutes of Michigan (especially Act No. 342, Public Acts of 1939, as amended, and Act No. 34, Public Acts of 2001, as amended) and a resolution adopted by the Board of Commissioners of the County and an order executed by the Director of Utilities of the County (collectively, the "Resolutions") for the purpose of refunding the County's outstanding Ottawa County Water Supply Bonds (Northwest Ottawa Water System 2001 Lake Michigan Intake No. 2 and Pump Station Improvements) dated May 1, 2001, maturing in the years \_\_\_\_\_ through \_\_\_\_\_. The bonds of this series are issued in anticipation of, and the principal of and interest on the bonds are payable from, moneys to be received by the County from the Charter Township of Grand Haven, the Township of Spring

Lake and the Village of Spring Lake (collectively, the "Municipalities") in payment of their respective obligations under a contract dated February 1, 2001, among the County and the City of Grand Haven, the City of Ferrysburg and the Municipalities. The full faith and credit of each of the Municipalities have been pledged for the making of payments to the County in amounts sufficient to pay their respective share of the principal of and interest on the bonds of this series when due. As additional security for the payment of the principal of and interest on the bonds of this series the full faith and credit of the County have been pledged. Taxes imposed by the Municipalities and the County are subject to constitutional tax limitations.

This bond is transferable, as provided in the Resolutions, only upon the books of the County kept for that purpose by the bond registrar and paying agent, upon the surrender of this bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the Registered Owner or his attorney duly authorized in writing. Upon the exchange or transfer of this bond a new bond or bonds of any authorized denomination, in the same aggregate principal amount and of the same interest rate and maturity, shall be authenticated and delivered to the transferee in exchange therefor as provided in the Resolutions, and upon payment of the charges, if any, therein provided. Bonds so authenticated and delivered shall be in the denomination of \$5,000 or any integral multiple thereof not exceeding the aggregate principal amount for each maturity.

The bond registrar and paying agent shall not be required to transfer or exchange bonds or portions of bonds which have been selected for redemption.

Bonds maturing prior to \_\_\_\_\_ are not subject to redemption prior to maturity. Bonds maturing on and after \_\_\_\_\_ are subject to redemption prior to maturity at the option of the County, in such order as shall be determined by the County, on any one or more interest payment dates on and after \_\_\_\_\_, \_\_\_\_\_. Bonds of a denomination greater than \$5,000 may be partially redeemed in the amount of \$5,000 or any integral multiple thereof. If less than all of the bonds maturing in any year are to be redeemed, the bonds or portions of bonds to be redeemed shall be selected by lot. The redemption price shall be the par value of the bond or portion of the bond called to be redeemed plus interest to the date fixed for redemption and a premium as follows:

% of the par value if called for redemption on or after \_\_\_\_\_, \_\_\_\_\_, but prior to \_\_\_\_\_;

% of the par value if called for redemption on or after \_\_\_\_\_, \_\_\_\_\_, but prior to \_\_\_\_\_;

Not less than thirty days but not more than sixty days notice of redemption shall be given to the registered owners of bonds called to be redeemed by mail to each registered owner at the registered address. Bonds or portions of bonds called for redemption shall not bear interest on and after the date fixed for redemption, provided funds are on hand with the bond registrar and paying agent to redeem the same.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of the bonds of this series, existed, have happened and have been performed in due time, form and manner as required by law, and that the total indebtedness of said County, including the series of bonds of which this bond is one, does not exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, the County of Ottawa, Michigan, by its Board of Commissioners, has caused this bond to be executed in its name by facsimile signatures of the Chairman of the Board of Commissioners and the County Clerk and its corporate seal (or a facsimile thereof) to be impressed or imprinted hereon. This bond shall not be valid unless the Certificate of Authentication has been manually executed by an authorized representative of the bond registrar and paying agent.

COUNTY OF OTTAWA

By: \_\_\_\_\_ (SEAL)  
County Clerk

By: \_\_\_\_\_  
Chairman,  
Board of Commissioners

**SPECIMEN**

CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the within mentioned Resolutions.

\_\_\_\_\_  
Bond Registrar and Paying  
Agent

By: \_\_\_\_\_  
Authorized Representative

AUTHENTICATION DATE:

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto \_\_\_\_\_ (please print or type name, address and taxpayer identification number of transferee) the within bond and all rights thereunder and does hereby irrevocably constitute and appoint \_\_\_\_\_ attorney to transfer the within bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed:

Signature(s) must be guaranteed by an eligible guarantor institution participating in a Securities Transfer Association recognized signature guarantee program.

SPECIMEN

End of Bond Form

10. SECURITY. The Bonds shall be issued in anticipation of payments to be made by the Municipalities pursuant to the Contract. The Bonds shall be secured primarily by the full faith and credit pledges made by the Municipalities in the Contract. As additional and secondary security, the full faith and credit of the County are hereby pledged for the prompt payment of the principal of and interest on the Bonds as the same shall become due. If any Municipality shall fail to make payments to the County which are sufficient to pay its share of the principal of and interest on the Bonds as the same shall become due, then an amount sufficient to pay the deficiency shall be advanced from the general fund of the County.

