

**Agenda**  
**Finance and Administration Committee**  
**West Olive Administration Building**  
**12220 Fillmore, West Olive, MI 49460**  
**Tuesday, February 15, 2011**  
**9:30 a.m.**

**Consent Items:**

1. Approval of the Agenda
2. Approval of Minutes from the January 18, 2011 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 January 2011.
4. Budget Adjustments Greater than \$50,000  
Suggested Motion:  
To approve budget adjustments #44, #45, #46, #47, #58 and #59.
5. Statement of Review for January  
Suggested Motion:  
To approve the Statement of Review for the month of January 2011.
6. Purchase of MERS (Michigan Municipal Employees Retirement System) Military Service Credits for Paul M. Geerlings  
Suggested Motion:  
To approve and forward to the Board of Commissioners the purchase of one (1) year eleven (11) months of military service credits for Paul M. Geerlings (Drain Commissioner, Ottawa County Drain Commission).  
  
County Cost:     \$32,538.79  
Employee Cost:   \$ 7,717.21  
Total Cost:       \$41,256.00
7. Purchase of MERS (Michigan Municipal Employees Retirement System) Generic Service Credits for Paul M. Geerlings  
Suggested Motion:  
To approve and forward to the Board of Commissioners the purchase of one (1) month of MERS generic service credit for \$1,752.00 (total cost to be paid by employee, Paul M. Geerlings).  
  
Total Cost:       \$1,752  
Employer Cost:   \$0  
Employee Cost:   \$1,752

8. Public Health Department Personnel Request to Create a .75 FTE Environmental Health Specialist  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request from the Public Health Department to create (1) .75 FTE Environmental Health Specialist (Group T, Paygrade 14) at a cost of \$48,326. Funding to come from a grant through the Michigan Department of Environmental Quality. Position to sunset September 2012.
9. 20<sup>th</sup> Circuit Court Personnel Request to Create a .8 FTE Legal Self-Help Center Coordinator  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request from the, 20<sup>th</sup> Circuit Court, Friend of the Court, to create (1) .8 FTE Legal Self-Help Center Coordinator (Unclassified 05A) at a cost of \$40,926. Funding to come from a grant through the Grand Haven Area and Holland/Zeeland Community Foundations and the Michigan State Bar Foundation. Position to sunset August 2011.
10. 58<sup>th</sup> District Court/Community Corrections Personnel Requests  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request from the 58<sup>th</sup> District Court/Community Corrections to eliminate (1) .625 FTE Court Services Officer (Group T, Paygrade 11), to create (2) .475 FTE Court Services Officers (Temporary Wage Schedule) and increase (1) .450 FTE to a .475 FTE Court Services Officer (Temporary Wage Schedule) at a savings of \$2,800. Funds are included in the current budget.
11. Intergovernmental Agreement & Resolution - Lakeshore Behavioral Health Care Alliance (Muskegon County)  
Suggested Motion:  
To approve and forward to the Board of Commissioners the proposed "Intergovernmental Agreement" and Resolution to provide for a continuation of the Lakeshore Behavioral Health Care Alliance for Mental Health Services through September 30, 2011.
12. Department of Housing & Urban Development Rural Innovation Fund Grant  
Suggested Motion:  
To approve a \$71,002 in kind contribution, a \$250,000 cash match and a letter of commitment that will be used in conjunction with a \$350,000 cash match from the Michigan Economic Development Corp. for the purpose of obtaining a \$300,000 Dept. of Housing & Urban Development Rural Innovation Fund Grant to establish a Business Revolving Loan Fund for economic development purposes within the agricultural sector and the creation of low-moderate income jobs and forward to the Board of Commissioners. The \$250,000 cash match will be allocated from the Infrastructure Program Fund.

#### **Discussion Items:**

13. Treasurer's Financial Month End Update for January 2011

#### **Adjournment**

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

**FINANCE AND ADMINISTRATION COMMITTEE**

**Proposed Minutes**

DATE: January 18, 2011

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Joseph Baumann, Robert Karsten, Donald Disselkoen, Roger Rycenga,  
Dennis Swartout

STAFF & GUESTS: Alan Vanderberg, Administrator; Lynne Doyle, CMH; Kevin Bowling, Circuit Court Administrator; Ken Zarzecki, Road Commission; Bradley Slagh, Treasurer; Sherri Sayles, Deputy Clerk; Marvin Hinga, Fiscal Services; Kathy Kuck, Human Resources; Keith VanBeek, Assistant Administrator; Greg Rappleye, Corporation Counsel; Donovan Thomas, Health Dept.; Matt Allen, Solid Waste Coordinator; Dave Hulst, IT Director; Daniel Krueger, County Clerk; Media

**SUBJECT: CONSENT ITEMS**

FC 11-001 Motion: To approve the agenda of today as presented and amended adding Discussion Item #17a – County Clerk Passport Update.  
Moved by: Disselkoen UNANIMOUS

Approve by consent the minutes of the December 21, 2010 meeting as presented.

**SUBJECT: ELECTION OF VICE CHAIRPERSON**

FC 11-002 Motion: To elect Roger Rycenga as Vice Chairperson of the Finance and Administration Committee for 2011.  
Moved by: Disselkoen UNANIMOUS

**SUBJECT: BUDGET CALENDAR**

FC 11-003 Motion: To approve and forward to the Board of Commissioners the 2012 Budget Calendar.  
Moved by: Disselkoen UNANIMOUS

**SUBJECT: MONTHLY BUDGET ADJUSTMENTS**

FC 11-004 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 December 2010.

Moved by: Rycenga

UNANIMOUS

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

FC 11-005 Motion: To approve budget adjustments #857, #890, #894, #904, #905, #907, #908 and #5.

Moved by: Disselkoen

UNANIMOUS

**SUBJECT: STATEMENT OF REVIEW**

FC 11-006 Motion: To approve the Statement of Review for the month of December 2010.

Moved by: Rycenga

UNANIMOUS

**SUBJECT: GOVERNMENT FINANCE OFFICERS  
ASSOCIATION CERTIFICATE FOR  
EXCELLENCE IN FINANCIAL REPORTING**

FC 11-007 Motion: To receive and forward to the Board of Commissioners the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for the County Ottawa's December 31, 2009 Comprehensive Annual Financial Report.

Moved by: Rycenga

UNANIMOUS

**SUBJECT: RECYCLING MEMBERSHIP FEE**

FC 11-008 Motion: To approve and forward to the Board of Commissioners a Recycling Membership Fee increase of \$10 per year (from \$40.00 to \$50.00) to offset increased costs associated with the transport and processing of recyclable materials from the Resource Recovery Service Centers.

Moved by: Disselkoen

UNANIMOUS

**SUBJECT: COUNTY OF OTTAWA, HOLLAND AREA  
SEWAGE DISPOSAL SYSTEM**

FC 11-009 Motion: To approve and forward to the Board of Commissioners the Resolution authorizing the County Road Commission to issue Act 342 Refunding Bonds, in the not-to-exceed amount of \$3,200,000, to refinance the 2001 Holland Area Sewage Disposal Refunding Bonds.

Moved by: Rycenga

UNANIMOUS

SUBJECT: WATER SUPPLY SYSTEM REFUNDING BONDS  
- WYOMING/OTTAWA COUNTY SYSTEM

FC 11-010 Motion: To approve and forward to the Board of Commissioners the Resolution authorizing the County Road Commission to issue Act 342 Refunding Bonds, in the not-to-exceed amount of \$5,700,000, to refinance the 2002 Water Supply System Bonds – Wyoming/Ottawa County System.

Moved by: Rycenga

UNANIMOUS

SUBJECT: 20<sup>TH</sup> CIRCUIT COURT/JUVENILE SERVICES  
PROPOSAL FOR RECLASSIFICATION OF FIVE  
(5) POSITIONS

FC 11-011 Motion: To approve and forward to the Board of Commissioners the proposal from the 20<sup>th</sup> Circuit Court/Juvenile Services to:

- To reclassify the position of Juvenile Community Justice Coordinator (Assessment Unit Coordinator), paygrade 09A (Juvenile Court Employees Association Collective Bargaining Agreement) to Juvenile Community Justice Program Supervisor, Court Unclassified paygrade 10.
- To reclassify the position of Treatment Specialist, paygrade 09 (Juvenile Court Employees Association Collective Bargaining Agreement) to Treatment Program Supervisor (Lighthouse Treatment Specialist), Court Unclassified paygrade 10.
- To reclassify a Youth Specialist, paygrade 04 (Juvenile Court Employees Association Collective Bargaining Agreement) to Group Leader, paygrade 05 (Juvenile Court Employees Association Collective Bargaining Agreement).
- To reclassify the position of Director of Juvenile Services, Unclassified paygrade 15 to Director of Juvenile Services, Unclassified paygrade 16.
- To reclassify the position of Juvenile Court Clerk II, paygrade 03 (Juvenile Court Employees Association Collective Bargaining Agreement) to Circuit Court Administrative Assistant, Unclassified paygrade 04.

The net cost of these changes is: \$33,971.00 to be paid from the existing approve budget. Funding for these positions is to be reimbursed fifty percent (50%) by the Child Care fund and 50% from the current 20<sup>th</sup> Circuit Court/Juvenile Services budget.

Moved by: Rycenga

UNANIMOUS

SUBJECT: POSITION REQUEST FOR COMMUNITY  
MENTAL HEALTH IT PROGRAM  
COORDINATOR

FC 11-012 Motion: To approve and forward to the Board of Commissioners the proposal from the Information Technology Department and Community Mental Health to create one (1) full-time Information Technology Program Coordinator at Unclassified/paygrade 07, for an annual cost of \$90,883 with funding to come from Medicaid Funds.  
Moved By: Rycenga UNANIMOUS

SUBJECT: ENTERPRISE RESOURCE PLANNING (ERP)  
SOFTWARE SYSTEM

FC 11-013 Motion: To approve and forward to the Board of Commissioners that the County move forward with the implementation of a new Enterprise Resource Planning (ERP) software system.  
Moved by: Disselkoen UNANIMOUS

SUBJECT: QUARTERLY TREASURER’S INVESTMENT  
REPORT

FC 11-014 Motion: To receive for information the Treasurer’s Quarterly Investment Report as of December 31, 2010.  
Moved by: Disselkoen UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 11-015 Motion: To receive for information the Interim Financial Statement for General Fund, Mental Health and Public Health as of December 31, 2010.  
Moved by: Karsten UNANIMOUS

SUBJECT: DISCUSSION ITEMS

17. 2011 Meeting Schedule – The Committee agreed to meet the third Tuesday of every month at 9:30 a.m.

17a. Passport Update – Daniel Krueger updated the Committee on the concern about passport application acceptance facilities that have the ability to print, create or amend birth certificates. New requirements are to be implemented no later than May 1, 2011. At this time, the Clerk is looking at staffing options and how this can be worked out to comply with the new requirements.

18. Engagement letter with Vredeveld Haefner, LLC for the Ottawa County, Michigan Insurance Authority's 2010 audit. – The letter was presented for information.
19. Engagement letter with Vredeveld Haefner, LLC for the County of Ottawa 2010 audit. – The letter was presented for information.
20. Engagement letter with Vredeveld Haefner, LLC for the Ottawa County Drain Commission 2010 audit. – The letter was presented for information.

**SUBJECT: ADJOURNMENT**

The meeting adjourned at 10:50 a.m.

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 2/15/2011

**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 January 2011.

## 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: \$0.00      General Fund 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: To Maintain and Improve the Strong Financial Position of the County.

Objective:

- 1: Advocate on legislative issues to maintain and improve the financial position of the County.
- 2: Implement processes and strategies to deal with operational budget deficits.
- 3: Reduce the negative impact of rising employee benefit costs on the budget.
- 4: Maintain or improve bond ratings.

