

**Agenda**  
**Finance and Administration Committee**  
**West Olive Administration Building**  
**12220 Fillmore, West Olive, MI 49460**  
**Tuesday, August 24, 2010**  
**11:30 a.m.**

**Consent Items:**

1. Approval of the Agenda
2. Approval of Minutes from the July 20, 2010 Meeting.

**Action Items:**

3. Monthly Budget Adjustments  
Suggested Motion:  
To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of July, 2010.
4. Budget Adjustments Greater than \$50,000  
Suggested Motion:  
To approve budget adjustments #448, #468, #469, #470, #485, #495, and #496.
5. Statement of Review for July  
Suggested Motion:  
To approve the Statement of Review for the month of July 2010.
6. Government Finance Officers Association Distinguished Budget Presentation Award  
Suggested Motion:  
To receive and forward to the Board of Commissioners the Government Finance Officers Association's Distinguished Budget Presentation Award for the fiscal year beginning January 1, 2010.
7. Officer and Employee Delegate for MERS Annual Meeting  
Suggested Motion:  
To approve and forward to the Board of Commissioners the nomination of Robert Spaman as Officer Delegate, Marie Waalkes as Alternate Officer Delegate, Erin Rotman as Employee Delegate, and Robert Melamed as Alternate Employee Delegate to the MERS 64<sup>th</sup> Annual Meeting to be held September 15-17, 2010 in Kalamazoo, Michigan.
8. Purchase of MERS (Michigan Municipal Employees Retirement System) Generic Service Credits for Nora Jean Butcher  
Suggested Motion:  
To approve and forward to the Board of Commissioners the purchase of three (3) years of MERS generic service credit for \$29,243 (total cost to be paid by employee, Nora Jean Butcher).  
  
Total Cost:       \$29,243  
Employer Cost:   \$0  
Employee Cost:   \$29,243

9. Purchase of MERS (Michigan Municipal Employees Retirement System) Generic Service Credits for Steven M. Burgess  
Suggested Motion:  
To approve and forward to the Board of Commissioners the purchase of two (2) years of MERS generic service credit for \$38,213 (total cost to be paid by employee, Steven M. Burgess).  
  
Total Cost: \$38,213  
Employer Cost: \$0  
Employee Cost: \$38,213
10. Resolution Establishing Fee to Perform Marriage Ceremony  
Suggested Motion:  
To approve and forward to the Board of Commissioners the resolution establishing a \$10.00 fee for the Ottawa County Clerk to perform a marriage ceremony.
11. Community Mental Health Personnel Request for Mental Health Nurse  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request from Community Mental Health to create one (1) full-time Mental Health Nurse at a cost of \$67,169.
12. Community Mental Health Personnel Request for Mental Health Nurse - Children's Services  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request from Community Mental Health to increase a .5 FTE Mental Health Nurse to one (1) full-time Mental Health Nurse at a cost of \$33,315.
13. Community Mental Health Personnel Request for Mental Health Program Coordinator  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request from Community Mental Health to create one (1) full-time Mental Health Program Coordinator at a cost of \$92,507.
14. Community Mental Health Personnel Request for Mental Health Clinician  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request from Community Mental Health to eliminate one (1) full-time Mental Health Specialist (Group T/paygrade 12) and to create one (1) full-time Mental Health Clinician at a cost of \$71,066.
15. Community Mental Health Personnel Request for Parent Peer Specialist  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request from Community Mental Health to create one (1) full-time Parent Peer Specialist at a cost of \$47,240.
16. Community Mental Health Personnel Request for Peer Specialist - ACT/IDDT  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request from Community Mental Health to create one (1) full-time Peer Specialist - ACT/IDDT at a cost of \$47,240.

**Discussion Items:**

17. Treasurer's financial month end update for July 2010.

**Adjournment**

**Comments on the day's business are to be limited to three (3) minutes.**

**FINANCE AND ADMINISTRATION COMMITTEE**

**Proposed Minutes**

DATE: July 20, 2010

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Roger Rycenga, Gordon Schrotenboer, Dennis Swartout, Robert Karsten,  
Donald Disselkoen

STAFF & GUESTS: Marie Waalkes, Human Resources Director; Mike Mikita, Road  
Commission; Sherri Sayles, Deputy Clerk; Adam London, Environmental  
Health Manager; Greg Rappleye, Corporation Counsel; Keith Van Beek,  
Assistant Administrator; Robert Spaman, Fiscal Services Director; Alan  
Vanderberg, Administrator; Bradley Slagh, Treasurer; David Hulst, IT  
Director; Steve Namenye, Telecommunications Specialist; Lisa  
Stefanovsky, Health Officer; Amy Oosterink, Health Dept.; Media

**SUBJECT: CONSENT ITEMS**

FC 10-090 Motion: To approve the agenda of today as presented and amended  
adding Action Item #15 – Discussion of Adair v. State of Michigan.  
Moved by: Karsten **UNANIMOUS**

FC 10-091 Motion: To approve the minutes of the June 15, 2010, meeting as  
presented.  
Moved by: Rycenga **UNANIMOUS**

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

FC 10-092 Motion: To approve budget adjustments #355, 356, 357, 358, 359, 360,  
361, 393, 406, 407, 427 and 428.  
Moved by: Schrotenboer **UNANIMOUS**

**SUBJECT: MONTHLY BUDGET ADJUSTMENTS**

FC 10-093 Motion: To approve and forward to the Board of Commissioners the  
appropriation changes greater than \$50,000 and those approved by the  
Administrator and Fiscal Services Director for \$50,000 or less which  
changed the total appropriation from the amended budget for the month of  
June 2010.  
Moved by: Schrotenboer **UNANIMOUS**

SUBJECT: STATEMENT OF REVIEW

FC 10-094 Motion: To approve the Statement of Review for the month of June 2010.  
Moved by: Schrottenboer UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 10-095 Motion: To receive for information the Interim Financial Statement for  
General Fund, Mental Health and Public Health as of June 30, 2010.  
Moved by: Schrottenboer UNANIMOUS

SUBJECT: TELECOMMUNICATIONS SYSTEM

FC 10-096 Motion: To approve and forward to the Board of Commissioners the  
recommendation 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.  
Moved by: Schrottenboer UNANIMOUS

SUBJECT: PURCHASE OF MERS (MICHIGAN MUNICIPAL  
EMPLOYEES RETIREMENT SYSTEM) MILITARY  
SERVICE CREDITS FOR TERRY P.  
ARCHAMBAULT

FC 10-097 Motion: To approve and forward to the Board of Commissioners 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

Moved by: Schrottenboer MOTION PASSED

Yeas: Schrottenboer, Rycenga, Disselkoen, Swartout. (4)  
Nay: Karsten. (1)

SUBJECT: FISCAL SERVICES PERSONNEL REQUEST FOR  
ASSISTANT FISCAL SERVICES DIRECTOR

FC 10-098 Motion: To approve and forward to the Board of Commissioners 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 on the Plante Moran Study).

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: TREASURER'S INVESTMENT REPORT

FC 10-099 Motion: To receive for information the Treasurer's Quarterly Investment Report as of June 2010.

Moved by: Rycenga

UNANIMOUS

SUBJECT: NORTHWEST OTTAWA WATER SYSTEM  
REFUNDING BONDS

FC 10-100 Motion: To approve and forward to the Board of Commissioners 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.

Moved by: Rycenga

UNANIMOUS

SUBJECT: SMOKE FREE AIR COMPLAINTS – PROPOSED  
NEW FEE STRUCTURE FOR NON-FOOD  
ESTABLISHMENT

FC 10-101 Motion: To approve and forward to the Board of Commissioners the Resolution establishing fees and procedures for enforcement of the County non-smoking regulation and State non-smoking law. (MCL 333.12601 et seq.)

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: FEE FOR COSTS ASSOCIATED WITH  
"BOOTING" MOTOR VEHICLE OF PERSONS  
WHO DO NOT COMPLY WITH FOC SUPPORT  
ORDERS

FC 10-102 Motion: To direct Corporation Counsel to prepare a Resolution for submission to the Board of Commissioners 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.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. 2011 Commissioner's Budget – The Fiscal Services Director handed out the proposed 2011 Commissioners budget for the Committee to review. The Administrator reported the County won't know what dollars will be received from the State until the State adopts their budget. No recommendation from Administration at this time.
2. Adair v. State of Michigan – Greg Rappleve explained that the Michigan Supreme Court held that a local governmental entity need not produce evidence to prove specific monetary damages to obtain declaratory relief in an “unfunded mandates” claim brought under the Headlee Amendment. Greg stated that this case raises an interesting question: May a local unit of governmental simply refuse to perform an unfunded mandate? He will be following developments on this.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:55 a.m.

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 8/24/2010

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Monthly Budget Adjustments

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of July, 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: 2010.08.13 10:19:40 -0400

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

Adjustment Number	G/L Date	Fund	Dept	Sub DEPT	Account Number	Account Name	Adjustment Amount
<u>RECVD MORE DONATIONS</u>							
BA 355	7/21/2010	2081	7510		6750.0010	Donations	70,000.00-
<u>RCVD MORE REV THN ANT</u>							
BA 356	7/21/2010	2081	7510		5660.0000	St Of MI - Culture & Rec.	200,000.00-
BA 356	7/21/2010	2081	7510		6670.0010	Rent - Concessions	152.00-
BA 356	7/21/2010	2081	7510		9400.0000	Equipment Rental	5,000.00
<u>ADJ BDGT DUE TO STATE</u>							
BA 357	7/21/2010	2748	7431	0038	5610.0000	State Of Mich - Welfare	68,372.00
BA 357	7/21/2010	2748	7433	0038	8080.0000	Service Contracts	8,933.00-
BA 357	7/21/2010	2748	7433	0039	8080.0000	Service Contracts	15,112.00-
BA 357	7/21/2010	2748	7433	0041	8080.0000	Service Contracts	15,514.00-
BA 357	7/21/2010	2748	7433	0041	9390.0060	Building Rental-Homeless	2,701.00-
BA 357	7/21/2010	2748	7433	0042	8080.0000	Service Contracts	26,112.00-
<u>FED GRNT NOT EXP CMPL</u>							
BA 358	7/21/2010	2750	2930		5050.0000	Fed. Grants-Public Safety	522,800.00
BA 358	7/21/2010	2750	2930		8080.0000	Service Contracts	200,000.00-
BA 358	7/21/2010	2750	2930		9800.0000	Office Furniture & Equip.	322,800.00-
<u>INC DUE TO PROJ ALTRN</u>							
BA 359	7/21/2010	2081	7510		9740.0110	Eastmnville Bayou Acc Impr	82,960.00
<u>ESTABLISH PSIC GRANT</u>							
BA 360	7/21/2010	2750	4260		5050.0000	Fed. Grants-Public Safety	168,071.00-
BA 360	7/21/2010	2750	4260		8080.0000	Service Contracts	168,071.00
<u>INC IN UNEMPLYMNT CLM</u>							
BA 361	7/21/2010	6772	8700		9110.0000	Claims	151,043.00
<u>EST 2009 PRT SEC GRNT</u>							
BA 393	7/21/2010	2609	3093	0006	5050.0000	Fed. Grants-Public Safety	201,797.00-
BA 393	7/21/2010	2609	3093	0006	7390.0000	Operational Supplies	42,147.00
BA 393	7/21/2010	2609	3093	0006	9800.0000	Office Furniture & Equip.	159,650.00



County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 7/01/2010 Thru 7/31/2010

