

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

**Consent Items:**

1. Approval of the Agenda
2. Approval of Minutes from the February 15, 2011 Meeting.

**Action Items:**

3. Monthly Budget Adjustments  
Suggested Motion:  
To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of February 2011.
4. Budget Adjustments Greater than \$50,000  
Suggested Motion:  
To approve budget adjustments # 81, #82, #83, #84, #115, #116, #117, and #118.
5. Statement of Review for February  
Suggested Motion:  
To approve the Statement of Review for the month of February 2011.
6. Agreement for Veterans Services  
Suggested Motion:  
To approve and forward to the Board of Commissioners the Agreement for Veterans Services with Social Services Resources LLC in the amount of \$18,749.97.
7. Appointment to Ottawa County Tax Allocation Board  
Suggested Motion:  
To approve and forward to the Board of Commissioners the name of \_\_\_\_\_  
for appointment to the Ottawa County Tax Allocation Board, pursuant to MCL 211.205(e).
8. Purchasing Card Policy  
Suggested Motion:  
To approve and forward to the Board of Commissioners the Purchasing Card Policy for review and comment.
9. 20th Circuit Court Personnel Request to Create one (1) full-time (1.0 FTE) Felony Collections Clerk  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request from the 20<sup>th</sup> Circuit Court/Trial Division to create one (1) full-time (1.0 FTE) Felony Collections Clerk (Group T, Paygrade 10) at a cost of \$51,264. Funding to come from the from the funds collected by this position (General Fund). Position to be sunsetted March 22, 2012, and reviewed at that time to determine if sufficient funds were collected to continue this position.

10. Community Mental Health Personnel Request to Reclassify a full-time Program Supervisor to a full-time Program Coordinator  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request to reclassify the position of full-time (1.0 FTE) Program Coordinator (Unclassified, Paygrade 07) to full-time (1.0 FTE) Program Supervisor (Unclassified, Paygrade 08) at a cost of \$7190. Funding for this position to come from Medicaid funding.

**Discussion Items:**

11. Treasurer's Financial Month End Update for February 2011

**Adjournment**

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

**FINANCE AND ADMINISTRATION COMMITTEE**

**Proposed Minutes**

DATE: February 15, 2011

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Robert Spaman, Fiscal Services Director; Keith Van Beek,  
Assistant Administrator; Greg Rappleye, Corporation Counsel; Mark  
Knudsen, Planning & Performance Improvement Director; Marie  
Waalkes, Human Resources Director; Lisa Stefanovsky, Health Officer;  
Sherry VanBemmelen, Friend of the Court; Jennell Challa, Friend of the  
Court; Adeline Hambley, Health Dept.; Jodi Salacina, Community  
Corrections Director; Bradley Slagh, Treasurer; Justin Roebuck, Deputy  
Clerk; Media

**SUBJECT: CONSENT ITEMS**

FC 11-016 Motion: To approve the agenda of today as presented and to approve the  
minutes from the January 18, 2011, meeting as presented.  
Moved by: Rycenga **UNANIMOUS**

**SUBJECT: MONTHLY BUDGET ADJUSTMENTS**

FC 11-017 Motion: To approve and forward to the Board of Commissioners the  
appropriation changes greater than \$50,000 and those approved by the  
Administrator and Fiscal Services Director for \$50,000 or less which  
changed the total appropriation from the amended budget for the month of  
January 2011.  
Moved by: Karsten **UNANIMOUS**

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

FC 11-018 Motion: To approve budget adjustments #44, 45, 46, 47, 58 and 59.  
Moved by: Rycenga **UNANIMOUS**

**SUBJECT: STATEMENT OF REVIEW FOR JANUARY**

FC 11-019 Motion: To approve the Statement of Review for January.  
Moved by: Disselkoen **UNANIMOUS**

SUBJECT: PURCHASE OF MERS (MICHIGAN MUNICIPAL EMPLOYEES RETIREMENT SYSTEM) MILITARY SERVICE CREDITS FOR PAUL M. GEERLINGS

FC 11-020 Motion: To approve and forward to the Board of Commissioners the purchase of one (1) year eleven (11) months of military service credits for Paul M. Geerlings (Drain Commissioner, Ottawa County Drain Commission).

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

Moved by: Disselkoen MOTION PASSED

Yeas: Rycenga, Disselkoen, Baumann, Swartout (4).
Nays: Karsten. (1)

SUBJECT: PURCHASE OF MERS (MICHIGAN MUNICIPAL EMPLOYEES RETIREMENT SYSTEM) GENERIC SERVICE CREDITS FOR PAUL M. GEERLINGS

FC 11-021 Motion: To approve and forward to the Board of Commissioners the purchase of one (1) month of MERS generic service credit for \$1,752.00 (total cost to be paid by employee, Paul M. Geerlings).

Total Cost: \$1,752
Employer Cost: \$0
Employee Cost: \$1,752

Moved by: Disselkoen MOTION PASSED

Yeas: Rycenga, Disselkoen, Baumann, Swartout (4).
Nays: Karsten. (1)

SUBJECT: PUBLIC HEALTH DEPARTMENT PERSONNEL REQUEST TO CREATE A .75 FTE ENVIRONMENTAL HEALTH SPECIALIST

FC 11-022 Motion: To approve and forward to the Board of Commissioners the request from 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.