11. DEFEASANCE. In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay, at maturity or irrevocable call for earlier optional redemption, the principal of, premium, if any, and interest on the Bonds, or any portion thereof, shall have been deposited in trust, this Bond Resolution shall be defeased with respect to such Bonds and the owners of such Bonds shall have no further rights under this Bond Resolution except to receive payment of the principal of, premium, if any, and interest on such Bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange Bonds as provided herein.

12. PRINCIPAL AND INTEREST FUND. There has been established for the Prior Bonds a Principal and Interest Fund and there is hereby established for the Bonds a Principal and Interest Fund. From the proceeds of the sale of the Bonds there shall be set aside in the Principal and Interest Fund any accrued interest received from the purchaser of the Bonds at the time of delivery of the same. All payments received from the Municipalities pursuant to the Contract are pledged for the payment of the principal of and interest on the non-refunded Prior Bonds and the Bonds and expenses incidental thereto and as received shall be placed in the Principal and Interest Fund for the Bonds. The County Agency shall transfer moneys in the Principal and Interest Fund to the bond registrar and paying agent for the Prior Bonds and the bond registrar and paying agent for the Bonds as necessary for the payment of the principal of and interest on the non-refunded Prior Bonds and the Bonds.

13. PAYMENT OF ISSUANCE EXPENSES - ESCROW FUND. The remainder of the proceeds of the Bonds shall be used to pay the issuance expenses of the Bonds and to establish an escrow fund for the Prior Bonds that are refunded (the "Refunded Bonds"). After the issuance expenses have been paid or provided for the remaining proceeds shall be used, together with available funds of the Municipalities, if any, to establish an escrow fund (the "Escrow Fund") consisting of cash and investments in direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by, the United States of America or other obligations the principal of and interest on which are fully secured by the foregoing and used to pay the principal of, interest on and redemption premiums, if any, on the Refunded Bonds. The Escrow Fund shall be held by an escrow agent (the "Escrow Agent") in trust pursuant to an escrow agreement (the "Escrow Agreement"), which irrevocably shall direct the Escrow Agent to take all necessary steps to pay the interest on the Refunded Bonds when due and to call the Refunded Bonds for redemption at such time as shall be determined in the Escrow Agreement. The Director of Utilities is authorized to select the Escrow Agent and enter into the Escrow Agreement on behalf of the County. The amounts held in the Escrow Fund shall be such that the cash and the investments and the income received thereon will be sufficient without reinvestment to pay the principal of, interest on and redemption premiums, if any, on the Refunded Bonds when due at maturity or call for redemption as required by the Escrow Agreement.

14. APPROVAL OF DEPARTMENT OF TREASURY. The issuance and sale of the Bonds shall be subject to permission being granted therefor by the Department of Treasury of the State of Michigan pursuant to Act 34, and the Director of Utilities is authorized and directed, if necessary, to make application to the Department of Treasury for permission to issue and sell the Bonds as provided by the terms of this Bond Resolution.

15. SALE, ISSUANCE, DELIVERY, TRANSFER AND EXCHANGE OF BONDS. The Bonds shall be sold pursuant to a negotiated sale to a purchaser (the "Purchaser") in connection with a private placement of the Bonds or to an underwriter (the "Underwriter") in connection with a public offering of the Bonds, such Purchaser or Underwriter to be selected by the Director of Utilities following consultation with the County's financial advisor, as hereinafter provided, and it is hereby determined that such negotiated sale is in the best interests of the County and is calculated to provide the maximum flexibility in pricing the Bonds so as to achieve sufficient debt service savings with respect to the Prior Bonds. The Director of Utilities is



authorized to determine which of the Prior Bonds shall be refunded and the principal amount of the Bonds to be sold and to enter into a Bond Purchase Agreement with the Purchaser or Underwriter, as the case may be, which Bond Purchase Agreement shall set forth the principal amount, principal maturities and dates, interest rates and interest payment dates, redemption provisions, if any, purchase price to be paid by the Purchaser or the Underwriter and compensation to be paid to any placement agent for the Purchaser in connection with a private placement of the Bonds or to the Underwriter, as well as such other terms and provisions as the Director of Utilities determines to be necessary or appropriate in connection with the sale of the Bonds. The members of the Board of County Road Commissioners, the Director of Utilities and other appropriate County officials are authorized to do all things necessary to effectuate the sale, issuance, delivery, transfer and exchange of the Bonds in accordance with the provisions of this Bond Resolution. In making the determination in the Bond Purchase Agreement with respect to principal maturities and dates, interest rates, redemption provisions, purchase price of the Bonds and compensation to be paid to any placement agent or the Underwriter, the Director of Utilities shall be limited as follows:

- (a) The interest rate on any Bond shall not exceed 6% per annum.
- (b) The final maturity date of the Bonds shall not be later than May 1, 2021.
- (c) The redemption price to be paid in connection with any optional redemption of the Bonds shall not exceed 102% of the principal amount of the Bonds to be so redeemed.
- (d) The purchase price of the Bonds shall not be less than 98% of the principal amount thereof.
- (e) The Underwriter's discount with respect to the Bonds or the compensation to be paid to any placement agent or the Underwriter shall not exceed 1.0% of the principal amount of the Bonds.