Adjustment Number	G/L Date	Fund	Dept	Sub DEPT	Account Number	Account Name	Adjustment Amount
EST 2010 PRT SEC GRNT							
EST 2010 PRT SEC GRNT							
BA 406	7/21/2010	2609	3094	0006	5050.0000	Fed. Grants-Public Safety	229,373.00-
BA 406	7/21/2010	2609	3094	0006	7390.0000	Operational Supplies	9,673.00
BA 406	7/21/2010	2609	3094	0006	9800.0000	Office Furniture & Equip.	219,700.00
TO CVR_INC ADMIN_RATE							
BA 407	7/21/2010	2920	6621		8270.0021	Priv Agency Other Payment	1,000.00
BA 407	7/21/2010	2920	6621		8270.0022	Priv Agency-Abused/Neg FC	160,000.00
BA 407	7/21/2010	2920	6621		8280.0010	Private Institutional Cst	161,000.00-
EST_CMT_GRNT_THRU_SJI							
BA 410	7/13/2010	1010	1373		5410.0040	State of MI - Judicial	30,000.00-
BA 410	7/13/2010	1010	1373		7280.0000	Printing & Binding	300.00
BA 410	7/13/2010	1010	1373		7390.0000	Operational Supplies	1,200.00
BA 410	7/13/2010	1010	1373		8080.0000	Service Contracts	25,000.00
BA 410	7/13/2010	1010	1373		8600.0000	Travel - Mileage	1,800.00
BA 410	7/13/2010	1010	1373		8610.0000	Conferences & Othr Travel	4,700.00
CVR_OVRG_IN_JURY_FEES							
BA 411	7/13/2010	1010	1480		8030.0020	Juror Fees	38.00
BA 411	7/13/2010	1010	1480		8030.0021	Juror Fees - State Reimb.	25.00-
OTT_BCH_BIKE_PATH_REP							
BA 417	7/13/2010	2081	7510		6710.0000	Other Revenue	5,100.00-
BA 417	7/13/2010	2081	7510		9740.0000	Land Improvements	10,200.00
FPC_2ND_QTR_CONTRIBUT							
BA 418	7/13/2010	2170	1371		6750.0010	Donations	1,375.00-
BA 418	7/13/2010	2170	1371		7390.0000	Operational Supplies	1,375.00
RELCT_RV & EXP_CY_PRJ							
BA 420	7/13/2010	2220	6491	1347	6070.0270	Chgs/Serv-Mental Health	27,000.00-
BA 420	7/13/2010	2220	6491	1347	8270.0000	Client Care	27,000.00
BA 420	7/13/2010	2220	6491	1349	6710.0000	Other Revenue	2,100.00-
BA 420	7/13/2010	2220	6491	1349	7390.0000	Operational Supplies	2,100.00
BA 420	7/13/2010	2220	6491	5400	6070.0040	Seminar/Employee Training	60.00-
BA 420	7/13/2010	2220	6491	5400	8600.0000	Travel - Mileage	7.00

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>RELCT RV &amp; EXP CY PRJ</u>							
BA 420	7/13/2010	2220	6491	5401	7090.0000	Overtime	709.00
BA 420	7/13/2010	2220	6491	5401	8500.0000	Travel - Mileage	24.00
BA 420	7/13/2010	2220	6493	3240	6070.0270	Chgs/Serv-Mental Health	348.00-
BA 420	7/13/2010	2220	6493	3240	6750.0030	United Fund Donations	47.00-
BA 420	7/13/2010	2220	6493	3254	6070.0270	Chgs/Serv-Mental Health	3,000.00-
BA 420	7/13/2010	2220	6493	3348	8270.0000	Client Care	2,463.00
BA 420	7/13/2010	2220	6494	5800	7240.0000	Disability Insurance	2.00
BA 420	7/13/2010	2220	6495	5023	8680.0000	Vehicle Insurance	250.00
<u>TO INC NEG BY ST AJLC</u>							
BA 427	7/21/2010	2748	7431	0031	5610.0000	State Of Mich - Welfare	416,191.00-
BA 427	7/21/2010	2748	7432	0031	8080.0000	Service Contracts	56,186.00
BA 427	7/21/2010	2748	7433	0031	8440.0040	Other Training	318,386.00
BA 427	7/21/2010	2748	7433	0031	9390.0000	Building Rental	41,619.00
<u>PAY CMH AUDIT FINDNGS</u>							
BA 428	7/21/2010	1010	2010		6999.3900	Rev. (Over)Under Expend.	159,070.00-
BA 428	7/21/2010	1010	9650		9990.2220	Mental Health	159,070.00
<u>ADJ FOR HIGHER INSURA</u>							
BA 429	7/19/2010	1010	1310		9100.0000	Insurance & Bonds	415.00-
BA 429	7/19/2010	1010	1360		6010.0000	Court Filing Fees	26,155.00-
BA 429	7/19/2010	1010	1360		9100.0000	Insurance & Bonds	2,963.00-
BA 429	7/19/2010	1010	1480		9100.0000	Insurance & Bonds	98.00-
BA 429	7/19/2010	1010	1490		9100.0000	Insurance & Bonds	783.00-
BA 429	7/19/2010	1010	2290		8680.0000	Vehicle Insurance	113.00-
BA 429	7/19/2010	1010	2290		9100.0000	Insurance & Bonds	1,510.00-
BA 429	7/19/2010	1010	2651		8680.0000	Vehicle Insurance	113.00-
BA 429	7/19/2010	1010	2651		9100.0000	Insurance & Bonds	589.00-
BA 429	7/19/2010	1010	2652		8680.0000	Vehicle Insurance	71.00-
BA 429	7/19/2010	1010	2652		9100.0000	Insurance & Bonds	369.00-
BA 429	7/19/2010	1010	2653		9100.0000	Insurance & Bonds	147.00-
BA 429	7/19/2010	1010	2654		8680.0000	Vehicle Insurance	228.00-
BA 429	7/19/2010	1010	2654		9100.0000	Insurance & Bonds	10,267.00-
BA 429	7/19/2010	1010	2654		9200.0000	Utilities	20,000.00-
BA 429	7/19/2010	1010	2655		8680.0000	Vehicle Insurance	71.00-
BA 429	7/19/2010	1010	2655		9100.0000	Insurance & Bonds	504.00-
BA 429	7/19/2010	1010	2656		8680.0000	Vehicle Insurance	71.00-
BA 429	7/19/2010	1010	2658		9100.0000	Insurance & Bonds	91.00-
BA 429	7/19/2010	1010	2659		8680.0000	Vehicle Insurance	71.00-

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ADJ FOR HIGHER INSURA</u>							
BA 429	7/19/2010	1010	2659		9100.0000	Insurance & Bonds	232.00-
BA 429	7/19/2010	1010	2660		9100.0000	Insurance & Bonds	68.00-
BA 429	7/19/2010	1010	2665		8680.0000	Vehicle Insurance	113.00-
BA 429	7/19/2010	1010	2665		9100.0000	Insurance & Bonds	2,819.00-
BA 429	7/19/2010	1010	2667		8680.0000	Vehicle Insurance	2,451.00-
BA 429	7/19/2010	1010	2667		9100.0000	Insurance & Bonds	2,158.00-
BA 429	7/19/2010	1010	2668		8680.0000	Vehicle Insurance	71.00-
BA 429	7/19/2010	1010	2668		9100.0000	Insurance & Bonds	855.00-
BA 429	7/19/2010	1010	2750		8680.0000	Vehicle Insurance	449.00-
BA 429	7/19/2010	1010	3020		8680.0000	Vehicle Insurance	7,616.00-
BA 429	7/19/2010	1010	3020		9100.0000	Insurance & Bonds	42,641.00
BA 429	7/19/2010	1010	3100		9100.0000	Insurance & Bonds	3,563.00
BA 429	7/19/2010	1010	3113		8680.0000	Vehicle Insurance	127.00-
BA 429	7/19/2010	1010	3113		9100.0000	Insurance & Bonds	577.00
BA 429	7/19/2010	1010	3119		8680.0000	Vehicle Insurance	372.00-
BA 429	7/19/2010	1010	3119		9100.0000	Insurance & Bonds	2,982.00
BA 429	7/19/2010	1010	3120		8680.0000	Vehicle Insurance	495.00-
BA 429	7/19/2010	1010	3120		9100.0000	Insurance & Bonds	3,563.00
BA 429	7/19/2010	1010	3170		9100.0000	Insurance & Bonds	577.00
BA 429	7/19/2010	1010	3310		8680.0000	Vehicle Insurance	59.00
BA 429	7/19/2010	1010	3310		9100.0000	Insurance & Bonds	438.00
BA 429	7/19/2010	1010	3510		8680.0000	Vehicle Insurance	2,548.00-
BA 429	7/19/2010	1010	3510		9100.0000	Insurance & Bonds	42,880.00-
BA 429	7/19/2010	1010	4260		8680.0000	Vehicle Insurance	113.00-
BA 429	7/19/2010	1010	4260		9100.0000	Insurance & Bonds	27.00-
BA 429	7/19/2010	1010	4263		8680.0000	Vehicle Insurance	340.00-
BA 429	7/19/2010	1010	4263		9100.0000	Insurance & Bonds	23.00-
BA 429	7/19/2010	1010	4300		8680.0000	Vehicle Insurance	340.00-
BA 429	7/19/2010	1010	4300		9100.0000	Insurance & Bonds	1,797.00
BA 429	7/19/2010	1010	6039		7390.0000	Operational Supplies	49,000.00-
BA 429	7/19/2010	1010	8650		9100.0000	Insurance & Bonds	35,769.00
<u>CORRECT BA 365</u>							
BA 432	7/26/2010	1010	1910		9400.0000	Equipment Rental	6,900.00
BA 432	7/26/2010	1010	1910		9770.0000	Equipment	7,314.00-
BA 432	7/26/2010	1010	2010		6999.3900	Rev. (Over)Under Expend.	414.00
<u>CAP LEASE BS&amp;A SFTWR</u>							
BA 441	7/19/2010	2550	2530		6950.0000	Other Financing Sources	35,995.00-
BA 441	7/19/2010	2550	2530		9770.0020	Software	35,995.00
BA 441	7/19/2010	2550	2530		9910.0000	Principal Payments	398.00

Adjustment Number	G/L Date	Fund	Dept	Sub DEPT	Account Number	Account Name	Adjustment Amount
<u>CAP LEASE BS&amp;A SFTWR</u>							
<u>RCPT PRNTR ESCROW PAY</u>							
BA 442	7/19/2010	2560	2360		6080.0000	Departmental Services	250.00-
BA 442	7/19/2010	2560	2360		7390.0000	Operational Supplies	250.00
<u>ADJ BASED ON PRJT/ACT</u>							
BA 448	7/19/2010	2602	3100		6650.0000	Interest On Investments	773.00-
BA 448	7/19/2010	2602	3100		6710.0000	Other Revenue	130,000.00-
BA 448	7/19/2010	2602	3100		7270.0000	Office Supplies	500.00-
BA 448	7/19/2010	2602	3100		7390.0000	Operational Supplies	1,000.00
BA 448	7/19/2010	2602	3100		8030.0090	Audit Fees	100.00
BA 448	7/19/2010	2602	3100		8030.0320	Informant Expense	2,000.00
BA 448	7/19/2010	2602	3100		8080.0000	Service Contracts	1,112.00
BA 448	7/19/2010	2602	3100		8500.0000	Telephone	6,600.00
BA 448	7/19/2010	2602	3100		8600.0000	Travel - Mileage	1,451.00
BA 448	7/19/2010	2602	3100		8620.0000	Other Travel Expenses	1,000.00-
BA 448	7/19/2010	2602	3100		9100.0000	Insurance & Bonds	1,047.00-
BA 448	7/19/2010	2602	3100		9390.0000	Building Rental	4,500.00-
<u>ONLY RECVD \$4,900</u>							
BA 453	7/26/2010	2210	6050		6710.0000	Other Revenue	100.00
BA 453	7/26/2010	2210	6050		7270.0000	Office Supplies	100.00-
<u>REDUCTN AS NEGOTIATED</u>							
BA 456	7/26/2010	2272	5250		8010.0000	Consultants	1,700.00-
BA 456	7/26/2010	2272	5250		8030.0220	Committee Per Diem Fee	3,600.00-
BA 456	7/26/2010	2272	5250		8080.0000	Service Contracts	14,000.00-
<u>MONEY SNT BCK TO STATE</u>							
BA 463	7/26/2010	2870	7294		8430.0000	Client Assistance Pymts	7,000.00-
BA 463	7/26/2010	2870	7295		5610.0000	State Of Mich - Welfare	7,000.00

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 8/24/2010

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Budget Adjustments Greater than \$50,000

## SUGGESTED MOTION:

To approve budget adjustments #448, #468, #469, #470, #485, #495, and #496.

## 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: \_\_\_\_\_

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

## Budget Adjustments Over \$50,000

BA Number	Fund	Department	Explanation	Adjustment
448	W.E.M.E.T.	W.E.M.E.T. Operations	Adjust based on projected/actual	\$ 130,000
468	Sheriff Grant Programs	2009 Port Security Grant	Motorola portables and accessories	\$ 65,435
469	Parks	Parks & Recreation	To account for total cost of Holland Country Club sales of easement with Request Foods.	\$ 68,500
470	9/30 Grant Programs	National Energy Grant	To enter program portion of \$250,000 reserve money for Nation Energy Grant.	\$ 225,000
485	General	Various	Adjust budget for wage study results	\$ 237,881
495	Homestead Property Tax	Treasurer	Correct General Fund Transfer amount to reflect capital lease payments	\$ 51,929
496	General	Operating Transfer Out	Correct General Fund Transfer amount to reflect capital lease payments	\$ 51,929

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 8/24/2010

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Statement of Review

## SUGGESTED MOTION:

To approve the Statement of Review for the month of July, 2010.