**ADMINISTRATION RECOMMENDATION:**     Recommended     Not Recommended     Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, ou=IS, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org  
Reason: I am approving this document  
Date: 2011.02.10 08:28:51 -0500

Committee/Governing/Advisory Board Approval Date:



Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>MAINTAIN PA2 FUNDING</u>							
BA 1	1/10/2011	1010	2010		6999.3900	Rev. (Over)Under Expend.	22,095.00-
BA 1	1/10/2011	1010	6300		8490.0000	Substance Abuse	22,095.00
<u>DONATNS-1ST PRSBYTRN</u>							
BA 11	1/25/2011	2170	1371		7390.0000	Operational Supplies	7,433.00
<u>MVNG MONEY BSD ON CYS</u>							
BA 12	1/17/2011	2220	6493	3241	5170.0050	Medicaid - Capitated	4,595.00-
BA 12	1/17/2011	2220	6493	3241	5550.0020	Community Program	1,149.00-
BA 12	1/17/2011	2220	6494	4244	8300.0000	Memberships & Dues	23.00-
BA 12	1/17/2011	2220	6494	4245	8300.0000	Memberships & Dues	23.00
BA 12	1/17/2011	2220	6495	5020	7390.0000	Operational Supplies	4,244.00
BA 12	1/17/2011	2220	6495	5030	7390.0000	Operational Supplies	1,500.00
<u>MVNG MONEY BSD ON CYS</u>							
BA 13	1/17/2011	2220	6493	3241	5170.0050	Medicaid - Capitated	4,320.00-
BA 13	1/17/2011	2220	6493	3241	5550.0020	Community Program	1,080.00-
BA 13	1/17/2011	2220	6495	5022	8210.0000	Contractual - Other	5,400.00
<u>INC WRAP-ENG PWR CMPN</u>							
BA 15	1/17/2011	2743	7448		5610.0000	State Of Mich - Welfare	25,000.00-
BA 15	1/17/2011	2743	7448		8080.0000	Service Contracts	25,000.00
<u>ADJ FOR ADDL LBR/MTRL</u>							
BA 18	1/17/2011	2890	7297		5720.0000	St Of MI-Energy Coordin.	45,000.00-
BA 18	1/17/2011	2890	7298		7330.0000	Weatherization Materials	45,000.00
<u>FOR SOFTWARE UPGRADE</u>							
BA 21	1/25/2011	2220	6493	3241	5170.0050	Medicaid - Capitated	5,820.00-
BA 21	1/25/2011	2220	6493	3241	5550.0020	Community Program	780.00-
BA 21	1/25/2011	2220	6495	5027	7390.0000	Operational Supplies	6,600.00
<u>TO ESTABLISH BUDGET F</u>							
BA 28	1/25/2011	2890	7296	1000	5610.0000	State Of Mich - Welfare	11,581.00-
BA 28	1/25/2011	2890	7296	1000	7040.0000	Salaries - Regular	678.00
BA 28	1/25/2011	2890	7296	1000	7150.0000	Social Security	84.00

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 1/01/2011 Thru 1/31/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TO ESTABLISH BUDGET F</u>							
BA 28	1/25/2011	2890	7296	1000	7160.0000	Hospitalization	183.00
BA 28	1/25/2011	2890	7296	1000	7160.0020	OPEB - Health Care	17.00
BA 28	1/25/2011	2890	7296	1000	7170.0000	Life Insurance	4.00
BA 28	1/25/2011	2890	7296	1000	7180.0000	Retirement & Sick Leave	75.00
BA 28	1/25/2011	2890	7296	1000	7180.0010	457 Plan Contribution	13.00
BA 28	1/25/2011	2890	7296	1000	7190.0000	Dental Insurance	15.00
BA 28	1/25/2011	2890	7296	1000	7200.0000	Worker'S Compensation	10.00
BA 28	1/25/2011	2890	7296	1000	7210.0000	Longevity	20.00
BA 28	1/25/2011	2890	7296	1000	7220.0000	Unemployment	1.00
BA 28	1/25/2011	2890	7296	1000	7230.0000	Optical Insurance	3.00
BA 28	1/25/2011	2890	7296	1000	7240.0000	Disability Insurance	5.00
BA 28	1/25/2011	2890	7296	1000	8600.0000	Travel - Mileage	50.00
BA 28	1/25/2011	2890	7296	2000	7390.0000	Operational Supplies	2,374.00
BA 28	1/25/2011	2890	7296	2000	8080.0000	Service Contracts	1,100.00
BA 28	1/25/2011	2890	7296	3000	7040.0000	Salaries - Regular	638.00
BA 28	1/25/2011	2890	7296	3000	7150.0000	Social Security	49.00
BA 28	1/25/2011	2890	7296	3000	7160.0000	Hospitalization	131.00
BA 28	1/25/2011	2890	7296	3000	7160.0020	OPEB - Health Care	9.00
BA 28	1/25/2011	2890	7296	3000	7170.0000	Life Insurance	2.00
BA 28	1/25/2011	2890	7296	3000	7180.0000	Retirement & Sick Leave	102.00
BA 28	1/25/2011	2890	7296	3000	7180.0010	457 Plan Contribution	13.00
BA 28	1/25/2011	2890	7296	3000	7190.0000	Dental Insurance	7.00
BA 28	1/25/2011	2890	7296	3000	7200.0000	Worker'S Compensation	10.00
BA 28	1/25/2011	2890	7296	3000	7220.0000	Unemployment	1.00
BA 28	1/25/2011	2890	7296	3000	7230.0000	Optical Insurance	2.00
BA 28	1/25/2011	2890	7296	3000	7240.0000	Disability Insurance	3.00
BA 28	1/25/2011	2890	7296	3000	7330.0000	Weatherization Materials	5,791.00
BA 28	1/25/2011	2890	7296	3000	8600.0000	Travel - Mileage	191.00
<u>UPGRADE CURRENT SPTWR</u>							
BA 3	1/10/2011	2220	6493	3241	5170.0050	Medicaid - Capitated	35,320.00-
BA 3	1/10/2011	2220	6493	3241	5550.0020	Community Program	8,830.00-
BA 3	1/10/2011	2220	6495	5022	9770.0020	Software	44,150.00
<u>DONATN-HONOR OF JUDGE</u>							
BA 30	1/31/2011	1010	1370		6750.0010	Donations	1,000.00-
BA 30	1/31/2011	1010	1370		7390.0000	Operational Supplies	1,000.00
<u>ALLOW FOR PUR OF K-9</u>							
BA 31	1/31/2011	1010	2010		6999.3900	Rev. (Over)Under Expend.	4,827.00-

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ALLOW FOR PUR OF K-9</u>							
BA 31	1/31/2011	1010	3020		6070.0180	Fees - Canine Dog	5,000.00-
BA 31	1/31/2011	1010	3020		8030.0280	Fees - Canine Dog	9,827.00
<u>NEGOTIATED NEW PNK FEES</u>							
BA 32	1/31/2011	1010	2530		8100.0000	Bank Service Charges	5,000.00-
<u>EST_CRRYOVR_BDG-ICA</u>							
BA 36	1/31/2011	2744	7296		5610.0000	State Of Mich - Welfare	26,391.00-
BA 36	1/31/2011	2744	7296		8430.0000	Client Assistance Pymts	26,391.00
<u>EST_CRRYOVR_BDG-TERA</u>							
BA 37	1/31/2011	2744	7441		5610.0000	State Of Mich - Welfare	14,545.00-
BA 37	1/31/2011	2744	7441		9390.0060	Building Rental-Homeless	14,545.00
<u>ADJ_BDG TO APRVD_STAT</u>							
BA 39	1/31/2011	2800	7480		5610.0000	State Of Mich - Welfare	900.00
BA 39	1/31/2011	2800	7480		7160.0000	Hospitalization	900.00-
<u>BDG_FOR_BO_EXPENSES</u>							
BA 42	1/31/2011	2890	7291		6760.0000	Reimbursements	5,000.00-
BA 42	1/31/2011	2890	7292		7330.0010	WX Mat-Ener.Optimization	5,000.00
BA 42	1/31/2011	2890	7297		6760.0000	Reimbursements	25,000.00-
BA 42	1/31/2011	2890	7298		7330.0010	WX Mat-Ener.Optimization	25,000.00
<u>ADJ_BDG_BY_2ND_\$45000</u>							
BA 43	1/31/2011	2890	7297		5720.0000	St Of MI-Energy Coordin.	45,000.00-
BA 43	1/31/2011	2890	7298		7330.0000	Weatherization Materials	45,000.00
<u>REDUCE_TO_ACTL_FY_2011</u>							
BA 5	1/18/2011	2609	3093	0006	5050.0000	Fed. Grants-Public Safety	94,268.00
BA 5	1/18/2011	2609	3093	0006	7390.0000	Operational Supplies	28,794.00-
BA 5	1/18/2011	2609	3093	0006	9800.0000	Office Furniture & Equip.	65,474.00-
<u>TO_INCREASE_MRAP_AMT</u>							
BA 8	1/10/2011	2743	7448		5610.0000	State Of Mich - Welfare	25,000.00-

Date 2/03/11  
Time 16:52:14

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 1/01/2011 Thru 1/31/2011

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BRADTMUELL

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
BA 8	1/10/2011	2743	7448		8080.0000	Service Contracts	25,000.00

TO INCREASE WRAP AMT

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 2/15/2011

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

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

## SUGGESTED MOTION:

To approve budget adjustments #44, #45, #46, #47, #58 and #59.

## 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: \$0.00      General Fund 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: To Maintain and Improve the Strong Financial Position of the County.

## Objective:

- 1: Advocate on legislative issues to maintain and improve the financial position of the County.
- 2: Implement processes and strategies to deal with operational budget deficits.
- 3: Reduce the negative impact of rising employee benefit costs on the budget.
- 4: Maintain or improve bond ratings.

**ADMINISTRATION RECOMMENDATION:**     Recommended     Not Recommended     Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawac.org  
Reason: I am approving this document  
Date: 2011.02.10 09:25:02 -0500

Committee/Governing/Advisory Board Approval Date:

**Budget Adjustments Over \$50,000**

<b>BA Number</b>	<b>Fund</b>	<b>BA Number</b>	<b>Fund</b>	<b>Adjustment</b>
44	6/30 Grant Programs	Advanced Energy Skills Alliance	To establish the Advanced Energy Skills Alliance Grant.	\$ 247,250
45	9/30 Grant Programs	General Fund/General Purpose	To reduce General Fund/General Purpose budget according to State approved budget.	\$ 67,248
46	9/30 Grant Programs	Michigan Prison Re-entry Initiative	To adjust Michigan Prison Re-entry Initiative budget to equal State approved allocation.	\$ 138,616
47	12/31 Grant Programs	Community Development Block Grant	To adjust budget to \$100,000 equally for three years - \$300,000 grant	\$ 88,000
58	Parks	Parks & Recreation	Carryover unspent 2010 Balance of Capital Construction Projects	\$ 2,467,792

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 2/15/2011

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Statement of Review for January

## SUGGESTED MOTION:

To approve the Statement of Review for the month of January 2011.

## SUMMARY OF REQUEST:

Per Diem and mileage payments to Commissioners per the Officers Compensation Commission.

## FINANCIAL INFORMATION:

Total Cost: \$0.00      General Fund 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: To Maintain and Improve the Strong Financial Position of the County.

## Objective:

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- 3: Reduce the negative impact of rising employee benefit costs on the budget.
- 4: Maintain or improve bond ratings.

**ADMINISTRATION RECOMMENDATION:**     Recommended     Not Recommended     Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottaw.org  
Reason: I am approving this document  
Date: 2011.02.10 08:26:11 -0500

Committee/Governing/Advisory Board Approval Date:

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

Baumann	<u>✓</u>
DeJong	<u>✓</u>
Disselkoen	<u>✓</u>
Holtrop	<u>✓</u>
Holtvluwer	<u>✓</u>
Karsten	<u>✓</u>
Kuyers	<u>✓</u>
Ruiter	<u>✓</u>
Rycenga	<u>✓</u>
Swartout	<u>✓</u>
Visser	<u>✓</u>



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

Commissioner: **Joseph Baumann** For the month beginning January 01, 2011  
 Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/03/2011	01:00 PM - 01:15 PM	Board of Commissioners Meeting	26.0	\$40.00
01/11/2011	01:00 PM - 01:04 PM	Human Resources Committee	.0	\$40.00
-	01:30 PM - 01:48 PM	Board of Commissioners Meeting	26.0	-
01/12/2011	07:00 PM - 08:30 PM	Ottawa County Planning Commission	26.0	\$40.00
01/18/2011	09:30 AM - 10:00 AM	Finance & Administration Committee	26.0	\$40.00
01/25/2011	01:30 PM - 02:27 PM	Board of Commissioners Meeting	26.0	\$40.00
-	02:37 PM - 03:55 PM	Board of Commissioners Work Session	.0	-
-	-	-	-	-

<b>Total Per Diem:</b>		\$200.00
<b>Total Mileage:</b>	130.0	<del>\$65.00</del>
<b>Total Voucher:</b>		<del>\$265.00</del>

66.30  
266.30

02/09/2011

Revision History

Created by Elizabeth Lyyski on 02/08/2011 04:41:09 PM  
 Modified by Elizabeth Lyyski on 02/09/2011 08:56:57 AM

Per diem  
 1010-7211 \$40  
 1010-1010 160  
 \$ 200

Mileage  
 26mi = \$13.26  
 104mi = 53.04  
 \$ 66.30

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

Commissioner: **Greg DeJong** For the month beginning January 01, 2011  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/03/2011	01:00 PM - 01:15 PM	Board of Commissioners Meeting	32.0	\$40.00
01/06/2011	04:45 PM - 05:45 PM	Polkton Township Board Meeting - mileage only	6.3	-
01/10/2011	04:45 PM - 05:45 PM	Chester Township/Coopersville/Allendale Board Meetings - mileage only	15.1	-
01/11/2011	01:00 PM - 01:04 PM	Human Resources Committee	.0	\$40.00
-	01:30 PM - 01:48 PM	Board of Commissioners Meeting	32.0	-
-	04:45 PM - 05:45 PM	Tallmadge Board Meeting - mileage only	9.6	-
01/12/2011	08:30 AM - 09:50 AM	Health & Human Services Committee	32.0	\$40.00
-	07:00 PM - 08:30 PM	Ottawa County Planning Commission	32.0	\$30.00
01/13/2011	04:45 PM - 05:45 PM	Ottawa County Road Commission Meeting - mileage only	18.0	-
01/20/2011	04:45 PM - 05:45 PM	Meeting with Dave VanDyke - Ottawa Farm Bureau in Allendale - Trick Farm	.0	-
-	-	Trail - mileage only	-	-
01/25/2011	01:30 PM - 02:27 PM	Board of Commissioners Meeting	32.0	\$40.00
-	02:37 PM - 03:55 PM	Board of Commissioners Work Session	.0	-
01/27/2011	04:45 PM - 05:45 PM	Ottawa County MTA annual dinner - mileage only	16.0	-
-	-	-	-	-
<b>Total Per Diem:</b>				<b>\$190.00</b>
<b>Total Mileage:</b>			<b>224.9</b>	<b>\$114.70</b>
<b>Total Voucher:</b>				<b>\$304.70</b>