16. REPLACEMENT OF BONDS. Upon receipt by the County Agency of proof of ownership of an unmatured Bond, of satisfactory evidence that the Bond has been lost, apparently destroyed or wrongfully taken and of security or indemnity which complies with applicable law and is satisfactory to the County Agency, the County Agency may authorize the bond registrar and paying agent to deliver a new executed Bond to replace the Bond lost, apparently destroyed or wrongfully taken in compliance with applicable law. In the event an outstanding matured Bond is lost, apparently destroyed or wrongfully taken, the County Agency may authorize the bond

registrar and paying agent to pay the Bond without presentation upon the receipt of the same documentation required for the delivery of a replacement Bond. The bond registrar and paying agent, for each new Bond delivered or paid without presentation as provided above, shall require the payment of expenses, including counsel fees, which may be incurred by the bond registrar and paying agent and the County in the premises. Any Bond delivered pursuant to the provisions of this Section 16 in lieu of any Bond lost, apparently destroyed or wrongfully taken shall be of the same form and tenor and be secured in the same manner as the Bond in substitution for which such Bond was delivered.

17. TAX COVENANT. The County covenants to comply with all applicable requirements of the Internal Revenue Code of 1986, as amended necessary to assure that the interest on the Bonds will be and will remain excludable from gross income for federal income tax purposes. The Board of County Road Commissioners, the Director of Utilities and other appropriate County officials are authorized to do all things necessary (including the making of such covenants of the County as shall be appropriate) to assure that the interest on the Bonds will be and will remain excludable from gross income for federal income tax purposes.

18. QUALIFIED TAX EXEMPT OBLIGATIONS. The Bonds are hereby designated as Qualified Tax Exempt Obligations as described in Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended.

19. OFFICIAL STATEMENT. The Board of County Road Commissioners is authorized to cause the preparation of an official statement or other offering document for the Bonds for the purpose of enabling compliance with Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended (the "Rule"), and to do all other things necessary to enable compliance with the Rule. After the award of the Bonds, the County will provide copies of a "final official statement" (as defined in paragraph (e)(3) of the Rule) on a timely basis and in reasonable quantity as requested by the Purchaser or the Underwriter to enable the Purchaser or the Underwriter to comply with paragraph (b)(4) of the Rule and the rules of the Municipal Securities Rulemaking Board.

20. CONTINUING DISCLOSURE. The County Treasurer is hereby authorized, if necessary, to execute and deliver in the name and on behalf of the County (i) a certificate of the County to comply with the requirements for a continuing disclosure undertaking of the County pursuant to subsection (b)(5) of the Rule and (ii) amendments to such certificate from time to

time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the "Continuing Disclosure Certificate"). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. The remedies for any failure of the County to comply with and carry out the provisions of the Continuing Disclosure Certificate shall be as set forth therein.

21. CONFLICTING RESOLUTIONS. All resolutions and parts of resolutions insofar as they may be in conflict herewith are hereby rescinded.

AYES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

RESOLUTION ADOPTED.

STATE OF MICHIGAN )  
                                  )  
COUNTY OF OTTAWA )

I hereby certify that I am the County Clerk of the County of Ottawa, State of Michigan, and that the foregoing is a true and complete copy of a resolution duly adopted by the Board of Commissioners of said County at a regular meeting held on \_\_\_\_\_, 2010, the original of which resolution is on file in my office. I further certify that notice of said meeting was given in accordance with the provisions of the open meetings act.

\_\_\_\_\_  
County Clerk  
County of Ottawa

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 7/27/2010

**Requesting Department:** Health Department

**Submitted By:** Greg Rappleye

**Agenda Item:** Smoke Free Air Complaints – Proposed New Fee Structure for Non-Food Establishment

## SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution establishing fees and procedures for enforcement of the County non-smoking regulation and State non-smoking law. (MCL 333.12601 et seq.)

## SUMMARY OF REQUEST:

The Health Department has developed a proposed fee schedule and procedure for the enforcement of the Ottawa County non-smoking regulation and the State non-smoking regulation law, MCL 333.12601 et seq. The proposed resolution would implement these fees and procedures.

## FINANCIAL INFORMATION:

Total Cost: \$0.00 | County Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #3

Objective: #4

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator:

**Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.07.07 14:52:01 -0400

Committee/Governing/Advisory Board Approval Date: Health and Human Services Committee 7/14/2010 & Finance and Administration Committee 7/20/10

**COUNTY OF OTTAWA**

**STATE OF MICHIGAN**

**RESOLUTION**

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the \_\_\_ day of \_\_\_\_\_, 2010 at \_\_\_\_\_ o'clock p.m. local time.