## SUMMARY OF REQUEST:

Per Diem and mileage payments to Commissioners per 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: #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: 2010.08.13 10:21:45 -0400

Committee/Governing/Advisory Board Approval Date:

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 8/24/2010

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Statement of Review

## SUGGESTED MOTION:

To approve the Statement of Review for the month of July, 2010.

## SUMMARY OF REQUEST:

Per Diem and mileage payments to Commissioners per 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: #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: 2010.08.13 10:21:45 -0400

Committee/Governing/Advisory Board Approval Date:



**STATEMENT OF REVIEW FOR THE MONTH OF:** July

Disselkoen	<u>✓</u>
Hehl	<u>/</u>
Holtrop	<u>/</u>
Holtvluwer	<u>/</u>
<b>Karsten</b>	<u>/</u>
Kortman	<u>/</u>
Kuyers	<u>/</u>
Ruiter	<u>/</u>
Rycenga	<u>/</u>
Schrotenboer	<u>/</u>
Swartout	<u>/</u>

**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **Donald Disselkoe** For the month beginning July 01, 2010  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
07/02/2010	10:00 AM - 11:00 AM	WHTC with Kent Rubley (times unknown) - mileage only	6.0	-
07/07/2010	09:00 AM - 04:30 PM	MDOT Asset Management Council	.0	\$70.00
07/08/2010	01:30 PM - 02:30 PM	Personnel Interview Committee	23.0	\$40.00
07/12/2010	11:30 AM - 01:00 PM	West Michigan Airport Authority (Tulip City Airport)	11.0	\$40.00
-	03:26 PM - 03:36 PM	Human Resources Committee	23.0	-
07/13/2010	01:30 PM - 03:28 PM	Board of Commissioners Meeting	23.0	\$40.00
-	03:30 PM - 04:02 PM	Board of Commissioners Work Session	.0	-
07/20/2010	09:30 AM - 10:55 AM	Finance & Administration Committee	23.0	\$40.00
07/26/2010	02:00 PM - 02:50 PM	CMH Board Executive Committee	6.0	\$40.00
-	03:03 PM - 03:45 PM	Community Mental Health Board	.0	-
07/27/2010	01:30 PM - 02:15 PM	Board of Commissioners Meeting	23.0	\$40.00
07/28/2010	01:00 PM - 01:50 PM	LLOC with Michael Brashears - mileage only	3.0	-
07/29/2010	08:30 AM - 09:45 AM	West Michigan Airport Authority (Tulip City Airport)	6.0	\$40.00
-	10:30 AM - 11:00 AM	WHTC with Jim Holtrop - mileage only	6.0	-
-	-	-	-	-
<b>Total Per Diem:</b>				<b>\$350.00</b>
<b>Total Mileage:</b>			153.0	<b>\$76.50</b>
<b>Total Voucher:</b>				<b>\$426.50</b>

08/17/2010

Revision History

Created by Elizabeth Lyyski on 08/10/2010 10:04:28 AM  
Modified by Karen Echter on 08/17/2010 05:19:16 PM

**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **Matthew Hehl** For the month beginning July 01, 2010  
 Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
07/12/2010	07:00 PM - 08:10 PM	Ottawa County Planning Commission	32.0	\$40.00
07/13/2010	01:30 PM - 03:28 PM	Board of Commissioners Meeting	32.0	\$40.00
-	03:30 PM - 04:02 PM	Board of Commissioners Work Session	.0	-
07/14/2010	08:30 AM - 09:45 AM	Health & Human Services Committee	32.0	\$40.00
07/27/2010	01:30 PM - 02:15 PM	Board of Commissioners Meeting	32.0	\$40.00
-	-	-	-	-
<b>Total Per Diem:</b>				<b>\$160.00</b>
<b>Total Mileage:</b>			128.0	<b>\$64.00</b>
<b>Total Voucher:</b>				<b>\$224.00</b>

08/10/2010

Revision History

Created by Elizabeth Lyyski on 08/10/2010 10:20:36 AM

**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **James Holtrop** For the month beginning July 01, 2010  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
07/07/2010	09:30 AM - 10:30 AM	GVMC Technical Committee	35.0	\$40.00
07/08/2010	02:00 PM - 03:15 PM	Personnel Interview Committee	37.0	\$40.00
07/12/2010	10:00 AM - 11:45 AM	Grand Valley Metro Council	44.0	\$40.00
-	03:20 PM - 03:36 PM	Human Resources Committee	37.0	\$30.00
07/13/2010	01:30 PM - 03:28 PM	Board of Commissioners Meeting	37.0	\$40.00
-	03:30 PM - 04:02 PM	Board of Commissioners Work Session	.0	-
07/14/2010	08:30 AM - 09:45 AM	Health & Human Services Committee	37.0	\$40.00
07/21/2010	09:30 AM - 11:15 AM	GVMC Policy Committee	35.0	\$40.00
-	03:00 PM - 04:30 PM	Meeting with Steve Warner, Scandia Wind Offshore - mileage only	4.0	-
07/27/2010	01:30 PM - 02:15 PM	Board of Commissioners Meeting	37.0	\$40.00
07/29/2010	10:30 AM - 11:00 AM	WHTC interview - mileage only	31.0	-
-	-	-	-	-
<b>Total Per Diem:</b>				<b>\$310.00</b>
<b>Total Mileage:</b>			<b>334.0</b>	<b>\$167.00</b>
<b>Total Voucher:</b>				<b>\$477.00</b>

08/10/2010

Revision History

Created by James Holtrop on 07/07/2010 06:02:46 PM  
 Modified by James Holtrop on 07/08/2010 04:49:06 PM  
 Modified by James Holtrop on 07/12/2010 10:58:08 PM  
 Modified by James Holtrop on 07/21/2010 02:14:30 PM  
 Modified by James Holtrop on 07/21/2010 05:27:02 PM  
 Modified by James Holtrop on 07/29/2010 01:13:52 PM  
 Modified by Elizabeth Lyyski on 08/10/2010 10:29:01 AM

**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **James Holtvluwer** For the month beginning July 01, 2010  
 Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
07/12/2010	07:00 PM - 08:10 PM	Ottawa County Planning Commission	32.0	\$40.00
07/13/2010	01:30 PM - 03:28 PM	Board of Commissioners Meeting	32.0	\$40.00
-	03:30 PM - 04:02 PM	Board of Commissioners Work Session	.0	-
07/14/2010	08:30 AM - 09:45 AM	Health & Human Services Committee	32.0	\$40.00
07/26/2010	03:03 PM - 03:45 PM	Community Mental Health Board	60.0	\$40.00
07/27/2010	01:30 PM - 02:15 PM	Board of Commissioners Meeting	32.0	\$40.00
-	-	-	-	-
<b>Total Per Diem:</b>				<b>\$200.00</b>
<b>Total Mileage:</b>			188.0	<b>\$94.00</b>
<b>Total Voucher:</b>				<b>\$294.00</b>

08/10/2010

Revision History

Created by James Holtvluwer on 07/14/2010 03:38:35 PM  
 Modified by James Holtvluwer on 07/29/2010 09:00:50 AM  
 Modified by Elizabeth Lyyski on 08/10/2010 10:32:45 AM

**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **Robert Karsten** For the month beginning July 01, 2010  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
07/10/2010	10:00 AM - 11:00 PM	Eastmanville Park Cemetery Dedication - mileage only	38.0	-
07/13/2010	01:30 PM - 03:28 PM	Board of Commissioners Meeting	24.0	\$40.00
-	03:30 PM - 04:02 PM	Board of Commissioners Work Session	.0	-
07/14/2010	08:30 AM - 09:45 AM	Health & Human Services Committee	24.0	\$40.00
07/19/2010	03:15 PM - 03:50 PM	CMH Board Administrative & Finance Committee	6.0	\$40.00
07/20/2010	09:30 AM - 10:55 AM	Finance & Administration Committee	24.0	\$40.00
07/26/2010	03:03 PM - 03:45 PM	Community Mental Health Board	6.0	\$40.00
07/27/2010	01:30 PM - 02:15 PM	Board of Commissioners Meeting	24.0	\$40.00
-	-	-	-	-

<b>Total Per Diem:</b>		\$240.00
<b>Total Mileage:</b>	146.0	\$73.00
<b>Total Voucher:</b>		<b>\$313.00</b>

08/10/2010

Revision History

Created by Robert Karsten on 07/12/2010 07:39:44 PM  
Modified by Robert Karsten on 07/21/2010 08:17:15 AM  
Modified by Robert Karsten on 07/26/2010 08:34:18 PM  
Modified by Elizabeth Lyyski on 08/10/2010 10:37:33 AM

**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **Joyce Kortman** For the month beginning July 01, 2010  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
07/07/2010	11:00 AM - 12:00 PM	Parks & Recreation Commission	30.0	\$40.00
07/12/2010	09:00 AM - 11:45 AM	Michigan Association for Local Public Health (MALPH)	190.0	\$70.00
07/13/2010	01:37 PM - 03:28 PM	Board of Commissioners Meeting	30.0	\$40.00
-	03:30 PM - 04:02 PM	Board of Commissioners Work Session	.0	-
07/14/2010	08:30 AM - 09:45 AM	Health & Human Services Committee	30.0	\$40.00
07/15/2010	03:15 PM - 05:00 PM	Parks & Rec Public Relations Committee	30.0	\$40.00
07/19/2010	03:15 PM - 03:50 PM	CMH Board Administrative & Finance Committee	15.0	\$40.00
07/21/2010	03:00 PM - 04:45 PM	Parks & Rec Planning Committee	30.0	\$40.00
07/26/2010	03:03 PM - 03:45 PM	Community Mental Health Board	15.0	\$40.00
07/27/2010	01:30 PM - 02:15 PM	Board of Commissioners Meeting	30.0	\$40.00
-	-	-	-	-
			<b>Total Per Diem:</b>	\$390.00
			<b>Total Mileage:</b>	400.0 \$200.00
			<b>Total Voucher:</b>	\$590.00

08/10/2010

Revision History

Created by Joyce Kortman on 07/22/2010 11:08:31 AM  
Modified by Joyce Kortman on 07/23/2010 11:26:46 AM  
Modified by Joyce Kortman on 07/23/2010 04:17:11 PM  
Modified by Joyce Kortman on 07/28/2010 10:54:00 AM  
Modified by Elizabeth Lyyski on 08/10/2010 10:40:54 AM

**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **Philip Kuyers** For the month beginning July 01, 2010  
 Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
07/13/2010	01:30 PM - 03:28 PM	Board of Commissioners Meeting	2.0	\$40.00
-	03:30 PM - 04:02 PM	Board of Commissioners Work Session	.0	-
07/27/2010	01:30 PM - 02:15 PM	Board of Commissioners Meeting	2.0	\$40.00
-	-	-	-	-
<b>Total Per Diem:</b>				<b>\$80.00</b>
<b>Total Mileage:</b>			4.0	<b>\$2.00</b>
<b>Total Voucher:</b>				<b>\$82.00</b>

08/10/2010

Revision History

Created by Elizabeth Lyyski on 08/10/2010 10:42:16 AM



**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **Jane Ruiter** For the month beginning July 01, 2010  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
07/12/2010	03:20 PM - 03:36 PM	Human Resources Committee	30.0	\$40.00
07/13/2010	01:30 PM - 03:28 PM	Board of Commissioners Meeting	30.0	\$40.00
-	03:30 PM - 04:02 PM	Board of Commissioners Work Session	.0	-
07/27/2010	01:30 PM - 02:15 PM	Board of Commissioners Meeting	30.0	\$40.00
-	-	-	-	-
			<b>Total Per Diem:</b>	\$120.00
			<b>Total Mileage:</b>	90.0 \$45.00
			<b>Total Voucher:</b>	<b>\$165.00</b>

08/10/2010

Revision History

Created by Jane Ruiter on 07/13/2010 05:07:33 PM  
Modified by Elizabeth Lyyski on 08/10/2010 10:47:57 AM

**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **Gordon Schrottenboer** For the month beginning July 01, 2010  
 Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
07/12/2010	09:04 AM - 09:33 AM	Veterans' Affairs Committee	26.0	\$40.00
07/13/2010	01:30 PM - 03:28 PM	Board of Commissioners Meeting	26.0	\$40.00
-	03:30 PM - 04:02 PM	Board of Commissioners Work Session	.0	-
07/20/2010	09:30 AM - 10:55 AM	Finance & Administration Committee	26.0	\$40.00
07/26/2010	12:01 PM - 02:15 PM	Macatawa Area Coordinating Council Policy Board	16.0	\$40.00
07/27/2010	07:00 AM - 08:10 AM	Meet EOC & 911 Directors - mileage only	.0	-
-	01:30 PM - 02:15 PM	Board of Commissioners Meeting	26.0	\$40.00
-	-	-	-	-
<b>Total Per Diem:</b>				<b>\$200.00</b>
<b>Total Mileage:</b>			120.0	<b>\$60.00</b>
<b>Total Voucher:</b>				<b>\$260.00</b>