Moved by: Rycenga

UNANIMOUS

SUBJECT: 20<sup>TH</sup> CIRCUIT COURT PERSONNEL REQUEST  
TO CREATE A .8 FTE LEGAL SELF-HELP  
CENTER COORDINATOR

FC 11-023 Motion: To approve and forward to the Board of Commissioners the request from the 20<sup>th</sup> Circuit Court, Friend of the Court, to create (1) .8 FTE Legal Self-Help Center Coordinator (Unclassified 05A) at a cost of \$40,926. Funding to come from a grant through the Grand Haven Area and Holland/Zeeland Community Foundations and the Michigan State Bar Foundation. Position to sunset August 2011.

Moved by: Disselkoen

UNANIMOUS

SUBJECT: 58<sup>TH</sup> DISTRICT COURT/COMMUNITY  
CORRECTIONS PERSONNEL REQUESTS

FC 11-024 Motion: To approve and forward to the Board of Commissioners the request from the 58<sup>th</sup> District Court/Community Corrections to eliminate (1) .625 FTE Court Services Officer (Group T, Paygrade 11), to create (2) .475 FTE Court Services Officers (Temporary Wage Schedule) and increase (1) .450 FTE to a .475 FTE Court Services Officer (Temporary Wage Schedule) at a savings of \$2,800. Funds are included in the current budget.

Moved by: Rycenga

UNANIMOUS

SUBJECT: INTERGOVERNMENTAL AGREEMENT &  
RESOLUTION – LAKESHORE BEHAVIORAL  
HEALTH CARE ALLIANCE (MUSKEGON  
COUNTY)

FC 11-025 Motion: To approve and forward to the Board of Commissioners the proposed “Intergovernmental Agreement” and Resolution to provide for a continuation of the Lakeshore Behavioral Health Care Alliance for Mental Health Services through September 30, 2011.

Moved by: Disselkoen

UNANIMOUS

SUBJECT: DEPARTMENT OF HOUSING & URBAN  
DEVELOPMENT RURAL INNOVATION FUND  
GRANT

FC 11-026 Motion: To approve a \$71,510 in-kind contribution, a \$250,000 cash match and a letter of commitment that will be used in conjunction with a \$350,000 cash match from the Michigan Economic Development Corp. for the purpose of obtaining a \$300,000 Dept. of Housing & Urban Development Rural Innovation Fund Grant to establish a Business Revolving Loan Fund for economic development purposes within the agricultural sector and the creation of low-moderate income jobs and forward to the Board of Commissioners. The \$250,000 cash match will be allocated from the Infrastructure Program Fund.

Moved by: Rycenga

MOTION PASSED

Yeas: Rycenga, Disselkoen, Baumann, Swartout (4).

Nays: Karsten. (1)

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Financial Month End Update from January 2011 – The January 2011 financial month end update was presented by Bradley Slagh.

SUBJECT: ADJOURNMENT

The meeting adjourned at 9:46 a.m.

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 3/15/2011

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Monthly Budget Adjustments

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of February 2011.

## SUMMARY OF REQUEST:

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

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

Compliance with the Ottawa County Operating Budget Policy.

## FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated       Non-Mandated       New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 1: To Maintain and Improve the Strong Financial Position of the County.

Objective:

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

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

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2011.03.10 13:28:59 -0500

Committee/Governing/Advisory Board Approval Date:

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TO ESTBLSH AESA GRANT</u>							
BA 44	2/15/2011	2743	7458	0006	5610.0000	State Of Mich - Welfare	247,250.00-
BA 44	2/15/2011	2743	7458	0006	8080.0000	Service Contracts	247,250.00-
<u>TO REDUCE GF/GP BUDGT</u>							
BA 45	2/15/2011	2748	7431	0003	5610.0100	Most-Allegan DSS Revenue	67,428.00
BA 45	2/15/2011	2748	7431	0003	8080.0000	Service Contracts	8,088.00-
BA 45	2/15/2011	2748	7433	0007	8440.0050	Administration-Sub Agents	59,340.00-
<u>TO ADJ MPRI BUDGET</u>							
BA 46	2/15/2011	2748	7431	0038	5610.0000	State Of Mich - Welfare	138,616.00-
BA 46	2/15/2011	2748	7433	0038	8080.0000	Service Contracts	3,545.00
BA 46	2/15/2011	2748	7433	0039	8080.0000	Service Contracts	11,384.00-
BA 46	2/15/2011	2748	7433	0040	7270.0000	Office Supplies	304.00
BA 46	2/15/2011	2748	7433	0040	8210.0060	Outside Temporary Service	11,283.00
BA 46	2/15/2011	2748	7433	0042	8080.0000	Service Contracts	134,868.00
<u>ADJ EQUALLY FOR 3 YRS</u>							
BA 47	2/15/2011	2744	7479		5610.0000	State Of Mich - Welfare	88,000.00
BA 47	2/15/2011	2744	7479		7040.0000	Salaries - Regular	13,624.00-
BA 47	2/15/2011	2744	7479		7150.0000	Social Security	993.00-
BA 47	2/15/2011	2744	7479		7160.0000	Hospitalization	3,534.00-
BA 47	2/15/2011	2744	7479		7160.0020	OPEB - Health Care	214.00-
BA 47	2/15/2011	2744	7479		7170.0000	Life Insurance	29.00-
BA 47	2/15/2011	2744	7479		7180.0000	Retirement & Sick Leave	1,194.00-
BA 47	2/15/2011	2744	7479		7180.0010	457 Plan Contribution	150.00-
BA 47	2/15/2011	2744	7479		7190.0000	Dental Insurance	181.00-
BA 47	2/15/2011	2744	7479		7200.0000	Worker's Compensation	3.00-
BA 47	2/15/2011	2744	7479		7210.0000	Longevity	93.00-
BA 47	2/15/2011	2744	7479		7220.0000	Unemployment	11.00-
BA 47	2/15/2011	2744	7479		7230.0000	Optical Insurance	42.00-
BA 47	2/15/2011	2744	7479		7240.0000	Disability Insurance	56.00-
BA 47	2/15/2011	2744	7479		9300.0000	Equipment Repairs	16,667.00-
BA 47	2/15/2011	2744	7479		9370.0000	Building Repairs	51,209.00-
<u>CARRYOVR UNSPENT 2010</u>							
BA 58	2/15/2011	2081	7510		5660.0000	St Of MI - Culture & Rec.	595,000.00-
BA 58	2/15/2011	2081	7510		6710.0000	Other Revenue	482,000.00-
BA 58	2/15/2011	2081	7510		7280.0000	Printing & Binding	8,300.00
BA 58	2/15/2011	2081	7510		7390.0000	Operational Supplies	6,100.00



Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>CARRYOVR UNSPENT 2010</u>							
BA 58	2/15/2011	2081	7510		8080.0000	Service Contracts	39,509.00
BA 58	2/15/2011	2081	7510		9370.0000	Building Repairs	30,737.00
BA 58	2/15/2011	2081	7510		9710.0000	Land	1,448,640.00
BA 58	2/15/2011	2081	7510		9740.0000	Land Improvements	88,000.00
BA 58	2/15/2011	2081	7510		9740.0050	Upper Macatatawa Phase III	28,553.00
BA 58	2/15/2011	2081	7510		9740.0110	Eastmville Bayou Acc Impr	172,939.00
BA 58	2/15/2011	2081	7510		9740.0250	Connor Bayou Improvements	240,149.00
BA 58	2/15/2011	2081	7510		9740.0270	Holland Harbor Fishery AC	380,572.00
BA 58	2/15/2011	2081	7510		9750.0000	Building & Improvements	24,293.00
<u>ERP CONSULTANT</u>							
BA 59	2/15/2011	6360	2580		8010.0000	Consultants	123,890.00
<u>SPL ASSMNT-COOPR DRN</u>							
BA 60	2/14/2011	2081	7510		9580.0010	Special Assessments	457.00
<u>REV RCVD FRM ST OF MI</u>							
BA 61	2/14/2011	2210	6044		6070.0020	Medical Record Fees	15.00-
BA 61	2/14/2011	2210	6044		8300.0000	Memberships & Dues	15.00
<u>REDUCD FRM ORG BA 790</u>							
BA 62	2/14/2011	2210	6310		6710.0000	Other Revenue	80.00
BA 62	2/14/2011	2210	6310		7390.0000	Operational Supplies	80.00-
<u>DONATIONS FOR MDT GH</u>							
BA 63	2/14/2011	2220	6493	3244	6750.0010	Donations	100.00-
BA 63	2/14/2011	2220	6493	3244	7390.0000	Operational Supplies	100.00
<u>TO EST ADMIN BDG-TBRA</u>							
BA 66	2/14/2011	2744	7441		5610.0000	State Of Mich - Welfare	4,630.00-
BA 66	2/14/2011	2744	7441		7040.0000	Salaries - Regular	2,727.00
BA 66	2/14/2011	2744	7441		7150.0000	Social Security	209.00
BA 66	2/14/2011	2744	7441		7160.0000	Hospitalization	990.00
BA 66	2/14/2011	2744	7441		7160.0020	OPBB - Health Care	60.00
BA 66	2/14/2011	2744	7441		7170.0000	Life Insurance	6.00
BA 66	2/14/2011	2744	7441		7180.0000	Retirement & Sick Leave	251.00
BA 66	2/14/2011	2744	7441		7180.0010	457 Plan Contribution	18.00