PRESENT: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It was moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_ that the following Resolution be adopted:

WHEREAS, the Ottawa County Board of County Commissioners is authorized to set and increase fees for the provision of services authorized or required to be provided by the Ottawa County Health Department, pursuant to Section 2444 of the Public Health Code, MCL 333.2444; and,

WHEREAS, it is necessary to set fees for providing Health Department services as set forth in Exhibit "A" attached hereto, to cover the reasonable cost of providing the listed services; and,

WHEREAS, pursuant to Section 11(m) of Act 156 of the Public Acts of 1851, as amended, MCL 46.11(m), a board of county commissioners is authorized to establish rules and regulations for the operation of county government; and,

WHEREAS, the Ottawa County Health Department has proposed the processes and procedures set forth in Exhibit "B" for the enforcement of the Ottawa County Smoke Free Air Regulations, adopted on August 28, 2007 and effective on January 1, 2008, and for Act 188 of the Public Acts of 2009, MCL 333.12601 et seq.;

NOW THEREFORE BE IT RESOLVED, that the Ottawa County Board of Commissioners adopts and affirms the “Smoke-Free Air Complaints Fee Structure for Non-Food Service Establishments” attached as Exhibit “A”; and,

BE IT FURTHER RESOLVED, that the Ottawa County Board of Commissioners adopts and affirms the process and procedures set forth in Exhibit “B” for the Smoke Free Air Regulations and for Act 188 of the Public Acts of 2009; and,

BE IT FURTHER RESOLVED, that the effective date for implementation of Exhibit “A” and Exhibit “B” shall be \_\_\_\_\_, 2010; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSTENTIONS: Commissioners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESOLUTION ADOPTED.

\_\_\_\_\_  
Chairperson, Ottawa County  
Board of Commissioners

\_\_\_\_\_  
Ottawa County Clerk



# County Of Ottawa

## Health Department

Lisa Stefanovsky, M.Ed.  
Health Officer  
Paul Heidel, M.D., M.P.H.  
Medical Director

### SMOKE-FREE AIR COMPLAINTS PROPOSED NEW FEE STRUCTURE FOR NON-FOOD SERVICE ESTABLISHMENTS

July, 2010

This request is to seek approval for the smoke-free air complaint fee structure described in the algorithm. County administrative fees and state fines will be assessed when the Health Department has reasonable cause to believe there is noncompliance.

The purpose of assigning new noncompliant fees to non-food service establishments is to develop a consistent plan for all complaints received in our county. Michigan's Smoke-Free Law and Ottawa County's Smoke-Free Regulation compliance requirements are slightly different, but they operate concurrently. Food service establishment violations are governed by the State Law while non-food service establishment violations are governed by the County Regulation.

#### Food Service Establishment Fees

Site Visits: \$255

Compliance Conference: \$300

Citations: \$100 for first offense;  
\$500 for second offense; \$1000  
for each subsequent offense

Informal Hearing: \$600

Formal Hearing: \$900

#### Non-Food Service Establishment Fees

**\*Site Visits: \$255**

**\*Compliance Conference: \$300**

Citations: \$100 for first offense;  
\$500 for second offense; \$1000  
for each subsequent offense

**\*Informal Hearing: \$600**

**\*Formal Hearing: \$900**

**\*Indicates new fees**

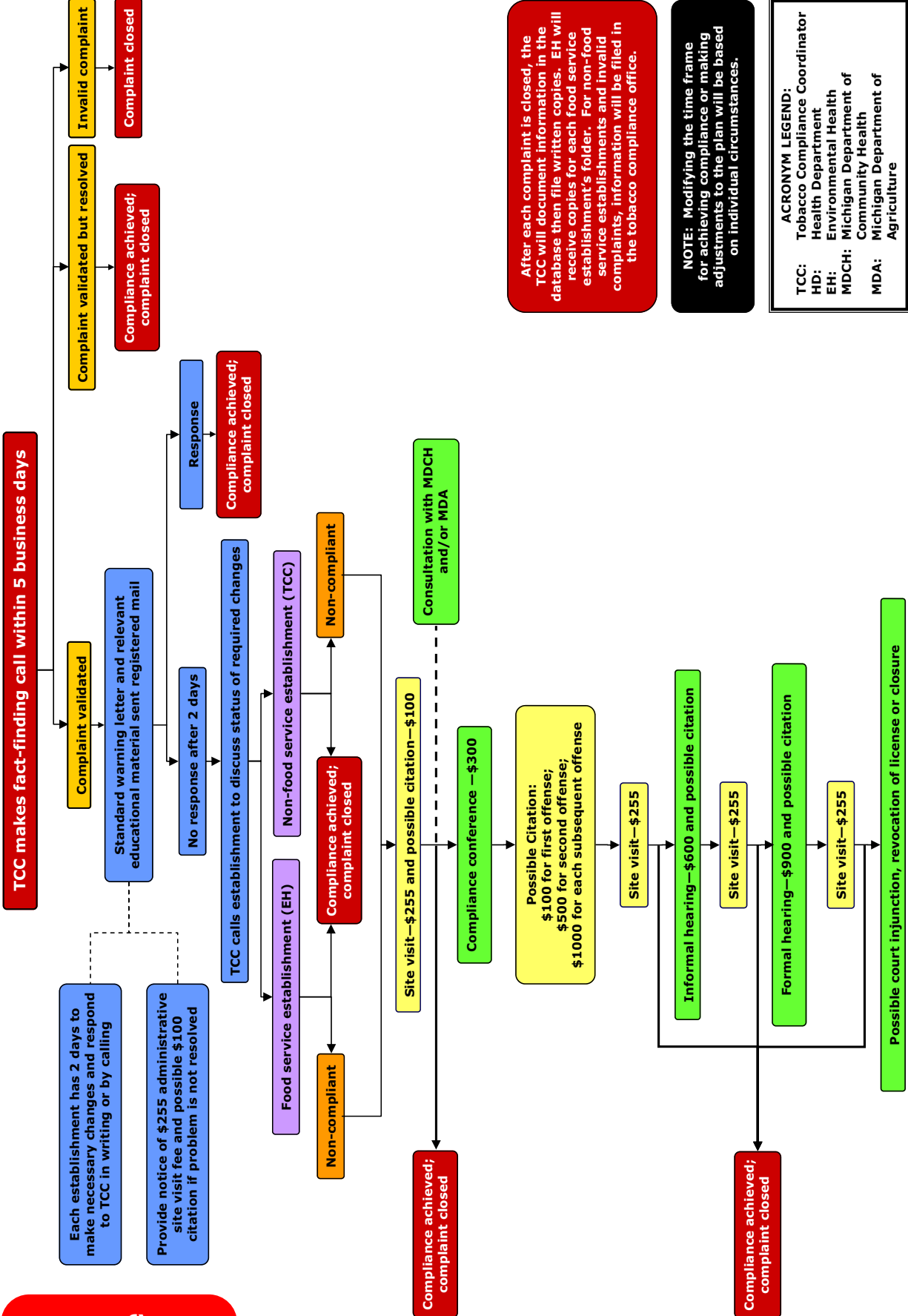
Holland Office  
12251 James Street  
Holland, MI 49424  
Phone: 616.396.5266  
Fax: 616.393.5659