08/10/2010

Revision History

Created by Gordon Schrottenboer on 08/05/2010 10:35:55 AM  
 Modified by Elizabeth Lyyski on 08/10/2010 10:54:12 AM

**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **Roger Rycenga** For the month beginning July 01, 2010  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
07/12/2010	09:04 AM - 09:33 AM	Veterans' Affairs Committee	14.0	\$40.00
07/13/2010	01:30 PM - 03:28 PM	Board of Commissioners Meeting	14.0	\$40.00
-	03:30 PM - 04:02 PM	Board of Commissioners Work Session	.0	-
07/19/2010	10:30 AM - 11:30 AM	Insurance Authority - mileage only	14.0	-
07/20/2010	09:30 AM - 10:55 AM	Finance & Administration Committee	14.0	\$40.00
07/27/2010	01:30 PM - 02:15 PM	Board of Commissioners Meeting	14.0	\$40.00
-	-	-	-	-
			<b>Total Per Diem:</b>	\$160.00
			<b>Total Mileage:</b>	70.0 \$35.00
			<b>Total Voucher:</b>	<b>\$195.00</b>

08/17/2010

Revision History

Created by Roger Rycenga on 08/05/2010 03:37:59 PM  
Modified by Elizabeth Lyyski on 08/10/2010 10:51:50 AM  
Modified by Karen Echter on 08/17/2010 05:19:49 PM

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 8/24/2010

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item: Government Finance Officers Association Distinguished Budget Presentation Award**

## SUGGESTED MOTION:

To receive and forward to the Board of Commissioners the Government Finance Officers Association's Distinguished Budget Presentation Award for the fiscal year beginning January 1, 2010.

## SUMMARY OF REQUEST:

## 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:

Objective:

**ADMINISTRATION RECOMMENDATION:**  Recommended  Not Recommended

County Administrator: **Alan G. Vanderberg**

Committee/Governing/Advisory Board Approval Date:

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org  
Reason: I am approving this document  
Date: 2010.08.13 10:38:11 -0400



**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

May 7, 2010

Ms. June Hagan  
Fiscal Services Director  
Ottawa County  
12220 Fillmore Street, Room 331  
West Olive, MI 49464

Dear Ms. Hagan:

A Panel of independent reviewers has completed its examination of your budget document. We are pleased to inform you that the panel has voted to award your budget document the Distinguished Budget Presentation Award for the current fiscal period. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization.

The Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next annual budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption. Enclosed is an application form to facilitate a timely submission. This form should be submitted with four copies of your budget accompanied by the appropriate fee.

Each program participant is provided with confidential comments and suggestions for possible improvements to the budget document. Your comments are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare your next budget.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. Enclosed is a Certificate of Recognition for Budget Preparation for:

**Connie Vander Schaaf, Budget/Audit Manager**

Your award plaque will be mailed separately and should arrive within eight to ten weeks. Enclosed is a camera-ready reproduction of the award for inclusion in your next budget. If you reproduce the camera-ready in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria.

The following standardized text should be used:

Ms. June Hagan

May 7, 2010

Page 2

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Ottawa County, Michigan** for its annual budget for the fiscal year beginning **January 1, 2010**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

A press release is enclosed.

The Government Finance Officers Association encourages you to make arrangements for a formal presentation of the award. If you would like the award presented by a member of your state or provincial finance officers association, we can provide the name of a contact person for that group.

We appreciate your participation in this program and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients (with hyperlinks) can be found on GFOA's website at [www.gfoa.org](http://www.gfoa.org). If we can be of further assistance, please contact the Technical Services Center.

Sincerely,

A handwritten signature in black ink that reads "Stephen J. Gauthier". The signature is written in a cursive style with a large, stylized initial "S".

Stephen J. Gauthier, Director  
Technical Services Center

Enclosure

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 8/24/2010

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item: Officer and Employee Delegate for MERS Annual Meeting**

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the nomination of Robert Spaman as Officer Delegate, Marie Waalkes as Alternate Officer Delegate, Erin Rotman as Employee Delegate, and Robert Melamed as Alternate Employee Delegate to the MERS 64<sup>th</sup> Annual Meeting to be held September 15-17, 2010 in Kalamazoo, Michigan.

## SUMMARY OF REQUEST:

The County, as a member of the Municipal Employees Retirement System (MERS), sends an Officer Delegate and an Employee Delegate to the Annual MERS conference in accordance with the MERS bylaws. Delegates vote for the MERS Board members and attend information sessions to obtain important information relating to the County's retirement system, such as new and updated rules and regulations, financial stability of MERS, and other topics related to MERS. The Alternate Delegates are named, in the event the primary delegate (Officer or Employee) can not attend.

## FINANCIAL INFORMATION:

Total Cost: \$1,200.00 | County Cost: \$1,200.00 | 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: #2

Objective: #3

## 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: 2010.08.13 16:50:48 -0400

Committee/Governing/Advisory Board Approval Date:

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 8/24/2010

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** Purchase of MERS (Michigan Municipal Employees Retirement System) Generic Service Credits for Nora Jean Butcher

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the purchase of three (3) years of MERS generic service credit for \$29,243 (total cost to be paid by employee, Nora Jean Butcher).

Total Cost: \$29,243  
Employer Cost: \$0  
Employee Cost: \$29,243

## SUMMARY OF REQUEST:

The MERS plan document allows for the purchase of up to five (5) years of generic service credits by an employee. The employee is responsible for the total cost of the purchase of generic service credits.

## FINANCIAL INFORMATION:

Total Cost: \$29,243.00 | County Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source: Employee

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #4

Objective: #6

## ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.08.13 11:01:09 -0400

Committee/Governing/Advisory Board Approval Date:





Municipal Employees' Retirement System of Michigan  
1134 Municipal Way, Lansing, Michigan 48917

RECEIVED

JUL 15 2010

OTAWA CO HUMAN RESOURCES

Phone: (517) 307-2030 (800) 767-6377 Fax: (517) 307-8636 Website: www.munofmich.com

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

**MEMBER**

Name: Nora Jean Butcher  
SSN: XXX-XX-9343  
DOB: 12/2/1943  
Age: 66 years, 8 months

**CALCULATION DATE - 8/1/2010**  
(Estimate Not Valid After 2 Months)

**BENEFIT PROGRAMS**

Benefit B-3 (80% max)  
Benefit F55 (With 25 Years of Service)  
Benefit FAC-5 (5 Year Final Average Compensation)  
10 Year Vesting

**EMPLOYER**

Name: Ottawa Co  
Number/Div: 7003 / 06

**ESTIMATED FAC ON CALCULATION DATE: \$48,756.43**

**CREDITED SERVICE**

Member's Service Credit as of Calculation Date:  
Other Governmental Service used for Eligibility (MERS or Act 88):  
**Type of Credited Service to be Granted:**  
**Amount of Credited Service to be Granted:**  
**Total Estimated Actuarial Cost of Additional Credited Service:**

5 years, 10 months  
3 years, 10 months  
Generic  
3 years, 0 months (may not be used for vesting)  
**\$29,243.00 [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.

**NOTE: Special Information regarding the calculation of the cost of this Service Credit Purchase is on page 2 of this report.**

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

	Retirement Date	Age	Service Through	Total Service	FAC	Annual Benefit
Before Purchase	12/1/2010	66 yrs., 11 mths.	11/30/2010	6 yrs., 2 mths.	\$49,477.08	\$6,864.96
After Purchase	12/1/2010	66 yrs., 11 mths.	11/30/2010	9 yrs., 2 mths.	\$49,477.08	\$10,204.68

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.

*Nora Butcher*  
Signature of Member

*July 13, 2010*  
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 Ottawa Co, 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 from Ottawa Co

\_\_\_\_\_  
Date

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 8/24/2010

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item: Purchase of MERS (Michigan Municipal Employees Retirement System) Generic Service Credits for Steven M. Burgess**

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the purchase of two (2) years of MERS generic service credit for \$38,213 (total cost to be paid by employee, Steven M. Burgess).

Total Cost: \$38,213  
Employer Cost: \$0  
Employee Cost: \$38,213

## SUMMARY OF REQUEST:

The MERS plan document allows for the purchase of up to five (5) years of generic service credits by an employee. The employee is responsible for the total cost of the purchase of generic service credits.

## FINANCIAL INFORMATION:

Total Cost: \$38,213.00 | County Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source: Employee

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #4

Objective: #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: 2010.08.13 11:08:25 -0400

Committee/Governing/Advisory Board Approval Date:

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

Name: Steven M. Burgess  
 SSN: XXX-XX-0384  
 DOB: 12/13/1965  
 Age: 44 years, 7 months

**CALCULATION DATE - 8/1/2010**

(Estimate Not Valid After 2 Months)

**EMPLOYER**

Name: Ottawa Co  
 Number/Div: 7003 / 21

**BENEFIT PROGRAMS**

Benefit B-4 (80% max)  
 Benefit F50 (With 25 Years of Service)  
 Benefit FAC-5 (5 Year Final Average Compensation)  
 10 Year Vesting  
 E2 COLA Benefit

**ESTIMATED FAC ON CALCULATION DATE:** \$59,655.38**CREDITED SERVICE**

Member's Service Credit as of Calculation Date:

16 years, 8 months

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

Generic

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

2 years, 0 months

**Total Estimated Actuarial Cost of Additional Credited Service:****\$38,213.00** [Payment Options on Reverse]**BENEFIT CALCULATION ASSUMPTIONS**

- 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.
- The Member's Final Average Compensation (FAC) is projected to increase 4.5% annually from the date of purchase to the date of retirement.
- The Plan's Investment Return is projected to be 8% annually.

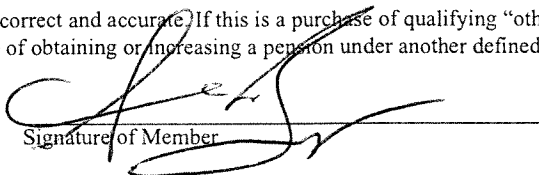
**THE ADDITIONAL CREDITED SERVICE IS PROJECTED TO RESULT IN THE FOLLOWING CHANGES:**

	Retirement Date	Age	Service Through	Total Service	FAC	Annual Benefit
Before Purchase	12/1/2018	52 yrs., 11 mths.	11/30/2018	25 yrs., 0 mths.	\$86,089.87	\$53,806.20
After Purchase	12/1/2016	50 yrs., 11 mths.	11/30/2016	25 yrs., 0 mths.	\$78,835.07	\$49,271.88

*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

7/18/10  
 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 Ottawa Co, 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 from Ottawa Co

\_\_\_\_\_  
 Date

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 8/24/2010

**Requesting Department:** County Clerk

**Submitted By:** Greg Rappleye

**Agenda Item:** Resolution Establishing Fee to Perform Marriage Ceremony

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the resolution establishing a \$10.00 fee for the Ottawa County Clerk to perform a marriage ceremony.

## SUMMARY OF REQUEST:

The County Board of Commissioners may establish a fee for the County Clerk to perform a marriage ceremony. See: MCL 551.7(4).