02/09/2011

Revision History

Created by Elizabeth Lyyski on 02/08/2011 04:45:25 PM  
Modified by Elizabeth Lyyski on 02/09/2011 08:59:21 AM  
Modified by Elizabeth Lyyski on 02/09/2011 10:36:38 AM

<p>Per diem</p> <p>1010-7211 \$40</p> <p>1010-1010 150</p> <p style="text-align: right;"><u>\$190</u></p>	<p>Mileage</p> <p>32mi = \$16.32</p> <p>192.9mi = 98.38</p> <p style="text-align: right;"><u>\$114.70</u></p>
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**Board of Commissioners  
Per Diem and Mileage Voucher**

Commissioner: **Donald Disselkoen** For the month beginning January 01, 2011  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/03/2011	01:00 PM - 01:15 PM	Board of Commissioners Meeting	23.0	\$40.00
-	04:45 PM - 05:45 PM	Judge Engle swearing in - mileage only	23.0	-
01/05/2011	09:00 AM - 02:15 PM	MDOT Asset Management Council	.0	\$70.00
01/10/2011	11:30 AM - 01:15 PM	West Michigan Airport Authority (Tulip City Airport)	11.0	\$40.00
01/11/2011	01:00 PM - 01:04 PM	Human Resources Committee	.0	\$40.00
-	01:30 PM - 01:48 PM	Board of Commissioners Meeting	23.0	-
01/13/2011	03:00 PM - 04:30 PM	CMH Board Community Relations Committee	6.0	\$40.00
01/18/2011	09:30 AM - 10:00 AM	Finance & Administration Committee	23.0	\$40.00
01/19/2011	09:00 AM - 10:30 AM	Meeting with Road Commission - mileage only	23.0	-
01/20/2011	03:30 PM - 05:15 PM	Bill Smith's Retirement - mileage only	23.0	-
01/21/2011	09:40 AM - 12:15 PM	West Michigan Regional Planning Committee	58.0	\$40.00
01/24/2011	03:00 PM - 05:00 PM	Community Mental Health Board	6.0	\$40.00
01/25/2011	01:30 PM - 02:27 PM	Board of Commissioners Meeting	23.0	\$40.00
-	02:37 PM - 03:55 PM	Board of Commissioners Work Session	.0	-
01/27/2011	08:30 AM - 02:00 PM	MDOT Asset Management Council	.0	\$70.00
-	-	-	-	-

Total Per Diem: \$460.00

Total Mileage: 242.0 \$121.00

Total Voucher: \$581.00

123,42  
583,42

02/09/2011

Revision History

Created by Elizabeth Lyyski on 02/04/2011 10:52:34 AM  
Modified by Elizabeth Lyyski on 02/04/2011 11:00:56 AM  
Modified by Elizabeth Lyyski on 02/04/2011 11:03:57 AM  
Modified by Elizabeth Lyyski on 02/08/2011 05:00:53 PM  
Modified by Elizabeth Lyyski on 02/09/2011 08:41:21 AM  
Modified by Elizabeth Lyyski on 02/09/2011 09:00:24 AM

Per diem  
2220-6495-5020 \$40  
-5024 40  
1010-1010 380  
\$ 460

Mileage  
6mi = \$3.06  
6mi = 3.06  
230mi = 117.30  
\$ 123.42

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

Commissioner: **James Holtrop** For the month beginning January 01, 2011  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/03/2011	01:00 PM - 01:15 PM	Board of Commissioners Meeting	37.0	\$40.00
01/05/2011	09:30 AM - 10:15 AM	GVMC Technical Committee	35.0	\$40.00
01/06/2011	08:30 AM - 09:30 AM	Grand Valley Metro Council	28.0	\$40.00
01/11/2011	01:00 PM - 01:04 PM	Human Resources Committee	.0	\$40.00
-	01:30 PM - 01:48 PM	Board of Commissioners Meeting	37.0	-
01/12/2011	08:30 AM - 09:50 AM	Health & Human Services Committee	37.0	\$40.00
01/17/2011	06:15 PM - 08:30 PM	Emergency Services Appreciation Dinner - mileage only	37.0	-
01/19/2011	09:30 AM - 10:15 AM	GVMC Policy Committee	35.0	\$40.00
-	07:00 PM - 07:45 PM	Reapportionment Committee - mileage only	37.0	-
01/20/2011	08:00 AM - 09:00 AM	Breakfast with township officials - mileage only	2.0	-
01/25/2011	01:30 PM - 02:27 PM	Board of Commissioners Meeting	37.0	\$40.00
-	02:37 PM - 03:55 PM	Board of Commissioners Work Session	.0	-
-	-	-	-	-

Total Per Diem:		\$280.00
Total Mileage:	322.0	<del>\$161.00</del>
Total Voucher:		<del>\$441.00</del>

164.22  
444.22

02/09/2011

Revision History

Created by James Holtrop on 01/05/2011 11:34:35 AM  
 Modified by James Holtrop on 01/06/2011 10:40:25 AM  
 Modified by James Holtrop on 01/17/2011 09:09:09 PM  
 Modified by James Holtrop on 01/19/2011 02:00:01 PM  
 Modified by James Holtrop on 01/19/2011 08:39:09 PM  
 Modified by James Holtrop on 01/20/2011 10:22:55 AM  
 Modified by Elizabeth Lyyski on 02/09/2011 08:44:32 AM  
 Modified by Elizabeth Lyyski on 02/09/2011 09:01:16 AM

1010-1010

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

Commissioner: **James Holtvluwer** For the month beginning January 01, 2011  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/03/2011	01:00 PM - 01:15 PM	Board of Commissioners Meeting	32.0	\$40.00
01/05/2011	04:00 PM - 06:00 PM	Parks & Recreation Commission	32.0	\$40.00
01/10/2011	03:30 PM - 05:00 PM	CMH Board QI/Planning/Program Committee	50.0	\$40.00
01/11/2011	01:30 PM - 01:48 PM	Board of Commissioners Meeting	32.0	\$40.00
01/12/2011	08:30 AM - 09:50 AM	Health & Human Services Committee	32.0	\$40.00
-	03:00 PM - 05:00 PM	Parks & Rec Public Relations Committee	32.0	\$30.00
01/13/2011	09:30 AM - 10:18 AM	Planning and Policy Committee	32.0	\$40.00
-	03:00 PM - 05:00 PM	Parks & Rec Planning Committee	32.0	\$30.00
01/24/2011	03:00 PM - 05:00 PM	Community Mental Health Board	50.0	\$40.00
01/25/2011	01:30 PM - 02:27 PM	Board of Commissioners Meeting	32.0	\$40.00
-	02:37 PM - 03:55 PM	Board of Commissioners Work Session	.0	-
-	-	-	-	-

Total Per Diem: \$380.00  
 Total Mileage: 356.0 ~~\$178.00~~ 181.56  
 Total Voucher: ~~\$558.00~~ 561.56

02/09/2011

Revision History

Created by James Holtvluwer on 01/06/2011 11:53:29 AM  
 Modified by James Holtvluwer on 01/12/2011 07:10:52 PM  
 Modified by James Holtvluwer on 01/18/2011 01:25:49 PM  
 Modified by James Holtvluwer on 01/24/2011 05:30:38 PM  
 Modified by Elizabeth Lyyski on 02/09/2011 08:47:25 AM

Per diem  
 2081-7510 \$120  
 2220-6495-5020 40  
 -5029 40  
 1010-1010 180  
 \$ 380

Mileage  
 96mi = \$48.96  
 50mi = 25.50  
 50mi = 25.50  
 160mi = 81.60  
 \$181.56

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

Commissioner: **Robert Karsten** For the month beginning January 01, 2011  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/03/2011	01:00 PM - 01:15 PM	Board of Commissioners Meeting	24.0	\$40.00
01/11/2011	01:30 PM - 01:48 PM	Board of Commissioners Meeting	24.0	\$40.00
01/12/2011	08:30 AM - 09:50 AM	Health & Human Services Committee	24.0	\$40.00
01/14/2011	02:45 PM - 04:30 PM	Steve Kraai retirement-fillmore - mileage only	24.0	-
01/17/2011	03:15 PM - 04:00 PM	CMH Board Administrative & Finance Committee	6.0	\$40.00
01/20/2011	01:00 PM - 02:45 PM	LCC Orientation-Grand Haven - mileage only	22.0	-
01/24/2011	03:00 PM - 04:00 PM	Community Mental Health Board	6.0	\$40.00
01/25/2011	01:30 PM - 02:27 PM	Board of Commissioners Meeting	24.0	\$40.00
-	02:37 PM - 03:55 PM	Board of Commissioners Work Session	.0	-
-	-	-	-	-
<b>Total Per Diem:</b>				\$240.00
<b>Total Mileage:</b>			154.0	<del>\$72.00</del> 78.54
<b>Total Voucher:</b>				\$347.00 318.54

02/09/2011

Revision History

Created by Robert Karsten on 01/14/2011 08:50:35 PM  
Modified by Robert Karsten on 01/17/2011 10:27:49 PM  
Modified by Robert Karsten on 01/20/2011 07:57:48 PM  
Modified by Robert Karsten on 01/24/2011 04:35:42 PM  
Modified by Elizabeth Lyyski on 02/09/2011 08:49:48 AM

Per diem

2220-6495-5020	#40
-5029	40
1010-1010	160
	\$240

Mileage

6mi = \$3.06
6mi = 3.06
142mi = 72.42
\$78.54

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

Commissioner: **Philip Kuyers** For the month beginning January 01, 2011  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/03/2011	01:00 PM - 01:15 PM	Board of Commissioners Meeting	2.0	\$40.00
01/05/2011	04:00 PM - 06:00 PM	Parks & Recreation Commission	2.0	\$40.00
01/11/2011	01:30 PM - 01:48 PM	Board of Commissioners Meeting	2.0	\$40.00
-	03:00 PM - 03:45 PM	Administrator's Evaluation Committee	.0	-
01/25/2011	01:30 PM - 02:27 PM	Board of Commissioners Meeting	2.0	\$40.00
-	02:37 PM - 03:55 PM	Board of Commissioners Work Session	.0	-
01/31/2011	12:00 PM - 02:00 PM	MSU Cooperative Extension Board	35.0	\$40.00
-	-	-	-	-
<b>Total Per Diem:</b>				\$200.00
<b>Total Mileage:</b>			43.0	<del>\$21.50</del> 21.93
<b>Total Voucher:</b>				<del>\$221.50</del> 221.93

02/09/2011

Revision History

Created by Philip Kuyers on 01/05/2011 08:22:36 PM  
Modified by Philip Kuyers on 01/31/2011 05:53:26 PM  
Modified by Elizabeth Lyyski on 02/09/2011 08:51:33 AM  
Modified by Elizabeth Lyyski on 02/09/2011 09:01:50 AM

Per diem  
2081-7510 \$40  
1010-1010 160  
\$200

Mileage  
2 mi = \$1.02  
41 mi = 20.91  
\$21.93

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

Commissioner: **Jane Ruiter** For the month beginning January 01, 2011  
 Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/11/2011	01:00 PM - 01:04 PM	Human Resources Committee	.0	\$40.00
-	01:30 PM - 01:48 PM	Board of Commissioners Meeting	30.0	-
01/25/2011	01:30 PM - 02:27 PM	Board of Commissioners Meeting	30.0	\$40.00
-	02:37 PM - 03:55 PM	Board of Commissioners Work Session	.0	-
-	-	-	-	-

<b>Total Per Diem:</b>		\$80.00
<b>Total Mileage:</b>	60.0	\$30.00
<b>Total Voucher:</b>		<del>\$110.00</del>

30.60  
110.60

02/09/2011

Revision History

Created by Elizabeth Lyyski on 02/09/2011 08:49:56 AM

1010-1010



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

Commissioner: **Roger Rycenga** For the month beginning January 01, 2011  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/03/2011	01:00 PM - 02:00 PM	Board of Commissioners Meeting	14.0	\$40.00
01/10/2011	09:00 AM - 10:00 AM	Veterans' Affairs Committee	14.0	\$40.00
01/11/2011	01:30 PM - 01:48 PM	Board of Commissioners Meeting	14.0	\$40.00
01/13/2011	09:30 AM - 11:00 AM	Planning and Policy Committee	14.0	\$40.00
01/18/2011	09:30 AM - 11:00 AM	Finance & Administration Committee	14.0	\$40.00
01/19/2011	09:00 AM - 10:45 AM	road commission meeting - mileage only	14.0	-
01/20/2011	02:00 PM - 04:45 PM	Bill Smith retirement - mileage only	14.0	-
01/21/2011	11:00 AM - 12:00 PM	Land Bank Authority - mileage only	14.0	-
01/25/2011	01:30 PM - 02:27 PM	Board of Commissioners Meeting	14.0	\$40.00
-	02:37 PM - 03:55 PM	Board of Commissioners Work Session	.0	-
01/27/2011	10:30 AM - 12:00 PM	WEMET - mileage only	14.0	-
-	-	-	-	-

Total Per Diem: \$240.00

Total Mileage: 140.0 ~~\$70.00~~

Total Voucher: ~~\$310.00~~

71.40  
311.40

02/09/2011

Revision History

Created by Roger Rycenga on 02/04/2011 09:01:43 AM  
Modified by Elizabeth Lyyski on 02/09/2011 09:04:34 AM