Hudsonville Office  
3100 Port Sheldon  
Hudsonville, MI 49426  
Phone: 616.669.0041  
Fax: 616.669.3039

Grand Haven Office  
16920 Ferris Street  
Grand Haven, MI 49417  
Phone: 616.846.8360  
Fax: 616.844.1778



# Ottawa County HD Written Smoke-Free Air Complaints



Draft

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 7/27/2010

**Requesting Department:** Friend of the Court

**Submitted By:** Greg Rappleye

**Agenda Item:** Fee for Costs Associated with "Booting" Motor Vehicle of persons who do not comply with FOC Support Orders

## SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign a resolution authorizing a fee of not to exceed \$250 for the costs associated with "booting" motor vehicles owned by persons who do not comply with FOC Support Orders.

## SUMMARY OF REQUEST:

Michigan law now permits the Circuit Court to order the immobilization (i.e. "booting") of motor vehicles owned by persons who are delinquent in complying with Friend of the Court support orders. This motion would approve a resolution to set a fee for this process, to be charged to the non-compliant person.

## FINANCIAL INFORMATION:

Total Cost: \$0.00 | County Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1

Objective: #2

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended


County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.07.15 13:54:06 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 7/20/10

MEMORANDUM

TO: Undersheriff Greg Steigenga, Ottawa County Sheriff's Office

FROM: Gregory Rappleye, Ottawa County Corporation Counsel 

DATE: July 13, 2010

RE: "Booting" the Motor Vehicle of Non-Compliant Persons  
Subject to Child Support Order

I met yesterday with Kevin Bowling, Ottawa County Circuit Court Administrator, and Jennell Challa, Ottawa County Friend of the Court. The purpose of the meeting was to discuss the possibility of implementing a program to collect past due child support by seeking out and immobilizing (i.e., "booting") the motor vehicles of persons who fail to comply with Family Court support orders.

The authority to immobilize a non-compliant parents motor vehicle was added to the Support and Parenting Time Enforcement Act by Act 193 of the Public Acts of 2009.

That new provision, found at MCL 552.631, provides as follows:

(1) If a person is ordered to pay support under a support order and fails or refuses to obey and perform the order, and if an order of income withholding is inapplicable or unsuccessful, a recipient of support or the office of the friend of the court may commence a civil contempt proceeding by filing in the circuit court a petition for an order to show cause why the delinquent payer should not be held in contempt. If the payer fails to appear in response to an order to show cause, the court shall do 1 or more of the following:

...

(g) Enter an order that a law enforcement agency render any vehicle owned by the payer temporarily inoperable, by booting or another similar method, subject to release on deposit of an appropriate bond.

It is also our opinion that the Ottawa County Board of Commissioners can establish a fee for the cost of “unbooting” a motor vehicle which has been immobilized under the authority of this provision, and that, if payment of the fee has been expressly ordered by the Court in the contempt order, the fee may be collected from the person who has been found in contempt. See: MCL 552.631(3).

A copy of MCL 552.631 is attached.

cc: Alan Vanderberg, Ottawa County Administrator  
Kevin Bowling, Ottawa County Circuit Court Administrator  
Jennell Challa, Ottawa County Friend of the Court  
Robert Spaman, Ottawa County Fiscal Services Director

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the \_\_ day of \_\_\_\_\_, 2010, at \_\_\_\_\_ o'clock p.m. local time.