## 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, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2010.08.13 11:19:08 -0400

Committee/Governing/Advisory Board Approval Date:

**MEMORANDUM**

TO: Ottawa County Finance & Administration Committee

FROM: Gregory Rappleye, Ottawa County Corporation Counsel

DATE: July 27, 2010

RE: Resolution to Set Fee for County Clerk to  
Perform a Marriage Ceremony



MCL 551.7(1)(g) authorizes a County Clerk to perform a marriage ceremony. MCL 551.7(4) authorizes the County Board of Commissioners to set a fee for performing this service. A Resolution to set the fee at \$10 is attached. This is the same amount set by district court magistrates for this service.

cc: Daniel C. Krueger, Ottawa County Clerk  
Sherri Sayles, Ottawa County Deputy Clerk

**Revised Statutes of 1846 (EXCERPT)**  
**Chapter 83. Of marriage and the solemnization thereof.**

**551.7 Persons authorized to solemnize marriage; records; returns; disposition of fees charged by mayor or county clerk.**

Sec. 7. (1) Marriages may be solemnized by any of the following:

- (a) A judge of the district court, in the district in which the judge is serving.
- (b) A district court magistrate, in the district in which the magistrate serves.
- (c) A municipal judge, in the city in which the judge is serving or in a township over which a municipal court has jurisdiction under section 9928 of the revised judicature act of 1961, 1961 PA 236, MCL 600.9928.
- (d) A judge of probate, in the county or probate court district in which the judge is serving.
- (e) A judge of a federal court.
- (f) A mayor of a city, anywhere in a county in which that city is located.
- (g) A county clerk in the county in which the clerk serves, or in another county with the written authorization of the clerk of the other county.
- (h) For a county having more than 2,000,000 inhabitants, an employee of the county clerk's office designated by the county clerk, in the county in which the clerk serves.
- (i) A minister of the gospel or cleric or religious practitioner, anywhere in the state, if the minister or cleric or religious practitioner is ordained or authorized to solemnize marriages according to the usages of the denomination.
- (j) A minister of the gospel or cleric or religious practitioner, anywhere in the state, if the minister or cleric or religious practitioner is not a resident of this state but is authorized to solemnize marriages under the laws of the state in which the minister or cleric or religious practitioner resides.

(2) A person authorized by this act to solemnize a marriage shall keep proper records and make returns as required by section 4 of 1887 PA 128, MCL 551.104.

(3) If a mayor of a city solemnizes a marriage, the mayor shall charge and collect a fee to be determined by the council of that city, which shall be paid to the city treasurer and deposited in the general fund of the city at the end of the month.

(4) If the county clerk or, in a county having more than 2,000,000 inhabitants, an employee of the clerk's office designated by the county clerk solemnizes a marriage, the county clerk shall charge and collect a fee to be determined by the commissioners of the county in which the clerk serves. The fee shall be paid to the treasurer for the county in which the clerk serves and deposited in the general fund of that county at the end of the month.

**History:** R.S. 1846, Ch. 83;—CL 1857, 3210;—CL 1871, 4725;—Am. 1873, Act 85, Eff. July 31, 1873;—How. 6215;—CL 1897, 8594;—Am. 1903, Act 139, Eff. Sept. 17, 1903;—Am. 1909, Act 235, Eff. Sept. 1, 1909;—CL 1915, 11368;—CL 1929, 12696;—Am. 1931, Act 28, Imd. Eff. Apr. 21, 1931;—Am. 1937, Act 42, Eff. Oct. 29, 1937;—CL 1948, 551.7;—Am. 1972, Act 211, Eff. July 1, 1972;—Am. 1975, Act 175, Imd. Eff. July 20, 1975;—Am. 1979, Act 24, Imd. Eff. June 6, 1979;—Am. 1983, Act 64, Imd. Eff. May 26, 1983;—Am. 2006, Act 419, Imd. Eff. Sept. 29, 2006;—Am. 2006, Act 613, Imd. Eff. Jan. 3, 2007;—Am. 2008, Act 47, Imd. Eff. Mar. 27, 2008.

**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 Commissioners is authorized by MCL 551.7(4) to set a fee for the Ottawa County Clerk performing a marriage ceremony; and,

WHEREAS, the Ottawa County Clerk and the Ottawa County Board of Commissioners have agreed that a fee of \$10 should be established by the Ottawa County Board of Commissioners for performing a marriage ceremony;

NOW THEREFORE BE IT RESOLVED, that as authorized by MCL 551.7(4), effective Wednesday, September 1, 2010, a fee of \$10 shall be charged by the Ottawa County Clerk's Office for performing a wedding; 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:** Finance and Administration Committee

**Meeting Date:** 8/17/2010

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** Community Mental Health Personnel Request for Mental Health Nurse

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from Community Mental Health to create one (1) full-time Mental Health Nurse at a cost of \$67,169.

## SUMMARY OF REQUEST:

Provide Medicaid-covered nursing services to adults served by the newly-formed CMH multidisciplinary team serving adult consumers with co-occurring mental illness and developmental disability/cognitive impairments (nursing assessments, medication training and support, patient education, medication administration, medication review/brief assessment, health assessments, etc.) Is a member of a multidisciplinary team; provides some support services to the psychiatric prescriber assigned to the team (including taking vitals, facilitating pre-authorization for medication, responding to medication requests/questions, etc.). Responds to emergent medical issues when physician is unavailable; advises other team members on mental- and physical-health issues relevant to consumer care.

## FINANCIAL INFORMATION:

Total Cost: \$67,169.00 | County Cost: \$0.00 | Included in Budget:  Yes  No

If not included in budget, recommended funding source: Medicaid Funds

## 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: 2010.08.13 13:13:31 -0400

Committee/Governing/Advisory Board Approval Date:

**COUNTY OF OTTAWA**  
**2011 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION**  
**REQUEST FORM**

Please Print Form and Return to the Fiscal Services Department

**POSITION TITLE:** CMH Nurse

**FUND/DEPARTMENT NUMBER:** 6493-3256

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

**GENERAL INFORMATION:**

1. Bargaining Unit:

2. Proposed Pay Grade:

3. Briefly describe the functions of this position:  
Provide Medicaid-covered nursing services to adults served by the newly-formed CMH multidisciplinary team serving adult consumers with co-occurring mental illness and developmental disability/cognitive impairments (nursing assessments, medication training and support, patient education, medication administration, medication review/brief assessment, health assessments, etc.) Is a member of a multidisciplinary team; provides some support services to the psychiatric prescriber assigned to the team (including taking vitals, facilitating pre-authorization for medication, responding to medication requests/questions, etc.). Responds to emergent medical issues when physician is unavailable; advises other team members on mental- and physical-health issues relevant to consumer care.
4. Describe the justification for this position (Provide supporting documentation if appropriate.)  
CMHOC is becoming more specialized in its treatment approach, incorporating evidence-based practices and developing more precise outcome models. Consumers with a co-occurring mental illness and cognitive impairment historically have had poorer outcomes than others. They often are involved in the criminal justice system, are homeless, and create stress within their families/guardians. They do not respond well to the type of cognitive-behavioral, psychoeducational evidence-based practices employed by our existing multidisciplinary treatment teams. Consumers who fall into this diagnostic group often are served through very expensive residential services, which means they are not fully integrated into their home community. By creating a specialized team with a focus on behavior modification, incentive/contingency programming, skills building, integrated mental/physical health and community living supports, we anticipate better clinical outcomes and more opportunities for these individuals to live close to family and friends. Staff assigned to this team will have skills working with both mentally ill and developmentally disabled/cognitively impaired individuals. The nurse will be a key component in delivering targeted, specialized services to the consumers assigned to this team.
5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.  
To contribute to a healthy physical, economic and community environment.
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?  
CMHOC has developed a sophisticated clinical outcome matrix. The clinician assigned to this team will be responsible for delivering services that result in improved functioning as measured by our outcome database.

(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:

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

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

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

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

County of Ottawa  
2220 CMH  
2011 Budget

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
MH Program Coordinator	15	8810	1.0000	\$59,685	\$4,566	\$14,138	\$856	\$199	\$9,949	\$726	\$14	\$169	\$167	\$258	\$31,042	\$90,727
			1.0000	\$59,685	\$4,566	\$14,138	\$856	\$199	\$9,949	\$726	\$14	\$169	\$167	\$258	\$31,042	\$90,727

7040.0000 7150.0000 7160.0020 7170.0000 7180.0000 7190.0000 7200.0000 7220.0000 7230.0000 7240.0000

County of Ottawa  
2220 CMH  
2011 Budget

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
CMH Nurse	13	8833	1.0000	\$42,537	\$3,254	\$14,138	\$856	\$94	\$3,964	\$726	\$69	\$120	\$167	\$184	\$23,572	\$66,109
			1.0000	\$42,537	\$3,254	\$14,138	\$856	\$94	\$3,964	\$726	\$69	\$120	\$167	\$184	\$23,572	\$66,109

7040.0000 7150.0000 7160.0000 7170.0000 7180.0000 7190.0000 7200.0000 7220.0000 7230.0000 7240.0000

County of Ottawa  
2220 CMH  
2011 Budget

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
Mental Health Clinician	13	8833	1.0000	\$45,227	\$3,460	\$14,138	\$856	\$100	\$4,215	\$726	\$74	\$128	\$167	\$195	\$24,059	\$69,286
			1.0000	\$45,227	\$3,460	\$14,138	\$856	\$100	\$4,215	\$726	\$74	\$128	\$167	\$195	\$24,059	\$69,286

7040.0000 7150.0000 7160.0000 7170.0000 7180.0000 7190.0000 7200.0000 7220.0000 7230.0000 7240.0000

County of Ottawa  
2220 CMH  
2011 Budget

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
Peer Specialist	13	8833	1.0000	\$26,555	\$2,031	\$14,138	\$856	\$59	\$2,475	\$726	\$43	\$75	\$167	\$115	\$20,685	\$47,240
			1.0000	\$26,555	\$2,031	\$14,138	\$856	\$59	\$2,475	\$726	\$43	\$75	\$167	\$115	\$20,685	\$47,240

7040.0000 7150.0000 7160.0000 7170.0000 7180.0000 7190.0000 7200.0000 7220.0000 7230.0000 7240.0000

County of Ottawa  
2220 CMH  
2011 Budget

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
CMH Nurse, Nancy Pifer @ .5 FTE	13	8833	-0.5000	\$21,490	\$1,644	\$7,069	\$428	\$48	\$2,003	\$363	\$35	\$61	\$84	\$93	\$11,828	\$33,318
CMH Nurse, Nancy Pifer @ 1.0 FTE	13	8833	1.0000	\$42,980	\$3,288	\$14,138	\$856	\$95	\$4,006	\$726	\$70	\$121	\$167	\$186	\$23,653	\$66,653

Difference			0.5000	\$21,490	\$1,644	\$7,069	\$428	\$47	\$2,003	\$363	\$35	\$60	\$83	\$93	\$11,825	\$33,315
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7040.0000 7150.0000 7160.0000 7170.0000 7180.0000 7190.0000 7200.0000 7220.0000 7230.0000 7240.0000

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 8/24/2010

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item: Community Mental Health Personnel Request for Mental Health Nurse - Children's Services**

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from Community Mental Health to increase a .5 FTE Mental Health Nurse to one (1) full-time Mental Health Nurse at a cost of \$33,315.

## SUMMARY OF REQUEST:

Provide Medicaid-covered nursing services to children served by the CMHOC Children's Services team (nursing assessments, medication training and support, patient education, medication administration, medication review/brief assessment, health assessments, etc.) Is a member of a multidisciplinary team that manages care for children and families; provides some support services to the child psychiatrist. Current nursing capacity is insufficient to meet the needs of the Children's team. Number of children meeting eligibility for CMHOC services increasing, with 42% increase in the number of children served in the current fiscal year compared to last fiscal year.

## FINANCIAL INFORMATION:

Total Cost: \$33,315.00 | County Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source: Medicaid Funds

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 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@mottawa.org  
Reason: I am approving this document  
Date: 2010.08.13 14:12:09 -0400

Committee/Governing/Advisory Board Approval Date:

**COUNTY OF OTTAWA**  
**2011 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION**  
**REQUEST FORM**

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

**POSITION TITLE:** Mental Health Nurse - Children's Services    **FUND/DEPARTMENT NUMBER:**  
6493.4244/4245

**CHECK ONE:**     New Position:                      Number of hours per week requested: \_\_\_\_\_  
                   Expansion of Existing Hours:    From: 20 To: 40 per week

**GENERAL INFORMATION:**

1. Bargaining Unit:   

2. Proposed Pay Grade:   

3. Briefly describe the functions of this position:  
Provide Medicaid-covered nursing services to children served by the CMHOC Children's Services team (nursing assessments, medication training and support, patient education, medication administration, medication review/brief assessment, health assessments, etc.) Is a member of a mutlidisciplinary team that manages care for children and families; provides some support services to the child psychiatrist (including taking vitals, facilitating pre-authorization for medication, responding to medication requests/questions, etc.). Responds to emergent medical issues when physician is unavailable; advises other team members on mental- and physicial-health issues relevant to consumer care.
4. Describe the justification for this position (Provide supporting documentation if appropriate.)  
Current nursing capacity is insufficient to meet the needs of the Children's team. Number of children meeting eligibility for CMHOC services increasing, with 42% increase in the number of children served in the current fiscal year compared to last fiscal year. CMHOC has a Performance Improvement Project goal to increase penetration rate for children, per directive of the Michigan Department of Communy Health, which is resulting in more families being served. Because the psychiatrist assigned to the team is part-time, the nurse is repsonsible for much of the triage and follow-up to issues that arise when the physician is not in the office. The potential for gaps in service response is growing without a full-time medical professional on the team.
5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.  
To contribute to a healthy physical, economic and community environment.
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?  
Full-time nursing position will allow CMHOC to adequately serve the increased numbers of children being served, per our MDCH Performance IMprovement Project as cited above. We will use established clinical outcome data and direct-care service data to monitor the position's clinical and cost effectiveness.

