



County of Ottawa

Board of Commissioners

Philip D. Kuyers
Chairperson

James C. Holtrop
Vice-Chairperson

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

West Olive (616) 738-4898

Fax (616) 738-4888

Grand Haven (616) 846-8295

Grand Rapids (616) 662-3100

Website: www.miOttawa.org

March 3, 2011

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, March 8, 2011 at 1:30 p.m.**, for the regular **March** meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Baumann
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments and Communications from County Staff
 - A. Road Commission Update, Brett Laughlin, Managing Director
7. Approval of Agenda
8. Actions and Reports
 - A. Consent Resolutions:

From the County Clerk

1. Board of Commissioners Meeting Minutes
Suggested Motion:
To approve the Minutes of the February 22, 2011 Board of Commissioners Meeting and the February 25, 2011 Board of Commissioners Work Session.
2. Payroll
Suggested Motion:
To authorize the payroll of March 8, 2011 in the amount of \$_____.

Stuart P. Visser Dennis W. Swartout Jane M. Ruiter Greg J. DeJong Roger G. Rycenga
Joseph S. Baumann Robert W. Karsten James H. Holtvluwer Donald G. Disselkoen

3. Correspondence Log 413
Suggested Motion:
To receive for information the Correspondence Log.

From the Finance and Administration Committee

4. Monthly Accounts Payable for February 14, 2011 through February 28, 2011
Suggested Motion:
To approve the general claims in the amount of \$3,584,330.65 as presented by the summary report for February 14, 2011 through February 28, 2011.

From Administration

5. Ottawa County Corporation Counsel 2010 Annual Report
Suggested Motion:
To receive for information the Ottawa County Corporation Counsel 2010 Annual Report.
6. Ottawa County Treasurer's 2010 Annual Report
Suggested Motion:
To receive for information the Ottawa County Treasurer's 2010 Annual Report.
7. Ottawa County Public Health 2010 Annual Report
Suggested Motion:
To receive for information the Ottawa County Public Health 2010 Annual Report.
8. Ottawa County Michigan Works!/CAA 2010 Annual Report
Suggested Motion:
To receive for information the Ottawa County Michigan Works!/CAA 2010 Annual Report.

B. Action Items: None

C. Appointments: None

D. Discussion Items:

From Administration

9. Ottawa County Corporation Counsel 2010 Annual Report
(Presented by: Greg Rappleye, Corporate Counsel)
 10. Ottawa County Treasurer's 2010 Annual Report
(Presented by: Brad Slagh, Treasurer)
 11. Ottawa County Public Health 2010 Annual Report
(Presented by: Lisa Stefanovsky, Health Officer)
 12. Ottawa County Michigan Works!/CAA 2010 Annual Report
(Presented by: Bill Raymond, Michigan Works!/CAA Director)
9. Report of the County Administrator
 10. General Information, Comments, and Meetings Attended
 11. Public Comments
 12. Adjournment

Ottawa County Road Commission

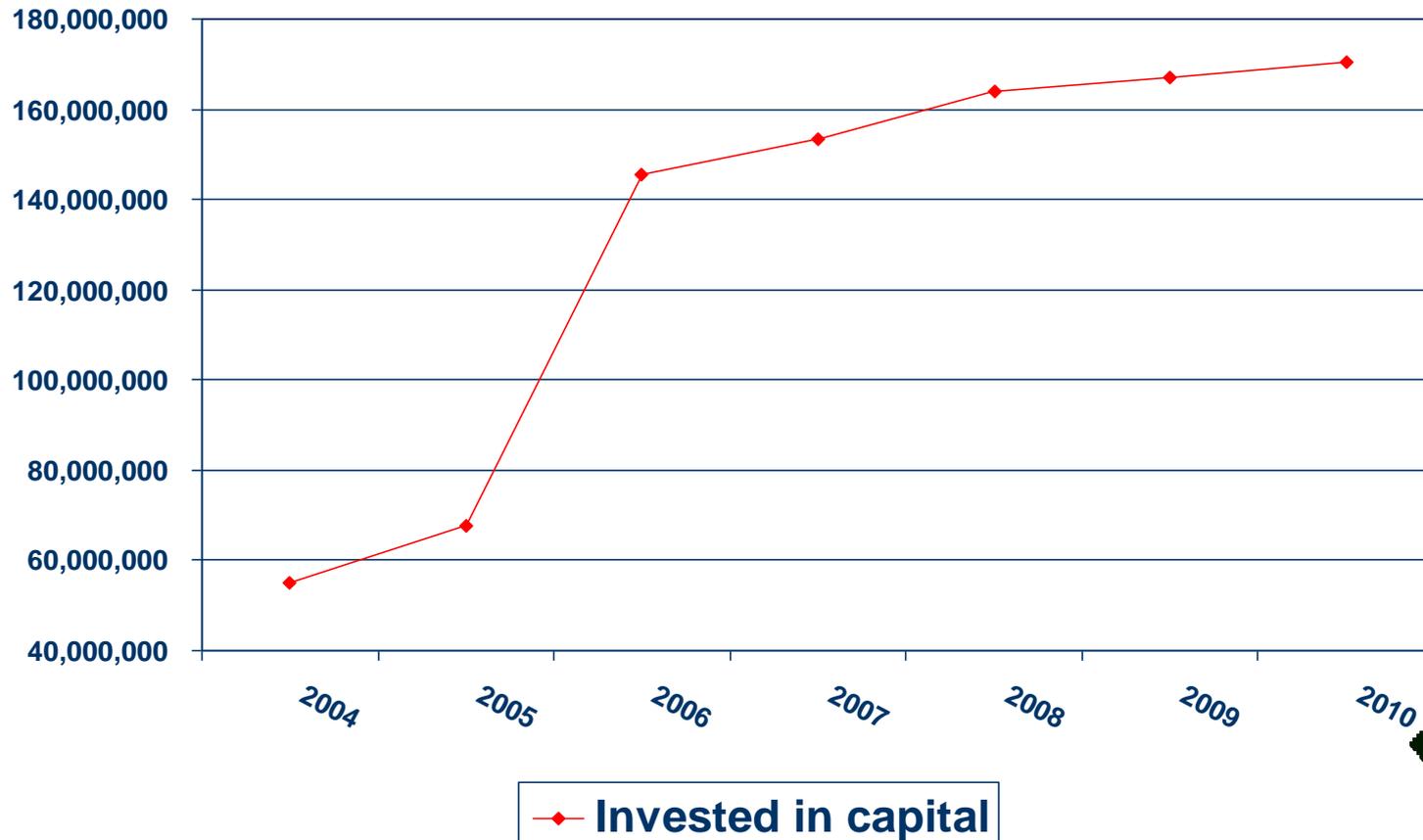
year ended September 30, 2010

Presented by

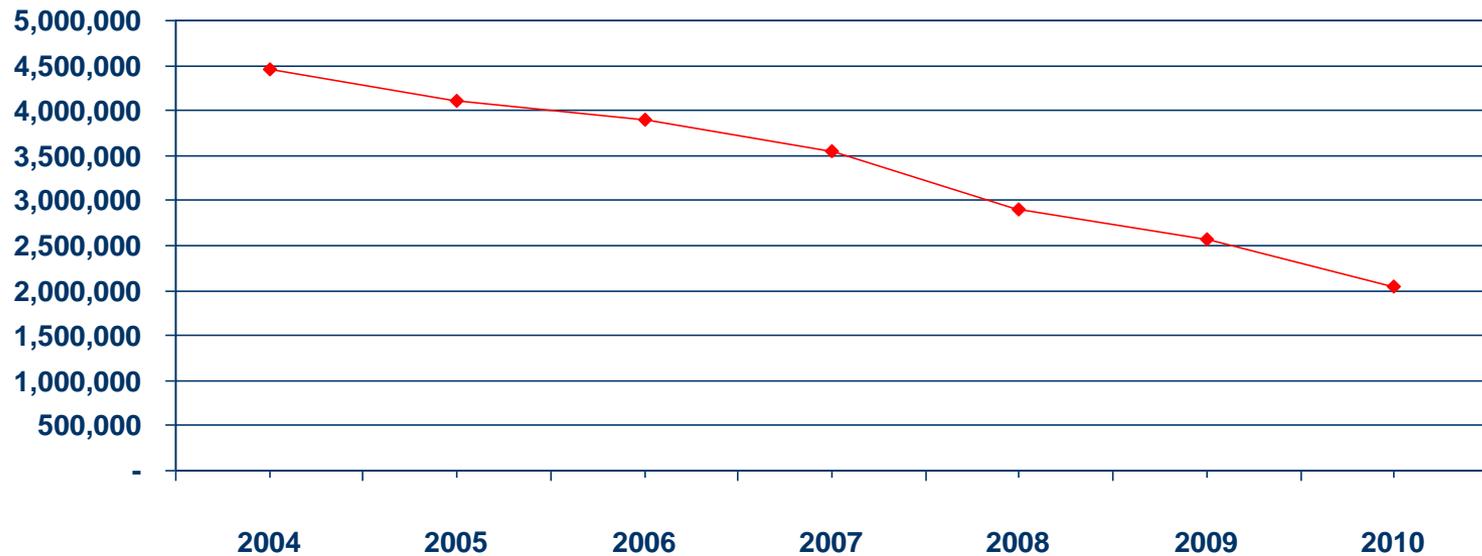
Vredeveld Haefner LLC



Net assets invested in capital assets net of related debt



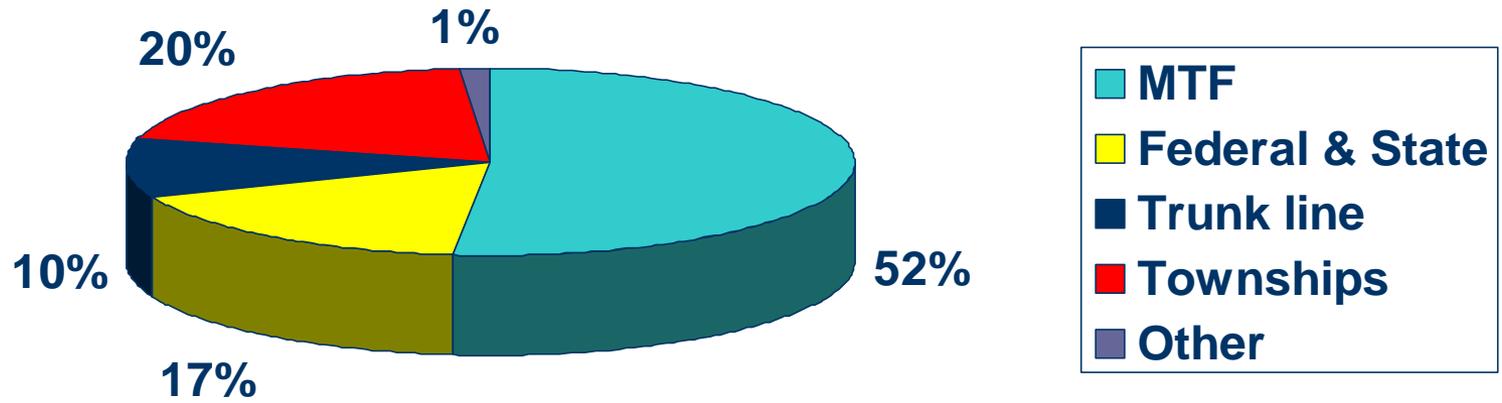
Long-term debt



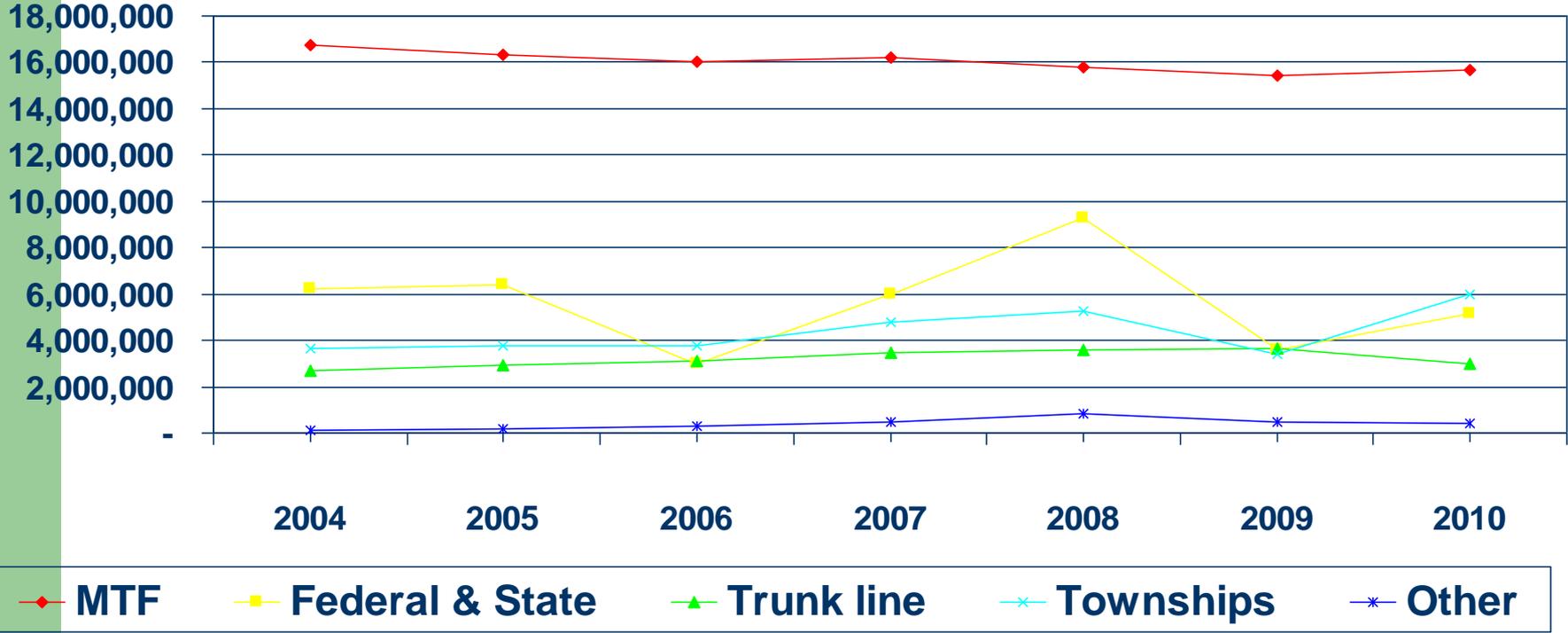
◆ Long-term debt



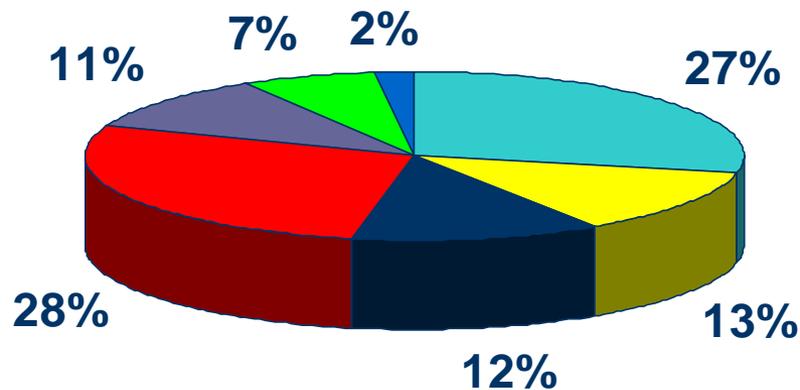
Revenues by type



Revenues by type



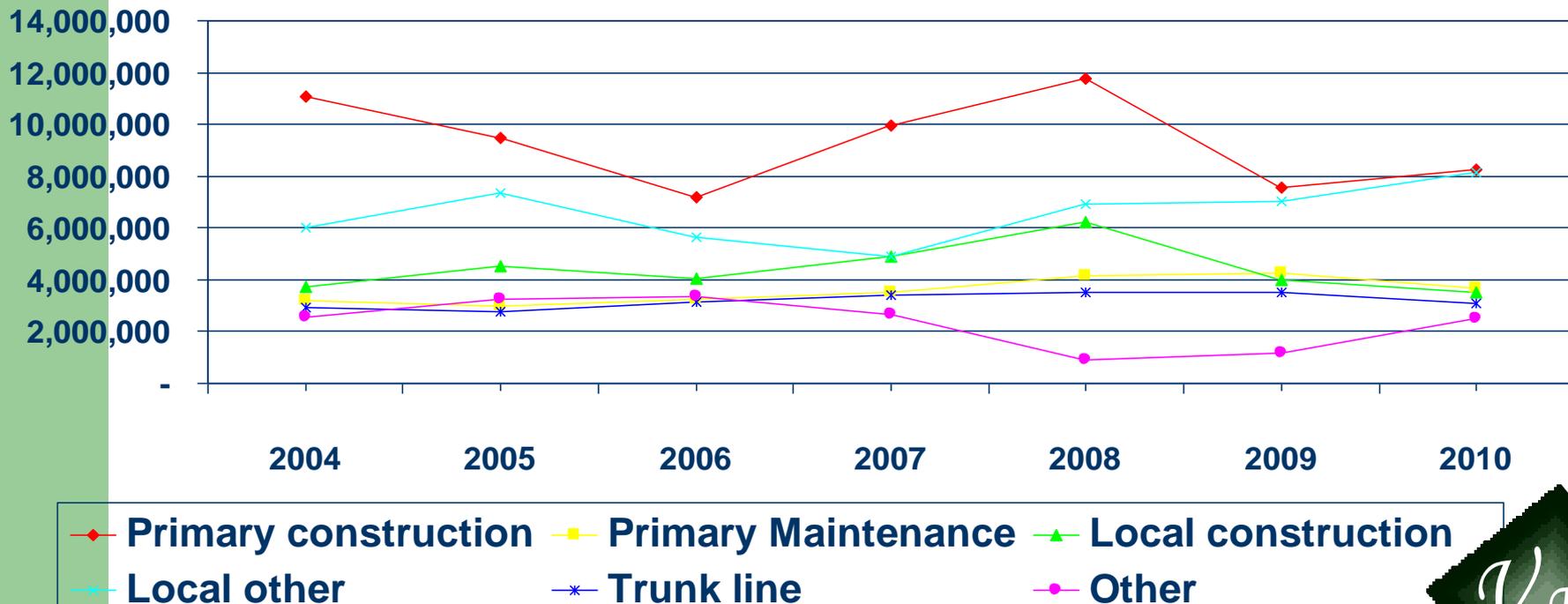
Expenditures by type



- Primary construction
- Primary maintenance
- Local construction
- Local other
- Trunk line
- Other
- Debt service