PRESENT: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ABSENT: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

It was moved by Commissioner \_\_\_\_\_ and recommended by

Commissioner \_\_\_\_\_ that the following Resolutions be adopted:

WHEREAS, as authorized by the amendments to the Support and Parenting Time Enforcement Act, as set forth in Act 193 of the Public Acts of 2009, MCL 552.631, the Ottawa County Office of the Friend of the Court of the 20<sup>th</sup> Circuit Court and/or the recipient of child support payments, may commence a civil contempt proceeding for failure of a child support payer to pay in accordance with a support order. If a payer fails to appear at the contempt hearing, the Court may enter an order that a law enforcement agency render any vehicle owned by the payer temporarily inoperable, by booting or another similar method, subject to release of the motor vehicle on deposit of an appropriate bond; and,

WHEREAS, the Ottawa County Sheriff's Office, a Michigan law enforcement agency, works with the Office of the Ottawa County Friend of the Court to enforce the support orders and collection efforts of the 20<sup>th</sup> Circuit Court in child support enforcement cases; and,

WHEREAS, pursuant to the authority set forth in MCL 46.11 and MCL 552.631(3), the Ottawa County Board of Commissioners may establish a fee for the costs associated with providing these services, through the Ottawa County Sheriff's Office in child support enforcement cases;

NOW THEREFORE BE IT RESOLVED that the Ottawa County Board of Commissioners authorizes the Judge of the 20<sup>th</sup> Circuit Court, as part of a civil contempt proceeding under the provisions of the Support and Parenting Time Enforcement Act, and as set forth in Act 193 of the Public Acts of 2009, as amended, MCL 552.631, to set a fee, on a case-by-case basis, not to exceed \$250, for the costs of booting and unbooting a motor vehicle, as authorized by MCL 552.631(3); and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAYS: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ABSTENTIONS: Commissioners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RESOLUTION ADOPTED.

\_\_\_\_\_  
Chairperson, Ottawa County  
Board of Commissioners

\_\_\_\_\_  
Ottawa County Clerk

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 7/27/2010

**Requesting Department:** Parks and Recreation

**Submitted By:** Greg Rappleye

**Agenda Item:** Conservation Easement for Request Foods Mitigation Project

## SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the Agreement for Conservation Easement with the Michigan Department of Natural Resources and Environment for approximately 21 acres at the Holland Country Club property as required for the Request Foods wetland mitigation project.

## SUMMARY OF REQUEST:

On May 25, 2010 the Ottawa County Board of Commissioners approved a Wetland Mitigation Easement and Option Agreement with Request Foods to allow the company the option to utilize approximately 21 acres at the recently acquired Holland Country Club property for a wetland mitigation project. Request Foods has now received the approvals needed and desire to exercise their option to proceed with the project. They have sent a check to Ottawa County for full payment of the easement. The attached document, an Agreement for Conservation Easement, grants the conservation easement to the Michigan Department of Natural Resources and Environment as called for in the previously approved option agreement. The legal descriptions as referred to in the Agreement are still in progress and will be available by the time of the Board meeting.

## FINANCIAL INFORMATION:

Total Cost: \$0.00 | County Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #3

Objective:

**ADMINISTRATION RECOMMENDATION:**  Recommended |  Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.07.22 09:25:32 -0400

Committee/Governing/Advisory Board Approval Date:





## MEMORANDUM

Date: July 19, 2010  
To: Ottawa County Board of Commissioners  
From: John Scholtz, Parks and Recreation Director  
RE: Wetland Mitigation and Option Agreement – Request Foods

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On May 25, 2010 the Ottawa County Board of Commissioners approved a Wetland Mitigation Easement and Option Agreement with Request Foods to allow the company the option to utilize approximately 21 acres at the recently acquired Holland Country Club property for a wetland mitigation project. Request Foods has now received the approvals needed and desire to exercise their option to proceed with the project. They have sent a check to Ottawa County for full payment of the easement. The attached document, an Agreement for Conservation Easement, grants the conservation easement to the Michigan Department of Natural Resources and Environment as called for in the previously approved option agreement. The legal descriptions as referred to in the Agreement are still in progress and will be available by the time of the Board meeting.

Proposed motion:

To approve and authorize the Board Chair and Clerk to sign the Agreement for Conservation Easement with the Michigan Department of Natural Resources and Environment for approximately 21 acres at the Holland Country Club property as required for the Request Foods wetland mitigation project.

This request relates to a non-mandated activity and supports Goal 3 of the Board of Commissioner's Strategic Plan: *To contribute to a healthy physical, economic, and community environment.*

# AGREEMENT FOR CONSERVATION EASEMENT

(This instrument is exempt from County and State transfer taxes pursuant to MCL 207.505(a) and MCL 207.526(a), respectively)

This CONSERVATION EASEMENT is created on July 27, 2010, by and between County of Ottawa (name) married/single individual[s] (*circle one*), or corporation, partnership, municipality, or limited liability company (*circle one*), whose address is 12220 Fillmore Street, West Olive, MI 49460 (Grantor) and the Michigan Department of Natural Resources and Environment (DNRE), whose address is P.O. Box 30458, Lansing, Michigan 48909-7958 or Constitution Hall, 1<sup>st</sup> Floor South, 525 West Allegan Street, Lansing, Michigan 48933 (Grantee);

~~The Grantor is the~~ fee simple title holder of real property located in (*circle one*) the Township/ City of Holland, Ottawa County, and State of Michigan, legally described in Exhibit A.