(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:   

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:   

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION:      
*(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

County of Ottawa  
2220 CMH  
2011 Budget

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
MH Program Coordinator	15	8810	1.0000	\$59,685	\$4,566	\$14,138	\$856	\$199	\$9,949	\$726	\$14	\$169	\$167	\$258	\$31,042	\$90,727
			1.0000	\$59,685	\$4,566	\$14,138	\$856	\$199	\$9,949	\$726	\$14	\$169	\$167	\$258	\$31,042	\$90,727

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County of Ottawa  
2220 CMH  
2011 Budget

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
CMH Nurse	13	8833	1.0000	\$42,537	\$3,254	\$14,138	\$856	\$94	\$3,964	\$726	\$69	\$120	\$167	\$184	\$23,572	\$66,109
			1.0000	\$42,537	\$3,254	\$14,138	\$856	\$94	\$3,964	\$726	\$69	\$120	\$167	\$184	\$23,572	\$66,109

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County of Ottawa  
2220 CMH  
2011 Budget

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
Mental Health Clinician	13	8833	1.0000	\$45,227	\$3,460	\$14,138	\$856	\$100	\$4,215	\$726	\$74	\$128	\$167	\$195	\$24,059	\$69,286
			1.0000	\$45,227	\$3,460	\$14,138	\$856	\$100	\$4,215	\$726	\$74	\$128	\$167	\$195	\$24,059	\$69,286

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County of Ottawa  
2220 CMH  
2011 Budget

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
Peer Specialist	13	8833	1.0000	\$26,555	\$2,031	\$14,138	\$856	\$59	\$2,475	\$726	\$43	\$75	\$167	\$115	\$20,685	\$47,240
			1.0000	\$26,555	\$2,031	\$14,138	\$856	\$59	\$2,475	\$726	\$43	\$75	\$167	\$115	\$20,685	\$47,240

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County of Ottawa  
2220 CMH  
2011 Budget

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
CMH Nurse, Nancy Pifer @ .5 FTE	13	8833	-0.5000	\$21,490	\$1,644	\$7,069	\$428	\$48	\$2,003	\$363	\$35	\$61	\$84	\$93	\$11,828	\$33,318
CMH Nurse, Nancy Pifer @ 1.0 FTE	13	8833	1.0000	\$42,980	\$3,288	\$14,138	\$856	\$95	\$4,006	\$726	\$70	\$121	\$167	\$186	\$23,653	\$66,653

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Difference

			0.5000	\$21,490	\$1,644	\$7,069	\$428	\$47	\$2,003	\$363	\$35	\$60	\$83	\$93	\$11,825	\$33,315
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# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 8/24/2010

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item: Community Mental Health Personnel Request for Mental Health Program Coordinator**

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from Community Mental Health to create one (1) full-time Mental Health Program Coordinator at a cost of \$92,507.

## SUMMARY OF REQUEST:

This position will supervise a newly created multidisciplinary treatment team serving CMH consumers who have a co-occurring mental illness and cognitive impairment. This will be a highly specialized team to include mental health specialists, mental health clinician/psychologist, psychiatrist/nurse practitioner, nurse, peer specialist, support staff, and potentially supported employment specialist. The coordinator will directly supervise staff, and also coordinate services for this population with other community providers, including the Intermediate School District, Department of Human Services, Ottawa County Jail, Residential Treatment providers, and others. The coordinator will be heavily involved in program development for this unique consumer population, as well as eligibility determination and clinical outcome monitoring.

## FINANCIAL INFORMATION:

Total Cost: \$92,507.00 | County Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source: Medicaid Funds

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 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: 2010.08.13 14:17:00 -0400

Committee/Governing/Advisory Board Approval Date:

**COUNTY OF OTTAWA**  
**2011 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION**  
**REQUEST FORM**

Please Print Form and Return to the Fiscal Services Department

**POSITION TITLE:** Mental Health Program Coordinator **FUND/DEPARTMENT NUMBER:** 6493-3256

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

**GENERAL INFORMATION:**

1. Bargaining Unit:

2. Proposed Pay Grade:

3. Briefly describe the functions of this position:

This position will supervise a newly created multidisciplinary treatment team serving CMH consumers who have a co-occurring mental illness and cognitive impairment. This will be a highly specialized team to include mental health specialists, mental health clinician/psychologist, psychiatrist/nurse practitioner, nurse, peer specialist, support staff, and potentially supported employment specialist. The coordinator will directly supervise staff, and also coordinate services for this population with other community providers, including the Intermediate School District, Department of Human Services, Ottawa County Jail, Residential Treatment providers, and others. The coordinator will be heavily involved in program development for this unique consumer population, as well as eligibility determination and clinical outcome monitoring.

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

CMHOC is becoming more specialized in its treatment approach, incorporating evidence-based practices and developing more precise outcome models. Consumers with a co-occurring mental illness and cognitive impairment historically have had poorer outcomes than others. They often are involved in the criminal justice system, are homeless, and create stress within their families/guardians. They do not respond well to the type of cognitive-behavioral, psychoeducational evidence-based practices employed by our existing multidisciplinary treatment teams. Consumers who fall into this diagnostic group often are served through very expensive residential services, which means they are not fully integrated into their home community. By creating a specialized team with a focus on behavior modification, incentive/contingency programming, skill building and community living supports, we anticipate better clinical outcomes and more opportunities for these individuals to live close to family and friends. Staff assigned to this team will have skills working with both mentally ill and developmentally disabled/cognitively impaired individuals. The coordinator will be a key component in developing and supervising a wraparound treatment approach for these consumers.

5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.  
To contribute to a healthy physical, economic and community environment.

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?  
CMHOC has developed a sophisticated clinical outcome matrix. The coordinator assigned to this team will be responsible for collecting and monitoring outcome data, and adjusting the treatment approach as needed. This is consistent with the responsibilities of other team leaders within the agency. The coordinator also will have oversight of multi-systems initiatives involving consumers assigned to this team (e.g., reduction in jail time, guardianship issues, coordination with physical health care providers, etc.), as required by our accrediting body (CARF).

(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: \$59,685.00

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$31,042.00

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION: \$1,780.00  
*(If equipment is required, please complete an equipment request form and indicate it is for a new position.)*

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

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

County of Ottawa  
2220 CMH  
2011 Budget

Employee Name	Union code	W.C. code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
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County of Ottawa  
2220 CMH  
2011 Budget

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County of Ottawa  
2220 CMH  
2011 Budget

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County of Ottawa  
2220 CMH  
2011 Budget

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County of Ottawa  
2220 CMH  
2011 Budget

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CMH Nurse, Nancy Pifer @ 1.0 FTE	13	8833	1.0000	\$42,980	\$3,288	\$14,138	\$856	\$95	\$4,006	\$726	\$70	\$121	\$167	\$186	\$23,653	\$66,653

Difference			0.5000	\$21,490	\$1,644	\$7,069	\$428	\$47	\$2,003	\$363	\$35	\$60	\$83	\$93	\$11,825	\$33,315
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# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 8/24/2010

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item: Community Mental Health Personnel Request for Mental Health Clinician**

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from Community Mental Health to eliminate one (1) full-time Mental Health Specialist (Group T/paygrade 12) and to create one (1) full-time Mental Health Clinician at a cost of \$71,066.

## SUMMARY OF REQUEST:

To provide clinical services to adult consumers with co-occurring mental illness and developmental disability/cognitive impairment. Services will include psychological testing, psychosocial assessment, treatment planning, behavior treatment planning/implementation/monitoring, individual and group therapy, and oversight of other services being delivered to consumers (e.g., community living supports, case management, residential services, etc.). This position will be part of a newly created multidisciplinary treatment team to serve this co-occurring population.

## FINANCIAL INFORMATION:

Total Cost: \$71,066.00 | County Cost: \$0.00 | Included in Budget:  Yes  No

If not included in budget, recommended funding source: Medicaid Funds

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated  Non-Mandated  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 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@mottawa.org  
Reason: I am approving this document  
Date: 2010.08.13 14:42:30 -0400

Committee/Governing/Advisory Board Approval Date:

**COUNTY OF OTTAWA**  
**2011 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION**  
**REQUEST FORM**

Please Print Form and Return to the Fiscal Services Department

**POSITION TITLE:** Mental Health Clinician

**FUND/DEPARTMENT NUMBER:** 6493-3256

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

**GENERAL INFORMATION:**

1. Bargaining Unit:

2. Proposed Pay Grade:

3. Briefly describe the functions of this position:  
To provide clinical services to adult consumers with co-occurring mental illness and developmental disability/cognitive impairment. Services will include psychological testing, psychosocial assessment, treatment planning, behavior treatment planning/implementation/monitoring, individual and group therapy, and oversight of other services being delivered to consumers (e.g., community living supports, case management, residential services, etc.). This position will be part of a newly created multidisciplinary treatment team to serve this co-occurring population.

4. Describe the justification for this position (Provide supporting documentation if appropriate.)  
CMHOC is becoming more specialized in nits treatment approach, incorporating devidence-based practices and developinog more precise outcome models. Consumers with a co-occurring mental illness and cognitive impairment historically have had poorer outcomes than others. They often are involved in the criminal justice system, are homeless, and crate stress within their families/guardians. They do not respond well to the type of cognitive-behavioral, psycdhoeducational evicence-based practices employed by our existing multidisciplinary treatment teamms. Consumers who fall into this diagnostic group foten are served through very expensive residential services, which means they are not fully integrated into their home community. By creating a specialized team with a focus on behavior modification, incentive/contingency programming, skills bilding and community living supports, we anticipate better clinical outcomes and more opportunities for these individuals to live close to famly and friends. Staff assigned to this team will have skills working with both mentally ill and developmentally disabled/cognitively impaired individuals. The clinician will be a key component in delivering targeted, specialized services to the consumers assigned to this team.

5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.  
To contribute to a healthy physical, economic and community enfronment

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?  
CMHOC has developed a sophisticated clinical outcome matrix. The clinician assigned to this team will be responsible for delivering services that result in improved functioning as measured by our outcome database.

(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:

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION:

*(If equipment is required, please complete an equipment request form and indicate it is for a new position.)*

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

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

County of Ottawa  
2220 CMH  
2011 Budget

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
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County of Ottawa  
2220 CMH  
2011 Budget

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County of Ottawa  
2220 CMH  
2011 Budget

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County of Ottawa  
2220 CMH  
2011 Budget

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
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			1.0000	\$26,555	\$2,031	\$14,138	\$856	\$59	\$2,475	\$726	\$43	\$75	\$167	\$115	\$20,685	\$47,240

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County of Ottawa  
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Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
CMH Nurse, Nancy Pifer @ .5 FTE	13	8833	-0.5000	\$21,490	\$1,644	\$7,069	\$428	\$48	\$2,003	\$363	\$35	\$61	\$84	\$93	\$11,828	\$33,318
CMH Nurse, Nancy Pifer @ 1.0 FTE	13	8833	1.0000	\$42,980	\$3,288	\$14,138	\$856	\$95	\$4,006	\$726	\$70	\$121	\$167	\$186	\$23,653	\$66,653

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Difference

			0.5000	\$21,490	\$1,644	\$7,069	\$428	\$47	\$2,003	\$363	\$35	\$60	\$83	\$93	\$11,825	\$33,315
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# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 8/24/2010

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item: Community Mental Health Personnel Request for Parent Peer Specialist**

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from Community Mental Health to create one (1) full-time Parent Peer Specialist at a cost of \$47,240.

## SUMMARY OF REQUEST:

Provide peer specialist services and parent support/education as defined by the Medicaid Provider manual to children and families receiving mental health services from the Children's Services team, including orientation to CMH services; assisting consumers to achieve their treatment and recovery goals; providing WRAP (Wellness Recovery Action Planning) and other psychoeducation services ; mentoring and encouraging children and families toward recovery; providing direct service to assist children and families in achieving maximum independence and community integration, and other activities as determined by the consumer's treatment plan and in conjunction with members of the consumer's treatment team.