Expenditures by type



**Ottawa County Road Commission
Winter Maintenance Expenditures**

| <u>System</u> | <u>2011 Budget</u> | <u>Costs thru Mid-February 2011</u> | <u>Actual 2010</u> | <u>Actual 2009</u> | <u>Actual 2008</u> | <u>Actual 2007</u> |
|---------------|------------------------|---|------------------------|------------------------|------------------------|------------------------|
| Primary | \$ 1,200,000 | \$ 942,655 | \$ 970,125 | \$ 1,365,541 | \$ 1,389,505 | \$ 1,044,511 |
| Local | 1,400,000 | 1,110,802 | 1,227,858 | 1,688,887 | 1,732,962 | 1,332,194 |
| State | 1,144,254 | 966,808 | 1,004,099 | 1,340,017 | 1,368,951 | 1,099,286 |
| | <u>\$ 3,744,254</u> | <u>\$ 3,020,265</u> | <u>\$ 3,202,082</u> | <u>\$ 4,394,445</u> | <u>\$ 4,491,418</u> | <u>\$ 3,475,991</u> |

OTTAWA COUNTY ROAD COMMISSION

2011 Primary Road Program

2/24/2011

| Primary Road | Project Limits | Township | Bid Date | Miles | Estimate | Engineering | STP | OCRC |
|---------------|---|------------|------------------|-------|------------------|-------------|-------------|--------------------|
| Taylor Street | 72nd Avenue to 96th Avenue Widen and Resurface 24' | Blendon | 6-May | 3.10 | \$975,000 | \$48,750 | \$320,000 | \$703,750 |
| 144th Avenue | M-45 to Lincoln Street Resurface 24' | Robinson | 6-May | 2.00 | \$525,000 | \$26,250 | \$200,000 | \$351,250 |
| Riley Street | 112th Avenue to 104th Avenue Reconstruct to 3 Lanes, Intersection Improv, Bridge Rep. | Holland | 1-Jul | 1.00 | \$2,140,000 | \$205,000 | \$1,408,000 | \$937,000 |
| Riley Street | 104th Avenue to 96th Avenue Reconstruct to 3 Lanes | Holland | 1-Jul | 1.00 | \$450,000 | \$20,000 | \$0 | \$470,000 |
| 24th Avenue | Byron Road to Ottogan Street Resurface 24' | Jamestown | 5-Aug | 3.00 | \$787,500 | \$39,375 | \$362,457 | \$464,418 |
| 12th Avenue | Port Sheldon Street to Baldwin St. Resurface 24' + 3' Paved Shoulder | Georgetown | 5-Aug | 1.30 | \$375,000 | \$18,750 | \$253,368 | \$140,382 |
| 8th Avenue | 44th Street to Port Sheldon Street Reconstruct to 3 Lanes | Georgetown | 5-Aug | 0.50 | \$675,000 | \$67,500 | \$404,685 | \$337,815 |
| 120th Avenue | Riley Street to Quincy Street Resurface 24' + 3' Paved Shoulder | Holland | <i>11/5/2010</i> | 1.00 | \$269,380 | \$20,000 | \$246,572 | \$42,808 |
| ROW & Other | | | | | | | | \$300,000 |
| Total | | | | 12.90 | \$6,196,880 | \$445,625 | \$3,195,082 | \$3,747,423 |

2011 Local Road Programs

| Location | Project Limits | Township | Bid Date | Miles | Estimate | Engineering | TWN | OCRC |
|--------------------|---|-------------------|----------|--------|-------------|-------------|-----------------|-------------|
| Dogwood Drive | Ferrysburg to Hickory Street Resurface Existing & Stand. Lanes | Spring Lake | 5-Aug | 1.20 | \$252,000 | \$12,600 | \$98,233 STP | \$166,367 |
| James Street | 168th Ave to 160th Ave Resurface Existing | Park | | 1.00 | \$230,000 | \$11,500 | | \$241,500 |
| | | | | | | | | |
| | | | | | | | | |
| Seal Coat Program | Contract Item | Various Townships | | 28.87 | \$827,791 | \$28,870 | \$71,946 | \$784,715 |
| | | | | | | | | |
| Crack Seal Program | Contract Item - Primary Roads | Various Townships | | 106.30 | \$531,500 | \$20,000 | | \$551,500 |
| Crack Seal Program | OCRC Crews | Various Townships | | 46.55 | \$262,905 | \$9,310 | \$69,825 | \$202,390 |
| Total | | | | 183.92 | \$2,134,196 | \$84,280 | \$250,004 | \$1,968,472 |

**PROPOSED
PROCEEDINGS OF THE OTTAWA COUNTY
BOARD OF COMMISSIONERS
FEBRUARY SESSION – SECOND DAY**

The Ottawa County Board of Commissioners met on Tuesday, February 22, 2011, at 1:30 p.m. and was called to order by the Chair.

Mr. Rycenga pronounced the invocation.

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

Present at roll call: Messrs. Visser, Kuyers, Swartout, Mrs. Ruiters, Messrs. DeJong, Rycenga, Baumann, Disselkoe, Karsten, Holtrop, Holtvluwer. (11)

Public Comments and Communications from County Staff

1. Kenneth David, 15896 Comstock, Grand Haven Township, addressed concerns that the Board is growing government not minimizing it like represented when the Board combined the Clerk and Register of Deeds offices. If the County has to match funds then they are increasing obligations.
2. Jan Hodge, 12571 Lincoln, Robinson Township, if the County can't fund programs on their own then the County shouldn't move forward with new programs.
3. 2011 State of the County Address – Alan Vanderberg, Administrator, presented the following:



STATE OF OTTAWA COUNTY 2011

**PRESENTED BY COUNTY ADMINISTRATOR
ALAN G. VANDERBERG TO THE
OTTAWA COUNTY BOARD OF COMMISSIONERS
FEBRUARY 22, 2011**

Chair Kuyers, Vice-Chair Holtrop, and members of the Board, I thank you for the opportunity to present this 7th annual State of the County address. I believe it is important to take time each year to reflect upon the accomplishments of the past year and focus on some of the initiatives that we will undertake in the months ahead.

The State of the County format corresponds with the strategic/business plan format. We strive to make the strategic/business plan a living, breathing document and daily guide to our actions, and are moving closer each year to achieving that goal.

Ottawa County is committed to excellence and the delivery of cost-effective public services. There is no better way than our mission statement to tell our residents, employees, and customers what Ottawa County is all about. Every day our employees work to find creative ways to deliver outstanding services within limited resources, which is why the first of our four goals, to **MAINTAIN AND IMPROVE THE STRONG FINANCIAL POSITION OF THE COUNTY**, is so critical to what we do. Residents trust Ottawa County government to use tax dollars wisely, and with Michigan's economic climate, prudence and foresight has always been important to our organization.

Many factors outside of our control will continue to impact the short- and long-term financial outlook for the County. A January 11 presentation to the Holland Area Chamber of Commerce membership by Upjohn Institute economist George Erickcek indicated that Michigan employment has stabilized with growth of 30,500 jobs expected for 2011. This is positive news but represents a slow comeback from a loss of nearly 900,000 jobs over the past decade. Employment in Ottawa County experienced another loss of jobs last year but we are not sure how many as we found errors in the Michigan Department of Labor and Economic Growth data and are waiting for them to clarify the number. Residential construction remains flat and another year of decreased tax revenue is forecast by the Equalization Department. Current forecasts show that if our spending and revenue continue at existing levels, we could see operating deficits at the end of the next five years of \$7.4 to \$15.5 million. We will remain vigilant to continually monitor these trends and take the appropriate measures to retain the firm fiscal footing of the County. It has been reported that the state and national economy are showing increased positive signs of recovery. We have not "hit bottom" and will not be able to make this claim until the decrease in property tax halts and we begin to see a positive trend develop. Michigan county and local governments are in for tough times for the foreseeable future.

In 2010, we faced the third straight year of economy related budget cuts. Almost \$3.7 million was made in expenditure reductions, highlighted by a budgeted reduction in the health insurance benefit of \$3.4 million. The 2012 General Fund Budget will likely be based on 2005 revenue levels. Work on this budget has already begun and some of the most critical factors include the following:

Revenue Sharing was restored to Ottawa County and others on the expected schedule for the current fiscal year. The battle for 2012 will no longer be to continue to restore

revenue sharing to counties but to maintain statutory revenue sharing for county government. Revenue Sharing represents \$4.7 million in general fund money for 2011, or 7% of the total general fund budget. The Governor unveiled his two-year budget proposal on February 17th, and proposed a massive cut in County revenue sharing.

In 2011 we will continue to advocate for full funding of State mandates, reminding the State that their funding for mandated services is critical to the County's ability to carry out those mandates, and it is those at the local level who suffer when such funds are reduced or eliminated without a corresponding reduction in mandated requirements.

The total cost of fringe benefits has been steadily increasing over the past decade. Changes to health, dental and life insurance were implemented effective January 1, 2011 with a first year cost savings of \$4.8 million dollars. The County is also initiating a major health management plan initiative designed to both assist employees with making healthy choices and directly attacking future claims cost. While significant changes were made with some employee groups on sharing the costs for health care and prescriptions, further work must be done to more effectively manage these costs. The Board of Commissioners adopted a resolution committing to move new hires from the current MERS Defined Benefit Pension Plan to a MERS Defined Contribution when four major economic trends show positive growth. We have continued to evaluate this issue and believe that we must make this change as soon as possible. We will soon submit a proposal to the Board of Commissioners to create a DB/DC financing tool and a plan to begin to fund this tool.

But all the news is not bad. As an indicator that Ottawa County has been successful in maintaining an overall secure financial status, in 2011 we maintained our high credit ratings with all three major rating agencies and achieved the Aaa with MoodyRatings, their highest rating. This upgrade was mostly due to the global recalibration of ratings that Moody completed but also due to our solid financial condition.

Additionally, between 2000 and 2010 Ottawa had an annual average population growth rate of 1.04%, higher than the state or the nation. I believe this reflects something we all know, that Ottawa County remains a great place to live and work. Our continued commitment is to retain this high quality of life, maximizing the natural resources of the area and strengths of character our residents possess.

Our second goal is to **MAINTAIN AND ENHANCE COMMUNICATION WITH CITIZENS, EMPLOYEES, AND OTHER STAKEHOLDERS.** The County website, miOttawa.org, improved upon its status as an award-winning website in 2010, achieving 4th place in the nation for counties with a population of 250,000-499,000 in the Annual Digital Counties Survey. The website continues to offer increased services to residents and businesses

online, which is not only more convenient for the citizen but also increases the efficiency of our operations. "Page views" on the website increased by 25% in 2010, with a 33% increase in document downloads. The site also generated 63% more revenue for departments in 2010, which translated into a 28% increase in convenience fee revenue.

In 2010, the Board of Commissioners expanded the comprehensive communication plan originally adopted in 2009. MiOttawa.org will continue to be the centerpiece by which information and services are provided to residents. Several new initiatives were developed in 2010 to better communicate with residents and other County stakeholders. These include; adoption of a social networking policy, new social network vehicles, citizen budget meetings, posting of agenda packets online, the County Administrator's Blog, and a "County in the News" link on the webpage to highlight and add information regarding articles in the local media.

As has become an important practice to gather input and data from our residents, a citizen survey was administered in March of 2010. The survey confirmed the importance of the four major goals in the Board strategic plan, with the maintenance of a "strong financial position" being the highest rated of the four goals. The overall rating of Ottawa County improved from 2008 and remains high at 73 percent.

The GOLD Standard Training Program continued to expand and by the end of 2010, 118 employees had completed this three month program. In 2010, 165 training classes were conducted and 1,604 attendees participated in those classes. Since the inception of the program in 2008, 436 classes have been conducted. At this time, 1,027 unique employees have taken at least one class through the GOLD program, resulting in an 88% participation rate of our entire workforce.

The third goal established in the strategic plan is to CONTRIBUTE TO A HEALTHY PHYSICAL, ECONOMIC, AND COMMUNITY ENVIRONMENT. The Ottawa County Courthouse project was completed on schedule, under budget and with LEED certification accomplished. This project represents the flagship of County facilities and also the end of a 15-year facility development plan. The grand opening ceremony held on May 6th was an event that many will remember for years to come.

Water quality remains an important component for maintaining a high quality of life in Ottawa County, and in 2010 we maintained our focus on bringing policy makers and scientists together to discuss the best approaches for maintaining our most valuable natural resource. We are continually learning more about the human and non-human impacts on our local waterways and see water quality as a regional effort. The Water

Quality Forum and water resource assessment demonstrate the County's commitment to addressing water quality concerns, keeping our waters safe, our tourism economy strong, and our citizens healthy.

In 2010, the Planning and Performance Improvement Department began focusing more of its attention on economic development. And it was a busy year for economic development in Ottawa County.

An Agricultural Renaissance Zone was established for Request Foods and a Renewable Energy Renaissance Zone designation extended for Energetx Composites. These projects will result in approximately 1,250 new jobs in the county. It is our understanding that Request Foods, which is close to completing its new building, has already expanded their originally proposed building plans and will add an additional assembly line.

The Planning and Performance Improvement Department also processed over \$60 million in Recovery Zone Bond allotments. These allotments provided low-cost financing options for several public projects and one private sector project in Ottawa County which resulted in a \$90 million dollar capital investment by Continental Dairy Products to convert the former Delphi plant in Coopersville into a milk processing plant. This project will create another 70 permanent, full-time jobs.

Our area was also fortunate to land two lithium ion battery plants. Johnson-Saft will create 300 new jobs and LG Chem will create another 400 in an industry that has high growth potential.

Ottawa County has also recently committed resources to foster economic development and job creation through economic gardening, entrepreneurship, and other economic development tools. Currently, the Planning and Performance Improvement Department is working to develop an Agricultural Technology Business Incubator which will provide an array of services and programs to assist entrepreneurs and entities in developing new agricultural-related businesses. The Department is also working to establish a Revolving Loan Fund for small and medium sized businesses that would allow start-up and growing businesses to access low-interest loans which are paid back to the revolving fund. This tool would also be available to qualifying small and medium sized farms to expand or diversify their operations.

Despite the change in Planning and Performance Improvement staffing a great deal of progress has been made with the West Michigan Transit Linkages Study, a report on which is expected in April, the Purchase of Development Rights, or PDR Program, and

the Urban Smart Growth Demonstration Project, which has garnered awards from the Michigan Association of Planning and the American Institute of Architects.

The Parks and Recreation Commission continued its focus on greenways in 2010 and acquired 303 acres of land plus completed a number of important park improvement projects. Along the Grand River, the Parks Commission partnered with the United States Department of Agriculture to acquire 111 acres of riverfront property in Tallmadge Township and restore 26 acres of floodplain forest involving the planting of 15,000 native trees and shrubs. Along the Macatawa River, the Parks Commission acquired 122 acres of the former Holland Country Club property and worked with Request Foods to permit development of 22 acres of wetland mitigation on the property needed for expansion of Request Foods' Holland Township facility but which also furthered park goals to restore habitat and improve water quality. A large EPA grant was also secured to fund additional restoration at this site in 2011. A long-range vision became reality in 2010 with the opening of the new Nature Education Center at Hemlock Crossing. The 8,000 square foot facility houses all of the Parks Commission's nature interpretive functions while also serving as a visitor center for the County Park and open space system. The new center received LEED certification at the gold level and features geothermal heating and cooling. Programs for school groups and the general public began immediately following the dedication.

The final goal established by the Board of Commissioners is to **CONTINUALLY IMPROVE THE COUNTY'S ORGANIZATION AND SERVICES**. Ottawa County remains at the forefront among counties in Michigan, and nationally, in verifying the efficiency and effectiveness of its services and programs through strategic planning, evaluation, and performance based budgeting. Our Planning and Performance Improvement Department has gained a state-wide reputation for its strategic planning services, time-study analyses, and performance based evaluations. As of this year, evaluations completed by the Department have saved over *\$5.8 million* as a result of recommendations that modified, privatized, restructured, or discontinued ineffective programs and services. Moreover, and to the credit of County employees as a whole, over *\$20.5 million* in programming and services has been verified as cost-effective through the evaluation process.

In 2010, we continued to offer services to our local units of government. While this included the very successful EECBG program, it also extended to including imaging and web improvement services through WebTecs. We will continue to evaluate what services the county provides to assess the usability for the local units of government.