1010-1010

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

Commissioner: **Dennis Swartout** For the month beginning January 01, 2011  
 Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/03/2011	01:00 PM - 01:15 PM	Board of Commissioners Meeting	26.0	\$40.00
01/11/2011	01:30 PM - 01:48 PM	Board of Commissioners Meeting	26.0	\$40.00
01/13/2011	09:30 AM - 10:18 AM	Planning and Policy Committee	26.0	\$40.00
01/18/2011	09:30 AM - 10:00 AM	Finance & Administration Committee	26.0	\$40.00
01/25/2011	01:30 PM - 02:27 PM	Board of Commissioners Meeting	26.0	\$40.00
-	02:37 PM - 03:55 PM	Board of Commissioners Work Session	.0	-
-	-	-	-	-

<b>Total Per Diem:</b>		\$200.00
<b>Total Mileage:</b>	130.0	<del>\$65.00</del> 66.30
<b>Total Voucher:</b>		<del>\$265.00</del> 266.30

02/09/2011

Revision History

Created by Elizabeth Lyyski on 02/09/2011 09:02:27 AM

1010-1010

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

Commissioner: **Stu Visser** For the month beginning January 01, 2011  
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/03/2011	01:00 PM - 02:00 PM	Board of Commissioners Meeting	28.0	\$40.00
01/10/2011	09:00 AM - 10:00 AM	Veterans' Affairs Committee	28.0	\$40.00
01/11/2011	01:30 PM - 03:30 PM	Board of Commissioners Meeting	28.0	\$40.00
01/12/2011	08:30 AM - 10:00 AM	Health & Human Services Committee	28.0	\$40.00
01/13/2011	09:30 AM - 11:00 AM	Planning and Policy Committee	28.0	\$40.00
01/19/2011	10:00 AM - 12:00 PM	Local Emergency Planning Commission (LEPC)	28.0	\$40.00
01/20/2011	09:00 AM - 10:30 AM	OCCDA Policy Board	28.0	\$40.00
01/25/2011	01:30 PM - 02:27 PM	Board of Commissioners Meeting	28.0	\$40.00
-	02:37 PM - 03:55 PM	Board of Commissioners Work Session	.0	-
-	-	-	-	-
			<b>Total Per Diem:</b>	\$320.00
			<b>Total Mileage:</b>	224.0 <del>\$112.00</del> 114.24
			<b>Total Voucher:</b>	<del>\$432.00</del> 434.24

02/09/2011

Revision History

Created by Stu Visser on 02/01/2011 09:12:00 AM  
Modified by Stu Visser on 02/01/2011 09:21:07 AM  
Modified by Elizabeth Lyyski on 02/09/2011 09:09:11 AM

1010-1010

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 02/15/2011

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** Purchase of MERS (Michigan Municipal Employees Retirement System) Military Service Credits for Paul M. Geerlings

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the purchase of one (1) year eleven (11) months of military service credits for Paul M. Geerlings (Drain Commissioner, Ottawa County Drain Commission).

County Cost: \$32,538.79  
Employee Cost: \$ 7,717.21  
Total Cost: \$41,256.00

## SUMMARY OF REQUEST:

Employees Eligible on or before January 1, 2009:

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

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

## FINANCIAL INFORMATION:

Total Cost: \$41,256.00 | General Fund Cost: \$32,538.79 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source: Contingency

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 4: To Continually Improve the County's Organization and Services.

Objective: 6: Continue the effective and efficient management of human resources.

**ADMINISTRATION RECOMMENDATION:**  Recommended |  Not Recommended |  Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2011.02.10 12:32:14 -0500

Committee/Governing/Advisory Board Approval Date:

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

**MEMBER**

Name: Paul M. Geerlings  
 SSN: XXX-XX-8290  
 DOB: 4/11/1944  
 Age: 66 years, 9 months  
 Spouse's DOB: 10/23/1950

**CALCULATION DATE - 2/1/2011**

(Estimate Not Valid After 2 Months)

**BENEFIT PROGRAMS**

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

**EMPLOYER**

Name: Ottawa Co  
 Number/Div: 7003 / 10

**ESTIMATED FAC ON CALCULATION DATE: \$79,816.84****CREDITED SERVICE**

Member's Service Credit as of Calculation Date:

10 years, 1 month

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

Generic (Plan Section 7)

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

1 year, 11 months

**Total Estimated Actuarial Cost of Additional Credited Service:****\$40,256.00 [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	2/1/2011	66 yrs., 9 mths.	1/31/2011	10 yrs., 1 mth.	\$79,816.84	\$20,120.40
After Purchase	2/1/2011	66 yrs., 9 mths.	1/31/2011	12 yrs., 0 mths.	\$79,816.84	\$23,945.04

*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\_\_\_\_\_  
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:** 02/15/2011

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

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

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the purchase of one (1) month of MERS generic service credit for \$1,752.00 (total cost to be paid by employee, Paul M. Geerlings).

Total Cost: \$1,752

Employer Cost: \$0

Employee Cost: \$1,752

## 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: \$1,752.00      General Fund 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: To Continually Improve the County's Organization and Services.

Objective: 6: Continue the effective and efficient management of human resources.

**ADMINISTRATION RECOMMENDATION:**  Recommended       Not Recommended       Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=vanderberg@ottawacounty.org  
Reason: I am approving this document.  
Date: 2011.02.10 12:33:34 -0500

Committee/Governing/Advisory Board Approval Date:

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

**MEMBER**

Name: Paul M. Geerlings  
 SSN: XXX-XX-8290  
 DOB: 4/11/1944  
 Age: 66 years, 9 months  
 Spouse's DOB: 10/23/1950

**CALCULATION DATE - 2/1/2011**

(Estimate Not Valid After 2 Months)

**BENEFIT PROGRAMS**

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

**EMPLOYER**

Name: Ottawa Co  
 Number/Div: 7003 / 10

**ESTIMATED FAC ON CALCULATION DATE:** \$79,816.84**CREDITED SERVICE**

Member's Service Credit as of Calculation Date:

10 years, 1 month

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

Generic (Plan Section 7)

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

0 years, 1 month

**Total Estimated Actuarial Cost of Additional Credited Service:****\$1,752.00** [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	2/1/2011	66 yrs., 9 mths.	1/31/2011	10 yrs., 1 mth.	\$79,816.84	\$20,120.40
After Purchase	2/1/2011	66 yrs., 9 mths.	1/31/2011	10 yrs., 2 mths.	\$79,816.84	\$20,286.84

*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\_\_\_\_\_  
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:** 2/15/2011

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** Public Health Department Personnel Request to Create a .75 FTE Environmental Health Specialist

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from the Public Health Department to create (1) .75 FTE Environmental Health Specialist (Group T, Paygrade 14) at a cost of \$48,326. Funding to come from a grant through the Michigan Department of Environmental Quality. Position to sunset September 2012.

## SUMMARY OF REQUEST:

This position will be responsible for documenting and carrying out the actions as specified in the workplan for the Modeling and Monitoring Beach Grants as awarded through Great Lakes Restoration Initiative (GLRI) funds. These actions include; developing a monitoring plan for specified beaches, conducting sanitary surveys, collecting and analyzing samples, submitting quarterly reports to the MDEQ, and revising current beach notification procedures.

This position is funded fully through the GLRI funds awarded by the Michigan Dept. of Environmental Quality through a federal grant. Through this grant and partnerships with federal organizations, it is hoped that a working model will be developed for forecasting beach water quality conditions more accurately than the current sample collection methods. The improved effectiveness of the program will help to minimize public health risks to County residents and visitors.

This position will increase the frequency and level of monitoring at select Ottawa County beaches. This will allow for increased data in order to construct more accurate predictive models for beach water quality. The 2011 summer will be mainly data collection and collaboration with the National Oceanic and Atmospheric Administration (NOAA) to create a working predictive model for the Grand Haven City and Grand Haven State Park beaches. The 2012 summer will be utilizing the model to predict water quality in conjunction with continued sampling to evaluate the accuracy of the model.

## FINANCIAL INFORMATION:

Total Cost: \$48,326.00      General Fund Cost: \$0.00      Included in Budget:     Yes     No

If not included in budget, recommended funding source: Funding to come from a grant through the Michigan Department of Environmental Quality.

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated                       Non-Mandated                       New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 3: To contribute to a Healthy Physical, Economic & Community Environment. This position will help to expand the data available regarding water quality issues at two of the most attended beaches in Ottawa County.

Objective: 3: Continue initiatives to preserve the physical environment.

4: Continue initiatives to positively impact the community.

**ADMINISTRATION RECOMMENDATION:**     Recommended     Not Recommended     Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, ou=US, ou=County of Ottawa, ou=Administrator's Office, email=vanderberg@ottawacounty.org  
Reason: I am approving this document  
Date: 2011.02.10 09:10:01 -0500

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:** Environmental Health Specialist **FUND/DEPARTMENT NUMBER:** 6020

**CHECK ONE:**       New Position:                      Number of hours per week requested: 30  
                          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 be responsible for documenting and carrying out the actions as specified in the workplan for the Modeling and Monitoring Beach Grants as awarded through Great Lakes Restoration Initiative (GLRI) funds. These actions include; developing a monitoring plan for specified beaches, conducting sanitary surveys, collecting and analyzing samples, submitting quarterly reports to the MDEQ, and revising current beach notification procedures.
4. Describe the justification for this position (Provide supporting documentation if appropriate.)  
This position is funded fully through the GLRI funds awarded by the Michigan Dept. of Environmental Quality through a federal grant. Through this grant and partnerships with federal organizations, it is hoped that a working model will be developed for forecasting beach water quality conditions more accurately than the current sample collection methods. The improved effectiveness of the program will help to minimize public health risks to County residents and visitors.
5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.  
Goal 3; To Contribute to a Healthy Physical, Economic, & Community Environment. This position will help to expand the data available regarding water quality issues at two of the most attended beaches in Ottawa County (GH State Park and GH City beach). This data will allow for greater insight in what is impacting water quality at the beaches as well as better notification methods to the public. These actions directly related to Objective 3 and Objective 4, to "continue initiatives to preserve the physical environment" and to "continue initiatives to positively impact the community", as stated in the strategic plan.
6. Will the job functions of this position be for mandated or discretionary functions of the department?  
The job functions are discretionary, and completely funded through GLRI grant funds awarded by the MDEQ.
7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?  
This position will increase the frequency and level of monitoring at select Ottawa County beaches. This will allow for increased data in order to construct more accurate predictive models for beach water quality. The 2011 summer will be mainly data collection and collaboration with the National Oceanic and Atmospheric Administration (NOAA) to create a working predictive model for the Grand Haven City and Grand Haven State Park beaches. The 2012 summer will be utilizing the model to predict water quality in conjunction with continued sampling to evaluate the accuracy of the model.

(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

APPENDIX A

WORKPLAN FOR

Ottawa Beaches-Developing and Integrating Models	Project Name
Ottawa County	Project Location
	Watershed Impacted by Project
Ottawa County Health Department	Organization Name
	Phone Number
	Fax Number
	Contact Person's Name
	Contact Person's Title
	Contact Person's E-Mail
	Organization Address
	Duration of Project
10/1/2010	Start Date
9/30/2012	End Date
\$80,000	Grant Amount Requested
\$0	Local Match
\$80,000	Project Total
	Name of Person with Grant Acceptance Authority
	Title of Person with Grant Acceptance Authority

Benefit to Organization: Models will predict current or forecasted fecal indicator bacteria concentrations (water quality conditions) which will significantly improve effectiveness of beach monitoring programs by minimizing public health risks and identifying temporal and spatial factors that impact water quality at beaches.

Brief Project Description: Beach managers will purchase and install instruments that will be used to develop a regression-based beach model (e.g., Virtual Beach). Information and data will be integrated with deterministic models from the Great Lakes Coastal Forecasting System (assistance provided by David Rockwell at the University of Michigan) and hydrodynamic models (assistance provided by Dr. David Schwab of National Oceanic Atmospheric Administration). The final product will be an integration of several models to produce a model that will forecast concentrations of fecal indicator bacteria at a beach in advance of 60 hours. This project will also evaluate a regional application for this model.

Problem Statement:

Most beach managers currently determine water quality conditions at their beaches based on results from water samples collected on the previous day. This approach requires them to assume that water quality has not changed since the samples were first collected. This approach (called the persistence model approach) has been shown to be inaccurate. Therefore, the availability of these models will significantly improve the protection of human health at Michigan beaches.

Project Location:

Ottawa County

Grand Haven City Beach, (HUC: 04050006; Lat/Long: 43.04777 / -86.24327)

Grand Haven State Park Beach, (HUC: 04050006; Lat/Long: 43.052 / -86.2454)

#### Proposed Work:

The beach manager for Ottawa County has already worked with researchers from NOAA, USGS, Michigan State University, and others to develop a hydrodynamic model for the Grand River and Lake Michigan. This proposal will build upon that effort in a similar manner to the Bay County project. The project will begin by developing a beach model and integrating it with the existing hydrodynamic model for the Grand River and Lake Michigan and the deterministic models from the Great Lakes Coastal Forecasting System. The final product for this project will be a beach forecasting model having the potential to forecast water quality conditions in advance of 60 hours. This information will be shared with researchers at the USGS and NOAA so they can potentially extend the reach of a regional forecasting model for southern Lake Michigan.

Recommendations from the USGS, NOAA, UM, and USEPA will be used to select and install appropriate equipment and instruments at beach monitoring sites. Collaborating with researchers from the USGS, NOAA, UM, and the USEPA will expedite the development of models with the potential to refine individual models into regional forecasting models. The models will be used in local beach monitoring programs to determine water quality conditions that will then be communicated to the public. This information will be posted at beaches with signs (available on BeachGuard) and will be distributed via the local media. Beach managers will collaborate with researchers to receive training and become more familiar with modeling techniques.