## FINANCIAL INFORMATION:

Total Cost: \$47,240.00 | County Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source: Medicaid Funds

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 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, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org  
Reason: I am approving this document  
Date: 2010.08.13 14:45:46 -0400

Committee/Governing/Advisory Board Approval Date:

**COUNTY OF OTTAWA**  
**2011 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION**  
**REQUEST FORM**

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

**POSITION TITLE:** Parent Peer Specialist

**FUND/DEPARTMENT NUMBER:** 6493.4245

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

**GENERAL INFORMATION:**

1. Bargaining Unit: Group T

06

2. Proposed Pay Grade: Please note: This position is contingent upon receipt of a Mental Health Block Grant, which will cover all salary/benefits costs for 2 years, with a potential for 3 additional years of funding at a 1:4 match ratio.

3. Briefly describe the functions of this position:

Provide peer specialist services and parent support/education as defined by the Medicaid Provider manual to children and families receiving mental health services from the Children's Services team, including orientation to CMH services; assisting consumers to achieve their treatment and recovery goals, providing WRAP (Wellness Recovery Action Planning) and other psychoeducation services; mentoring and encouraging children and families toward recovery; providing direct service to assist children and families in achieving maximum independence and community integration, and other activities as determined by the consumer's treatment plan and in conjunction with members of the consumer's treatment team. A parent peer specialist also will strengthen the wider Ottawa County system of care for children and families by offering support groups to parents whose children do not meet the threshold for CMHOC services.

4. Describe the justification for this position (Provide supporting documentation if appropriate.)  
The Department of Community Health strongly encourages inclusion of peer specialists in all aspects of CMHOC programming. A Parent Peer specialist is an individuals whose child has a severe emotional disturbance and who has received public mental health services. CMHOC committed throught the DCH Application for Renewal and Recommitment (ARR) to increase the number of peer specialists in its programming. CMHOC lags dramatically compared to other CMH programs across the state in the number of peer specialists utilized.

5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.  
To contribute to a healthy physical, economic and community environment.

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?  
We will achieve our targets as identified in the ARR as described above. Consumer satisfaction with treatment services will continue to be monitored, with specific questions related to availability and quality of Peer Specialist services.

(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: \$26,555.00

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$20,685.00

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION:   
*(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

County of Ottawa  
2220 CMH  
2011 Budget

Employee Name	Union code	W.C. code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
MH Program Coordinator	15	8810	1.0000	\$59,685	\$4,566	\$14,138	\$856	\$199	\$9,949	\$726	\$14	\$169	\$167	\$258	\$31,042	\$90,727
			1.0000	\$59,685	\$4,566	\$14,138	\$856	\$199	\$9,949	\$726	\$14	\$169	\$167	\$258	\$31,042	\$90,727

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County of Ottawa  
2220 CMH  
2011 Budget

Employee Name	Union code	W.C. code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
CMH Nurse	13	8833	1.0000	\$42,537	\$3,254	\$14,138	\$856	\$94	\$3,964	\$726	\$69	\$120	\$167	\$184	\$23,572	\$66,109
			1.0000	\$42,537	\$3,254	\$14,138	\$856	\$94	\$3,964	\$726	\$69	\$120	\$167	\$184	\$23,572	\$66,109

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County of Ottawa  
2220 CMH  
2011 Budget

Employee Name	Union code	W.C. code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
Mental Health Clinician	13	8833	1.0000	\$45,227	\$3,460	\$14,138	\$856	\$100	\$4,215	\$726	\$74	\$128	\$167	\$195	\$24,059	\$69,286
			1.0000	\$45,227	\$3,460	\$14,138	\$856	\$100	\$4,215	\$726	\$74	\$128	\$167	\$195	\$24,059	\$69,286

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County of Ottawa  
2220 CMH  
2011 Budget

Employee Name	Union code	W.C. code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
Peer Specialist	13	8833	1.0000	\$26,555	\$2,031	\$14,138	\$856	\$59	\$2,475	\$726	\$43	\$75	\$167	\$115	\$20,685	\$47,240
			1.0000	\$26,555	\$2,031	\$14,138	\$856	\$59	\$2,475	\$726	\$43	\$75	\$167	\$115	\$20,685	\$47,240

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County of Ottawa  
2220 CMH  
2011 Budget

Employee Name	Union code	W.C. code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
CMH Nurse, Nancy Pifer @ .5 FTE	13	8833	-0.5000	\$21,490	-\$1,644	-\$7,069	-\$428	-\$48	-\$2,003	-\$363	-\$35	-\$61	-\$84	-\$93	-\$11,828	-\$33,318
CMH Nurse, Nancy Pifer @ 1.0 FTE	13	8833	1.0000	\$42,980	\$3,288	\$14,138	\$856	\$95	\$4,006	\$726	\$70	\$121	\$167	\$186	\$23,653	\$66,633

Difference			0.5000	\$21,490	-\$1,644	-\$7,069	-\$428	-\$47	-\$2,003	-\$363	-\$35	-\$60	-\$83	-\$93	-\$11,825	-\$33,315
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# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 8/24/2010

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item: Community Mental Health Personnel Request for Peer Specialist - ACT/IDDT**

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from Community Mental Health to create one (1) full-time Peer Specialist - ACT/IDDT at a cost of \$47,240.

## SUMMARY OF REQUEST:

Provide peer specialist services as defined by the Medicaid Provider manual to consumers served by the Assertive Community Treatment/Integrated Dual Disorder Treatment Team; orienting consumers to ACT/IDDT services, assisting consumers to achieve their mental health recovery goals; providing Recovery and WRAP (Wellness Recovery Action Planning) services; mentoring and encouraging consumers toward recover; partiicipaing in communy integration activities with consumers.

## FINANCIAL INFORMATION:

Total Cost: \$47,240.00 | County Cost: \$0.00 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source: Medicaid Funds

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 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: 2010.08.19 16:16:52 -0400

Committee/Governing/Advisory Board Approval Date:

**COUNTY OF OTTAWA**  
**2011 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION**  
**REQUEST FORM**

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

**POSITION TITLE:** Peer Specialist - ACT/IDDT      **FUND/DEPARTMENT NUMBER:** 6493.3249

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

**GENERAL INFORMATION:**

1. Bargaining Unit:

2. Proposed Pay Grade:

3. Briefly describe the functions of this position:  
Provide peer specialist services as defined by the Medicaid Provider manual to consumers served by the Assertive Community Treatment/Integrated Dual Disorder Treatment Team; orienting consumers to ACT/IDDT services, assisting consumers to achieve their mental health recovery goals; providing Recovery and WRAP (Wellness Recovery Action Planning) services; mentoring and encouraging consumers toward recover; partiicipaing in community integration activities with consumers.

4. Describe the justification for this position (Provide supporting documentation if appropriate.)  
The Department of Community Health strongly encourages inclusion of peer specialists in all aspects of CMHOC programming. Peer specialists are individuals who have a mental illness or co-occurring mental illness and substance use disorder and have received public mental health services. CMHOC committed throught the DCH Application for Renewal and Recommitment (ARR) to increase the number of peer specialists in its programming. CMHOC lags dramatically compared to other CMH programs across the state in the number of peer specialists utilized. Last year CMHOC added 3 full-time peer specialist positions and assigned them to other treatment teams; this new position is a continuation of the effort to embed peer specialst services into all programming for mentally ill consumers.

5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.  
To contribute to a healthy physical, economic and community environment.

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?  
We will achieve our targets as identified in the ARR as described above. Consumer satisfaction with ACT/IDDT services will continue to be monitored, with specific questions related to availability and quality of Peer Specialist services.

(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:

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION:   
*(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

County of Ottawa  
2220 CMH  
2011 Budget

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Difference			0.5000	\$21,490	\$1,644	\$7,069	\$428	\$47	\$2,003	\$363	\$35	\$60	\$93	\$11,825	\$33,315
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# County of Ottawa

## *Office of the Treasurer*

**Bradley J. Slagh**  
*County Treasurer*

**Cheryl Clark**  
*Chief Deputy Treasurer*

**Steven Brower**  
*Deputy Treasurer*

12220 Fillmore St., Room 155, West Olive, MI 49460

[bslagh@miottawa.org](mailto:bslagh@miottawa.org)

Phone: (616) 994-4501  
1-800-764-4111, ext. 4501

Fax: (616) 994-4509

Web Site: [www.miOttawa.org](http://www.miOttawa.org)

Report To: Ottawa County Finance & Administration Committee

From: Bradley Slagh

Date: August 13, 2010

Re: Financial month end update for July 2010

Attached are the graphs representing an overview of the status of the General Fund portfolio of the County as of July 31, 2010. As depicted in the graphs the asset distribution of the General Pooled Funds by percentage and maturity continues to meet the requirements of the County's Investment Policy.

I have included two graphs I found in an 8/2/10 Wall Street Journal blogs article titled Long Way to Go for Recovery. They compare our current US economic climate to that of the previous 3 recessions we have experienced. I found the comparisons to be very interesting and they give a visual perspective to help understand the continued downward pressure on rates by the Fed.

At the end of July, I had forwarded directly to each Commissioner copies of the Library Revenue Distribution reports. These showed an increase in revenue from penal fines for traffic citations of almost 43% over 2009.

I anticipate being at the Finance Committee meeting to answer questions. Please feel free to call or email me if you have any questions during your review of this material.