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 2/01/2011 Thru 2/28/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TO EST ADMIN BDG-TBRA</u>							
BA 66	2/14/2011	2744	7441		7190.0000	Dental Insurance	51.00
BA 66	2/14/2011	2744	7441		7200.0000	Worker'S Compensation	1.00
BA 66	2/14/2011	2744	7441		7220.0000	Unemployment	2.00
BA 66	2/14/2011	2744	7441		7230.0000	Optical Insurance	12.00
BA 66	2/14/2011	2744	7441		7240.0000	Disability Insurance	12.00
BA 66	2/14/2011	2744	7441		8600.0000	Travel - Mileage	291.00
<u>ADD'L FUNDS FROM MDCH</u>							
BA 72	2/21/2011	2210	6033		5550.0000	State Of MI - Health	28,600.00-
BA 72	2/21/2011	2210	6033		8210.0000	Contractual - Other	28,600.00
<u>ADJ TO FNL LCC CNTRCT</u>							
BA 73	2/21/2011	2210	6048		6710.0000	Other Revenue	4,721.00
BA 73	2/21/2011	2210	6048		8210.0000	Contractual - Other	4,200.00-
BA 73	2/21/2011	2210	6048		8610.0000	Conferences & Othr Travel	281.00-
BA 73	2/21/2011	2210	6048		9560.0000	Employee Training	140.00-
<u>ADJ TO FNL LCC CNTRCT</u>							
BA 74	2/21/2011	2210	6049		6710.0000	Other Revenue	6,429.00
BA 74	2/21/2011	2210	6049		7040.0000	Salaries - Regular	4,171.00-
BA 74	2/21/2011	2210	6049		7150.0000	Social Security	322.00-
BA 74	2/21/2011	2210	6049		7160.0000	Hospitalization	250.00-
BA 74	2/21/2011	2210	6049		7170.0000	OPBB - Health Care	57.00-
BA 74	2/21/2011	2210	6049		7180.0000	Life Insurance	15.00-
BA 74	2/21/2011	2210	6049		7180.0000	Retirement & Sick Leave	606.00-
BA 74	2/21/2011	2210	6049		7190.0000	457 Plan Contribution	240.00
BA 74	2/21/2011	2210	6049		7200.0000	Dental Insurance	48.00-
BA 74	2/21/2011	2210	6049		7210.0000	Worker'S Compensation	2.00-
BA 74	2/21/2011	2210	6049		7220.0000	Longevity	29.00-
BA 74	2/21/2011	2210	6049		7230.0000	Unemployment	70.00-
BA 74	2/21/2011	2210	6049		7240.0000	Optical Insurance	11.00-
BA 74	2/21/2011	2210	6049		7240.0000	Disability Insurance	19.00-
BA 74	2/21/2011	2210	6049		7390.0000	Operational Supplies	915.00-
<u>ADJ BDG TO STATE REV</u>							
BA 78	2/21/2011	2740	7430		5610.0020	Cost Pool Revenue	10,187.00-
BA 78	2/21/2011	2740	7431	1120	7040.0000	Salaries - Regular	5,879.00
BA 78	2/21/2011	2740	7431	1120	7150.0000	Social Security	450.00
BA 78	2/21/2011	2740	7431	1120	7160.0000	Hospitalization	990.00

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 2/01/2011 Thru 2/28/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ADJ BDG TO STATE REV</u>							
BA 78	2/21/2011	2740	7431	1120	7160.0020	OPEB - Health Care	60.00
BA 78	2/21/2011	2740	7431	1120	7170.0000	Life Insurance	20.00
BA 78	2/21/2011	2740	7431	1120	7180.0000	Retirement & Sick Leave	939.00
BA 78	2/21/2011	2740	7431	1120	7190.0000	Dental Insurance	51.00
BA 78	2/21/2011	2740	7431	1120	7200.0000	Worker'S Compensation	1.00
BA 78	2/21/2011	2740	7431	1120	7220.0000	Unemployment	5.00
BA 78	2/21/2011	2740	7431	1120	7230.0000	Optical Insurance	12.00
BA 78	2/21/2011	2740	7431	1120	7240.0000	Disability Insurance	25.00
BA 78	2/21/2011	2740	7431	1120	8600.0000	Travel - Mileage	1,755.00
<u>ANTCPTD GRANT FUNDING</u>							
BA 88	2/28/2011	2210	6045		6710.0000	Other Revenue	11,510.00
BA 88	2/28/2011	2210	6045		6750.0010	Donations	2,600.00
BA 88	2/28/2011	2210	6045		7280.0000	Printing & Binding	3,110.00-
BA 88	2/28/2011	2210	6045		7390.0000	Operational Supplies	11,000.00-
<u>CNTRCT FOR ADD'L PRSN</u>							
BA 90	2/28/2011	2560	2360		6080.0000	Departmental Services	18,000.00-
BA 90	2/28/2011	2560	2360		8210.0060	Outside Temporary Service	18,000.00
<u>TO EST BDGT FOR TGRAA</u>							
BA 95	2/28/2011	2748	7430	0014	5610.0000	State Of Mich - Welfare	40,000.00-
BA 95	2/28/2011	2748	7430	0014	8080.0000	Service Contracts	40,000.00
<u>TO ENTR BDG-EO MATHEL</u>							
BA 97	2/28/2011	2870	7293	1000	6760.0000	Reimbursements	10,000.00-
BA 97	2/28/2011	2870	7293	3000	7330.0010	WX Mat-Ener.Optimization	10,000.00
<u>TO ENTR BDG-EO MATHEL</u>							
BA 99	2/28/2011	2890	7294		7330.0010	WX Mat-Ener.Optimization	5,000.00
BA 99	2/28/2011	2890	7295		6760.0000	Reimbursements	5,000.00-

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 3/15/2011

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

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

## SUGGESTED MOTION:

To approve budget adjustments # 81, #82, #83, #84, #115, #116, #117, and #118.

## SUMMARY OF REQUEST:

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

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

Compliance with the Ottawa County Operating Budget Policy.

## FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 1: To Maintain and Improve the Strong Financial Position of the County.