All work will follow the DNRE's approved Quality Management Plan (QMP). The DNRE reviews and approves each Quality Assurance Project Plan (QAPP) as appropriate for projects funded via subgrants.

Predictive nowcast and forecast models will enhance the understanding of potential sources of bacteria-related contamination. Predictive nowcast and forecast models can aid in source identification and remediation processes by identifying key factors that explain *E. coli* variation. This can help managers to direct bacterial source identification sampling activities. Forecast models could potentially be used to determine when it is important to monitor a beach due to elevated *E. coli* concentrations. This could provide a screening tool for the beach manager as to when to use the more costly rapid test methods. Forecasting models could serve as a cost-effective means of meeting future Beach Act requirements for using rapid testing techniques since deterministic data are available via National Digital Forecast Database and Great Lakes Coastal Forecasting System models at no cost to the beach manager. Since the methodology for computing the deterministic parameters is consistent from beach to beach, it may provide a measure of comparability for determining swimming conditions at beaches which is difficult now due to lack of universal standards, and sampling methods (Nevers and Whitman, 2010).

Predictive nowcast models are typically developed for single beaches (Francy et al, 2003, Olyphant and Whitman, 2004) or a limited number of beaches (Nevers et al, 2007). Restricting models to a local scale trades increased explanation of *E. coli* variance at a beach for a managerial disadvantage of cost. The development costs per beach for a statistical/empirical model are estimated to range from \$25,000 to \$50,000 and annual operation is estimated to be \$15,000 (Russo 2009).

The project will be completed by the applicant and its partners in a cost-effective manner to facilitate EPA oversight and administration of the project. All projects administered by DNRE staff will be implemented following standard grant protocols. We will provide to EPA an administrative contact and project-specific contact. The administrative contact will help ensure that the EPA reporting requirements are met; the project administrators ensure the individual projects are implemented per the schedule agreed upon with the EPA. DNRE requires all

subrecipients to submit quarterly status reports which include narrative and financial documentation; these reports are reviewed by staff to ensure the project is on schedule and that charges are appropriate. The oversight provided by DNRE staff is efficient and information readily available to EPA officials.

#### Environmental Results:

##### Expected Outcomes

- The presence of bacteria, viruses, pathogens, nuisance growths of plants, or other risks to human health are forecasted which can lead to corrective actions that will reduce public health risk and reduce contamination levels.
- High quality bathing beach opportunities are maintained by reducing or eliminating impairments from bacterial and algal contamination; effective monitoring for fecal indicator bacteria; effective modeling of environmental conditions to estimate recreational water quality, where appropriate; and timely communications to the public about beach health and daily swimming conditions.
- High quality, timely, and relevant information about the nearshore areas is readily available to assess progress and to inform enlightened stakeholder decision making.

##### Expected Outputs for this project include:

The final product of this proposal will be an integration of beach models with hydrodynamic and deterministic models to produce a beach forecasting model with the potential to forecast regional water quality conditions in advance of 60 hours. Beach managers will also investigate parameters to improve the accuracy and usefulness of models for beaches. Beaches will be monitored with rapid and culture-based methods and data will be evaluated in the models. A collaborative effort between beach managers and researchers will determine equipment needs, installation sites, and operational capacity to provide more accurate data in real-time format for models. The models will be developed for beaches in Saginaw Bay, Lake Michigan, and Lake St. Clair. These locations include beaches that report few beach closures (3 in 5 years) and beaches that report multiple beach closures in one monitoring season. The beaches are located in watersheds that are impacted by tributaries and urban and agricultural sources of contamination. The models will be used in local beach monitoring programs to determine water quality conditions that will then be communicated to the public. This information will be posted at beaches with signs (available on BeachGuard) and will be distributed via the local media. Beach managers will collaborate with researchers to receive training and become more familiar with modeling techniques.

##### Expected Results

Individual beach models will be developed to estimate beach water quality and will be refined and integrated with hydrodynamic and deterministic models to produce forecasting models with the potential to predict water quality conditions at 60 hours. This information will be shared with the USGS so they can potentially create regional forecasting models for Saginaw Bay, Lake Michigan, and Lake St. Clair. Results and information gained from these efforts will be shared with the communities, watershed groups, stakeholders, the public, the Great Lakes Observing System, and the Great Lakes Commission. Data and results from the models will be reported to the BeachGuard system. The applicant is submitting a separate proposal to enhance the BeachGuard system to accommodate additional requirements for data, formatting, and efficient data transfer that are necessary for models.

The Bay, Macomb, and Ottawa County beach managers will be the first ones in Michigan to implement new models. Their successful implementation of beach models to their beach monitoring programs will create new opportunities for other beach managers to utilize

databases, other types of models, and new tools from researchers at NOAA, USGS, and USEPA. This is especially important for Michigan because its vast shoreline makes it impossible to regularly monitor all of the public beaches in Michigan. The development of regional predictive models has the potential to predict water quality conditions along the nearshore of areas that are not monitored.

The beach managers are willing to work with experts to expand the capacity of beach models so they can be applied to broader regional areas. The beaches selected in this project will expand the knowledge base for models because the selected areas are impacted by large and small rivers that empty into open coasts, bays, and smaller lakes such as Lake St. Clair.

One of the advantages of using a model is that it helps beach managers fully characterize all potential sources of contamination and determine the factors that influence changes in water quality conditions. The models can assist in the identification of factors that impact water quality and assess their relative contribution to changes in conditions at a beach. Beach managers will therefore learn very important information regarding the factors that affect water quality at their beaches.

This project will allow beach managers and the public to get timely and meaningful water quality results. This is very important because most beach managers currently determine water quality conditions at their beaches based on results from water samples collected on the previous day. This approach requires them to assume that water quality has not changed since the samples were first collected. This approach (called the persistence model approach) has been shown to be inaccurate. Therefore, the availability of these models and rapid methods will significantly improve the protection of human health at Michigan beaches.

The models will provide more consistent, reliable, and cost-effective information that can be used to determine and predict changes that may affect monitoring strategies. For instance, less frequent monitoring may be needed during quiescent and calm conditions if the models show that water quality is less likely to be impacted. However, monitoring may be required more frequently if the model predicts changes in water quality conditions.

This project will make the public better informed about water quality issues at beaches because the models that are developed will determine the contribution and impact of various factors on water quality and they will help identify contamination sources. The public already relies on weather and marine forecasts for their safety. The development of beach forecasts will give the public additional information that they can use to make more educated decisions about activities that can affect their health.

**Measuring Progress:** This project will significantly improve the health of Great Lakes nearshore areas and will advance the reduction of nonpoint source pollution to levels that do not impair nearshore waters. The measure by which progress will be evaluated is the percentage of beaches meeting bacteria standards 95% or more of beach days. This measure is listed in the Great Lakes Restoration Initiative Action Plan.

To meet this measure, this project will predict current or forecasted fecal indicator bacteria concentrations (water quality conditions) which will significantly reduce the delays in posting beaches closed or in re-opening beaches. Beach monitoring programs will be improved by minimizing public health risks and identifying temporal and spatial factors that impact water quality at beaches. These improvements will eliminate closures or advisories due to known and unknown sources and have 100% of the monitoring data meet bacterial standards.

Project Milestones

Completion Date	Milestone
January 2011	Narrative Status Report submitted by January 8 to the DNRE for the Great Lakes Accountability System (GLAS) Quarterly Report for October to December Updated Approved QAPP per DNRE's QMP Collaborate with researchers from USGS, NOAA, and USEPA to determine equipment & instrument needs and locations for installation
March 2011	Develop monitoring plan for beaches Develop 24-hour wet weather monitoring plan Finalize equipment & instrument needs and locations for installation, continue reviewing & testing historical datasets with Federal Agencies
April 2011	EPA-GLRI signs erected or placed appropriately Narrative Status Report submitted by April 8 to the DNRE for the GLAS Quarterly Report for January to March Conduct Sanitary Surveys and Monitoring Install instruments Collect monitoring data Begin analyzing data in model
May 2011	Conduct Sanitary Surveys and Monitoring
June 2011	Neighborhood projects listed and initiated Semi-Annual Progress Report Conduct Sanitary Surveys and Monitoring Develop and refine models with historical data
July 2011	Narrative Status Report submitted by July 8 to the DNRE for the GLAS Quarterly Report for April to June Conduct Sanitary Surveys and Monitoring
August 2011	Conduct Sanitary Surveys and Monitoring
September 2011	Conduct Sanitary Surveys and Monitoring Summarize findings Report findings at Great Lakes Beach Conference, Fall 2011 Summarize accuracy of models and prepare recommendation for refinement of model; assess usefulness of model for future use
October 2011	Narrative Status Report submitted by October 8 to the DNRE for the GLAS Quarterly Report for July to September
January 2012	Narrative Status Report submitted by January 8 to the DNRE for the GLAS Quarterly Report for October to December Semi-Annual Progress Report Further refine model and plan for implementing the model for the summer of 2012
April 2012	Narrative Status Report submitted by April 8 to the DNRE for the GLAS Quarterly Report for January to March Conduct Sanitary Surveys and Monitoring Check and calibrate instruments, install instruments Report findings at the Michigan Environmental Health Association's Annual Education Conference (Spring 2012)
May 2012	Conduct Sanitary Surveys and Monitoring
June 2012	Neighborhood projects listed and initiated Conduct Sanitary Surveys and Monitoring

	<b>Semi-Annual Progress Report</b>
July 2012	Narrative Status Report submitted by July 8 to the DNRE for the GLAS Quarterly Report for April to June Conduct Sanitary Surveys and Monitoring Draft of Final Report Summarize Data from Sanitary Surveys and Monitoring with maps and photos as appropriate Summarize accuracy of models and prepare recommendation
August 2012	Conduct Sanitary Surveys and Monitoring Draft of Final Report with comments
September 2012	Final Narrative and Quarterly Report for July to September Final Report submitted



County of Ottawa  
 Estimated Personnel Costs  
 2210 Public Health

Union code	W/C code	FTE	Salaries * Permanent	FICA	Hospita- lization	OPEB	Life	Retirement	Dental	W/C	Unemploymen	Optical	Disability	Total Fringes	Total Salaries & fringes
T-14	12	8810	0.7500	\$33,790	\$2,585	\$7,622	\$488	\$69	\$3,034	\$488	\$8	\$51	\$86	\$105	\$48,326
				\$33,790	\$2,585	\$7,622	\$488	\$69	\$3,034	\$488	\$8	\$51	\$86	\$105	\$48,326
			7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 2/15/2011

**Requesting Department:** Human Resources

**Submitted By:** Bob Spaman

**Agenda Item:** 20<sup>th</sup> Circuit Court Personnel Request to Create a .8 FTE Legal Self-Help Center Coordinator

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from the, 20<sup>th</sup> Circuit Court, Friend of the Court, to create (1) .8 FTE Legal Self-Help Center Coordinator (Unclassified 05A) at a cost of \$40,926. Funding to come from a grant through the Grand Haven Area and Holland/Zeeland Community Foundations and the Michigan State Bar Foundation. Position to sunset August 2011.

## SUMMARY OF REQUEST:

This position will oversee the day to day operations of the 20<sup>th</sup> Circuit Court's Legal Self-Help Center, recruit, train and supervise the volunteer staff, maintain and insure that court forms are up to date. Position will assist volunteers as needed, connect with the community agencies and keep statistical information for reporting purposes and work with the Strategic Planning team for the best interests of the Center.

This position has been at a 19.5 hours per week temporary unbenefited position. This request will make this a benefited position which will sunset August 2011.

## FINANCIAL INFORMATION:

Total Cost: \$40,926.00      General Fund Cost: \$0.00      Included in Budget:     Yes     No

If not included in budget, recommended funding source: Grant through Grand Haven and Holland/Zeeland community Foundations and Michigan State Bar Foundation.

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated       Non-Mandated       New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 2: To Maintain and enhance Communication with Citizens, Employees and Other Stakeholders

4: To Continually Improve the County's Organization and Services

Objective: 2: Review and update a comprehensive communication plan to maximize communication with citizens.

1: Review and evaluate the organization, contracts, programs, and services for potential efficiencies.

2: Prioritize mandated and discretionary services.

**ADMINISTRATION RECOMMENDATION:**     Recommended     Not Recommended     Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=vanderberg@ottawacounty.org  
Reason: I am approving this document  
Date: 2011.02.15 09:41:39 -0500

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:** Legal Self-Help Center Coordinator **FUND/DEPARTMENT NUMBER:** 1010

**CHECK ONE:**       New Position:                      Number of hours per week requested: 32  
                          Expansion of Existing Hours:      From: 19.5 To: 32 per week

**GENERAL INFORMATION:**

1. Bargaining Unit:

2. Proposed Pay Grade:

3. Briefly describe the functions of this position:  
Oversee the day-to-day operations of the 20<sup>th</sup> Circuit Court's Legal Self-Help Center. recruit, train and supervise the volunteer staff, maintain and insure that court forms are up-to-date. Assist volunteers as needed, connect with community agencies, keep statistical information for reporting purposes and work with the Strategic Planning team for the best interests of the Center.
4. Describe the justification for this position (Provide supporting documentation if appropriate.)  
The Center operates with volunteers, many of whom are Cooley Law students. One of the provisions in the agreement with Cooley is that the students have access to an attorney during their shift. This position is fully grant funded by the Grand Haven Area Community Foundation, the Holland/Zeeland Community Foundation and the Michigan State Bar Foundation. In our grant applications, we requested funding to hire a coordinator.
5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.  
Maintenance and improvement of County's strong financial position, to contribute to a healthy physical, economic and community environment and to continually improve the County's organization and services.
6. Will the job functions of this position be for mandated or discretionary functions of the department?  
Most are mandated. For example, all court departments are required to provide forms and instructions to the public. All Court employees are required to assist the public with the forms and filing of court documents.
7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?  
The number of adjournments are reduced. The ability to meet the standards for the resolution of cases is increased. Circuit Court keeps records and reports this information to the State Court Administrative office. Judges report the ability to send unprepared litigants to the center and as a result resolve a case on the same day.