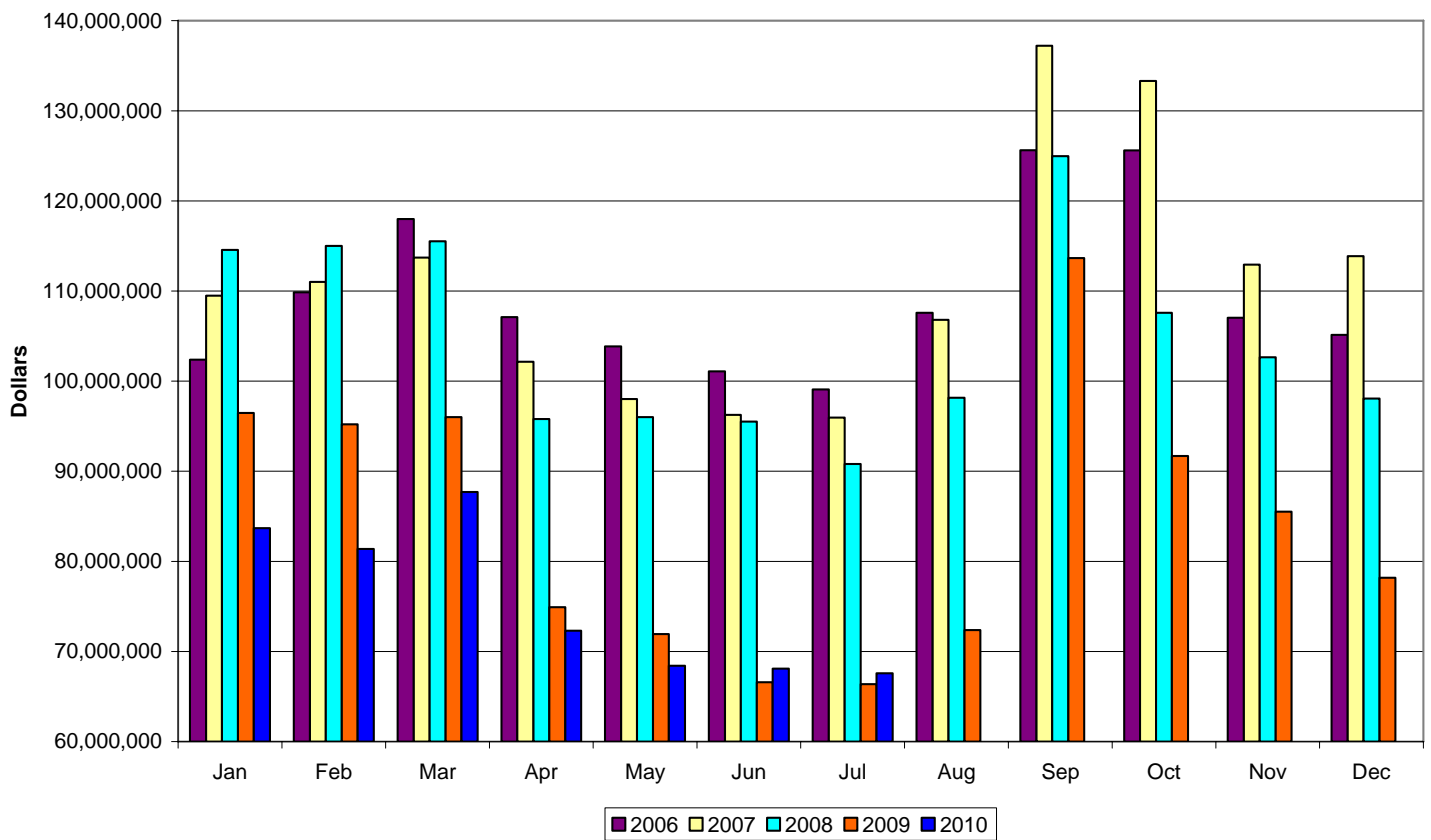
# Ottawa County General Pooled Funds

## Current Portfolio Size

July 31, 2010

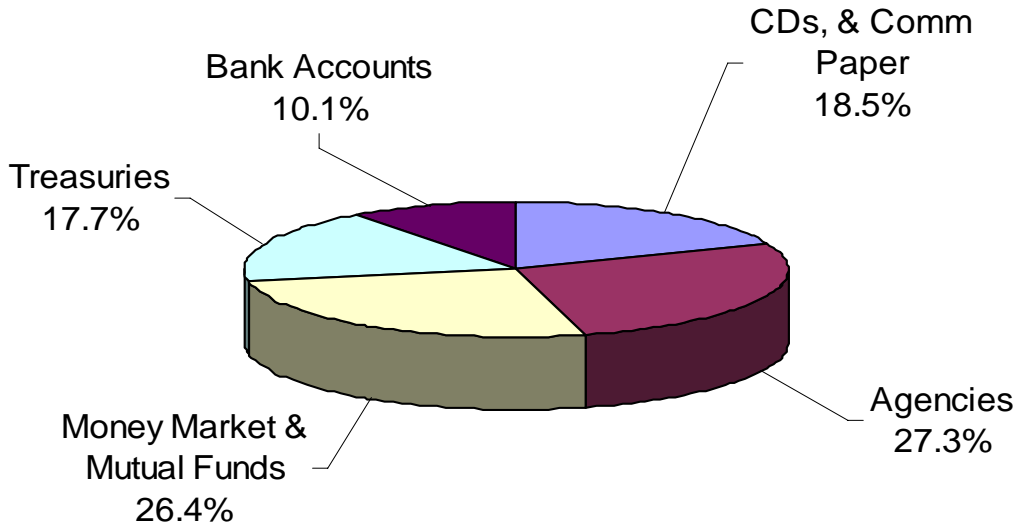
<i>CDs, &amp; Comm Paper</i>	\$12,524,657.90
<i>Agencies</i>	\$18,494,866.23
<i>Money Market &amp; Mutual Funds</i>	\$17,889,760.71
<i>Treasuries</i>	\$11,959,062.50
<i>Bank Accounts</i>	\$6,841,893.73
<b>Total</b>	<b>\$67,710,241.07</b>

### Historical Comparison By Month

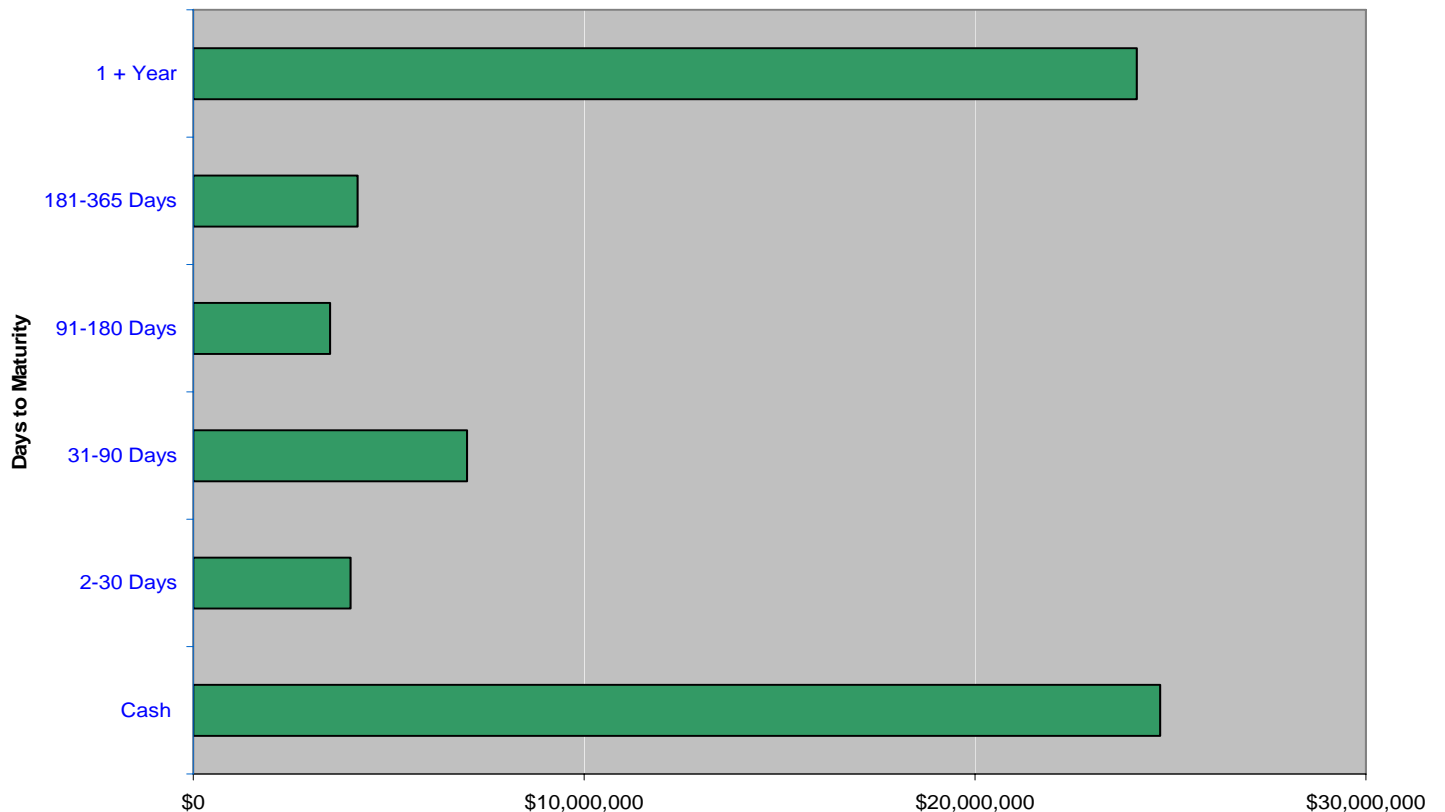


# Ottawa County General Pooled Funds

## Diversification by Investment July 31, 2010

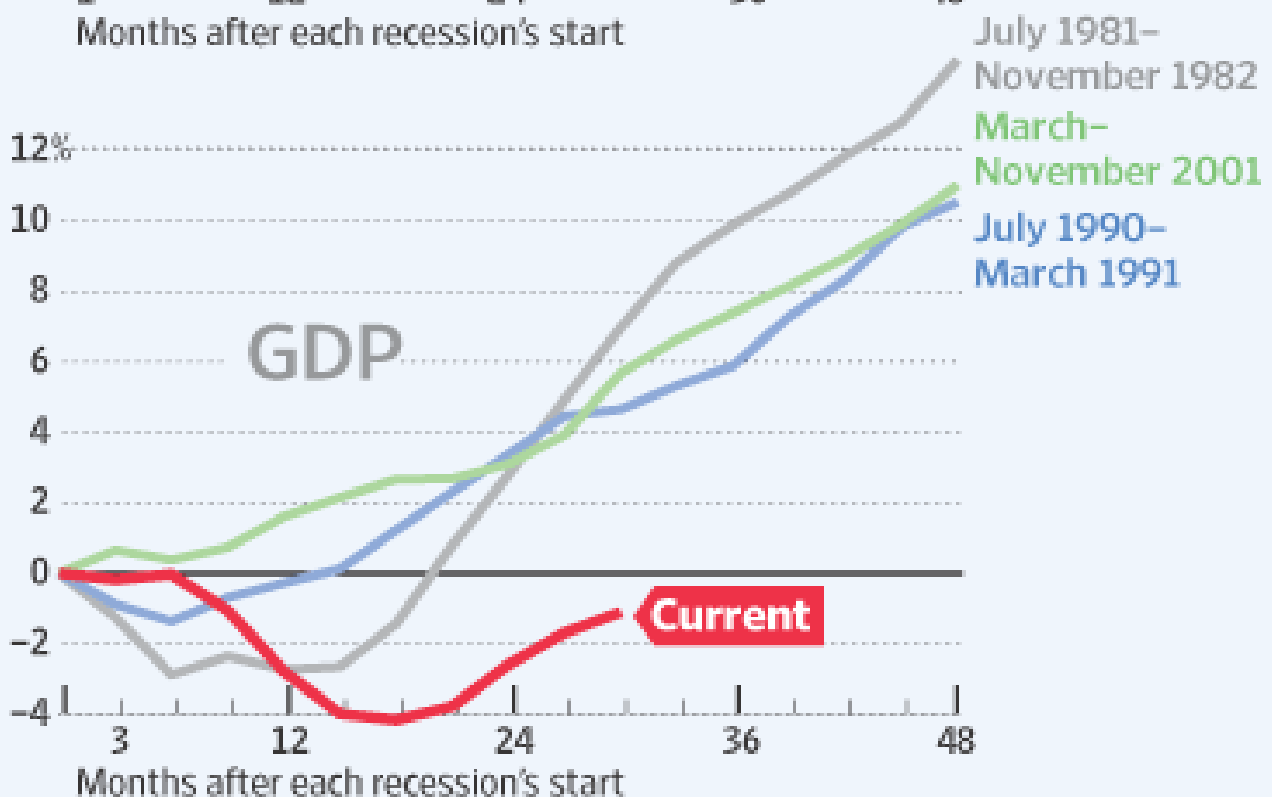
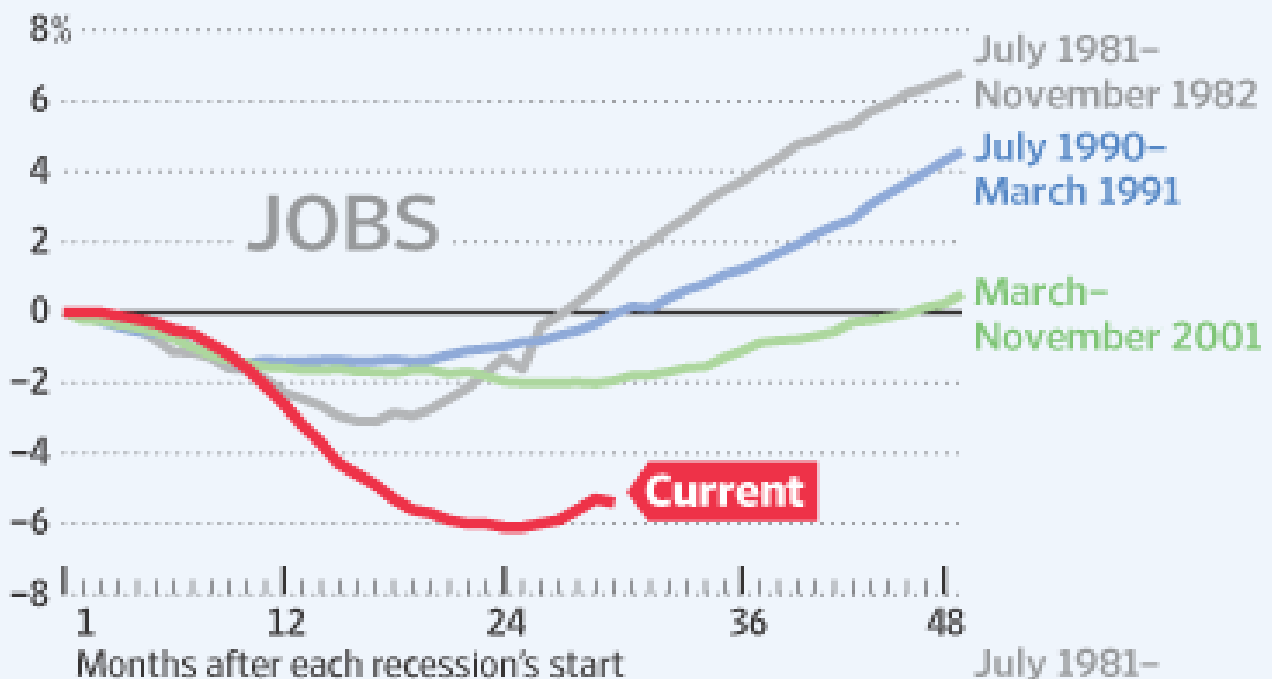


## Diversification By Maturity Date - July 31, 2010



## Deeper Recession, Slower Recovery

Cumulative change in employment and GDP from start of recession: the recent one and three previous.



Sources: Labor Department; Commerce Department; National Bureau of Economic Research