We live in troubled times. Many businesses in Ottawa have either significantly reduced their workforces and some have even closed their doors. Unemployment has surpassed

10%. Even though times are tough, we also have much to be thankful for and to accomplish in 2010, and I look forward to working with the Board of Commissioners, employees, and other County stakeholders to continually improve our operations and quality of services to residents.

2011 AND BEYOND

Governor Rick Snyder laid out an aggressive tax overhaul and cost cutting reform agenda for the State of Michigan in his budget message on Thursday.

The immediate impact on Ottawa County would be a 34% reduction in State Revenue Sharing, or a \$1,880,000 hit to the County General Fund Budget beginning October 1. Governor Snyder made it clear that he will not tackle elimination of the personal property tax this year but it will be a priority after the structural changes to the State budget have taken hold. Cutting the personal property tax would reduce the County General Fund revenue by an additional \$2,700,000. The Health Department will be cut an additional 3% which equates to \$70,000.

We anticipated and hoped that the Governor would lay out a two-year budget with some specificity regarding the level of funding for county government so that we could plan and take appropriate action on the budget. Unfortunately, there is still much that is unclear.

We were disappointed to learn that county governments will not be given the same opportunity as city governments to compete for revenue sharing restoration dollars on the basis of addressing legacy costs, outcome based performance measurement, best practices, and inter-governmental collaboration. We believe that we would compete well in all three areas.

Ottawa County is well positioned to work with a state government led by a Governor who is driven more by data than by ideology. We will continue to document and improve our efforts in the following areas:

- I. **Best Practices** – There are a number of areas where Ottawa County has developed programs and policies that deliver high quality services in an efficient and effective manner. We have served as a model for other counties in many areas. We will collect and document these best practices and provide them to Governor Snyder and our legislative delegation.
- II. **Outcome Based Performance Measurement** – We embarked on developing a system of outcome based performance measurements six-years ago and

trained 100 county department heads and staff on how to develop not just output measures, which count how many times a particular service is delivered, but outcome measures, which tell us how fast and effectively a service is delivered. We will publish a book of all County outcome based performance measures and deliver it to the Governor and our legislative delegation in May.

We have also developed the Ottawa County Dashboard similar to the Michigan Dashboard recently released by Governor Snyder. As you can see, Ottawa County compares very well to the State in many important areas. We are also working on a version that compares Ottawa County to other Michigan counties.

III. Legacy and Benefit Cost Control – The Board of Commissioners implemented the Other Post Employee Benefit (OPEB) requirements per the General Accounting Standards Board (GASB) three years ago. Ottawa County never provided retiree health benefits like most governments did and thus has a very low OPEB liability comparatively. The County is also well on the way of replacing the MERS Defined Benefit pension with a MERS Defined Contribution plan for new hires which will result in a projected future benefit after 30 years of \$30 million dollars. Decisive action was also taken with the health insurance benefit as previously mentioned which resulted in savings of \$4.8 million for the 2011 budget.

IV. Transparency – We have held citizen budget input meetings and published a citizen budget guide that reduced the 500 page budget document to a 16 page book replete with pictorial representations, charts, and graphs. Governor Snyder is attempting to make the annual audit report, or Comprehensive Annual Financial Report (CAFR), more understandable for citizens. The State completed a new 20 page document called "Dollars and Sense - A 2011 Citizen's Guide to Michigan's Financial Health", which basically reduced the State CAFR to 20 pages and now provides a format for local governments to do the same with our CAFR documents. Fiscal Services is hard at work to complete our Citizen's Guide to Financial Health which will be presented to the Board and posted on miOttawa.org when completed. Clearly, we are well on the path of achieving the guiding principles that Governor Snyder provided for employee benefits/compensation: 1) pay as you go; 2) pay down liability; 3) develop reserves.

- V. **Inter-governmental Cooperation** – Ottawa County and West Michigan are lead areas in the state and even the nation for inter-department, inter-agency and inter-governmental cooperation. We have made a call to all County departments, courts, offices and agencies for documentation of these efforts and will be providing the compilation of these to Governor Snyder and to our legislative delegation. We are currently having conversations with other counties and cities on how we might create additional collaborative ventures that maintain or improve service at a reduced expense.

We will continue to work with our legislative delegation to significantly amend state laws that inhibit intergovernmental cooperation. Of the laws that have been discussed we believe that the Urban Cooperation Act, Intergovernmental Transfer of Functions and Responsibilities Act, Metropolitan Councils Act and Act 312, The Compulsory Binding Arbitration for Public Safety Workers Law are the most in need of change.

- VI. **Unfunded Mandated Services** – One of the items not mentioned by Governor Snyder is the whole area of mandated services and unfunded mandates. A study commissioned by the Michigan Association of County Administrative Officials revealed that the state pays counties only 55 cents on the dollar for services that the State requires counties to perform. A Citizens Research Council report concluded that all three branches of the state government have violated the provision of the Headlee Amendment to the Michigan Constitution that prohibits the state government from passing on unfunded mandates to local government. It is our belief that as the state cuts revenue sharing and other revenue sources, it should also cut the mandates that it has placed on county government.

There is an ancient Chinese curse that says “*May you live in interesting times*”. The future in Michigan will be a roller-coaster experience for those of us who work in county government. We will face major challenges and changes with the goal of improving our County and the services we provide during these difficult times.

Ultimately we are very blessed as a people and as a County government. Both I and the executive staff look forward to rolling up our sleeves with you and working through these challenges for a better tomorrow.

B/C 11-045 Mr. Visser moved to approve the agenda of today as presented. The motion passed.

B/C 11-046 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the minutes of the February 8, 2011 Board of Commissioners Meeting and the February 8, 2011 Board of Commissioners Work Session,
2. To authorize the payroll of February 22, 2011 in the amount of \$575.66.
3. To approve the general claims in the amount of \$3,385,836.61 as presented by the summary report for February 1, 2011 through February 11, 2011.
4. To approve the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of January 2011.

The motion passed as shown by the following votes: Yeas: Mrs. Ruiter, Messrs. Baumann, DeJong, Karsten, Swartout, Holtvluwer, Rycenga, Holtrop, Disselkoe, Visser, Kuyers. (11)

B/C 11-047 Mr. Rycenga moved to approve and authorize the Board Chair and Clerk to sign the Resolution adopting the 2011 Ottawa County Parks, Recreation and Open Space Plan as a reference document for future decision-making and recommending transmittal of the plan to the Michigan Department of Natural Resources. The motion passed as shown by the following votes: Yeas: Messrs. DeJong, Rycenga, Baumann, Disselkoe, Holtvluwer, Visser, Holtrop, Swartout, Mrs. Ruiter, Mr. Kuyers. (10)

Nays: Mr. Karsten. (1)

B/C 11-048 Mr. Swartout moved to approve the purchase of one (1) year eleven (11) months of military service credits for Paul M. Geerlings (Drain Commissioner, Ottawa County Drain Commission) for a total cost of \$41,256.00 The County cost of \$32,538.79 to be funded from contingency and \$7,717.21 to be paid by Paul M. Geerlings.

County Cost: \$32,538.79

Employee Cost: \$ 7,717.21
Total Cost: \$41,256.00

The motion passed as shown by the following votes: Yeas: Messrs. Swartout, Holtvluwer, Visser, Holtrop, Disselkoen, Baumann, Rycenga, DeJong, Mrs. Ruiter, Mr. Kuyers. (10)

Nays: Mr. Karsten (1)

B/C 11-049 Mr. Swartout moved to approve 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

The motion passed as shown by the following votes: Yeas: Mr. Holtvluwer, Mrs. Ruiter, Messrs. Holtrop, Rycenga, Disselkoen, Baumann, Visser, DeJong, Swartout, Kuyers. (10)

Nays: Mr. Karsten. (1)

B/C 11-050 Mr. Swartout moved to approve 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. The motion passed as shown by the following votes: Yeas: Messrs. Rycenga, DeJong, Karsten, Mrs. Ruiter, Messrs. Baumann, Visser, Swartout, Holtvluwer, Disselkoen, Holtrop, Kuyers. (11)

B/C 11-051 Mr. Swartout moved to approve the request from the 20th Circuit Court, Friend of the County, 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. The motion passed as shown by the following votes: Yeas: Messrs. Holtrop, Holtvluwer, Swartout, Baumann, Visser, Disselkoen, Karsten, Mrs. Ruiter, Messrs. Rycenga, DeJong, Kuyers. (11)

B/C 11-052 Mr. Swartout moved to approve the request from the 58th 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. The motion passed as shown by the following votes: Yeas: Messrs. Karsten, Disselkoen, Holtrop, Visser, Holtvluwer, DeJong, Mrs. Ruiter, Messrs. Swartout, Rycenga, Baumann, Kuyers. (11)

B/C 11-053 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign 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. The motion passed as shown by the following votes: Yeas: Messrs. Disselkoen, Karsten, DeJong, Holtrop, Visser, Swartout, Mrs. Ruiter, Messrs. Rycenga, Holtvluwer, Baumann, Kuyers. (11)

B/C 11-054 Mr. Swartout moved 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. The \$250,000 cash match will be allocated from the Infrastructure Program Fund.

B/C 11-055 Mr. Disselkoen moved to postpone action on the proposed Department of Housing & Urban Development Rural Innovation Fund Grant until such time as we receive additional direction on the application process from the State and Federal Government. The motion passed as shown by the following votes: Yeas: Messrs. DeJong, Visser, Swartout, Holtvluwer, Mrs. Ruiter, Messrs. Disselkoen, Baumann, Holtrop, Karsten, Rycenga Kuyers. (11)

B/C 11-056 Mrs. Ruiter moved to place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Bill Miller

To fill one (1) Local Conservation Interest Vacancy on the Agricultural Preservation Board beginning immediately and ending December 31, 2013 (three year term).

*Clifford Meeuwsen

To fill one (1) Agricultural Vacancy on the Agricultural Preservation Board beginning immediately and ending December 31, 2013 (three year term).

*David D. Mohr

To fill one (1) Supervisor/Assessor Vacancy on the Remonumentation Committee beginning immediately and ending December 31, 2012 (two year term).

*Randall Schipper

To fill one (1) Real Estate Attorney Vacancy on the Remonumentation Committee beginning immediately and ending December 31, 2012 (two year term).

*Don Schiele

To fill one (1) of two (2) Surveyor Vacancies on the Remonumentation Committee beginning immediately and ending December 31, 2012 (two year term).

*James Szejda

To fill one (1) Member Vacancy on the Appeals Board for Sanitary Code beginning immediately and ending December 31, 2013 (three year term).

The motion passed.

B/C 11-057 Mrs. Ruiter moved to place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Michelle Cassens

Andrew Brown

Richard Cypher

*Keith Van Zoeren

*Albert Serrano

Bruce Campbell

To fill three (3) of four (4) General Public Vacancies on the Community Mental Health Board beginning April 1, 2011, and ending March 31, 2014 (three year term).

Results of roll call vote:

Mr. Visser – Cassens, Van Zoeren, Serrano

Mr. Swartout - Cassens, Van Zoeren, Serrano

Mr. Holtrop - Cassens, Van Zoeren, Serrano

Mr. DeJong - Cassens, Van Zoeren, Serrano

Mr. Baumann - Cassens, Van Zoeren, Serrano

Mr. Rycenga - Cassens, Van Zoeren, Serrano

Mrs. Ruiter - Cassens, Van Zoeren, Serrano

Mr. Karsten - Cassens, Van Zoeren, Serrano

Mr. Disselkoe - Cassens, Van Zoeren, Serrano

Mr. Holtvluwer - Cassens, Van Zoeren, Serrano

Mr. Kuyers - Cassens, Van Zoeren, Serrano

Total votes received: Cassens – 11, Brown – 0, Cypher – 0, Van Zoeren – 11, Serrano – 11, Campbell – 0.

The Chair declared Michelle Cassens, Keith Van Zoeren and Albert Serrano appointed to the Community Mental Health Board.

B/C 11-058 Mrs. Ruiter moved to place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Rebecca Gretzner

Kirk Czuhai

To fill one (1) Primary Consumer Section Vacancy on the Community Mental Health Board beginning April 1, 2011, and ending March 31, 2014 (three year term).

Results of roll call vote:

Mr. Holtvluwer – Gretzner

Mr. Disselkoe – Gretzner

Mr. Karsten – Gretzner

Mr. Ruiter – Gretzner

Mrs. Rycenga – Gretzner

Mr. Baumann – Gretzner

Mr. DeJong - Gretzner

Mr. Holtrop - Gretzner

Mr. Swartout - Gretzner

Mr. Visser - Gretzner

Mr. Kuyers - Gretzner

Total votes received: Gretzner – 11, Czuhai – 0.

The Chair declared Rebecca Gretzner appointed to the Community Mental Health Board.

B/C 11-059 Mr. Karsten moved to go into a Closed Session at 2:30 p.m. for the purpose of discussing property acquisition. (2/3 roll call vote required) The motion passed as shown by the following votes: Yeas: Messrs. Visser, Holtvluwer, Disselkoe, Holtrop, Mrs. Ruiter, Messrs. Karsten, DeJong, Rycenga, Swartout, Baumann, Kuyers. (11)

B/C 11-060 Mr. Disselkoe moved to rise from Closed Session at 2:42 p.m. The motion passed.

B/C 11-061 Mr. Rycenga moved to approve and authorize the Board Chairperson and Clerk to sign the Exchange Agreement with Willard G. Leenhouts Post No. 6, the American Legion, with funding for Ottawa County's share of the closing costs to come from the Parks and Recreation budget. The motion passed as shown by the following votes: Yeas: Mrs. Ruiter, Messrs. Baumann, DeJong, Karsten, Swartout, Holtvluwer, Rycenga, Holtrop, Disselkoe, Visser, Kuyers. (11)

B/C 11-062 Mr. Rycenga moved to approve and authorize the Parks and Recreation Director to sign the Exclusive Option to Purchase for the Koster property located in Tallmadge Township with an option fee of \$15,000 and funding from the County Parks Millage. The motion passed as shown by the following votes: Yeas: Messrs. DeJong, Rycenga, Baumann, Disselkoen, Holtvluwer, Visser, Holtrop, Swartout, Karsten, Mrs. Ruiter, Mr. Kuyers. (11)

B/C 11-063 Mr. Holtrop moved to adjourn at 2:45 p.m. subject to the call of the Chair. The motion passed.

DANIEL C. KRUEGER, Clerk
Of the Board of Commissioners

PHILIP KUYERS, Chairman
Of the Board of Commissioners

**PROPOSED
PROCEEDINGS OF THE OTTAWA COUNTY
BOARD OF COMMISSIONERS
FEBRUARY SESSION – STRATEGIC PLANNING**

The Ottawa County Board of Commissioners met on Friday, February 25, 2011, at 8:06 a.m. at Hemlock Crossing Park and was called to order by the Chair.

The Chair led in the Pledge of Allegiance to the Flag.

Present at roll call: Messrs. Visser, Kuyers, Swartout, Mrs. Ruiters, Messrs. DeJong, Rycenga, Baumann, Disselkoen, Karsten, Holtrop, Holtvluwer. (11)

Work Session Items:

1. Business Plan Update:

The Administrator welcomed the Commissioners and gave a brief overview of the day's activities.

A presentation of the Ottawa County Dashboard was presented by Mark Knudsen, Planning and Performance Improvements Director. Several Commissioners made suggestions on other columns that could be added to the dashboard. The new census data is expected to be available by early June to mid-July.

Mr. Vandenberg gave a brief overview of the Strategic Plan including the main components; the Vision, the Mission, the Goals and the Statement of Values for the County.

Keith VanBeek, Assistant Administrator, reviewed the 2010 Business Plan Final Report. The Commissioners' then proceeded to take a six question survey on Outcomes of the 2010 Business Plan.

Break: 10:15 a.m. – 10:30 a.m.

The Commissioners then completed the SWOT Analysis listing strengths, weaknesses, opportunities and threats within Ottawa County.

Kristen Hintz, Nature Education Center at Hemlock Crossing, briefly explained what the center offers.

The Legislative Action Plan was presented by Mark Knudsen. He reviewed the Lobbyist Protocols and how this governs what the county

does. He explained how to read the Legislative Activity Report that is found on Lotus Notes Front Page. A brief update on the 2011 legislative priorities was presented.

The meeting adjourned at 1:00 p.m.

After the meeting, Commissioners were invited to take a bus tour of the different County facilities.

Action Request



Committee: Board of Commissioners

Meeting Date: 3/8/2011

Requesting Department: County Clerk

Submitted By: Bob Spaman

Agenda Item: Payroll

SUGGESTED MOTION:

To authorize the payroll of March 8, 2011 in the amount of \$_____.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

Total Cost: _____ General Fund Cost: _____ Included in Budget: Yes No

If not included in budget, recommended funding source: _____

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal:

- 1: To Maintain and Improve the Strong Financial Position of the County.
- 2: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.
- 3: To Contribute to a Healthy Physical, Economic, & Community Environment.
- 4: To Continually Improve the County's Organization and Services.

Objective: _____

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@countyofo.org
Reason: I am approving this document
Date: 2011.03.02 09:03:46 -0500

Committee/Governing/Advisory Board Approval Date: _____

Action Request



Committee: Board of Commissioners

Meeting Date: 3/8/2011

Requesting Department: County Clerk

Submitted By: Keith Van Beek

Agenda Item: Correspondence Log 413

SUGGESTED MOTION:

To receive for information the Correspondence Log.