(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:

Sherry Van Buren

DATE:

2-7-11

**BUDGET DATA:**

\_\_\_\_\_  
Fiscal Services Department Use Only

**CONTROL #:**

\_\_\_\_\_  
Fiscal Services Department Use Only

County of Otsewa  
 Estimated Personnel Costs  
 Legal Self-Help Center Coordinator

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospit- talization	OPBB	Life	Retirement	457 Match	Dental	W/C	Longevity	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
Legal Self-Help Center Coordinator	14	8810	0.8000	\$25,897	\$1,981	\$7,442	\$780	\$77	\$4,076	\$0	\$302	\$6	\$0	\$21	\$74	\$70	\$15,029	\$40,926
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7180.0010	7190.0000	7200.0000	7210.0000	7220.0000	7230.0000	7240.0000		

## **20<sup>th</sup> Circuit Court's "Access to Courts" Legal Self-Help Center**

### **Position: Legal Self-Help Center Coordinator**

#### **Job Description:**

Under the direction of the Ottawa County Circuit Court Administrator, the Coordinator of the Legal Self-Help Center will be responsible for providing legal information, forms, guidance through the legal process and community agency referral services to unrepresented litigants who are involved in or who are considering bringing civil actions in the 20<sup>th</sup> Circuit, Probate or District Courts in Ottawa County.

The Coordinator shall:

1. Assist the public and staff by responding to questions and providing information concerning court rules, procedures and forms completion.
2. Maintain an inventory of approved legal pamphlets, forms and brochures at the Self-Help Center.
3. Provide users with educational videos on how to represent themselves in Court.
4. Provide assistance with public access computers.
5. Make referrals to other community agencies, as deemed appropriate.
6. Maintain complete and accurate records, statistical information about services and prepare reports.
7. Train and manage a volunteer staff.
8. Network with agencies and organizations ensuring the community is informed of the Self-Help Center and all services provided.

Must be able to communicate effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles, demonstrating a knowledge of and sensitivity to their needs.

This is a grant funded position that requires 32 hours per week, Monday through Thursday, 8:30 a.m. to 4:30 p.m. and Friday 8:30 a.m. until 12:30 p.m. The position is currently funded through August of 2011.

#### **Qualifications**

**Experience:** Qualified applicants should have experience working in a legal setting such as a Court, legal clinic or law office.

**Education:** JD Degree or Bachelors Degree with an emphasis in legal studies required.

**Other:** Proficiency in Spanish preferred.

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 2/15/2011

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** 58<sup>th</sup> District Court/Community Corrections Personnel Requests

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from the 58<sup>th</sup> District Court/Community Corrections to eliminate (1) .625 FTE Court Services Officer (Group T, Paygrade 11), to create (2) .475 FTE Court Services Officers (Temporary Wage Schedule) and increase (1) .450 FTE to a .475 FTE Court Services Officer (Temporary Wage Schedule) at a savings of \$2,800. Funds are included in the current budget.

## SUMMARY OF REQUEST:

To provide more efficient and better coverage for the community service caseload which includes screening and placement, outreach, weekend drug testing for probationers, weekend Jail Alternative Service Work (JAWS), data entry and office coverage.

This request results in a overall savings to the County of at least \$2,800 by eliminating the 25 hour benefitted position and creating two 19 hour per week, unbenefitted positions. This will continue to maximize the use of alternative sentencing options and improve utilization of community corrections programs and community service.

## FINANCIAL INFORMATION:

Total Cost: \$30,898.00    General Fund Cost: \$30,898.00    Included in Budget:     Yes     No

If not included in budget, recommended funding source: The request results in an overall savings to the County.

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated     Non-Mandated     New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 4: To Continually Improve the County's Organization and Services.

Objective: 1: To review and evaluate the organization, contracts, programs, and services for potential efficiencies.

**ADMINISTRATION RECOMMENDATION:**     Recommended     Not Recommended     Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org  
Reason: I am approving this document  
Date: 2011.02.10 09:45:02 -0500

Committee/Governing/Advisory Board Approval Date:

**COUNTY OF OTTAWA**  
**2011 NEW TEMPORARY (UNBENEFITED) POSITION REQUEST FORM**

Please Return Form to the Fiscal Services Department

**POSITION TITLE:** Court Services Officer

**FUND/DEPARTMENT NUMBER:** 28501520

**CHECK ONE:**  New Position: Number of hours per week requested: 19  
 ~~REDUCTION~~ Existing Hours: From: 25 To: 19 per week

**CHECK ONE:**  Temporary Salaries (Account Number 7050.0000)  
 Temporary Salaries – Sheriff Reserves (Account Number 7050.0040)  
 Outside Temporary Service (Account Number 8210.0060)

**GENERAL INFORMATION:**

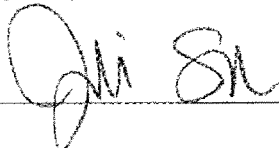
1. Description of help being requested:  
Community service caseload includes screening and placement, outreach, weekend drug testing for probationers, weekend Jail Alternative Service Work (JAWS), data entry, office coverage.
2. Briefly explain why the help is being requested and the specific effect on your performance measures and outcomes:  
I am saving the County money (\$2800) by breaking down a 25 hour benefitted position to (2) 19 hour positions. The effect on my performance measures and outcomes will be to continue to maximize the use of alternative sentencing options and improve utilization of community corrections programs and community service.
3. Estimated duration that help is needed:  
Permanent
4. What is the projected duration of the need for this position?  
Permanent
5. How will progress to meet or eliminate the need for the position be measured?  
Utilizing data from the Compas Case Management System on number of enrollments for community service. Tracking new non profit agencies obtained and monitoring the time frame for placing difficult to place offenders (disabled and CSC as an example)

**COST INFORMATION:**

ESTIMATED SALARY COST FOR THE BUDGET YEAR: \$13,931.00

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$1,066.00

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

SIGNED:  DATE: 2-9-11

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

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



**COUNTY OF OTTAWA**  
**2011 NEW TEMPORARY (UNBENEFITED) POSITION REQUEST FORM**  
Please Return Form to the Fiscal Services Department

**POSITION TITLE:** Court Services Officer

**FUND/DEPARTMENT NUMBER:** 28501520

**CHECK ONE:**  New Position: Number of hours per week requested: 19  
 Expansion of Existing Hours: From: \_\_\_\_\_ To: \_\_\_\_\_ per week

**CHECK ONE:**  Temporary Salaries (Account Number 7050.0000)  
 Temporary Salaries – Sheriff Reserves (Account Number 7050.0040)  
 Outside Temporary Service (Account Number 8210.0060)

**GENERAL INFORMATION:**

1. Description of help being requested:  
Community service caseload includes screening and placement, outreach, weekend drug testing for probationers, weekend Jail Alternative Service Work (JAWS), data entry, office coverage.
2. Briefly explain why the help is being requested and the specific effect on your performance measures and outcomes:  
I am saving the County money (\$2800) by breaking down a 25 hour benefitted position to (2) 19 hour positions. The effect on my performance measures and outcomes will be to continue to maximize the use of alternative sentencing options and improve utilization of community corrections programs and community service.
3. Estimated duration that help is needed:  
Permanent
4. What is the projected duration of the need for this position?  
Permanent
5. How will progress to meet or eliminate the need for the position be measured?  
Utilizing data from the Compas Case Management System on number of enrollments for community service. Tracking new non profit agencies obtained and monitoring the time frame for placing difficult to place offenders (disabled and CSC as an example)

**COST INFORMATION:**

ESTIMATED SALARY COST FOR THE BUDGET YEAR: \$13,931.00

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$1,066.00

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

SIGNED:  DATE: 2-9-11

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

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

**COUNTY OF OTTAWA**  
**2011 NEW TEMPORARY (UNBENEFITED) POSITION REQUEST FORM**  
Please Return Form to the Fiscal Services Department

**POSITION TITLE:** Court Services Officer

**FUND/DEPARTMENT NUMBER:** 28501520

**CHECK ONE:**       New Position:                      Number of hours per week requested: 19  
                          Expansion of Existing Hours:    From: 18 To: 19 per week

**CHECK ONE:**       Temporary Salaries (Account Number 7050.0000)  
                          Temporary Salaries – Sheriff Reserves (Account Number 7050.0040)  
                          Outside Temporary Service (Account Number 8210.0060)

**GENERAL INFORMATION:**

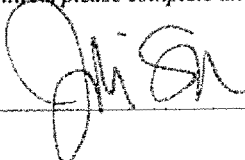
1. Description of help being requested:  
Community service caseload includes screening and placement, outreach, weekend drug testing for probationers, weekend Jail Alternative Service Work (JAWS), data entry, office coverage.
2. Briefly explain why the help is being requested and the specific effect on your performance measures and outcomes:  
I am saving the County money (\$2800) by breaking down a 25 hour benefitted position to (2) 19 hour positions and asking for an increase of 1 hour with current position. The effect on my performance measures and outcomes will be to continue to maximize the use of alternative sentencing options and improve utilization of community corrections programs and community service.
3. Estimated duration that help is needed:  
Permanent
4. What is the projected duration of the need for this position?  
Permanent
5. How will progress to meet or eliminate the need for the position be measured?  
Utilizing data from the Compas Case Management System on number of enrollments for community service. Tracking new non profit agencies obtained and monitoring the time frame for placing difficult to place offenders (disabled and CSC as an example)

**COST INFORMATION:**

ESTIMATED SALARY COST FOR THE BUDGET YEAR: \$733.00

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$56.00

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

SIGNED:                       DATE: 2-9-11

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

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

County of Ottawa  
 Estimated Personnel Costs  
 2850 Community Corrections

Union code	W/C code	FTE	Salaries * Permanent	Salaries Temp	FICA	Hospi-talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
7	7720	0.4750		\$13,931	\$1,066	\$0	\$0	\$0	\$0	\$0	\$35	\$21	\$0	\$0	\$1,122	\$15,053
7	7720	0.4750		\$13,931	\$1,066	\$0	\$0	\$0	\$0	\$0	\$35	\$21	\$0	\$0	\$1,122	\$15,053
7	7720	0.0250		\$733	\$56	\$0	\$0	\$0	\$0	\$0	\$2	\$1	\$0	\$0	\$59	\$792
7	7720	-0.6250	-\$22,985		-\$1,758	-\$6,352	-\$407	-\$47	-\$1,508	-\$406	-\$58	-\$34	-\$72	-\$71	-\$10,713	-\$33,698
Net Result			(\$22,985)	\$28,595	\$430	(\$6,352)	(\$407)	(\$47)	(\$1,508)	(\$406)	\$14	\$9	(\$72)	(\$71)	(\$8,410)	(\$2,800)
			7040.0000	7050.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 2/15/2011

**Requesting Department:** Administration

**Submitted By:** Greg Rappleye

**Agenda Item:** Intergovernmental Agreement & Resolution - Lakeshore Behavioral Health Care Alliance (Muskegon County)

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the proposed "Intergovernmental Agreement" and Resolution to provide for a continuation of the Lakeshore Behavioral Health Care Alliance for Mental Health Services through September 30, 2011.

## SUMMARY OF REQUEST:

In 2001, the County of Ottawa and the County of Muskegon entered into an Agreement to create the "Lakeshore Behavioral Health Care Alliance" to provide for the delivery of mental health funding to the parties, with Muskegon County acting as the PIHP. This Agreement and Resolution will extend and continue the Alliance through September 30, 2011. The parties are exploring options for service delivery after that date.

These documents have been received and reviewed by the Ottawa County Community Mental Health Board..

## FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source: N/A

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 4: To Continually Improve the County's Organization and Services.

Objective: 1: Review and evaluate the organization, contracts, programs, and services for potential efficiencies.

**ADMINISTRATION RECOMMENDATION:**  Recommended |  Not Recommended |  Without Recommendation

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@coottawa.org  
Reason: I am approving this document  
Date: 2011.02.10 08:29:38 -0500

Committee/Governing/Advisory Board Approval Date:

**INTERGOVERNMENTAL AGREEMENT  
PROVIDING FOR THE CONTINUATION OF A PREPAID  
INPATIENT HEALTH PLAN FOR THE FUNDING OF A  
COMMUNITY MENTAL HEALTH SYSTEM KNOWN AS THE  
LAKESHORE BEHAVIORAL HEALTH ALLIANCE**

This Agreement is entered into and shall become effective on the date it is fully executed by the respective Boards of the Counties of Muskegon and Ottawa, hereinafter referred to as “the Participating Counties”.

**I. AUTHORITY**

The Participating Counties have each established Community Mental Health (“CMH”) Agencies pursuant to the provisions of the Michigan Mental Health Code of 1974, as amended, MCLA 330.1001 et seq. and MSA 14.800 (1) et seq. The Participating Counties have also previously established, pursuant to the provisions of the Michigan Public Health Code of 1978, as amended, MCLA 333.110 et seq. and MSA 14.1148 (101) et seq., a multi-county “Coordinating Agency”. Finally, the Participating Counties have, pursuant to the Intergovernmental Transfer of Functions and Responsibilities Act, MCLA 124.531 et seq.; MSA 5.4087 (1) et seq., adopted concurrent resolutions.