Objective:

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

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

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2011.03.10 13:28:54 -0500

Committee/Governing/Advisory Board Approval Date:

## Budget Adjustments Over \$50,000

BA Number	Fund	Department	Explanation	Adjustment
81	WIA - 12/31 Grant Programs	Home Purchase with Rehabilitation	Decrease existing budget due to Home Purchase with Rehabilitation program ending on August 31, 2011.	\$ 100,000
82	Grant Programs - Pass Through	Energy Efficiency and Conservation Block Grant	Move leftover funds from 2010 to 2011 budget.	\$ 500,552
83	Weatherization	Various	Increase budget for anticipated expenditures through March 31, 2011.	\$ 90,000
84	9/30 Grant Programs	2nd Chance	To switch revenue account for 2nd Chance grant to federal revenue account.	\$ 750,000
115	Parks	Parks and Recreation	Carryover unspent 2010 Balance of Capital Construction Projects	\$ 95,000
116	9/30 Judicial Grants	State Court Administrator's Office Mental Health Services	New Grant for State Court Administrator's Office Mental Health Services Program	\$ 91,500
117	Solid Waste Cleanup	Sanitary Landfill	Adjust budget for new, higher projections from Ottawa County Road Commission	\$ 326,905
118	WIA - Administration Cost Pool	Administration Cost Pool - American Reinvestment Recovery Act	To establish budget for Administration Cost Pool American Reinvestment Recovery Act	\$ 90,000

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 3/15/2011

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Statement of Review

## SUGGESTED MOTION:

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

## SUMMARY OF REQUEST:

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

## FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated       Non-Mandated       New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 1: 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, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@msottawa.org  
Reason: I am approving this document  
Date: 2011.03.10 13:32:42 -0500

Committee/Governing/Advisory Board Approval Date:

STATEMENT OF REVIEW FOR THE MONTH OF: February 2011

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

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

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

Date	Time	Purpose	Mileage	Per Diem
02/08/2011	01:30 PM - 03:10 PM	Board of Commissioners Meeting	26.0	\$40.00
-	03:20 PM - 03:50 PM	Board of Commissioners Work Session	.0	-
02/11/2011	07:30 AM - 08:30 AM	STRATEGIC LEADERSHIP FORUM - mileage only	7.0	-
02/15/2011	09:30 AM - 10:00 AM	Finance & Administration Committee	26.0	\$40.00
02/22/2011	01:00 PM - 01:15 PM	Human Resources Committee	26.0	\$40.00
-	01:30 PM - 03:00 PM	Board of Commissioners Meeting	.0	-
02/25/2011	08:00 AM - 05:00 PM	Board of Commissioners Strategic Planning Retreat - ad hoc	14.0	\$70.00
02/28/2011	12:00 PM - 01:30 PM	Macatawa Area Coordinating Council Policy Board	4.0	\$40.00
-	-	-	-	-
<b>Total Per Diem:</b>				\$230.00
<b>Total Mileage:</b>			103.0	\$52.53
<b>Total Voucher:</b>				\$282.53

03/08/2011

1010-1010

Revision History

Created by Joseph Baumann on 02/08/2011 10:34:01 PM  
 Modified by Joseph Baumann on 02/16/2011 07:06:24 PM  
 Modified by Joseph Baumann on 02/22/2011 11:30:22 PM  
 Modified by Joseph Baumann on 02/27/2011 12:35:43 AM  
 Modified by Joseph Baumann on 02/28/2011 06:30:51 PM  
 Modified by Elizabeth Lyyski on 03/03/2011 03:46:52 PM



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

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

Date	Time	Purpose	Mileage	Per Diem
02/03/2011	07:00 PM - 08:00 PM	Polkton Township Board Meeting - mileage only	6.3	-
02/08/2011	01:30 PM - 03:12 PM	Board of Commissioners Meeting	32.0	\$40.00
-	03:20 PM - 03:50 PM	Board of Commissioners Work Session	.0	-
-	07:00 PM - 08:00 PM	Tallmadge Township Board Meeting - mileage only	9.6	-
02/09/2011	08:32 AM - 09:40 AM	Health & Human Services Committee	32.0	\$40.00
-	07:30 PM - 08:30 PM	Wright township meeting - mileage only	26.0	-
02/10/2011	07:00 PM - 08:00 PM	Chester Township Board Meeting - mileage only	15.1	-
02/22/2011	01:00 PM - 01:15 PM	Human Resources Committee	.0	\$40.00
-	01:30 PM - 02:45 PM	Board of Commissioners Meeting	32.0	-
02/25/2011	08:00 AM - 01:00 PM	Board of Commissioners Work Session	36.0	\$70.00
02/28/2011	07:00 PM - 08:00 PM	City of Coopersville Board Meeting - mileage only	7.8	-
-	-	-	-	-
<b>Total Per Diem:</b>				<b>\$190.00</b>
<b>Total Mileage:</b>			<b>196.8</b>	<b>\$100.37</b>
<b>Total Voucher:</b>				<b>\$290.37</b>

03/09/2011

Revision History

Created by Greg DeJong on 02/11/2011 10:25:59 AM  
Modified by Elizabeth Lyyski on 03/03/2011 03:54:31 PM