SUMMARY OF REQUEST:

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:

Objective:

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.us
Reason: I am approving this document
Date: 2011.03.09 09:04:23 -0500

Committee/Governing/Advisory Board Approval Date:

CORRESPONDENCE LOG 413

| Date | Correspondent | Content | Referred To |
|-------------|-------------------------------------|--------------------------|---|
| 2/25/2011 | JAN WIERSUM, HUDSONVILLE CITY CLERK | PUBLIC HEARING NOTICE | ADMINISTRATOR, HOLTROP |
| 2/25/2011 | MICHAEL DALMAN, HOLLAND TWP CLERK | PUBLIC HEARING NOTICES | ADMINISTRATOR, KUYERS, BAUMANN, KARSTEN |
| 2/10/2011 | RYAN COTTON, SL VILLAGE MANAGER | REVOLVING LOAN FUND | ADMINISTRATOR, KUYERS |
| 2/8/2011 | MICHAEL DALMAN, HOLLAND TWP CLERK | PUBLIC NOTICE | ADMINISTRATOR, KARSTEN, BAUMANN, KUYERS |
| 2/8/2011 | GREAVES FAMILY | THANK YOU | ADMINISTRATOR & COMMISSIONERS |
| 2/8/2011 | MICHAEL DALMAN, HOLLAND TWP CLERK | NOTICE OF PUBLIC HEARING | ADMINISTRATOR, KUYERS, BAUMANN, KARSTEN |
| 2/7/2011 | GREG RUSSICK & GH CROSS TEAM | THANK YOU | ADMINISTRATOR, COMMISSIONERS |

From: 2/1/2011

To: 2/28/2011

Action Request



Committee: Board of Commissioners

Meeting Date: 3/8/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Accounts Payable for February 14, 2011 through February 28, 2011

SUGGESTED MOTION:

To approve the general claims in the amount of \$3,584,330.65 as presented by the summary report for February 14, 2011 through February 28, 2011.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

Total Cost: \$3,584,330.65 | General Fund Cost: \$3,584,330.65 | 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=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2011.03.02 14:45:38 -0500

Committee/Governing/Advisory Board Approval Date:



County of Ottawa

Fiscal Services Department

Robert Spaman
Fiscal Services Director

Marvin Hinga
Fiscal Services Assistant Director

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

West Olive (616) 738-4847
Fax (616) 738-4098
e-mail: rspaman@miottawa.org
mhinga@miottawa.org

To: Board of Commissioners
From: Robert Spaman, Fiscal Services Director
Subject: Accounts Payable Listing – February 14, 2011 to February 28, 2011
Date: March 1, 2011

I have reviewed the Accounts Payable Listing for February 14 through February 28, 2011. The following information will give you the detail of some of the purchases made in specific funds during this period:

Fund 6641 – Equipment Pool Fund

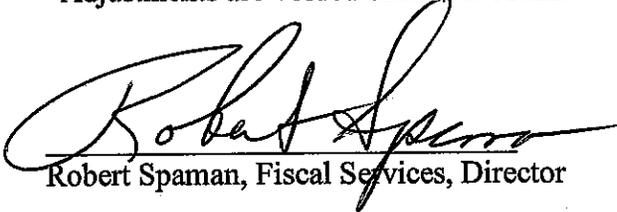
| | |
|---------------------------------------|-------------|
| 1 – Vehicle –Mental Health Department | \$20,045.00 |
|---------------------------------------|-------------|

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

Total Checks/Automated Clearing House (ACH) 02/14/2011 through 02/28/2011

I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The List of Claims shows the name of claimant, amount of claim, check number, ACH number, check date and ACH date. The net amount of checks/ACH written during the period was \$3,582,434.45. The amount of claims to be approved totals \$3,584,330.65.

*Adjustments are voided checks or ACH.


Robert Spaman, Fiscal Services, Director

3/2/11
Date

We hereby certify that the Board of Commissioners has approved the claims on this 8th day of March, 2011.

Philip Kuyers, Chairperson
Board of Commissioners

Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS/ACH 02/14/2011 THROUGH 02/28/2011

| <u>FUND NUMBER</u> | <u>FUND NAME</u> | <u>CLAIMS TO BE APPROVED</u> | <u>ADJUSTMENTS*</u> | <u>NET CHECK/ACH TOTALS</u> |
|--------------------|-----------------------------------|------------------------------|---------------------|-----------------------------|
| 1010 | GENERAL FUND | 544,499.96 | (125.00) | 544,374.96 |
| 1500 | CEMETERY TRUST | 0.00 | 0.00 | 0.00 |
| 2081 | PARKS & RECREATION | 22,701.04 | 0.00 | 22,701.04 |
| 2082 | PARK 12 | 0.00 | 0.00 | 0.00 |
| 2160 | FRIEND OF COURT | 4,935.48 | (471.20) | 4,464.28 |
| 2170 | 9/30 JUDICIAL GRANTS | 1,717.83 | 0.00 | 1,717.83 |
| 2210 | HEALTH | 25,032.81 | 0.00 | 25,032.81 |
| 2220 | MENTAL HEALTH | 909,369.44 | (1,100.00) | 908,269.44 |
| 2271 | SOLID WASTE CLEAN-UP | 0.00 | 0.00 | 0.00 |
| 2272 | LANDFILL TIPPING FEES | 3,667.88 | 0.00 | 3,667.88 |
| 2320 | TRANSPORTATION SYSTEM | 0.00 | 0.00 | 0.00 |
| 2420 | PLANNING COMMISSION | 0.00 | 0.00 | 0.00 |
| 2444 | INFRASTRUCTURE FUND | 0.00 | 0.00 | 0.00 |
| 2450 | PUBLIC IMPROVEMENT | 0.00 | 0.00 | 0.00 |
| 2550 | HOMESTEAD PROPERTY TAX | 0.00 | 0.00 | 0.00 |
| 2560 | REGISTER OF DEEDS AUTOMATION FUND | 3,093.01 | 0.00 | 3,093.01 |
| 2590 | LIPPERT GRANT | 0.00 | 0.00 | 0.00 |
| 2601 | PROSECUTING ATTORNEY GRANTS | 160.00 | 0.00 | 160.00 |
| 2602 | WEMET | 27,843.73 | 0.00 | 27,843.73 |
| 2603 | WEED AND SEED | 0.00 | 0.00 | 0.00 |
| 2605 | COPS-AHEAD-GEORGETOWN | 0.00 | 0.00 | 0.00 |
| 2606 | COPS-FAST-GEORGETOWN | 0.00 | 0.00 | 0.00 |
| 2608 | COPS-FAST-ALLENDALE | 0.00 | 0.00 | 0.00 |
| 2609 | SHERIFF GRANT PROGRAMS | 6,854.63 | 0.00 | 6,854.63 |

ACCOUNTS PAYABLE CHECKS/ACH 02/14/2011 THROUGH 02/28/2011

| <u>FUND NUMBER</u> | <u>FUND NAME</u> | <u>CLAIMS TO BE APPROVED</u> | <u>ADJUSTMENTS*</u> | <u>NET CHECK/ACH TOTALS</u> |
|--------------------|-----------------------------------|------------------------------|---------------------|-----------------------------|
| 2610 | COPS-UNIVERSAL | 14,218.59 | 0.00 | 14,218.59 |
| 2640 | EMT HOLLAND-PARK | 0.00 | 0.00 | 0.00 |
| 2650 | EMT GEORGETOWN TOWNSHIP | 0.00 | 0.00 | 0.00 |
| 2661 | SHERIFF ROAD PATROL | 912.51 | 0.00 | 912.51 |
| 2690 | LAW LIBRARY | 0.00 | 0.00 | 0.00 |
| 2740 | WIA-ADMIN. COST POOL | 5,206.24 | 0.00 | 5,206.24 |
| 2741 | WIA-YOUTH | 1,940.37 | 0.00 | 1,940.37 |
| 2742 | WIA-ADULT | 1,728.71 | 0.00 | 1,728.71 |
| 2743 | WIA-6/30 GRANT PROGRAMS | 56,503.22 | 0.00 | 56,503.22 |
| 2744 | WIA-12/31 GRANT PROGRAMS | 514.64 | 0.00 | 514.64 |
| 2747 | WIA-WORK FIRST YOUTH | 0.00 | 0.00 | 0.00 |
| 2748 | WIA-9/30 GRANT PROGRAMS | 71,910.74 | 0.00 | 71,910.74 |
| 2749 | WIA-3/31 GRANT PROGRAMS | 0.00 | 0.00 | 0.00 |
| 2750 | GRANT PROGRAMS-PASS THRU | 56,691.27 | 0.00 | 56,691.27 |
| 2800 | EMERGENCY FEEDING | 536.17 | 0.00 | 536.17 |
| 2810 | FEMA | 0.00 | 0.00 | 0.00 |
| 2850 | COMMUNITY CORRECTIONS PROG. GRANT | 5,985.50 | 0.00 | 5,985.50 |
| 2870 | COMMUNITY ACTION AGENCY (CAA) | 17,607.28 | 0.00 | 17,607.28 |
| 2890 | WEATHERIZATION | 92,952.75 | 0.00 | 92,952.75 |
| 2900 | DEPT OF HUMAN SERVICES | 0.00 | 0.00 | 0.00 |
| 2901 | DEPT OF HUMAN SERVICES | 2,800.00 | 0.00 | 2,800.00 |
| 2920 | CHILD CARE - PROBATE | 54,694.68 | 0.00 | 54,694.68 |
| 2921 | CHILD CARE - SOCIAL SERVICES | 0.00 | 0.00 | 0.00 |
| 2930 | SOLDIER & SAILORS RELIEF | 0.00 | 0.00 | 0.00 |

ACCOUNTS PAYABLE CHECKS/ACH 02/14/2011 THROUGH 02/28/2011

| <u>FUND NUMBER</u> | <u>FUND NAME</u> | <u>CLAIMS TO BE APPROVED</u> | <u>ADJUSTMENTS*</u> | <u>NET CHECK/ACH TOTALS</u> |
|--------------------|-------------------------------------|------------------------------|---------------------|-----------------------------|
| 2940 | VETERANS TRUST | 0.00 | 0.00 | 0.00 |
| 2941 | VETERANS TRUST | 9,352.72 | 0.00 | 9,352.72 |
| 5160 | DELINQUENT TAXES | 13,324.98 | 0.00 | 13,324.98 |
| 6360 | INFORMATION TECHNOLOGY | 53,833.59 | 0.00 | 53,833.59 |
| 6410 | WATER & SEWER REVOLVING | 0.00 | 0.00 | 0.00 |
| 6450 | DUPLICATING | 1,193.16 | 0.00 | 1,193.16 |
| 6550 | TELECOMMUNICATIONS | 12,130.57 | 0.00 | 12,130.57 |
| 6641 | EQUIPMENT POOL | 20,045.00 | 0.00 | 20,045.00 |
| 6770 | PROTECTED SELF-FUNDED INSURANCE | 0.00 | 0.00 | 0.00 |
| 6771 | PROTECTED SELF-FUNDED HEALTH INS. | 82,039.81 | 0.00 | 82,039.81 |
| 6772 | PROTECTED SELF-FUNDED UNEMPL INS. | 183,579.75 | 0.00 | 183,579.75 |
| 6775 | LONG-TERM DISABILITY INSURANCE | 0.00 | 0.00 | 0.00 |
| 6776 | PROTECTED SELF-FUNDED DENTAL INS. | 0.00 | 0.00 | 0.00 |
| 6777 | PROTECTED SELF-FUNDED VISION | 0.00 | 0.00 | 0.00 |
| 6782 | PROTECTED SELF-FUNDED INS PROG M.H. | 0.00 | 0.00 | 0.00 |
| 7010 | AGENCY | 1,104,898.41 | (200.00) | 1,104,698.41 |
| 7040 | IMPREST PAYROLL | 169,854.18 | 0.00 | 169,854.18 |
| 7210 | LIBRARY PENAL FINE | 0.00 | 0.00 | 0.00 |
| 7300 | EMPLOYEE SICK PAY BANK | 0.00 | 0.00 | 0.00 |
| | | <u>\$3,584,330.65</u> | <u>(\$1,896.20)</u> | <u>\$3,582,434.45</u> |

Action Request



Committee: Board of Commissioners

Meeting Date: 3/8/2011

Requesting Department: Corporation Counsel

Submitted By: Keith Van Beek

Agenda Item: Ottawa County Corporation Counsel 2010 Annual Report

SUGGESTED MOTION:

To receive for information the Ottawa County Corporation Counsel 2010 Annual Report.

SUMMARY OF REQUEST:

In accordance with 2011 Rules of the Ottawa County Board of Commissioners:

Section 4.6 - Annual Reports From Departments of County Government - It is the policy of the Board of Commissioners to receive annual, written and oral Reports from all Departments of County government. Written reports shall be in a form approved by the County Administrator and shall, in the ordinary course, be submitted directly to the Board of Commissioners through the County Administrator's Office.

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 4: Continue to improve communication with Commissioners.

ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2011.03.01 16:26:10 -0500

Committee/Governing/Advisory Board Approval Date:

ANNUAL REPORT

CORPORATION COUNSEL



PRESENTED TO:

**OTTAWA COUNTY BOARD OF
COMMISSIONERS
MARCH 2011**

ANNUAL REPORT

THE OTTAWA COUNTY OFFICE OF CORPORATION COUNSEL

This report is submitted to the Ottawa County Board of Commissioners regarding the annual activities of the Ottawa County Office of Corporation Counsel, and to note the significant projects of the Office.

The Office of Corporation Counsel was established by the Ottawa County Board of Commissioners in October, 2000. Prior to that date the functions of the office were performed by the Ottawa County Prosecutor's Office, under the direction of Ronald J. Frantz, Ottawa County Prosecutor. The creation of an office of corporation counsel as an independent department of county government is authorized by statute, MCL 49.71. The Ottawa County Office of Corporation Counsel works under the general direction and supervision of the County Administrator.

As County departments go, ours is a small one. The Office consists of:

Gregory J. Rappleye
Corporation Counsel
Ottawa County Office of Corporation Counsel
12220 Fillmore Street
Room 331
West Olive, Michigan 49460
(616) 738-4861

Lisa Olson
Administrative Assistant
Ottawa County Office of Corporation Counsel
12220 Fillmore Street
Room 331
West Olive, Michigan 49460
(616) 738-4865

In October 2008, the Office of Corporation Counsel moved to its new offices in the Administrative wing of the Fillmore Street facility. The Office is fully equipped to operate as a

law office, with direct access to Michigan statutes, Michigan Attorney General's Opinions, the Michigan Court Rules and several digest services, as well as Internet access through WESTLAW to a wide variety of case services, law reviews, and other texts and library resources. As of the date this Report will be formally presented to the Board of Commissioners, Lisa Olson and I will have worked together in this office exactly 20 years.

The Office of Corporation Counsel continues to serve as the primary legal services provider for the Ottawa County Board of Commissioners and all branches and departments of Ottawa County government, including the County's elected officials and the Ottawa County Tax Allocation Board. The Office also provides legal advice and services to the Ottawa County, Michigan Insurance Authority, to the West Michigan Enforcement Team (WEMET), and to the Ottawa County Hazardous Materials Response and Technical Rescue Team (HAZMAT), and the Ottawa County Land Bank Authority. If a legal matter requires the expertise of outside counsel, our Office coordinates the placement of the file and coordinates activities with outside counsel and the affected County department. The majority of County litigation is handled through the Ottawa County, Michigan Insurance Authority, which is represented by the law firm of Silver & Van Essen. We work closely with that firm to coordinate the representation of the County in litigation. Our office is also occasionally involved in labor matters, both independently and in conjunction with outside counsel.

The Office of Corporation Counsel also acts as Freedom of Information Act Coordinator for Ottawa County, as Chief Privacy Officer for the County under the Health Insurance Portability and Accountability Act ("HIPAA"), and as the Public Information Officer under the Ottawa County Emergency Operations Plan.

During 2010, the Office of Corporation Counsel prepared, reviewed and approved a total of 410 written contracts. We also prepared 26 formal Resolutions, prepared numerous award and recognition resolutions, and responded to 73 formal requests for documents under the Michigan Freedom of Information Act, and provided legal and administrative advice on many others.

We attend and provide legal advice during meetings of the Ottawa County Board of Commissioners and its constituent committees, and during meetings of the Ottawa County Insurance Authority, the Authority "Work Group," the Ottawa County Community Mental Health Board, (including membership on the Agency's Compliance Committee and the representation of the Ottawa County Community Mental Health Agency in contested case hearings before the Michigan Administrative Tribunal), the West Michigan Enforcement Team, and the organizational meetings of the Ottawa County Hazardous Materials Response and Technical Rescue Team. Legal advice, analysis, and consultation are also provided to the various departments of Ottawa County government and its elected officials through meetings, memorandums, and various informal consultations. Working with the County Administrator, our office is involved on a continuing basis in the preparation of the agendas and supporting materials for the Board of Commissioners and the various Board committees.

Among the tasks performed by our Office during the past year, we note the following:

- Prepared and provided materials and training sessions on compliance with the County Red Flag Policy and Social Security Number Privacy Policy.
- Working with the Ottawa County Treasurer's Office, our office organized, prepared the documents, filed, and conducted a hearing to strike delinquent personal property taxes on behalf of 17 units of local government within Ottawa County.