**II. PURPOSE OF AGREEMENT**

The purpose of this Agreement is to provide for the continued operation of the Behavioral Health Alliance, which was originally established on February 27, 2001. The purpose of this Agreement is also to consolidate this Agreement with a subsequent amendment to it, effective February 15, 2004.

Further, this Agreement is to provide for the continuation of the alliance after the expiration of its current Agreement which expired on March 1, 2010, it being the understanding of the Participating Counties that this Agreement shall be effective on that date and will

commence on that date and continue through September 30, 2011. Finally this Agreement is to provide for the continuation of the Joint Board. The Board will be comprised of individuals appointed by the respective Boards. The duties of the Board have been provided for by the By-Laws adopted by the Joint Board.

### **III. PREPAID INPATIENT HEALTH PLAN DESIGNATION**

The Participating Counties intend to continue the designation of the County of Muskegon through its CMH agency to function as a “Prepaid Inpatient Health Plan” (“PIHP”) for both the County of Muskegon and the County of Ottawa.

### **IV. DESCRIPTION OF FUNCTIONS AND RESPONSIBILITIES TO BE TRANSFERRED**

The Participating Counties agree that the following functions and responsibilities have been and shall continue to be assigned to the County of Muskegon, to be performed by its CMH agency. (As more specifically identified in the Delegation Agreement, which is attached hereto and incorporated herein by reference.) Those functions and responsibilities include preparation and submission of the PIHP Application to the Michigan Department of Community Health (hereinafter referred to as the- Department) to receive Medicaid funding on behalf of the Participating Counties and their respective CMH agencies, with the understanding that following additions, limitations and reservations apply:

A. PIHP Application for participation (AFP) to be submitted by the Muskegon County CMH will be done with consultation and collaboration of the Ottawa County CMH.

B. Muskegon County CMH will not submit an amended AFP until the respective Boards and the CMH agencies of the Participating Counties have reviewed and approved the amendment, but such approval shall not be unreasonably withheld in such a way as it would cause a violation of the statutory regulatory or contractual requirements of the submission.

C. Muskegon County shall be, through this Agreement, responsible for an authorized, executed contract with the Department for Behavioral Health Care funding, after it has been approved by both the County Board of Commissioners and the Mental Health Boards of each of the Participating Counties.

D. Muskegon County shall receive funding pursuant to the AFP and is hereby authorized to function as the PIHP on behalf of the Participating Counties with respect to the handling of said funds.

E. Within seven (7) business days after the receipt of Medicaid funding, Muskegon County shall transfer funds received to Ottawa County, with calculation information based upon a formula set forth in the application approved by the Participating Counties.

F. This Agreement requires that funding received as a result of the AFP shall be used by the Participating Counties according to the duties and responsibilities imposed upon them by the Mental Health Code, Public Health Code, Medicaid law, and applicable regulations, or as may be otherwise permitted by law in accordance with the application to the Department.

G. The Participating Counties agree that they will maintain current existing accreditation standards, practices and affiliations and shall seek to enhance their accreditation standards, practices and affiliations.

H. Muskegon County CMH shall serve as a central clearinghouse and coordinating agency for submitting quality assurance data to the Department. Quality assurance data will be collected by Ottawa County for its program and submitted to the County of Muskegon for recordkeeping.

It is further provided that in accordance with the application for participation, the Participating Counties agree that cost allocations “sub capitation” to each CMH exclusive of cost

incurred in connection with the performance of “PIHP functions”, are initially allocated based on funding history, including historical need and usage. In accordance with this directive the Participating Counties have developed a comprehensive plan of cost allocation or “sub-capitation” that recognized the applicable standards and planned for its continuation through this Agreement.

## **V. INTERNAL SERVICE FUND**

Muskegon County CMH shall, as required by the Department, receive and retain an Internal Service Fund on behalf of Ottawa County CMH, it being expressly understood that this fund remains, subject to the terms of the Medicaid Contract and the AFP, the property of the County of Ottawa, and that Muskegon County CMH shall account separately for the Ottawa County Internal Service Fund, including a calculation of all interest earned and the principal balance.

The receipt and maintenance of the Internal Service Fund by the County of Muskegon, on behalf of Ottawa County, does not give rise to an affirmative obligation by Muskegon County to Ottawa County with regard to matters of repurchase arrangement, resource/asset claims, liability or risk obligations, risk management or contingencies, except as provided under Section VIII of this Agreement.

A. This Agreement is not intended to modify the rights and responsibilities of the Participating Counties under the Mental Health Code.

B. The parties have established a financial plan based upon the required AFP described above for the distribution of Medicaid to the Participating Counties.



## **VI. QUALITY ASSURANCE**

The Department has, in its administrative directive referred to above, established certain requirements with respect to the establishment of a Quality Management System. This system in particular requires the establishment of processes and practices to insure regulatory compliance. Those processes and practices have been established by the County of Muskegon CMH through a unit established to satisfy this requirement. The establishment of this unit, however, does not alter the responsibilities of the Participating Counties to maintain internal systems for insuring quality and regulatory compliance.

## **VII. CONTINUATION OF JOINT BOARD**

This Agreement anticipates the continuation of the Joint Board established pursuant to the concurrent resolutions and original Agreement referenced above in Section II. There has been no change in composition, delegation of responsibility or the decision-making process, it being understood that the principal function of the Joint Board is to serve in an advisory capacity with regard to financial issues, long-term financial liability of respective CMH agencies, and issues related to functional consolidation, it being expressly understood that the Joint Board is not a public body with ultimate decision-making powers inasmuch as that authority has not been delegated to it by either of the Participating Counties.

## **VIII. INSURANCE PROVISION**

The Participating Counties agree that each shall establish risk reserves and other insurance or security mechanisms as may, from time-to-time, be necessary to adequately insure against losses incurred due to the individual Participating County's participation in this Agreement. It being expressly understood, however, in the event the risk fund is inadequate to

cover losses sustained by either of the Participating Counties, then the Participating County suffering the loss agrees to indemnify and hold harmless, without limitation, the other Participating County against all claims including costs and attorney fees. Each Participating County agrees to hold the other harmless against claims, which may be brought by persons served by their respective CMH agency. It being the intent of the parties that each Participating County shall separately bear the risk of loss associated with the care of its own individual residents and nothing in this Agreement requires joint liability on the part of the Participating Counties. Either Participating County may demand an audit by a mutually selected Certified Public Accounting Firm to determine the appropriate amount to be retained for loss reserve by the respective Participating County or CMH agency in the event that a dispute arises.

The parties agree, pursuant to the Intergovernmental Transfer of Functions Act, that this Agreement has no impact on existing property assets or employees of either of the Participating Counties.

The parties, to the fullest extent provided by law will indemnify, defend and hold each other harmless, as well as their elected and appointed officers, agents and employees from and against any and all claims, causes of actions, demands, liabilities, losses, damages, costs and expenses resulting from the act or omission by any officer, agent, employee, or contractor of the respective party arising out of or in connection with this contract.

## **IX. PROCUREMENT**

The Participating Counties have established policies and procedures for the procurement of administrative and direct provider services. These procedures have been adopted by the County Board of Commissioners and Community Mental Health Boards of each Participating County. These policies and procedures include, at a minimum, cost and “value” considerations

including the relative value of providing services both internally or externally, the impact upon continuation of service, person center planning and the need for public involvement in order to ensure appropriate governance and community based management.

#### **X. DISPUTE RESOLUTION**

The Participating Counties agree to work cooperatively and through the utilization of the Joint Board previously established. In the event that disputes arise, the Participating Counties agree to resolve differences first through mediation, then through agreed upon binding arbitration, under the Rules of the Federal Mediation and Conciliation Service.

#### **XI. PARTICIPATION BY OTHER COUNTIES**

The Participating Counties agree that additional counties may be permitted to participate in this Agreement, but only in accordance with the terms and conditions as set forth herein and subject to compliance by the additional county with the statutory mandates.

#### **XII. AUDIT FUNCTION**

PIHP agrees to periodically, in accordance with schedules which may be directed by the Department, review each Participating County's audit to ensure that the CMH agencies are fulfilling their duties and responsibilities imposed upon them by the Department through this Agreement. PIHP agrees to employ staff or otherwise engage consultants as may be reasonably necessary in order to maintain expertise in this area. The Participating Counties agree to direct their respective County Administrators and CMH Executive Directors to periodically meet to formulate recommendations concerning the performance of this audit function.

#### **XIII. SERVICE DELIVERY POLICIES**

The Participating Counties shall ensure that it is the policy of each CMH agency to deliver all services minimally required under the Department contract and Medicaid regulations.

The Participating Counties shall ensure that offered services, including support coordination and case management options, remain consistent with covered services and made available across the alliance service area.

#### **XIV. RESERVATION OF RIGHTS**

Nothing in this Agreement shall be construed nor have the effect of limiting the powers and prerogatives of either of the Board of Commissioners or Community Mental Health Boards of the Participating Counties other than expressly provided for herein.

#### **XV. FUNCTIONAL CONSOLIDATION**

The Participating Counties, in compliance with the administrative directive described above, have outlined a plan for functional consolidation of the administrative services taken and have made efforts to pursue that functional consolidation to the approval of its respective Boards and consistent with the Delegation Agreement.

#### **XVI. MISCELLANEOUS**

A. Duration. This Agreement shall be in full force and effect from March 1, 2010, through September 30, 2011, and renew on an annual basis unless one of the parties to the Agreement gives written notice sixty (60) days prior to the anniversary date of their desire to negotiate a new Agreement or to terminate this Agreement. Upon receipt of such written notification, the parties shall arrange to meet promptly and regularly for the purpose of consummating a new Agreement, or for the purpose of negotiating such amendments or modifications or cooperative work together to terminate this Agreement. In the event one or both of the parties have given notification of its or their desire to negotiate a new Agreement, within the time limits provided for herein and no agreement has been reached on the date this

Agreement expires, such Agreement shall be extended until such negotiations have been completed and a new Agreement takes effect.

B. Termination. This Agreement may be terminated by either party sixty (60) days prior written notice.

C. Severability. The parties do agree and stipulate that should a Court of competent jurisdiction determine that any provision of this Agreement has no legal effect, that provision shall be deemed null and void and stricken from this Agreement, with the remainder of this Agreement to be given continued validity.

D. The terms in this Agreement are given their common and ordinary meaning and shall not be construed against either party.

**COUNTY OF MUSKEGON**

**COUNTY OF OTTAWA**

By: \_\_\_\_\_  
Kenneth Mahoney  
Chairperson for Muskegon County  
Board of Commissioners

By: \_\_\_\_\_  
Philip D. Kuyers  
Chairperson for Ottawa County  
Board of Commissioners

Dated: \_\_\_\_\_, 2011

Dated: \_\_\_\_\_, 2011

By: \_\_\_\_\_  
Nancy A. Waters  
County Clerk

By: \_\_\_\_\_  
Daniel C. Krueger  
County Clerk

Dated: \_\_\_\_\_, 2011

Dated: \_\_\_\_\_, 2011

COUNTY OF MUSKEGON

COUNTY OF OTTAWA

STATE OF MICHIGAN

EXTENSION OF THE CONCURRENT RESOLUTION OF THE BOARD OF  
COMMISSIONERS OF OTTAWA AND MUSKEGON COUNTY

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, County of Ottawa,  
Michigan on the \_\_\_\_ day of \_\_\_\_\_, 2011 at \_\_\_\_\_ o'clock p.m. local time.

PRESENT: Commissioners:

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ABSENT:

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

At a regular meeting of the Board of Commissioners of the County of Muskegon,  
Michigan, held in the Board Chamber of the Fourth Floor of the Hall of Justice in the City  
of Muskegon, County of Muskegon, Michigan on the \_\_\_\_\_ day of \_\_\_\_\_,  
2011, at 3:30 p.m. local time.

PRESENT: Commissioners:

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ABSENT:

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

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

WHEREAS, the Ottawa County Board of Commissioners, working concurrently with the Muskegon County Board of Commissioners (herein after collectively referred to as the Boards) has provided Medicaid funded mental health and substance abuse services to the residents of the two county region, pursuant to the terms of the “Intergovernmental Agreement Providing for the Continuation of a Prepaid Health Plan for Funding Community Mental Health Systems Known as the “Lakeshore Behavioral Health Alliance.”

WHEREAS, by previous concurrent resolution of the Boards authority to the respective Board Chairs and County Clerks were authorized to execute a prior concurrent resolution.

NOW THEREFORE BE IT RESOLVED, that the Boards hereby adopt this concurrent resolution and authorized their Board Chairpersons and County Clerks to sign the Intergovernmental Agreement to provide for the continuation of a Prepaid Health Plan for Funding Community Mental Health Systems Known as the “Lakeshore Behavioral Health Alliance”, which is attached and incorporated by reference, until September 30, 2011.

BE IT FURTHER RESOLVED that all resolutions previously adopted that conflict with the resolution are hereby repealed.

RESOLUTION ADOPTED.

---

Kenneth Mahoney  
Chairperson, Muskegon County  
Board of Commissioners

---

Philip D. Kuyers  
Chairperson, Ottawa County  
Board of Commissioners

I hereby certify that the following constitutes a true and complete copy of a resolution adopted by the Muskegon County Board of Commissioners at a regular meeting held on \_\_\_\_\_, 2011, and that public notice of said meeting was given pursuant to and in full compliance with Act. No. 267 of the Public Acts of Michigan of 1967.