1010 - 1010

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

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

Date	Time	Purpose	Mileage	Per Diem
02/04/2011	09:00 AM - 10:30 AM	Lakeshore Coordinating Council	23.0	\$40.00
02/07/2011	12:00 PM - 02:30 PM	MDOT Asset Management Council	.0	\$40.00
02/08/2011	01:30 PM - 03:12 PM	Board of Commissioners Meeting	23.0	\$40.00
-	03:20 PM - 03:50 PM	Board of Commissioners Work Session	.0	-
02/10/2011	09:00 AM - 02:00 PM	MDOT Asset Management Council	.0	\$70.00
-	03:18 PM - 04:00 PM	CMH Board Community Relations Committee	6.0	-
02/11/2011	09:30 AM - 11:30 AM	West Michigan Regional Planning Committee	58.0	\$40.00
02/14/2011	11:30 AM - 12:30 PM	West Michigan Airport Authority (Tulip City Airport)	11.0	\$40.00
-	01:00 PM - 01:45 PM	Drug Court Award - District Court - mileage only	6.0	-
02/15/2011	09:30 AM - 09:45 AM	Finance & Administration Committee	23.0	\$40.00
02/21/2011	03:00 PM - 04:00 PM	CMH Board Executive Committee	6.0	\$40.00
02/22/2011	01:00 PM - 01:15 PM	Human Resources Committee	.0	\$40.00
-	01:30 PM - 02:45 PM	Board of Commissioners Meeting	23.0	-
02/24/2011	08:30 AM - 01:45 PM	MDOT Asset Management Council	.0	\$70.00
02/25/2011	08:00 AM - 01:00 PM	Board of Commissioners Work Session	22.0	\$70.00
02/28/2011	10:30 AM - 11:30 AM	Coffee with Al & Stu Visser RE: Parks - mileage only	.0	-
-	03:00 PM - 04:00 PM	Community Mental Health Board	6.0	\$40.00
-	-	-	-	-
<b>Total Per Diem:</b>				\$570.00
<b>Total Mileage:</b>			207.0	\$105.57
<b>Total Voucher:</b>				\$675.57

03/10/2011

Revision History

Created by Elizabeth Lyyski on 03/03/2011 03:51:27 PM  
Modified by Elizabeth Lyyski on 03/10/2011 04:23:44 PM

Per diem

2220 - 6495 - 5020	\$40
- 5029	40
1010 - 1010	490
	\$570

Mileage

9mi =	\$4.59
9mi =	4.59
189mi =	96.39
	\$105.57

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

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

Date	Time	Purpose	Mileage	Per Diem
02/07/2011	08:30 AM - 09:45 AM	Grand Valley Metro Council	28.0	\$40.00
02/08/2011	01:30 PM - 03:12 PM	Board of Commissioners Meeting	37.0	\$40.00
-	03:20 PM - 03:50 PM	Board of Commissioners Work Session	.0	-
02/09/2011	08:32 AM - 09:40 AM	Health & Human Services Committee	37.0	\$40.00
02/15/2011	02:00 PM - 05:00 PM	Personnel Interview Committee	37.0	\$40.00
02/22/2011	01:00 PM - 01:15 PM	Human Resources Committee	.0	\$40.00
-	01:30 PM - 02:45 PM	Board of Commissioners Meeting	37.0	-
02/24/2011	10:30 AM - 11:00 AM	WHTC Interview - mileage only	31.0	-
02/25/2011	08:00 AM - 01:00 PM	Board of Commissioners Work Session	37.0	\$70.00
-	-	-	-	-
<b>Total Per Diem:</b>				\$270.00
<b>Total Mileage:</b>			244.0	\$124.44
<b>Total Voucher:</b>				\$394.44

03/09/2011

Revision History

Created by James Holtrop on 02/07/2011 10:58:43 AM  
Modified by James Holtrop on 02/15/2011 07:30:37 PM  
Modified by James Holtrop on 02/24/2011 02:57:14 PM  
Modified by Elizabeth Lyyski on 03/03/2011 04:02:46 PM

1010-1010

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

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

Date	Time	Purpose	Mileage	Per Diem
02/14/2011	03:30 PM - 05:00 PM	CMH Board QI/Planning/Program Committee	50.0	\$40.00
02/22/2011	01:30 PM - 02:45 PM	Board of Commissioners Meeting	32.0	\$40.00
02/25/2011	08:00 AM - 01:00 PM	Board of Commissioners Work Session	43.0	\$70.00
02/28/2011	03:00 PM - 04:00 PM	Community Mental Health Board	50.0	\$40.00
-	-	-	-	-
<b>Total Per Diem:</b>				<b>\$190.00</b>
<b>Total Mileage:</b>			<b>175.0</b>	<b>\$89.25</b>
<b>Total Voucher:</b>				<b>\$279.25</b>

03/09/2011

Revision History

Created by James Holtvluwer on 02/17/2011 01:08:52 PM  
Modified by Elizabeth Lyyski on 03/03/2011 04:04:06 PM

*Per diem*  
 2220-6495-5000 \$40  
 - 5029 40  
 1010-1010 110  
 -----  
 \$190