- Working with the Ottawa County Treasurer's Office, we filed and successfully completed an action in the Ottawa County Circuit Court to implement the County Board's decision to act as the local foreclosing entity for delinquent property taxes within Ottawa County.
- Assisted in Emergency Operation's training events and in the representation of the Ottawa County Health Department in several emergency health situations and responses.
- Working with the staff of the Ottawa County Community Mental Health Agency, participated in and successfully represented the Agency in 8 contested hearings before the Michigan Administrative Tribunal.
- Working with the Ottawa County Treasurer's Office, and prepared documents to establish an Ottawa County Land Bank Authority.
- Continued work on the comprehensive revision of county policies and procedures.

We are grateful to note that the Ottawa County Board of Commissioners recently ranked the services provided by our Office as among those most necessary to efficient government with the County. We appreciate your trust, and look forward to serving the Board, the elected officials, and County Administration in the upcoming year.

Very Truly Yours,

Gregory J. Rappleye
Ottawa County Corporation Counsel

Action Request



Committee: Board of Commissioners

Meeting Date: 3/8/2011

Requesting Department: Treasurer's Office

Submitted By: Keith Van Beek

Agenda Item: Ottawa County Treasurer's 2010 Annual Report

SUGGESTED MOTION:

To receive for information the Ottawa County Treasurer's 2010 Annual Report.

SUMMARY OF REQUEST:

In accordance with 2011 Rules of the Ottawa County Board of Commissioners:

Section 4.6 - Annual Reports From Departments of County Government - It is the policy of the Board of Commissioners to receive annual, written and oral Reports from all Departments of County government. Written reports shall be in a form approved by the County Administrator and shall, in the ordinary course, be submitted directly to the Board of Commissioners through the County Administrator's Office.

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 4: Continue to improve communication with Commissioners.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org
Reason: I am approving this document
Date: 2011.03.02 08:21:48 -05'00'

Committee/Governing/Advisory Board Approval Date:

2010 Annual Report of the County Treasurer



**Treasurer of Ottawa County
Bradley J. Slagh
March 2011**

County of Ottawa

Office of the County Treasurer 2010 Annual Report

March 2011

Honorable Commissioners
Ottawa County Board of Commissioners

Imagine government offices that seek out Human Resources to help eliminate 1/10 of their staffing, because technology and staff efforts have enabled that reduction. That was how the Treasurer's Office began 2010, down one full time employee. Increased capabilities within the County Web Site and our BS&A software had expanded access for customers to 24/7 and reduced the amount of manual effort necessary to provide quality service to our customers. This in turn enabled a permanent reduction in staffing levels.

Overview

The bulk of the work completed in the County Treasurers Office is mandated by Michigan law. However, the opportunity to determine the level of service provided is in the hands of the Treasurer but must be supported by the Board of Commissioners. In light of that partnership this Annual Report not only presents the numeric facts, it also includes in these opening pages some of the ways the Treasurer's Office in conjunction with the Board is expanding access and information, reducing costs or benefiting our citizens in other ways.

Electronic Filing of Forfeiture Deed Recordings

At the prompting of and in conjunction with the Register of Deeds office, we have begun further utilizing the Register of Deeds software upgrade by filing property forfeiture deeds and any redemptions electronically. This process now significantly enhances the speed at which the deeds are able to be recorded by the Register of Deeds Office. It also saves printing costs for each deed and reduces the handling costs by both the Treasurer staff and Register of Deeds staff.

RFP for Investment Tracking Software

The Treasurer Office issued an RFP to evaluate replacement and pricing of Investment Tracking software. This review resulted in better tracking of the movement of cash within the organization along with less manual general ledger entries necessary. Additionally, we reduced the annual cost to the County for this line item by approximately 37%.

Web Listing of Outstanding Checks

Furthering our efforts to make sure that our customers receive more of the money that belongs to them, the Treasurer's Office in coordination with WebTecs Inc. has created a listing on the County Web Site that shows all of the un-cashed checks that have been issued by the County in the last 5 years, along with a contact at the County who can help to get the check reissued.

OPEB Funds to a Michigan Firm

The County's OPEB investments had been under the control of a firm in Oklahoma that was providing only acceptable service. The Treasurers Office moved the funds to a West Michigan based investment firm, and is now getting better service and furthering the local economy.

RFP for Banking Services

The County Investment Policy calls for our primary banking relationship to be bid every 4 years. Seven banks initially responded to the RFP but only six provided proposals. JP Morgan Chase won the bid by providing cost savings over prior levels and improving on products being offered to the County.

Land Bank Authority instituted

After more than a year of discussions and meetings, the Ottawa County Land Bank Authority became a reality. The goal of the Land Bank Authority is to utilize tax-reverted properties, acquired properties and other resources for encouraging housing, economic development opportunities, and other public purposes, through collaboration with community organizations and local governmental units.

On-line Tax Information

Directly related to our staff reduction; we have offered on-line tax searches since 2006 and approximately 95% of all searches are now completed on-line with no additional staff time required. Interestingly, with that change and even with no price increase our revenue for this service has jumped nearly 300%.

Beyond that, we have heard that this on-line tax research service is being used by at least one funeral home to determine which city or township their clients reside in.

Taxation Errors Avoided

Cities and Townships bill for all property taxes. As a service to them, the County Treasurer's Office reviews their billing notices and their tax databases to ensure that the billings go out correctly. In 2010, we found and helped correct 35 errors that would have affected tax billings.

Goals for 2011

- First property moved to Land Bank Authority
- Implementation of 3 year and year round dog licensing
- Software testing & upgrade for BS&A Dog Licensing
- Stronger evaluation of banks through internal bank ratings
- Play integral part in evaluation & selection of ERP software vendor
- Continue reviewing each area for potential utilization of electronic imaging rather than printed reports
- Automatic GL entries from investment software to reduce manual entries and eliminate errors

Conclusion

The Treasurer's Office continues to seek opportunities to work closely with those inside and outside of the County, to build solid relationship, to utilize new technology, push for better pricing and find cost reductions. The actions of 2010 set the stage for taking on the challenges that the next several years will bring to County and Local Governments in the midst of reduced funding. The quality staff in the Treasurer's Office is prepared to continue making changes necessary to provide valuable service in the best means possible.

I look forward to continuing to work with the Board of Commissioners, and the talented and capable people in other Departments & Offices. We must constantly look for ways to improve our operations while delivering reliable service to our residents.

Respectfully submitted:

Bradley Slagh
Ottawa County Treasurer

Custodian of County Funds

The County Treasurer’s Office is the depository for all county funds, by Board resolution and in accordance with Act No. 40, Public Acts of Michigan 1932. Management activities include receipt for revenues, coordinate cash drawers and impress cash for all departments, maintain bank accounts, reconcile receivables, coordinate disbursement of funds held in trust, coordinate signature and transfer of funds to cover county disbursements.

Michigan law requires that the County’s banking relationship be bid out on a regular basis. In 2010 a Request for Proposal (RFP) was completed by the Treasurer’s Office resulting in better pricing for the future while remaining with Chase Bank for our servicing.

Performance measurements for this function are:

- > safety of funds
- > increase efficiency
- > reduce operating costs
- > meet the cash operating needs of departments

Bank charges continue to be up in 2010 as a result of drastically lower interest rates on the sweep account that had been effectively offsetting these charges in prior years.

Each year the Treasurer along with Corporate Counsel assist the local units in “striking” Personal Property taxes that have been delinquent more than 5 years. In 2010 we helped 16 Local Units of Government strike 121 uncollectable Personal Properties from their roles.

Operating goals for 2010 included: Issuing and evaluating a Banking Services RFP, Issuing an RFP for Investment management software, Implementing changes identified in the RFP processes.

| Fiscal Year | 2008 | 2009 | 2010 |
|---|----------|----------|----------|
| Automated Receipting | | | |
| Manual | 14,239 | 18,357 | 16,729 |
| Electronic | 555,345 | 556,675 | 675,625 |
| Total | 569,584 | 575,032 | 692,354 |
| Ratio of electronic to total receipts written: | | | |
| | 97.5% | 96.8% | 97.6% |
| Depository Accounts | | | |
| Accounts | 26 | 27 | 36 |
| Bank Charges | \$21,496 | \$55,900 | \$51,758 |
| Uncollected Delinquent Personal Property | | | |
| County Tax | \$20,332 | \$10,410 | \$66,309 |
| Parks Tax | \$1,917 | \$974 | \$6,105 |
| E 911 Tax | \$2,668 | \$1,356 | \$8,499 |
| Taxes Stricken from Taxes Receivable | | | |
| # of Local GU | 16 | 14 | 16 |
| # of Parcels | 132 | 126 | 121 |

Ottawa County Investment Pool

Cash and investment activities for the 12 months ending December 31, 2010 are discussed below. The report covers only the operations of the county that fall under the responsibility of the County Board of Commissioners. The report that follows does not include operations of the Insurance Authority, Building Authority, the Road Commission, OPEB Trust or certain activities of the Drain Commissioner, unless identified specifically.

The primary objectives of the county's investment activities, in priority order are: first the protection of principal, second liquidity and last creating return on investments. The investment activity throughout the year and at December 31 was in compliance with the Ottawa County Investment Policy.

The total return for 2010 was 1.46% which compares with a 2010 blended index earning of 2.42% (using 2/3 Barclay's 1-5 year Government Index blended with 1/3 Citigroup 3-month T-Bill Index). The 5-year average total return on the county's investments was 3.44% as compared to 2.2% for the 5 year CPI average.

At December 31, 2010 approximately \$30.3 million of the portfolio was laddered over a six year period with an average portfolio maturity of 2.06 years. We will continue to ladder and invest to take advantage of the yield curve whenever possible.

Invested Balance at December 31, 2010

\$81,096,460 Par Value
\$81,689,723 Market Value

(\$193,895) Accumulated change in fair value

Total Return Rate

| | |
|----------------|--------|
| 2010 | 1.242% |
| 2009 | 1.096% |
| 2008 | 4.421% |
| 2007 | 6.103% |
| 2006 | 4.370% |
| 5-year average | 3.446% |

Gross Interest Dollars Earned

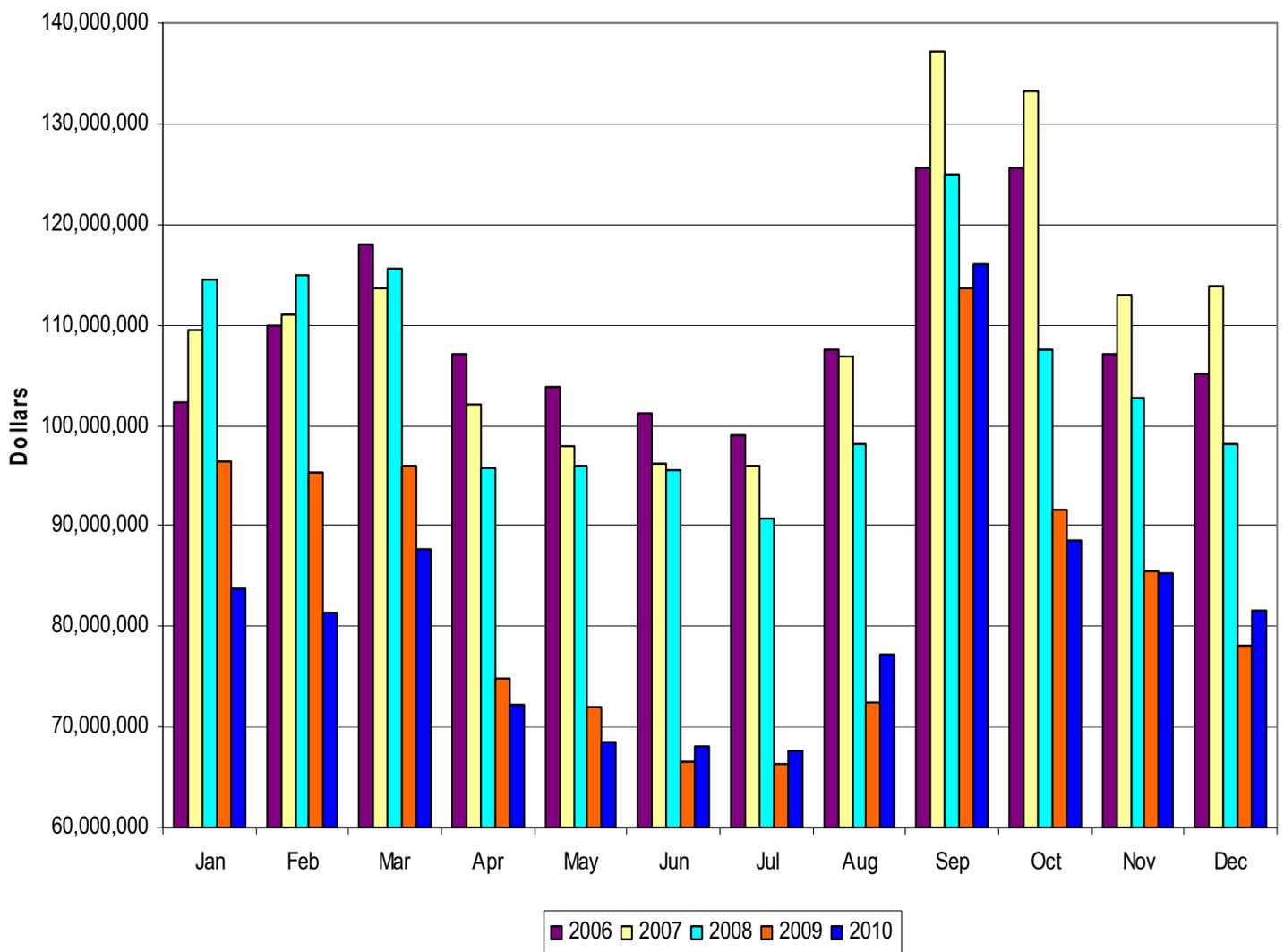
| | |
|------|-------------|
| 2010 | \$1,187,879 |
| 2009 | \$1,690,543 |
| 2008 | \$3,431,588 |
| 2007 | \$4,792,276 |
| 2006 | \$4,443,535 |

Exhibits Attached

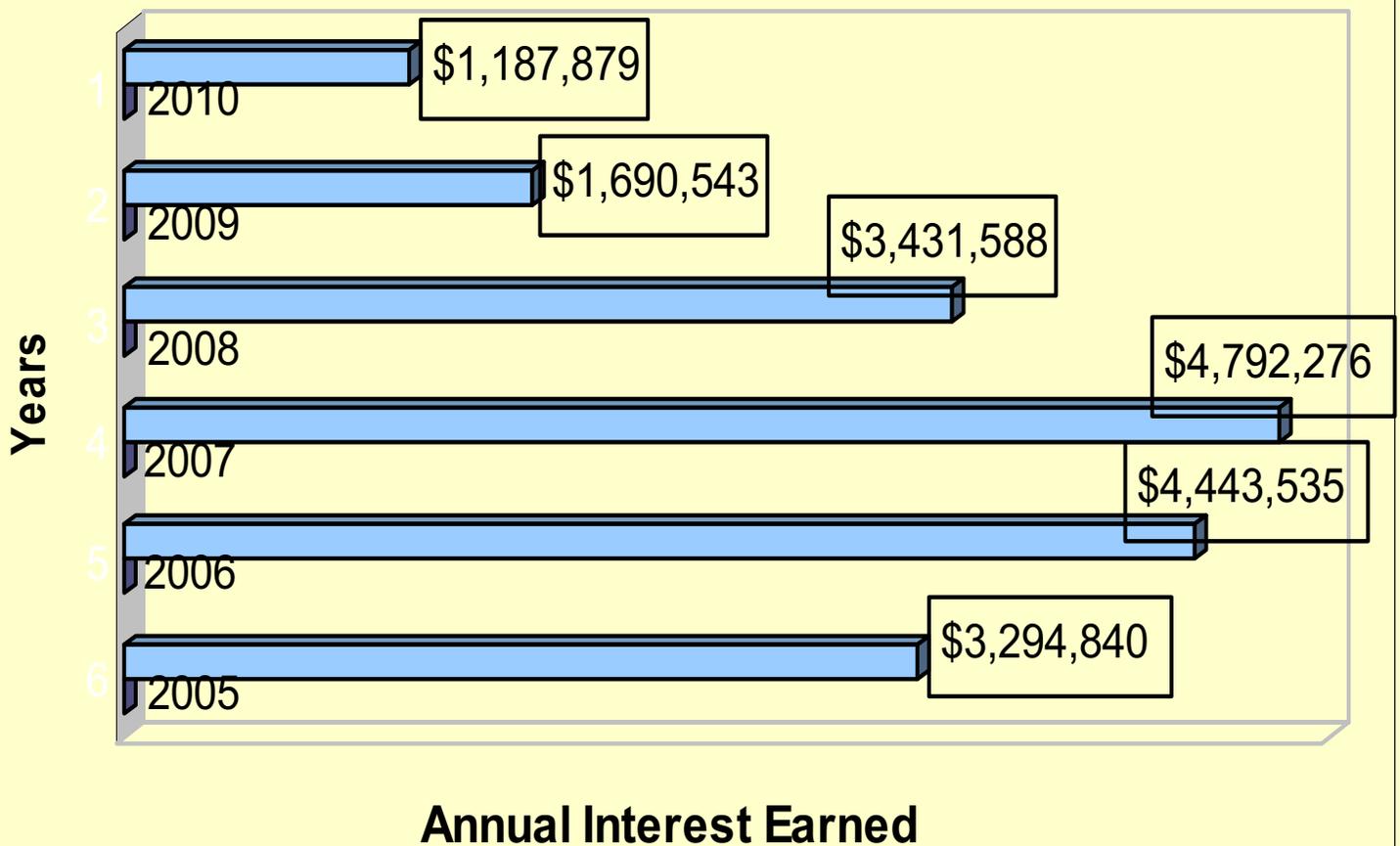
Graph of Asset Allocation as of December 31, 2010

General Fund Portfolio Totals

Historical Comparison By Month



Annual Interest Earnings General Fund



Delinquent Property Tax Administration

It is the responsibility of the county treasurer to collect delinquent real property taxes. Functions associated with delinquent taxes include writing receipts, processing adjustments to prior year tax rolls (for up to 20 years), processing bankruptcy claims, and managing the annual forfeiture and foreclosure process. The county operates a Delinquent Tax Revolving Fund from which taxing authorities are paid their portion of the delinquent taxes, settled as of March 1 each year; with the payments being distributed around April 8. Even in the midst of higher utilization the Delinquent Tax Revolving Fund has been one of the financing tools of the county.