---

Nancy Waters  
Clerk, Muskegon County

I hereby certify that the following constitutes a true and complete copy of a resolution adopted by the Muskegon County Board of Commissioners at a regular meeting held on \_\_\_\_\_, 2011, and that public notice of said meeting was given pursuant to and in full compliance with Act. No. 267 of the Public Acts of Michigan of 1967.

---

Daniel C. Krueger  
Clerk, Ottawa County



# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 2/15/2011

**Requesting Department:** Planning and Performance Improvement

**Submitted By:** Mark Knudsen

**Agenda Item:** Department of Housing & Urban Development Rural Innovation Fund Grant

## SUGGESTED MOTION:

To approve a \$71,002 in kind contribution, a \$250,000 cash match and a letter of commitment that will be used in conjunction with a \$350,000 cash match from the Michigan Economic Development Corp. for the purpose of obtaining a \$300,000 Dept. of Housing & Urban Development Rural Innovation Fund Grant to establish a Business Revolving Loan Fund for economic development purposes within the agricultural sector and the creation of low-moderate income jobs and forward to the Board of Commissioners.

## SUMMARY OF REQUEST:

Ottawa County is applying for HUD funding, in conjunction with the Michigan Economic Development Corporation, to establish a Revolving Loan Fund (RLF). A RLF would allow the County to assist start-up and growing businesses by providing direct and/or gap financing loans which, along with low-cost interest, are paid back directly to the revolving fund. Loan funds can typically be used for any legitimate business purpose, including the acquisition of land and buildings, machinery and equipment, furniture and fixtures, or leasehold improvements. In some cases, working capital loans are also available for the purchase of inventory, the financing of receivables, or other business operating needs. Another innovative aspect of our application would be to allow certain small and medium sized farms to apply for loans from the RLF to expand or diversify their operations. Since traditional funding has become much more difficult for businesses to attain, a RLF would assist with business development and job creation.

## FINANCIAL INFORMATION:

Total Cost: \$250,000.00      General Fund Cost: \$0.00      Included in Budget:     Yes     No

If not included in budget, recommended funding source: Ottawa County Infrastructure Fund

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated       Non-Mandated       New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 3: To Contribute to a Healthy Physical, Economic, & Community Environment.

Objective: 2: Consider opportunities to improve economic development in the region.

**ADMINISTRATION RECOMMENDATION:**     Recommended     Not Recommended     Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org  
Reason: I am approving this document  
Date: 2011.02.10 10:38:29 -0500

Committee/Governing/Advisory Board Approval Date:

**DRAFT**

February 9, 2011

Mr. Robert Duncan, Associate Deputy Assistant Secretary  
for Economic Development  
U.S. Department of Housing and Urban Development  
Office of Community Planning and Development  
451 7<sup>th</sup> Street, SW, Room 3156  
Washington, DC 20410-5000

RE: Firm Letter of Commitment – Rural Innovation  
Fund Grant Program

To Whom It May Concern:

We are writing to provide the firm commitment of the County of Ottawa, Michigan, to participate in, to fund, and to support the application from the Michigan Economic Development Corporation of the State of Michigan, for a Rural Innovation Fund Grant from United States Department of Housing & Urban Development. On behalf of the County of Ottawa, we affirm that this is a firm and irrevocable commitment, contingent only upon the receipt of the FY 2010 Rural Fund grant. The County of Ottawa further confirms its willingness to sign a legally binding grant agreement upon receipt of the award from the Department of Housing & Urban Development. We note the following with respect to the specific criteria set forth in Item 9 of the Grant Fund application materials:

<b>Our Name:</b>	County of Ottawa, Michigan
<b>Applicant's Name:</b>	Michigan Economic Development Corporation- State of Michigan
<b>Reference to:</b>	Rural Innovation Fund Program Grant
<b>Total Level of County of Ottawa Commitment:</b>	Cash: \$250,000, In-Kind \$71,510.11
<b>Authority by which Commitment is made:</b>	Ottawa County Board of Commissioners 1963 Constitution of the State of Michigan, Article VII Section 8; MCL 46.11; Resolution of the Ottawa County Board of Commissioners

- Proposed Use of Funds:**
- a. Cash to be used in conjunction with the grant to fund a Revolving Loan Fund for agri-business and farmers to promote economic development and create jobs for low-moderate income individuals;
  - b. In-Kind –Administrative support to operate Revolving Loan Fund

**Relationship of Commitment to proposed investment:** The cash is a self-funded match

**Demonstrate financial Capability:** See attached 2009 Comprehensive Annual Financial Audit of the County of Ottawa

The firm commitment of Ottawa County to this proposed grant award represents 33% of the total proposed funding of \$ 971,002.00

$$\begin{array}{r} (\$321,002 + \$350,000 + \$300,000 = \$971,002) \\ \text{County 33\%} \quad \text{State 36\%} \quad \text{Federal 31\%} = \text{Total 100\%} \end{array}$$

I affirm that, as Chairperson of the Ottawa County Board of Commissioners, I am legally authorized to sign this firm commitment on behalf of the County of Ottawa, Michigan.

If you have any questions, please let me know.

Very Truly Yours,

Philip Kuyers, Chairperson  
Ottawa County Board of Commissioners

PK:lo

cc: All Members of the Ottawa County Board of Commissioners  
Daniel C. Krueger, Ottawa County Clerk  
Alan Vanderberg, Ottawa County Administrator  
Mark Knudsen, Ottawa County Planning & Performance Improvement Director



# 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) 994-4505  
1-800-764-4111, ext. 4505

Fax: (616) 994-4509

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

Report To: Ottawa County Finance & Administration Committee

From: Bradley Slagh

Date: February 9, 2011

Re: Financial month end update for January 2011

Attached are the graphs representing an overview of the status of the General Fund portfolio for the County as of January 31, 2011. As depicted in the graphs the asset distribution of the General Pooled Funds by percentage and maturity meet the requirements of the County's Investment Policy, except for Treasuries, which should be at 15%. This is a result of investments maturing in the month and will be back in line before the end of February.

As part of the Federal Reserve's policy initiatives to stimulate the economy the rolled out the Quantitative Easing II program. Under this plan, the Fed will buy \$600 Billion in long-term Treasuries and reinvest an additional \$200 to \$300 Billion in Treasuries. "The Fed has not been concerned about inflation for the time being, . . . however investors do not seem to be as confident. Interest rates have spiked up in recent months on the long end of the yield curve, suggesting that bond buyers may be anticipating long-term inflation."<sup>1</sup>

### Investment Board Appointment:

Wanted you to be aware that I have been selected and appointed to serve as one of two County Treasurers on the 11 member Board for Michigan CLASS, an Investment Pool designed specifically Michigan public agencies. Their web site in case you would like to check it out is [www.michiganclass.org/home/](http://www.michiganclass.org/home/). I anticipate that being a member of this board will help provide me with a broader base of knowledge and make me more effective in the investing that we do as a County.

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

<sup>1</sup> [Michigan CLASS Investor](http://www.michiganclass.org) January 2011

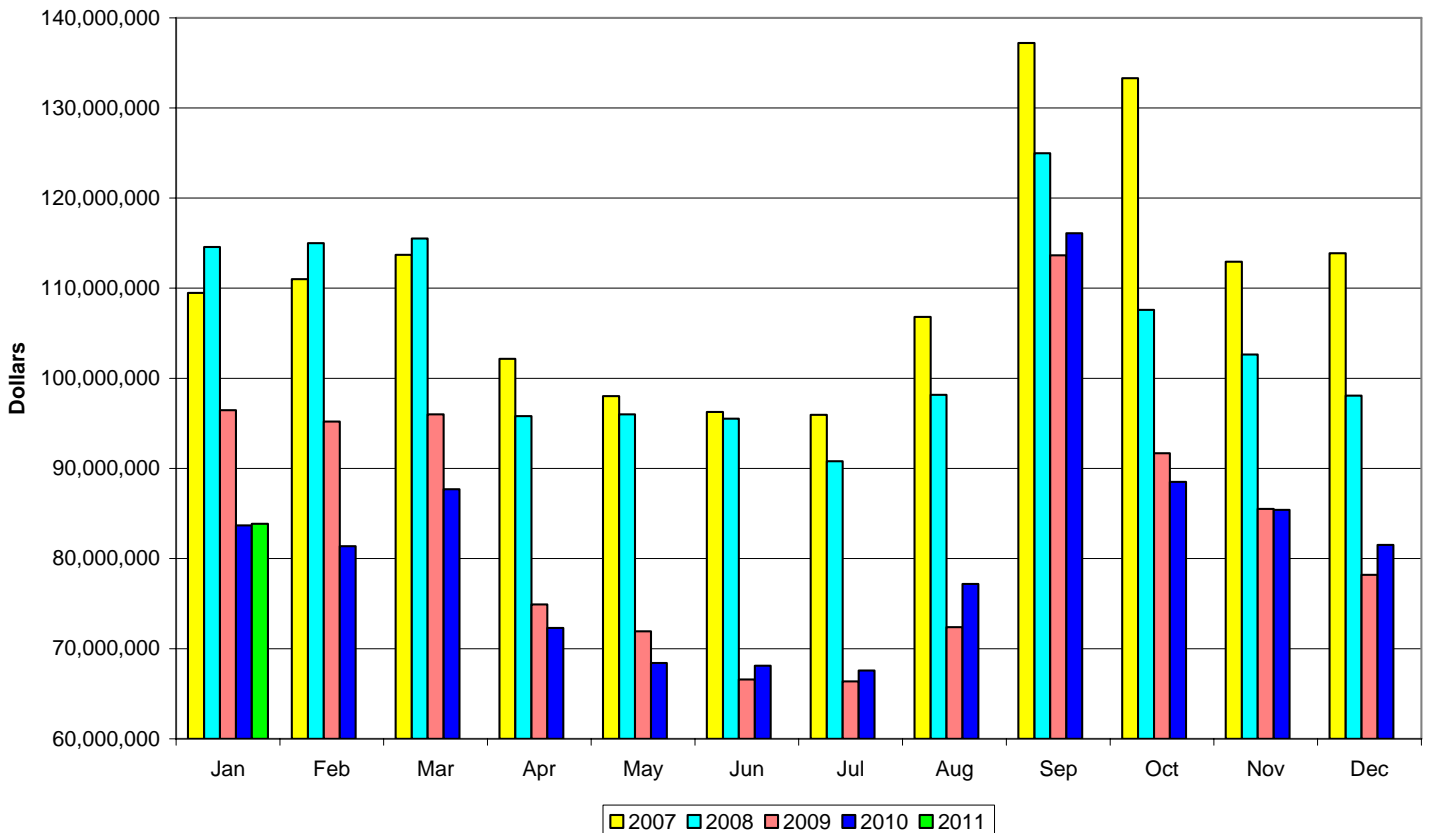
# Ottawa County General Pooled Funds

## Current Portfolio Size

January 31, 2011

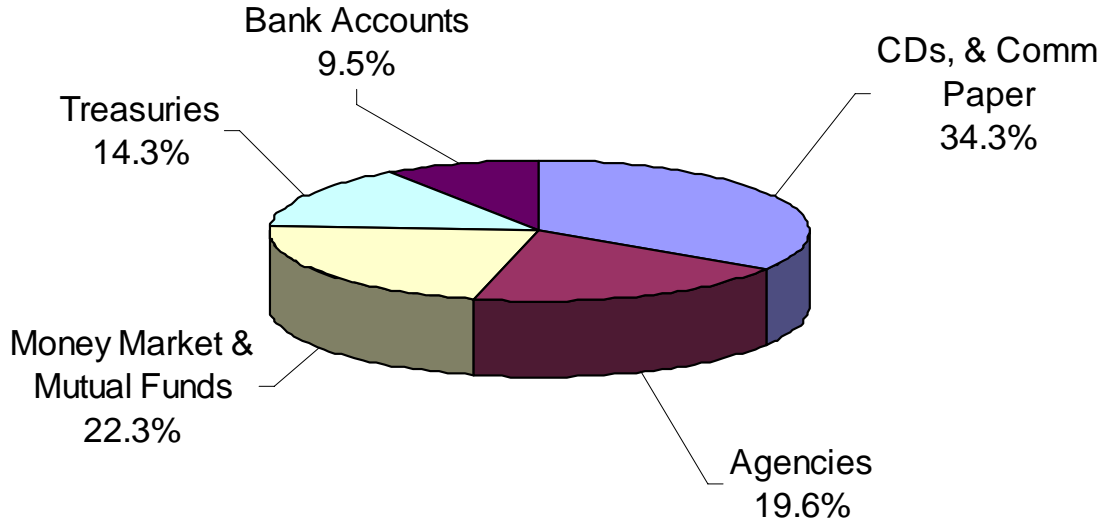
<i>CDs, &amp; Comm Paper</i>	\$28,780,098.76
<i>Agencies</i>	\$16,432,966.23
<i>Money Market &amp; Mutual Funds</i>	\$18,739,978.31
<i>Treasuries</i>	\$12,016,527.50
<i>Bank Accounts</i>	\$7,994,067.61
<b><i>Total</i></b>	<b>\$83,963,638.41</b>

### Historical Comparison By Month



# Ottawa County General Pooled Funds

## Diversification by Investment January 31, 2011



## Diversification By Maturity Date - January 31, 2011