The DNRE is the agency charged with administering Part 303, Wetlands Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), and

Permittee Grandquest Realty, LLC 85 East Eighth Street, Suite 103, Holland, MI 49423 (*insert name and address of Permittee if other than Grantor*) has applied for a Permit (DNRE File Number 10 - 70 - 0016 - P), pursuant to Part 303, to authorize activities that will impact regulated wetland. The DNRE evaluated the permit application and determined that a permit could be authorized for certain activities within regulated wetlands provided certain conditions are met, and

As a condition of the above-referenced permit, Grantor (*on behalf of Permittee, if applicable*) has agreed to grant the DNRE a Conservation Easement that protects the wetland mitigation site and/or the remaining wetlands on the property and restricts further development to the area legally described in Exhibit B. The Conservation Easement (the Easement Premises) consists of approximately 21 acre(s). A survey map depicting the Easement Premises is attached as Exhibit C. The DNRE shall record this Agreement with the county register of deeds.

ACCORDINGLY, Grantor hereby conveys unto the Grantee, forever and in perpetuity, this Conservation Easement as set forth in this Agreement pursuant to Subpart 11 of Part 21, Conservation and Historic Preservation Easement, of the NREPA, MCL 324.2140 et seq., on the terms and conditions stated below.

## COVENANTS, TERMS, CONDITIONS AND RESTRICTIONS

1. The purpose of this Agreement is to protect the functions and values of existing or established wetlands and its natural resource values on the Easement Premises, consistent with the Permit, and the protection of the benefits to the public derived from wetlands and integral habitat, by requiring Grantor to maintain the Easement Premises in its natural and undeveloped condition.
2. Except as authorized under DNRE Permit Number 10 - 70 - 0016 -P, issued on 06 / 08 /2010 or as otherwise provided in this Agreement, Grantor shall refrain from, and prevent any other person from,

altering or developing the Easement Premises in any way. This includes, but is not limited to:

- a) Alteration of the surface topography;
  - b) Creation of paths, trails, or roads;
  - c) The placement of fill material as defined in Part 303 of the NREPA, MCL 324.30301 et seq., as amended;
  - d) Dredging, removal or excavation of any soil or minerals;
  - e) Drainage of surface or groundwater;
  - f) Construction or placement of any structure;
  - g) Plowing, tilling, mowing or cultivating the soils or vegetation;
  - h) Alteration or removal of vegetation, including the planting of non-native species;
  - i) Ranching, grazing, farming;
  - j) Use of chemical herbicides, pesticides, fungicides, fertilizers, spraying with biocides, larvicides or any other agent or chemical treatments, unless as part of an DNRE-approved Management Plan;
  - k) Construction of unauthorized utility or petroleum lines;
  - l) Storage or disposal of ash, garbage, trash, debris, abandoned equipment or accumulation of machinery, bio-solids or other waste materials, including accumulated vegetative debris, such as grass clippings, leaves, yard waste or other material collected and deposited from areas outside the Easement Premises;
  - m) Use or storage of automobiles, trucks or off-road vehicles including, but not limited to, snowmobiles, dune buggies, all-terrain vehicles, and motorcycles;
  - n) Placement of billboards or signs, except as otherwise allowed in the Permit or this Agreement;
  - o) Use of the wetland for the dumping of untreated storm water or the directing of treated storm water to the easement premises at a volume that adversely impacts the hydrology of the wetland;
  - p) Actions or uses detrimental or adverse to water conservation and purity, and fish, wildlife or habitat preservation.
3. Cutting down, burning, destroying, or otherwise altering or removing trees, tree limbs, shrubs or other vegetation, whether living or dead, is prohibited within the Easement Premises, except with the written permission of Grantee, expressly for the removal of trees or limbs to eliminate danger to health and safety, to reduce a threat of infestation posed by diseased vegetation, invasive non-native plant species that endanger the health of native species or as otherwise provided in the DNRE-approved Management Plan for the Easement Premises.
  4. Grantor is not required to restore the Easement Premises due to alterations resulting from causes beyond the owner's control, including, but not limited to, unauthorized actions by third parties that were not reasonably foreseeable; natural causes or natural disasters, such as unintentional fires, floods, storms, or natural earth movement.
  5. Grantor, Permittee or its authorized agents or representatives may enter the Easement Premises to perform activities within the Easement Premises consistent with the Permit or the mitigation requirements. Grantor or Permittee shall provide 5 days notice to the Grantee of undertaking any mitigation activity, even if the mitigation project has been conceptually approved. Any activities undertaken pursuant to the Permit, a mitigation project or this Agreement, shall be performed in a manner to minimize the adverse impacts to existing wetland or mitigation areas.
  6. Grantor warrants that Grantor has good and sufficient title to the Easement Premises described in Exhibit B.
  7. Grantor warrants that any other existing interests or encumbrances in the Easement Premises have been disclosed to the DNRE.
  8. Grantor warrants that to the best of Grantor's knowledge no hazardous substances or hazardous or toxic wastes have been generated, treated, stored, used, disposed of or deposited in or on the property.
  9. This Agreement does not grant or convey to Grantee or members of the general public any right to possession or use of the Easement Premises.