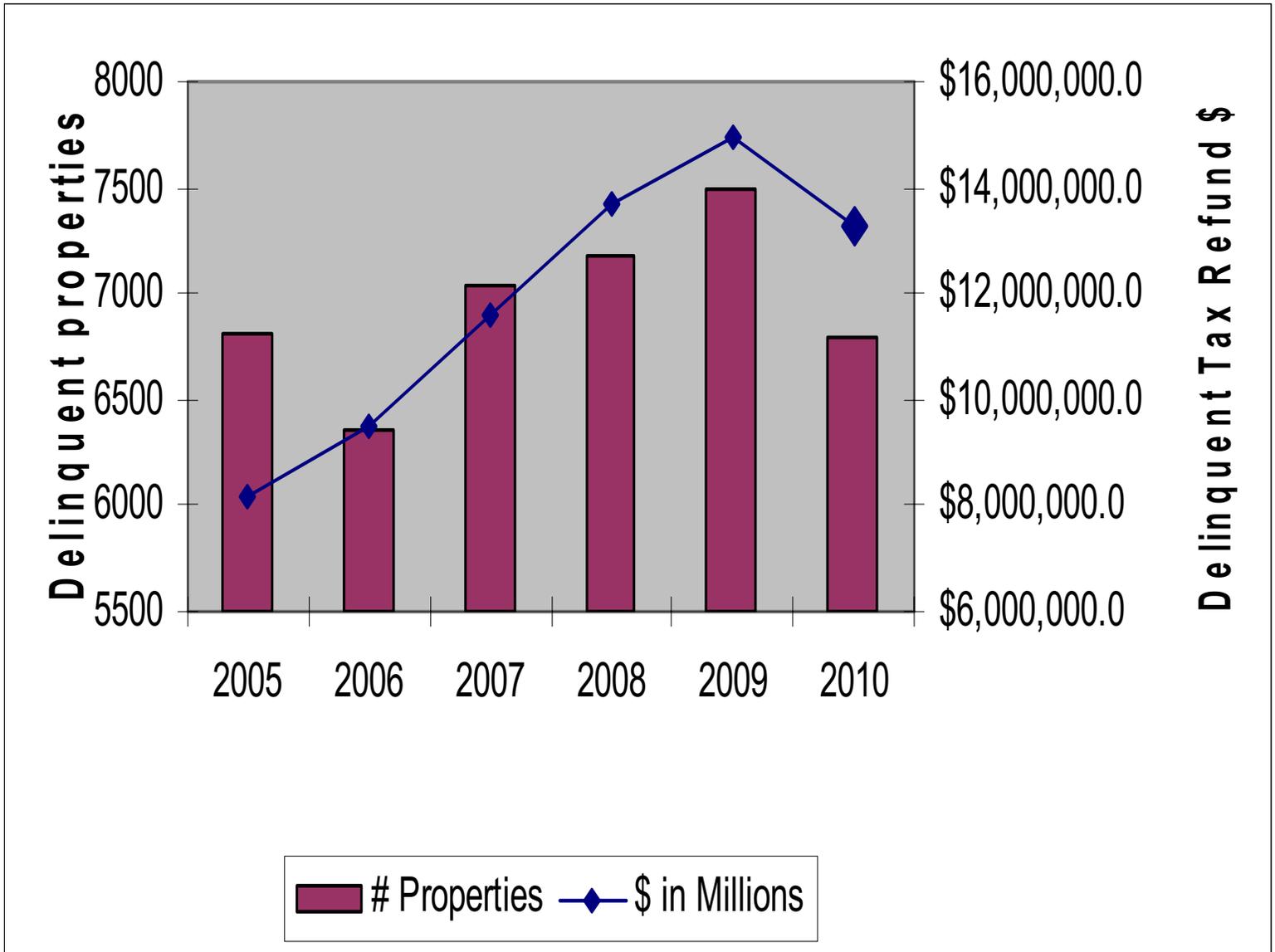
The performance measurements for delinquent tax administration are designed to: increase efficiencies to be better able to manage additional workload without staff additions; to reduce unit costs in managing forfeitures and foreclosures; and to institute foreclosure prevention programs. One of the prevention methods provided by statute is a Hardship Deferral, it was used to protect eighteen (18) properties from foreclosure in 2010.

Of the 69 properties foreclosed on March 31, 2010, one (1) was pulled because it was owned by the FDIC, three(3) properties were claimed by a local unit. 23 properties were sold at public auction, of the 42 that remained unsold only one was picked up by the local unit of government in December; therefore they become property of the County. There was a net loss in 2010 from the disposition of property of **\$7,755.98**. These funds were borrowed from our 2009 Sale Proceeds account to pay for the taxes and fees in full.

Ongoing clean-up efforts on a 2009 foreclosed parcel resulted in further bills of \$1,981.00 that were charged against the 2009 Sale Proceeds.

| Fiscal Year | 2008 | 2009 | 2010 |
|---------------------------------------|-------------|--------------|---------------------|
| Real Taxes Returned Delinquent | | | |
| No. of Properties | 7179 | 7493 | 6800 |
| Dollars in Millions | \$13.70 | \$14.9 | \$13.3 |
| Forfeited and Foreclosed | | | |
| Certified Mail Count | 2345 | 2771 | 2367 |
| Property Forfeited | 995 | 1290 | 973 |
| Property Foreclosed | 12 | 18 | 69 |
| Financial Hardship given | 6 | 9 | 18 |
| Tax Collections | | | |
| Receipts Written | 8141 | 9620 | 8877 |
| Dollars in Millions | \$13.8 | \$14.0 | \$13.8 |
| Interest & Fees | \$1,831,380 | \$2,629,083 | \$2,289,085 |
| Tax Roll Adjustments | | | |
| No. Processed | 589 | 645 | 610 |
| Foreclosed Land Sale in 2010 | | | |
| Proceeds from Sale | | \$143,569.50 | |
| Total Tax, Fees & Interest | | \$151,772.13 | |
| Less Charge Back to Tax Units | | \$0.00 | |
| Gain (Loss) on 2009 Land Sale | | | (\$7,755.98) |

Real Taxes Returned Delinquent



Current Property Tax Administration

The collection of the summer and winter tax rolls has been decentralized from the county and become the responsibility of local units of government. The County Treasurer’s Office assists local assessors and treasurers by verifying tax roll calculations prior to the bills being mailed. Local units electronically transfer their tax rolls to the county a minimum of three times during the tax year so that tax roll totals can be verified making March 1 settlement smoother.

The State continues to place reliance on the county treasurer’s staff to coordinate collections and provide accountability for the State Education Tax (SET) being billed and collected by the local unit. The offset to this workload is the investment interest earnings on the State Education Tax levy, which are retained by the County, the amount for 2010 is in the table to the right.

The current year tax rolls are turned over to the County Treasurer’s Office each year on March 1. A settlement process occurs during the month of March: verifying taxes billed and adjusted as well as delinquent tax rolls. As a result of this process, the delinquent tax rolls are purchased by the county’s Delinquent Tax Revolving Fund. In an effort to determine if we will need to bond for purchasing these rolls an estimate of cash available each April 1st was done through the year 2027. The tax rolls are required to be maintained and adjusted by the County Treasurer for 20 years.

Electronic settlement with the local units saves hours of staff time for the County Treasurer’s Office and for the treasurers of local units of government. The County Web Site provides historical tax roll data on line. Tax rolls for 2004 thru 2010 are now saved electronically – eliminating the paper tax rolls and reducing physical space storage needs.

| State Education Tax Collection Pass-through | | | |
|--|-----------|----------|----------|
| Fiscal Year | 2008 | 2009 | 2010 |
| Dollars in Millions | \$57.5 | \$58.5 | \$56.5 |
| No. of Payments | 501 | 555 | 540 |
| Interest Earned | \$146,033 | \$42,509 | \$39,994 |

Property Tax Search

A tax search is a written tax status verification from the Ottawa County Treasurer's Office. The verification may be of delinquent tax status; historical tax roll amounts and if paid or not; and legal description. The tax search requests are received by FAX, email, US Postal service, or through the county's web site. The fee is set by State statute at a minimum of 50 cents per parcel.

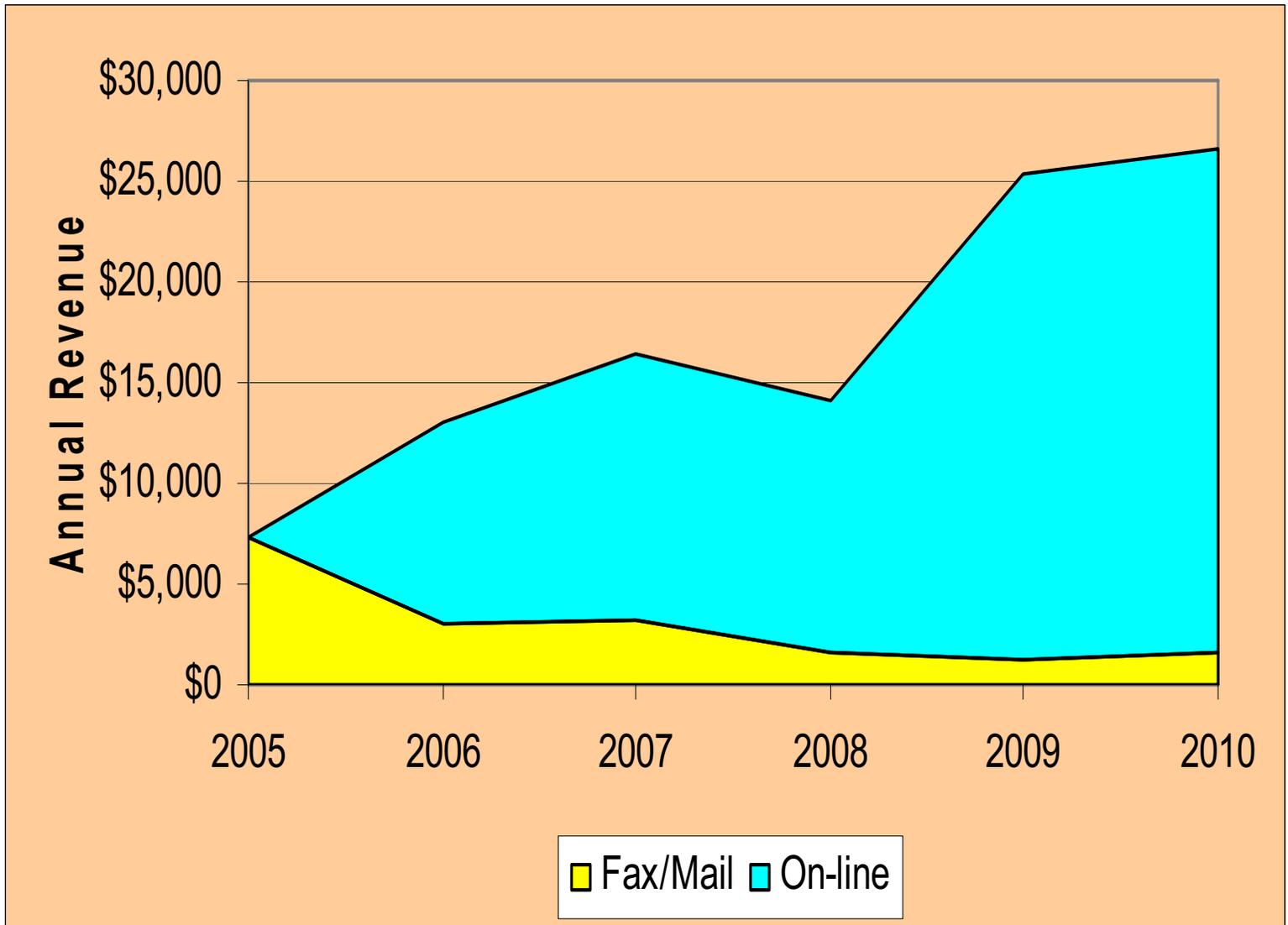
Public terminals are provided at the Fillmore location and at Grand Haven for anyone to do their own property tax search. Public access is granted at no charge.

Tax searches are also performed for deed certification. The fee set by State statute is a minimum of \$1 per deed.

The performance measurement for tax searches is to continue to improve the accuracy, and ease of access of the delinquent and paid tax information provided to our customers. The most significant policy decision to date was to add On-line searching capabilities and then eliminate verbal responses to search requests from corporations. Through the on-line search service, customers are able to verify the property information and then obtain written documentation for delinquent and paid taxes.

| Fiscal Year | 2008 | 2009 | 2010 |
|------------------------------|----------|----------|----------|
| Certification Revenue | | | |
| Deed Certification | \$4,956 | \$5,015 | \$5,382 |
| Tax Search Revenue | | | |
| Fax/Mail Searches | \$1,535 | \$1,327 | \$1,535 |
| On-Line Searches | \$12,551 | \$24,056 | \$24,994 |
| Total Search \$ | \$14,086 | \$25,383 | \$26,529 |
| On-Line Utilization | 89% | 95% | 94% |

Tax Search Revenue



Dog and Kennel License Program

The County Treasurer's Office manages the dog and kennel license program. In 2010 the licenses were sold year-round in the County Treasurer's Office, and at Harbor Humane Society. Local treasurers sold dog licenses at their location from December 1 to February 28. The fees for dog licenses were \$15 male or female; \$6 spay or neutered; \$6 puppy. Fees double if not paid by the last day of February.

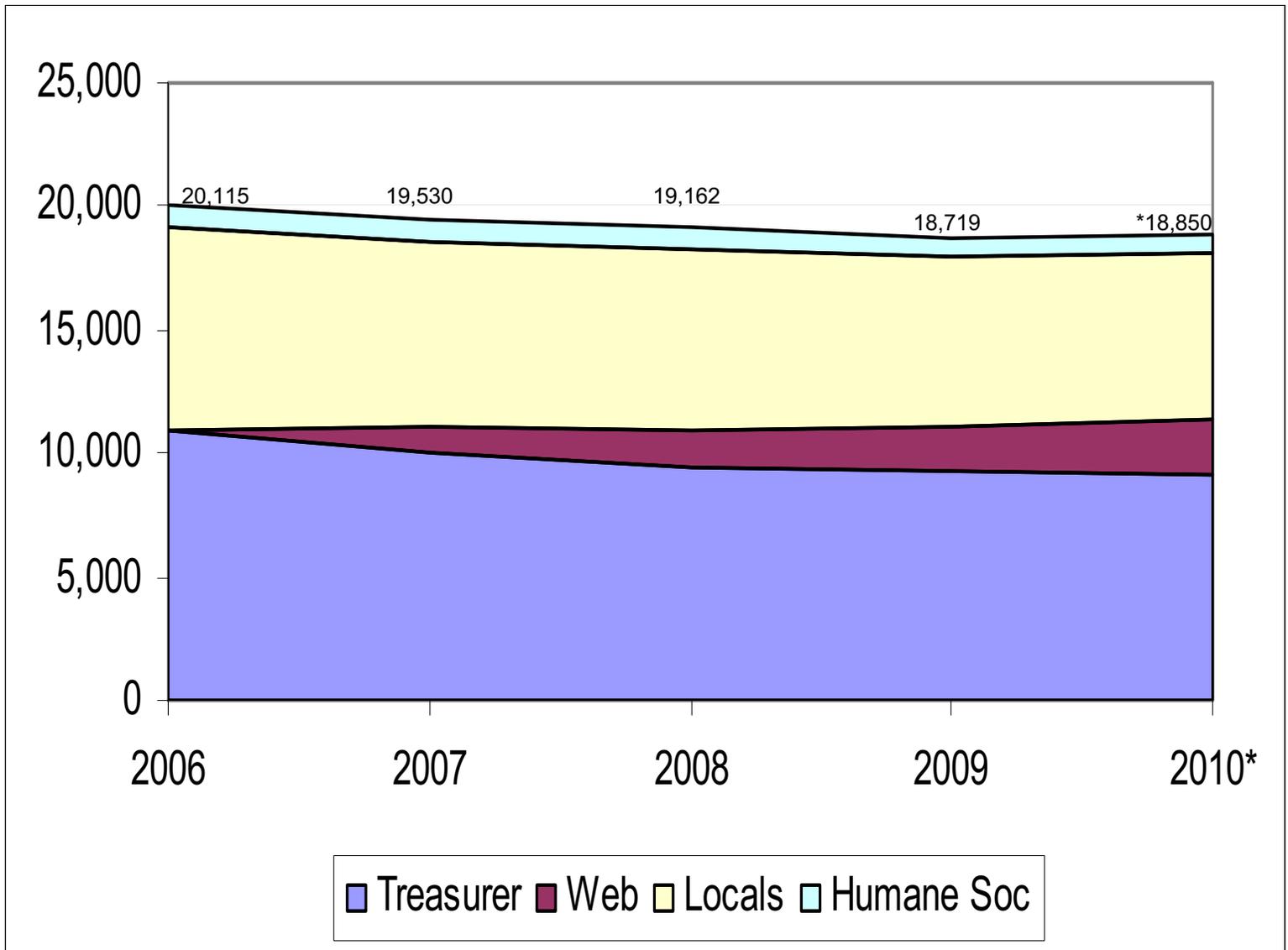
For the fifth year in a row the County has experienced a reduction in the number of dog licenses purchased and renewed. This translates to almost 1,500 less dogs licensed in 2010 than in 2005.