*Mileage*  
 50mi = \$25.50  
 50mi = 25.50  
 25mi = 38.25  
 -----  
 \$89.25

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

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

Date	Time	Purpose	Mileage	Per Diem
02/04/2011	09:00 AM - 10:30 AM	Lakeshore Coordinating Council	30.0	\$40.00
02/08/2011	01:30 PM - 03:12 PM	Board of Commissioners Meeting	24.0	\$40.00
-	03:20 PM - 03:50 PM	Board of Commissioners Work Session	.0	-
02/09/2011	08:32 AM - 09:40 AM	Health & Human Services Committee	24.0	\$40.00
02/15/2011	09:30 AM - 09:46 AM	Finance & Administration Committee	24.0	\$40.00
02/21/2011	03:15 PM - 04:00 PM	CMH Board Administrative & Finance Committee	6.0	\$40.00
02/22/2011	01:30 PM - 02:45 PM	Board of Commissioners Meeting	24.0	\$40.00
02/25/2011	08:00 AM - 01:00 PM	Board of Commissioners Work Session	24.0	\$70.00
02/28/2011	03:00 PM - 04:30 PM	Community Mental Health Board	6.0	\$40.00
-	-	-	-	-
<b>Total Per Diem:</b>				<b>\$350.00</b>
<b>Total Mileage:</b>			<b>162.0</b>	<b>\$82.62</b>
<b>Total Voucher:</b>				<b>\$432.62</b>

03/09/2011

Revision History

Created by Robert Karsten on 02/04/2011 03:26:20 PM  
Modified by Robert Karsten on 02/21/2011 10:04:12 PM  
Modified by Robert Karsten on 02/28/2011 08:49:49 PM  
Modified by Elizabeth Lyyski on 03/03/2011 04:07:37 PM

*Per diem*

2220 - 6495 - 5020 \$40  
 - 5029 40  
 1010 - 1010 270  
 -----  
 \$350

*Mileage*

6mi = \$3.06  
 6mi = 3.06  
 150mi = 76.50  
 -----  
 \$82.62

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

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

Date	Time	Purpose	Mileage	Per Diem
02/08/2011	01:30 PM - 03:12 PM	Board of Commissioners Meeting	2.0	\$40.00
-	03:20 PM - 03:50 PM	Board of Commissioners Work Session	.0	-
02/09/2011	04:00 PM - 06:15 PM	Parks & Recreation Commission	2.0	\$40.00
02/22/2011	01:30 PM - 02:45 PM	Board of Commissioners Meeting	2.0	\$40.00
02/25/2011	08:00 AM - 01:00 PM	Board of Commissioners Work Session	16.0	\$70.00
-	-	-	-	-
<b>Total Per Diem:</b>				\$190.00
<b>Total Mileage:</b>			22.0	\$11.22
<b>Total Voucher:</b>				\$201.22

**03/09/2011**

Revision History

Created by Phillip Kuyers on 02/10/2011 05:20:06 PM  
Modified by Phillip Kuyers on 02/28/2011 09:02:09 PM  
Modified by Elizabeth Lyyski on 03/03/2011 04:09:36 PM

*Per diem*  
2081-7510 \$40  
1010-1010 150  
            
\$ 190

*Mileage*  
2mi = \$1.02  
20mi = 10.20  
            
\$ 11.22

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

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

Date	Time	Purpose	Mileage	Per Diem
02/08/2011	01:30 PM - 03:12 PM	Board of Commissioners Meeting	30.0	\$40.00
-	03:20 PM - 03:50 PM	Board of Commissioners Work Session	.0	-
02/10/2011	09:30 AM - 10:30 AM	Planning and Policy Committee	30.0	\$40.00
02/14/2011	01:00 PM - 02:00 PM	Press Conference, Holland 58th District Court - mileage only	49.5	-
02/21/2011	03:00 PM - 04:00 PM	Labor Management Meeting - ad hoc	30.0	\$40.00
02/22/2011	01:00 PM - 01:10 PM	Human Resources Committee	.0	\$40.00
-	01:30 PM - 02:45 PM	Board of Commissioners Meeting	30.0	-
02/25/2011	08:00 AM - 01:00 PM	Board of Commissioners Work Session	28.0	\$70.00
-	-	-	-	-
<b>Total Per Diem:</b>				\$230.00
<b>Total Mileage:</b>			197.5	\$100.73
<b>Total Voucher:</b>				\$330.73

03/09/2011

Revision History

Created by Jane Rulter on 02/15/2011 12:32:56 PM  
Modified by Jane Rulter on 02/21/2011 05:36:25 PM  
Modified by Jane Rulter on 02/22/2011 03:54:25 PM  
Modified by Elizabeth Lyyski on 03/03/2011 04:11:33 PM

1010 - 1010

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

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

Date	Time	Purpose	Mileage	Per Diem
02/08/2011	01:30 PM - 03:12 PM	Board of Commissioners Meeting	14.0	\$40.00
-	03:20 PM - 03:50 PM	Board of Commissioners Work Session	.0	-
02/10/2011	09:30 AM - 11:00 AM	Planning and Policy Committee	14.0	\$40.00
02/14/2011	09:00 AM - 10:00 AM	Veterans' Affairs Committee	14.0	\$40.00
-	01:00 PM - 02:30 PM	HOLLAND DISTRICT COURT - mileage only	40.0	-
02/15/2011	09:30 AM - 11:00 AM	Finance & Administration Committee	14.0	\$40.00
02/16/2011	03:00 PM - 04:45 PM	Ottawa County Economic Development Office Board (Qtrly)	5.0	\$40.00
02/21/2011	04:00 PM - 05:45 PM	MET WITH LEGISLATURES - mileage only	14.0	-
02/22/2011	01:30 PM - 02:45 PM	Board of Commissioners Meeting	14.0	\$40.00
02/25/2011	08:00 AM - 01:00 PM	Board of Commissioners Work Session	37.0	\$70.00
-	-	-	-	-
<b>Total Per Diem:</b>				<b>\$310.00</b>
<b>Total Mileage:</b>			<b>166.0</b>	<b>\$84.66</b>
<b>Total Voucher:</b>				<b>\$394.66</b>