10. Grantor shall continue to be responsible for the upkeep and maintenance of the Easement Premises to the extent it may be required by law.
11. Grantee and its authorized employees and agents, as shown in Exhibit D, may enter the Easement Premises at reasonable times to determine whether the Easement Premises are being maintained in compliance with the terms of this Agreement, mitigation, or other conditions of the Permit; and for purposes of taking corrective actions for failure to comply. If Grantee is entering the Easement Premises for purpose of taking corrective actions, Grantor shall be provided with 14 days notice to provide the opportunity to cure the failure to comply.
12. This Agreement shall be binding upon the successors and assigns of the parties and shall run with the land in perpetuity, unless modified or terminated by written agreement of the parties.
13. This Agreement may be modified only in writing through amendment of the Agreement. Any modification shall be consistent with the purpose and intent of the Agreement.
14. In addition to the right of the parties to enforce this Agreement, it is also enforceable by others against the owner of the land, in accordance with Part 21, Subpart 11 of the NREPA, MCL 324.2140 *et seq*, as amended.
15. Grantor shall indicate the existence of this Agreement on all future deeds, mortgages, land contracts, plats, and any other legal instrument used to convey an interest in the Easement Premises.
16. A delay in enforcement shall not be construed as a waiver of the Grantee's rights to enforce the conditions of this Agreement.
17. This Agreement shall be liberally construed in favor of maintaining the purpose of the Conservation Easement.
18. If any portion of this Agreement is determined to be invalid by a court of law, the remaining provisions will remain in force.
19. This Agreement will be construed in accordance with Michigan law. All legal action related to this conservation easement must be filed and pursued in Michigan state courts.
20. In addition to the terms of the Permit issued by Grantee, this document sets forth the entire agreement of the parties. It is intended to supersede all prior discussions or understandings.
21. Within 90 days after this Agreement is executed, Grantor shall place and maintain, at Grantor's expense, signs, fences, or other suitable markings along the Easement Premises to clearly demarcate the boundary of the Easement Premises, or as otherwise provided in the Permit.
22. The terms 'Grantor' and 'Grantee' wherever used in this Agreement, and any pronouns used in place thereof, shall include, respectively, the above-named Grantor and their personal representatives, heirs, successors, and assigns, and the above-named Grantee and their successors and assigns.

## LIST OF ATTACHED EXHIBITS

- Exhibit A:** A legal description of the Grantor's property, inclusive of the Easement Premises.
- Exhibit B:** A legal description of the Easement Premises.
- Exhibit C:** A survey map depicting the Easement Premises that also includes identifiable landmarks, such as nearby roads, to clearly identify the easement site.
- Exhibit D:** A legal description that provides a path of legal access to the Easement Premises and a map that indicates this access site that DNRE staff will use for ingress and egress to and from the Easement Premises or, if the Easement is directly connected to a publicly accessible point, such as a public road, a statement is required that authorizes DNRE staff ingress and egress to and from the Easement Premises with a map that clearly indicates the connection of the public access site to the Easement Premises.
- Exhibit E:** *If applicable*, a Cooperative Stewardship Agreement that includes baseline documentation and any vegetation and/or site Management Plans.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written. In signing this Agreement, the Signatory warrants that he or she has the authority to convey the Conservation Easement on behalf of the Grantor.

GRANTOR:

Signature: \_\_\_\_\_

Philip Kuyers  
Type/Print Grantor's Name exactly as signed

Chairman, Ottawa County Board of Commissioners  
Title (if signing on behalf of an organization)

County of Ottawa  
Organization Name (if signing on behalf of an organization)

STATE OF MICHIGAN }  
                                      } ss  
COUNTY OF Ottawa }

IF SIGNING ON BEHALF OF AN ORGANIZATION, THIS MUST BE COMPLETED:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_  
by \_\_\_\_\_, (name[s]) the \_\_\_\_\_, (title)

of County of Ottawa (Organization name) a Michigan, (state) corporation, partnership,  
municipality or limited liability company (circle one), on behalf of the organization.

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
(Typed or Printed name of Notary Public)

My commission is in: \_\_\_\_\_ County, Michigan

Acting in: \_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_

(OR) IF SIGNING AS AN INDIVIDUAL OR MARRIED PERSON, THIS MUST BE COMPLETED:

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_  
by \_\_\_\_\_, (name[s]) \_\_\_\_\_ (marital status).

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
(Typed or Printed name of Notary Public)

My commission is in: \_\_\_\_\_ County, Michigan

Acting in: \_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_

GRANTEE:

STATE OF MICHIGAN  
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT  
LAND AND WATER MANAGEMENT DIVISION

\_\_\_\_\_  
Elizabeth M. Browne, Division Chief

STATE OF MICHIGAN}  
                                  } ss  
COUNTY OF INGHAM}

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_,  
by Elizabeth M. Browne, Division Chief, Land and Water Management Division, State of Michigan, on behalf of  
the Michigan Department of Natural Resources and Environment.

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
(Typed or Printed name of Notary Public)

Acting in: Ingham County, Michigan

My Commission is in \_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_

Form Drafted By:  
The Honorable Mike Cox, Attorney General  
Department of Attorney General  
Environment, Natural Resources, and  
Agriculture Division  
P.O. Box 30755  
Lansing, Michigan 48909

**AFTER RECORDING, RETURN TO:**

**Michigan Department of Natural Resources  
and Environment  
Land and Water Management Division  
Constitution Hall, 1<sup>st</sup> Floor South  
P.O. Box 30458  
Lansing, Michigan 48909-7958**

(January 17, 2010)