In 2010 the County Board approved a recommendation from the Treasurer to begin issuing both 1 & 3 year dog licenses. The change includes selling licenses year round at all sales locations and having the Veterinarians issuing licenses. We are hopeful that these customer requested changes may slow the trend of fewer dogs being licensed. We also anticipate reducing the total licensing costs experienced by the Treasurer's Office as a result of the change.

| License Year | 2008 | 2009 | 2010 |
|--------------------------|-----------|-----------|-----------|
| Dog Licenses Sold | | | |
| O.C. Treasurer | 9,488 | 9,315 | 9134 |
| O.C. Treasurer Web | 1476 | 1711 | 2292 |
| Local Treasurers | 7,293 | 6,883 | 6674 |
| Humane Society | 905 | 810 | 750 |
| Total | 19,162 | 18,719 | 18,850 |
| License Income | \$161,697 | \$142,840 | \$145,460 |

Note: 2010 Dog licenses were sold for 13 months as we transitioned to the 3 year license sales

Dog Licenses: Sold by Location



* 2010 has 13 months of sales as a result of transition to 3 year license sales

Municipal Civil Infraction Bureau

The Municipal Civil Infraction Bureau was established by the Board of Commissioners in 1995. The County Treasurer's Office is the designated collecting agency for the Bureau. The Revenue Accounting Supervisor is assigned the responsibility of managing these activities. The fines are established by County Ordinance. The Bureau processes violation tickets issued by the County Parks Department, County Drain Commission, Environmental Health, and the Sheriff's Department animal control officers.

Violations that are delinquent to the Bureau are turned over to the District Court to be processed as other citations in the court.

| Fiscal Year | 2008 | 2009 | 2010 |
|------------------------------|----------|----------|---------|
| Citations Disposition | | | |
| Issued | 195 | 226 | 223 |
| Collected | 141 | 152 | 163 |
| Revenue | \$11,489 | \$11,367 | \$8,788 |
| To District Court | 31 | 28 | 20 |
| Dismissed | 20 | 46 | 35 |
| Pending | 3 | | 5 |



Treasurer Office Mission Statement

The Office of the Ottawa County Treasurer will administer all roles and duties in a professional, effective and responsive manner thereby assuring confidence that both sound management and the best interest(s) of the public are of foremost importance.

The 2010 Annual Report of the Ottawa County Treasurer's Office is submitted to the following members of the Ottawa County Board of Commissioners in March 2011. Their support for the mission, the programs, and the staff of the Treasurer's Office is greatly appreciated as we jointly serve the residents of Ottawa County.

Bradley J Slagh, County Treasurer

Commissioner Stu P. Visser, District 1
Commissioner Philip D. Kuyers, Chairperson, District 2
Commissioner Dennis W. Swartout, District 3
Commissioner Jane M. Ruiter, District 4
Commissioner Greg J. DeJong, District 5
Commissioner Roger G. Rycenga, District 6
Commissioner Joseph S. Baumann, District 7
Commissioner Donald Disselkoen, District 8,
Commissioner Robert Karsten, District 9
Commissioner James C. Holtrop, Vice-Chairperson, District 10
Commissioner Jim Holtvluwer, District 11

Action Request



Committee: Board of Commissioners

Meeting Date: 3/8/2011

Requesting Department: Public Health

Submitted By: Keith Van Beek

Agenda Item: Ottawa County Public Health 2010 Annual Report

SUGGESTED MOTION:

To receive for information the Ottawa County Public Health 2010 Annual Report.

SUMMARY OF REQUEST:

In accordance with 2011 Rules of the Ottawa County Board of Commissioners:

Section 4.6 - Annual Reports From Departments of County Government - It is the policy of the Board of Commissioners to receive annual, written and oral Reports from all Departments of County government. Written reports shall be in a form approved by the County Administrator and shall, in the ordinary course, be submitted directly to the Board of Commissioners through the County Administrator's Office.

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 4: Continue to improve communication with Commissioners.

ADMINISTRATION RECOMMENDATION:

Recommended | Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2011.03.02 08:27:06 -0500

Committee/Governing/Advisory Board Approval Date:

Environmental Health Services

Stacy Wilson, REHS

Senior Environmental Health Specialist, 7 ½ Years of Service

I have had the opportunity to work in several areas of environmental health at Ottawa County, experiencing all the facets of environmental health--from restaurant inspections to hazardous waste collections and well inspections to septic tank installations. Environmental health has become my passion. I cannot imagine working in any other profession. I enjoy meeting residents who need my assistance. Just knowing that they depend on us to ensure that their environment is clean and safe makes me love my job.

Stacy conducts a drainfield soil boring during a real estate evaluation.



Spencer Ballard, REHS

Senior Environmental Health Specialist, 5 Years of Service

I have been working in Environmental Health for seven years. The field is enjoyable for me because it involves many dimensions of public health. For example, we ensure that safe food is served, water supplies are protected, hazardous waste is properly disposed and that public recreational waters are safe. I enjoy the day to day challenges that require creative thinking and continual education to stay current with changing regulations and new technology. Employees in this field are accomplishing things that not only protect the health and safety of residents and visitors, but also the quality of our natural resources that are often taken for granted.

Spencer inspects one of 230 wells serving schools, churches, businesses and other facilities.



Katherine Voight, REHS

Senior Environmental Health Specialist, 8 ½ Years of Service

According to the Centers for Disease Control and Prevention, approximately nine people die each day from a foodborne disease in the United States. This may not seem like many, but when it is your loved one it is unbearable. In my role at the health department, I educate food service workers and enforce codes that help prevent these deaths in Ottawa County. My hope for the future is people will realize the importance of food safety, the impact it has on everyone, and how easy it can be to provide safe food.

Katherine tests the chemical concentration of sanitizing solution during a food service inspection of a school kitchen.



Take Note:

> The Health Department established an in-house surface water lab to be used during beach monitoring. In only one testing season, the equipment has paid for itself in reduced lab fees and travel expenses. In addition, the tests are processed rapidly allowing staff to make critical decisions to protect public health quickly.

> The food program surveyed the Ottawa County food service industry to assess customer service, communication and the overall relationship with the Department. The survey results were overwhelmingly positive with over 92% of respondents noting that their establishment has a positive relationship with the inspectors, and that the Health Department is doing a good job working with restaurants to protect citizens against foodborne illness.

> Unused medications left in the home can be accidentally ingested by children or abused by family members or friends, and medications improperly disposed of accumulate in our surface and drinking waters. By operating a new medication take back program, the Health Department collected over 600 pounds of unused and expired medications.

> Various diseases can easily be spread from person to person during a tattoo or piercing. In response to a new state law, the Health Department now inspects and licenses these body art facilities protecting the public from exposure to blood borne diseases.

| Figures | |
|---|--------|
| Real Estate Evaluations | 855 |
| Drinking Water Samples Collected | 1622 |
| Well Permits Issued | 289 |
| Well Inspections Performed | 798 |
| Septic Permits Issued | 420 |
| Environmental Complaint Investigations | 53 |
| Beaches Monitored for Water Quality | 17 |
| Resource Recovery Service Centers Customers | 13,101 |
| Gallons of Hazardous Waste Collected | 5,050 |
| Pounds of Solid Hazardous Waste Collected | 40,962 |
| Pounds of Pesticides Collected | 10,938 |
| Cubic Yards of Recyclables Collected | 3,415 |
| Recycling Memberships | 601 |
| Food Inspections Conducted | 1,919 |
| Food Service Workers Trained in Food Safety | 155 |
| Food Service Complaints Investigated | 75 |

Clinic Health Services

Amy Rooks

Public Health Clinic Support, 12 Years of Service

Clerical support is sometimes an overlooked, yet critical service of many organizations. Alongside the clerical team of the health department, I assist clinic customers, work with the Lakeshore Safekids Carseat Program and support the communicable disease staff with clerical duties. What I love the most about my job is the variety of experiences I encounter on a day to day basis. Each person or family accessing the Health Department has a unique need and I love helping them find the services they need. It gives me a great sense of satisfaction when I have facilitated in alleviating a burden or improving their health.

Amy is ready to assist with a smile. >



Sue Schryber, BSN, RN

Immunization Team Supervisor, 20 ½ Years of Service

As a nurse, I began my career in acute care, helping the injured, sick and terminally ill. While I found this role fulfilling, after 12 years, I wanted something different. I wanted to help healthy people stay healthy. This led me to the Health Department's immunization program. When I started in the program, we immunized children from birth to kindergarten, protecting against eight diseases. Today's vaccines offer protection over the entire lifespan from 17 disease-causing organisms including dozens of strains and serotypes of each! The program has evolved to not only provide immunizations, but to serve as a educational resource for immunizations and vaccine preventable diseases.

Sue prepares a Tdap vaccine, which ^ protects against tetanus and pertussis.



Connie Kross, BSN, RNC

Family Planning Team Supervisor, 22 ½ Years of Service

I spent the first seven years of my career working in maternity at a hospital in Illinois. Working in labor and delivery was rewarding, but I only saw my patients for a brief moment in their life with little time to assess where they came from or what they were going back to after they delivered. A career in the public health family planning program afforded me the opportunity to provide regular, primary prevention to those who are the most in need. In addition to providing contraception last year, the family planning clinic provided 1605 pap smears and 1765 clinical breast exams to the women of Ottawa County. Without the family planning program, many Ottawa County residents would not have preventive health care services.

Lis McNeil, BSN, RN, PEM

Communicable Disease Team Supervisor, 21 Years of Service

Many people fail to realize the significance contagious illnesses have on our society even today. For example, tuberculosis (TB) remains a leading infectious disease killer worldwide with an estimated third of the world's population infected. The Health Department is on the front lines of new TB technology utilizing a state-of-the-art diagnostic test. The new test quickly and accurately identifies individuals who truly need treatment, as opposed to providing anticipatory treatment while awaiting test results. I am bursting with pride that our Health Department is one of the first in Michigan to take part in something so notably new. I have worked at the Health Department for over 20 years and I find this exciting. It may not be at the level of excitement Dr. Koch probably felt at the birth of TB diagnostics during the 1880's, but for me...it is close!

Lis prepares TB medication for a patient. ^



Take Note:

> The family planning program made improvements to the inventory control process using a barcode tracking system. The system ensures that necessary supplies are available for clients while preventing inventory loss due to expiration.

> The immunization team transitioned from a paper system to an electronic medical record to document services. This implementation improved vaccine inventory management, maximized staff time, and enhanced customer service.

> The Department adopted a new tuberculosis (TB) screening test that more accurately and cost-effectively identifies individuals requiring treatment for latent TB. This test, called the T-SPOT, has reduced false positive readings by over 60% and has resulted in a savings of several thousand dollars in unnecessary treatment costs. More importantly, it has assured proper TB treatment for all Ottawa County residents who truly need it.

> Ottawa County experienced a significant outbreak of pertussis (whooping cough) in 2010, with nine times the number of cases which occurred here 2 years ago. To reduce the spread of this potentially fatal disease, the Health Department launched an extensive campaign with schools and medical professionals promoting prevention and treatment measures.

| | Figures |
|---|---------|
| Pregnancy Prevention Client Encounters | 2,879 |
| 77% Uninsured • 96% Low Income • Plan First 46% | |
| Sexually Transmitted Disease Client Encounters | 3,876 |
| STD Treatments Administered | 323 |
| HIV Tests Performed | 1,202 |
| Communicable Disease Investigations | 1,035 |
| School Children Compliant with Immunization Law | 99% |
| Travel Clinic Client Encounters | 651 |
| Travel Immunizations Administered | 1,233 |

Health Promotion Services

Lisa Uganski, RD
Registered Dietitian, 10 ½ Years of Service

Childhood obesity is related to environments that promote excessive food intake, unhealthy foods, and physical inactivity. I work in Chronic Disease Prevention to implement policies and environmental changes that make healthy lifestyle choices available, affordable, and easy to make. For families to make healthy choices, they must have access to healthy food and opportunities for physical activity in an environment that supports these choices. In this type of environment, families can make choices that can prevent obesity and related chronic diseases. Last year, I had the opportunity to help the Jenison Early Childhood Center establish a community garden. The children at the center along with volunteers from local senior centers planted, maintained, and harvested crops from the two acre plot from June to October. They grew over 5,000 pounds of produce which was distributed to low income families in the area. Along with this, the parents of the youth gardeners reported positive changes in their children such as trying (and liking) new vegetables!

Lisa speaks to a group about creating nutrition policies.



LuAnn Miller
Office Manager & Dental Assistant, 12 Years of Service

One of the most visible community programs of the Health Department is the Miles of Smiles mobile dental vehicle. I began as a temporary employee in 1997, leading the daily operations of the dental office. This included everything from driving the mobile dental vehicle, to coordinating staff, providing dental care and more. In 1999 the position became permanent and continued to evolve as dental services were expanded to meet community needs. While there is a great deal of work to juggle, the rewards are tremendous. Knowing that I had a hand in putting healthy smiles on the faces of Ottawa County's most vulnerable children is what truly makes this role fulfilling.

LuAnn provides dental care to a first grader on Miles of Smiles.



Heather Alberda
Health Educator, 9 Years of Service

Reflecting on my own experience of teen pregnancy and parenting has helped in my role at the health department which includes teaching reproductive health and pregnancy prevention to teens, and helping parents in our community learn how to talk to their children about healthy sexuality. The passion for healthy youth and a healthy community has even trickled into my personal life. I was given the opportunity to travel to the Dominican Republic to teach health and here in Holland I volunteer as a mentor for a teen mom. When I think of public health I envision a home, a community, a city, a state, a country, and a world where all people have the knowledge, and the power to live a healthy, fulfilling life giving back to their community so that others may experience the same. This career has brought such excitement and joy to my life. I cannot imagine doing anything else!

Heather teaches reproductive health in a school classroom.



Take Note:

> The Health Department implemented the statewide ban on indoor smoking at bars, restaurants and workplaces locally. Ottawa County establishments responded favorably to the implementation of the law which is attributed to the existing local regulation. Compliance with the law has been excellent. A recent study found 100% of Ottawa County establishments prohibited smoking in both indoor and outdoor dining areas versus statewide averages of 95% and 89% respectively.

> The Health Department worked with two Jenison Public Schools to implement Safe Routes to School. The concept is to increase the number of children who walk or bike to school. Thirty years ago, 60% of children living within a two mile radius of a school walked or biked to school and 5% were overweight or obese. Today, less than 15% of youth walk or bike to school and 24% are overweight or obese.

> The health promotion team worked with two local daycare centers to implement the Nutrition and Physical Activity Self-Assessment for Child Care program. This program is designed to increase physical activity and healthy eating among staff and students. Improvements include serving healthy options for snacks and meals, purchasing equipment that can be used for active play, and more. Healthy lifestyle choices taught and reinforced while children are being cared for whether it is at home, school, or child care can last a lifetime.

| Figures | |
|--|-------|
| STD & Pregnancy Prevention Education Participants | 1,779 |
| Student Walking Program Participants | 571 |
| Farmer's Market Youth Vouchers Redeemed | 60% |
| Pounds of Produce Harvested from Community Garden | 5,000 |
| Retailers Complying with Youth Tobacco Sales Law | 86% |
| Retailers Complying with Youth Alcohol Sales Law | 93% |
| Responsible Beverage Service Training Participants | 312 |
| Alcohol & Drug Test Kits Sold | 310 |
| Dental Unit Exams, Assessments & X-Rays | 3,398 |
| Dental Unit Cleanings & Preventative Treatments | 3,482 |
| Dental Unit Restorative Services & Oral Surgeries | 1,164 |
| Dental Unit Health Education | 985 |
| In-School Dental Sealant Screenings | 348 |
| In-School Dental Sealant Placements | 1,015 |
| In-School Fluoride Treatments | 282 |
| In-School Dental Health Education | 1,370 |
| Head Start Fluoride Varnish Screenings | 149 |
| Head Start Fluoride Varnish Applications | 84 |

Community Health Services

Rebecca Antaya, RD

Registered Dietitian, 3 Years of Service

Most parents at one time or another have wished their child came with an instruction manual. Even the most experienced parent can be unsure how, what, or when to feed their baby. As a registered dietitian in the Maternal and Infant Health Program, I have been able to help many pregnant woman, infants and families. With nutrition education, children develop positive feeding relationships with their caregivers leading to a lifetime of good eating habits. Eating and nutritional challenges can occasionally signal a greater problem. Under my care, these infants and children obtain the specialized treatment for a health issue which may have otherwise gone undetected. It is inspiring to know that alongside the nursing and social work services of the health department, I contribute to the client's instruction manual.



Becky counsels an MIHP client during a prenatal care home visit.

Cynthia Smeyers, LMSW, IMH-E (II)

Public Health Social Worker, 13 Years of Service

While the significance of infant mental health is widely documented and supported by scientific research, it is relatively unknown to the average person. Generally, people understand that babies need to be fed and changed. But they also must be held, touched, played with, and nurtured in order to thrive. At birth our brains are disorganized. It is through our experiences and relationships from infancy to about three years of age that our brains become equipped for the future. These positive relationships have measurable physical effects. Many of our clients did not have this engagement with their caregivers and thus face challenges nurturing their own children. As a social worker with the Maternal and Infant Health program, I give families tools which improve the quality of the relationship with their children. These tools build a better brain and a better future.

Maggie Boeck, BSN

Community Health Nurse, 24 ½ Years of Service

Twenty-six years ago I volunteered in the health department clinic as a college nursing student. I knew nothing about public health until then, but I fell in love with it because of the focus on prevention. In my role today, I work with the children and families in the Children's Special Health Care program. The program serves children with a chronic illness or disability. One of the things I love the most is being able to work with families in their home. Caring in the home provides a valuable lens. The setting provides a quiet, unhurried atmosphere where parents truly open up about the challenges and needs. I can see, understand, and meet their needs first hand. More than health care, I give them the gift of listening. In return, these heroic families have given me so much more.



Maggie reviews a patient file prior to embarking on a home visit.

Take Note:

> The Maternal and Infant Health Program (MIHP) is working with the Holland Community Health Center to improve the health outcomes for low-income pregnant women and infants. The center encourages their clients to enroll in the MIHP in addition to providing office space for Health Department staff to meet with clients. Many clients are seen by an MIHP nurse following a clinic appointment reinforcing information provided by the doctor and providing coordinated health management.

> The Maternal and Infant Health Program has also partnered with Ottawa County Community Mental Health (CMH) to provide infant mental health services for families and children. The Infant Mental Health service combines the expertise of both MIHP and CMH into a single service, and provides a seamless model of care as the child grows.

| | Figures |
|--|---------|
| Maternal & Infant Health Program Visits | 3,161 |
| Children's Special Health Care Average Monthly Enrollees | 977 |
| Early On Program New Enrollees | 90 |
| Children Screened for Vision | 17,794 |
| Children Referred for Vision Follow-up | 1,296 |
| Children Screened for Hearing | 14,895 |
| Children Referred for Hearing Follow-up | 420 |

Administrative Services

John Meyers

Programmer/Analyst, 5 Years of Service

Technically, I work for the IT department, but I love to say that I am at Public Health full time. My job is to supply accurate and easy to use database and information systems. This allows those who work face to face with the public to spend more time caring for their clients. One of the most enjoyable parts of my job is solving data problems and producing reports. As a result, my colleagues have the most accurate and timely information in order to make decisions to protect and benefit public health. The people that I work with are the real heroes and are true professionals. I am happy to be working with them to build a healthier society.



John works behind the scenes to develop and maintain health IT systems. ^

Shannon Felgner

Communications Specialist, 11 ½ Years of Service

I have been employed by the Ottawa County Health Department for over a decade, beginning my employment as a Health Educator and currently serving as the Communications Specialist. A primary function of my role is to articulate what we do as a department and why the work we do is important. As a department, our vision for the community is optimal health. I believe that optimal health is not an end, but a means to end. When people are healthy, they can live meaningful, satisfying lives doing the things that they enjoy. The work of the Health Department is not important because of a single vaccine administered, a bin of recyclables collected or a restaurant inspected. It is important because collectively, the work of the Health Department enables residents to live better longer.



Shannon addresses a variety of the department's communication needs including media relations. ^

Jennifer D. Sorek

Public Health Preparedness Coordinator, 6 ½ Years of Service

"It will never happen in Ottawa County," is a phrase I often heard when I began working at the health department. Overcoming this mindset became the challenge in my career as I educated others on the importance of planning and emergency preparedness. With hard work, this barrier was broken down within the entire department. Subsequent planning and practicing led to successful response to incidents such as outbreaks of norovirus and pandemic flu. Colleagues even began to see how preparing for the "big things" improve the day to day operations of the department. These successes have encouraged and inspired me to continue to grow the preparedness program, because it can, has and will continue to happen in Ottawa County.



Jennifer mobilizes partners and employees to prepare for and respond to public health emergencies >

Take Note:

> Fiscal services implemented an easy and efficient electronic claims submission to Priority Health that has saved several hours each month. Armed with this knowledge and experience, the department is currently replicating the process with the Medicaid CHAMPS system.

> The Health Department successfully piloted the use of social media for several projects. During peak flu season, a Health Department Facebook page referred more residents to miOttawa.org/Health than any other page. Likewise, an advertising campaign on Facebook to promote pregnancy prevention resulted in a 300% increase in website visits compared to the previous month.

> In April of 2009, an Ottawa County resident was diagnosed with the second case of H1N1 Influenza documented in the State of Michigan. The department began planning to administer the vaccine to residents which included ten mass vaccine clinics in community settings and several area schools. Utilizing miOttawa.org, the Health Department implemented an on-line appointment system. The appointment system allowed the clinics to operate smoothly and ensured an adequate supply of vaccine was available at the sites. Additionally, staff could focus on other duties of the clinic operations and customer service.

Words from Our Leader

Governmental public health agencies are largely invisible to the community. It is only if we are doing our jobs well and efficiently that people can be confident that their food and water are safe, and that they can live without fear of communicable disease outbreaks and other public health threats. Public Health is effective because of the professionals who have dedicated their lives to a science and practice that demonstrates improved health outcomes, quality of life and cost effectiveness. Each member of the Ottawa County Health Department team has a story to tell; much more than can be told in a paragraph. Our staff has touched your life, or the life of a family member, friend, neighbor, school mate or stranger standing next to you in the grocery line, in a meaningful way. This year we have provided staff with an opportunity to share why they work in public health and why their work is important to the health of the community. The report also reflects accomplishments that demonstrate continuous quality improvement and new public health requirements.



I would like to thank the staff for their commitment to public health and their exceptional service to the people of Ottawa County. I would also like to thank the Board of Commissioners for their support of public health services, their advocacy on behalf of their constituents, and their commitment to more efficient and effective government.

Lisa Stefanovsky
Health Officer

Financial Statement

Fiscal responsibility and accountability is critically important to our organization. Each expenditure is carefully monitored, each employee vacancy is evaluated for its need and value to the organization, employees are evaluated on productivity and performance, and opportunities to replace county general fund dollars with outside revenue are aggressively pursued. In 2010 we were able to underspend our budget by \$800,000 through these cost saving actions. This brought the percentage of public health funding coming from County General Fund from 49% in 2009 to 38% in 2010.

| | 2006/07 Actual | 2007/08 Actual | 2008/09 Actual | 2009/10 Actual | 2010/11 Budgeted |
|-----------------------------|---------------------|---------------------|--------------------|--------------------|---------------------|
| Revenues | | | | | |
| Licenses & Permits | \$362,473 | \$392,769 | \$404,832 | \$459,368 | \$535,641 |
| Intergovernmental Revenue | \$4,349,298 | \$4,055,163 | \$3,583,126 | \$4,392,368 | \$3,790,565 |
| Charges for Services | \$773,130 | \$804,897 | \$600,571 | \$611,695 | \$615,894 |
| Other Revenue | \$213,200 | \$223,774 | \$218,323 | \$241,946 | \$216,798 |
| County Transfer In | \$5,926,606 | \$6,201,489 | \$4,743,828 | \$3,537,651 | \$4,080,770 |
| Total Revenues | \$10,782,276 | \$10,895,998 | \$9,288,108 | \$9,243,028 | \$9,239,668 |
| Expenditures | | | | | |
| Personnel Services | \$6,374,861 | \$6,525,928 | \$6,238,359 | \$6,123,262 | \$6,268,280 |
| Supplies | \$1,756,591 | \$1,780,394 | \$1,151,064 | \$1,271,842 | \$1,187,274 |
| Other Services & Charges | \$2,217,205 | \$2,191,313 | \$1,906,772 | \$1,834,892 | \$1,765,945 |
| Capital Outlay | \$0 | \$241,471 | (\$8,087) | \$13,032 | \$0 |
| County Transfer Out | \$0 | \$1,300,000 | \$0 | \$0 | \$0 |
| Total Expenditures | \$10,348,657 | \$12,039,106 | \$9,288,108 | \$9,243,028 | \$9,221,499 |
| Excess (Deficient) Revenues | \$433,619 | (\$1,143,108) | \$0 | \$0 | \$18,169 |
| Full Time Employees | 102.28 | 98.78 | 92.38 | 87.08 | 84.13 |

Board of Commissioners

Programs and services of this department are brought to you by the Ottawa County Board of Commissioners: Stu P. Visser, Philip D. Kuyers, Dennis W. Swartout, Jane M. Ruiters, Greg J. DeJong, Roger G. Rycenga, Joseph S. Baumann, Donald G. Disselkoen, Robert Karsten, James C. Holtrop, and James Holtvluwer.

Action Request



Committee: Board of Commissioners

Meeting Date: 3/8/2011

Requesting Department: Michigan Works!/CAA

Submitted By: Keith Van Beek

Agenda Item: Ottawa County Michigan Works!/CAA 2010 Annual Report

SUGGESTED MOTION:

To receive for information the Ottawa County Michigan Works!/CAA 2010 Annual Report.

SUMMARY OF REQUEST:

In accordance with 2011 Rules of the Ottawa County Board of Commissioners:

Section 4.6 - Annual Reports From Departments of County Government - It is the policy of the Board of Commissioners to receive annual, written and oral Reports from all Departments of County government. Written reports shall be in a form approved by the County Administrator and shall, in the ordinary course, be submitted directly to the Board of Commissioners through the County Administrator's Office.

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 4: Continue to improve communication with Commissioners.

ADMINISTRATION RECOMMENDATION:

Recommended | Not Recommended

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=Ottawa County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org
Reason: I am approving this document
Date: 2011.03.01 16:34:38 -0500

Committee/Governing/Advisory Board Approval Date:

2010 Annual Report to Ottawa County Commissioners

Bill Raymond, Director

Ottawa County



Selected Highlights

- Sponsored a 4 county event in October on ***"The Suburbanization of Poverty"*** with Elizabeth Kneebone, Senior Policy Analyst with the Brookings Institution, Washington DC
- Event held at Grand Haven Community Center drew over 100 people from Kent, Ottawa, Allegan and Muskegon Counties (and 1 from MA)

Selected Highlights

- Became fiscal agent for the **Essential Solutions Grant** from the Michigan State Housing Development Authority.
- Funds are utilized by OCCAA, Good Samaritan Ministries, Community Action House, Center for Women in Transition and Salvation Army – Grand Haven for a variety of housing related programs

3

Selected Highlights

- **Ottawa County Housing Commission (OCHC).** Worked with Ottawa County Commissioners to revise ordinance and bylaws and to position OCHC for recognition by the US Department of Housing & Urban Development so that housing related projects can be implemented in the future

4

Weatherization

- Weatherized 130 homes in Ottawa County through 12/31/10
- Utilizing 18 private contractors & crews for inspections and work – contributing to the creation/retention of over 40 jobs in Ottawa County
- Over 400 homes still on the waiting list

5

Utility Assistance

| 2009/2010 Totals | |
|---|-----------|
| Total Expenses | \$197,674 |
| # of Households <small>(unduplicated)</small> | 534 |
| Average Amount/household | \$370 |

| 2008/2009 Totals | |
|---|-----------|
| Total Expenses | \$176,774 |
| # of Households <small>(unduplicated)</small> | 759 |
| Average Amount/household | \$233 |

6

Housing Choice Vouchers

| Area Served | # of Households (Vouchers) | |
|------------------|-------------------------------|-------------|
| Southwest Ottawa | 323 | 74.4% |
| Northwest Ottawa | 63 | 14.5% |
| Northeast Ottawa | 25 | 5.8% |
| Southeast Ottawa | 23 | 5.3% |
| Total: | 434 | 100% |

7

Migrant Services

| Service | June | July | August | Total |
|---------------------------------|------|------|--------|------------|
| Food Assistance | 45 | 38 | | 83 |
| Gasoline | 39 | 40 | 2 | 81 |
| Car Repair | 1 | 2 | | 3 |
| Other | 30 | 38 | | 68 |
| Total Services Provided: | | | | 235 |
| Total Families Served: | | | | 95 |

8

Other Services

- **Tax Assistance**
 - Helped over 860 low-income households realize \$2.5 million in federal & state tax refunds and credits in Ottawa and Allegan Counties
- **Walk for Warmth**
 - Typically raise \$20,000 to \$25,000 – these funds are at risk due to projected cuts in CSBG
- **Food Assistance**
 - 402 people/month receive food assistance

9

Risks/Opportunities

- Projected cuts to Community Services Block Grant
- Puts other services at risk due to loss of leveraged funds
- May have utility funds to distribute, but no delivery system to determine eligibility

10

2009 Annual Report to Ottawa County Commissioners

Bill Raymond, Director



Selected Highlights

- Partnered with Lakeshore Advantage and Grand Rapids Community College:
 - **Advanced Energy Storage (AES) Sectoral Skill Alliance**
 - \$250,000 grant to build capacity in AES sector
 - Assisting Johnson Controls/SAFT and LG Chem MI in hiring over 500 workers
 - Assisting JCS and LG Chem in worker training (Each received \$300,000 each for AES Incumbent Worker projects)
 - **Wind energy initiative by Tiara/Energetx** – assisted company to find qualified trainees/workers for Wind Energy Composite Technician positions

Selected Highlights

- **Adult Learner Professionals Group of West Michigan:**
 - Took a lead role in building collaborative effort regarding streamlining funding and programming for adult learners in Kent, Ottawa and Allegan counties. Focus is on GED, ESL, Basic Adult Literacy
 - Cooperating organizations: Literacy Council of West MI, West MI Strategic Alliance/Wal-Mart Foundation, OAISD, Allegan Area ESA, et.al.

13

Selected Highlights

- Reorganized staffing configuration by moving contracted “Business Services” representatives in-house and added 1.5 new positions: Workforce Intelligence Analyst and Contract Coordinator (went from part-time to full-time)
- Developed a new regional “Career Guide” to assist subcontract staff, workforce board and OCMWA administrative staff in assisting local businesses and job seekers
- Implemented new software – G-Stars & EMSI – better & faster information for strategic & regional decision-making

14

Selected Highlights

- Unduplicated customers/month: 1500 average
- Training provided to over **1000** people
- **380** people placed directly into employment
 - MI Works helped many others with job search, but they aren't included in official, direct placement
- Average wage for those placed into employment is around **\$30,000** per year

15

OCMWA Assisted over 100 Companies

- | | |
|-----------------------------------|--|
| 1. Energetx Composites | 16. GHSP |
| 2. Engine Power Components | 17. Global Technologies |
| 3. Grand Rapids Building Services | 18. Grand Haven Board of Light & Power |
| 4. Hortech Inc | 19. Grand Haven Plastics |
| 5. ITW Drawform | 20. Harbor Humane Society |
| 6. John Queen Agency | 21. Harbor Industries |
| 7. L&W Engineering | 22. Hemco Gage |
| 8. Parkway Electric | 23. Holland Board of Public Works |
| 9. NOVO 1 | 24. Home Depot- Grand Haven |
| 10. Quincy Street | 25. Iso-trude, Inc |
| 11. Trendway | 26. Kenowa Industries |
| 12. Great Lakes Castings | 27. LC Studios and Consulting, LLC |
| 13. Haworth | 28. Leprino Foods |
| 14. Johnson Controls, INC | 29. MS Tube Slotting |
| 15. Perrigo | 30. Manpower – Grand Haven, Muskegon |

16

Top Ten Training Providers

| | Providers | Students |
|----|-------------------------------------|----------|
| 1 | Thompson M Tec | 232 |
| 2 | Baker College | 80 |
| 3 | Grand Rapids Community College | 80 |
| 4 | Muskegon Community College | 71 |
| 5 | Davenport University | 54 |
| 6 | Grand Valley State University | 50 |
| 7 | The Employers Association | 45 |
| 8 | New Horizons | 34 |
| 9 | Grand Valley – Continuing Education | 29 |
| 10 | Walker Medical | 26 |

17

Michigan Prisoner Re-Entry Initiative

- Responsible for administrative oversight for 3 county region: Ottawa, Muskegon, Oceana – focus on those leaving state prison in Muskegon
- Services provided through a regional network of 12 public and private organizations
- Received a major “2nd Chance” grant through US Department of Justice
 - \$2.7 million over 3 years
 - Focus on family reunification & reducing recidivism
 - Allows us to also work with inmates leaving Ottawa Co. Jail

18

Share Network: 11 locations in Ottawa County

- Holland/Zeeland
 1. Community Action House
 2. Macatawa Resource Center
 3. Holland Rescue Mission (2 locations)
 4. Good Samaritan Ministries
 5. Maplewood Church
 6. Holland Public Schools/VR Tech
 7. City on a Hill – Zeeland
- Grand Haven
 8. St. Patrick's Church
- Hudsonville
 9. Georgetown CRC
 10. Hudsonville Library
- Jamestown
 11. Patmos Library

19

Risks/Opportunities

- Funding cuts
 - Risk of over 700 individuals losing funds in the midst of their training
 - All Workforce Investment Act services potentially at-risk
- Generating more “non-formula” funds – diversify
- Assisting business with hiring/growth
- Developing “sectoral” and “cluster” initiatives
- Regional Collaboration & Efficiency

20