03/09/2011

Revision History

Created by Roger Rycenga on 03/01/2011 09:04:15 AM  
Modified by Elizabeth Lyyski on 03/03/2011 04:14:14 PM

1010-1010



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

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

Date	Time	Purpose	Mileage	Per Diem
02/08/2011	01:30 PM - 03:12 PM	Board of Commissioners Meeting	26.0	\$40.00
02/10/2011	09:30 AM - 10:22 AM	Planning and Policy Committee	26.0	\$40.00
02/14/2011	02:00 PM - 03:00 PM	Holland District Court - Press Conference - mileage only	44.0	-
02/15/2011	09:30 AM - 09:46 AM	Finance & Administration Committee	26.0	\$40.00
02/22/2011	01:30 PM - 02:45 PM	Board of Commissioners Meeting	26.0	\$40.00
02/25/2011	08:00 AM - 01:00 PM	Board of Commissioners Work Session	21.0	\$70.00
-	-	-	-	-
			<b>Total Per Diem:</b>	\$230.00
			<b>Total Mileage:</b>	169.0 \$86.19
			<b>Total Voucher:</b>	\$316.19

03/09/2011

Revision History

Created by Elizabeth Lyyski on 03/03/2011 04:11:06 PM  
Modified by Elizabeth Lyyski on 03/03/2011 04:18:20 PM

1010-1010

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

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

Date	Time	Purpose	Mileage	Per Diem
02/08/2011	01:30 PM - 03:00 PM	Board of Commissioners Meeting	28.0	\$40.00
-	03:20 PM - 03:50 PM	Board of Commissioners Work Session	.0	-
02/09/2011	08:30 AM - 10:00 AM	Health & Human Services Committee	28.0	\$40.00
02/10/2011	09:30 AM - 10:30 AM	Planning and Policy Committee	28.0	\$40.00
02/14/2011	09:00 AM - 10:15 AM	Veterans' Affairs Committee	28.0	\$40.00
02/22/2011	01:30 PM - 03:00 PM	Board of Commissioners Meeting	28.0	\$40.00
02/23/2011	10:00 AM - 11:30 AM	ocoda narrowbanding seminar - ad hoc	28.0	\$40.00
02/25/2011	08:00 AM - 01:00 PM	Board of Commissioners Work Session	15.0	\$70.00
-	-	-	-	-
<b>Total Per Diem:</b>				<b>\$310.00</b>
<b>Total Mileage:</b>			<b>183.0</b>	<b>\$93.33</b>
<b>Total Voucher:</b>				<b>\$403.33</b>

03/09/2011

Revision History

Created by Stu Visser on 03/02/2011 09:19:49 AM  
 Modified by Elizabeth Lyyski on 03/03/2011 04:19:28 PM

1010 - 1010

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 3/15/2011

**Requesting Department:** Administration

**Submitted By:** Keith Van Beek

**Agenda Item:** Agreement for Veterans Services

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the Agreement for Veterans Services with Social Services Resources LLC in the amount of \$18,749.97.

## SUMMARY OF REQUEST:

The Board of Commissioners approved a General Fund appropriation for a three (3) year pilot project to provide staffing for a Department of Veterans Affairs, based upon an approved Veteran Affairs Report. After looking at various options, this agreement was pursued with Social Services Resources LLC, which is comprised of former State Department of Human Services (DHS) employees who are familiar with analyzing and establishing systems and programs to provide benefits for eligible populations. The proposed agreement will take advantage of that expertise in establishing a new Department of Veterans Affairs and related services.

## FINANCIAL INFORMATION:

Total Cost: \$18,749.97      General Fund Cost: \$18,749.97      Included in Budget:     Yes     No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated       Non-Mandated       New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

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

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

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

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving this document  
Date: 2011.03.09 10:43:46 -0500

Committee/Governing/Advisory Board Approval Date:

## **AGREEMENT FOR VETERANS SERVICES**

This Agreement is made this \_\_\_\_ day of March, 2011, by and between the County of Ottawa, a Michigan Municipal Corporation, with a principal place of business at 12220 Fillmore, West Olive, Michigan 49460, ("Ottawa County") and Social Services Resources LLC, with its principal place of business at 11720 24<sup>th</sup> Avenue, Marne, Michigan 49435, ("the Contractor") with reference to the following facts and circumstances:

- A. Ottawa County provides various services to veterans of the county as coordinated by a Veterans Affairs Committee and County Administration.
- B. Ottawa County wishes to work with the Contractor to evaluate current programming and to develop a Department of Veterans Affairs with expanded programming to provide services to veterans in Ottawa County.
- C. The parties have developed this Agreement to outline the responsibilities of each party.

### **WHEREFORE THE PARTIES AGREE AS FOLLOWS:**

#### **I. General Provisions**

##### **A. Agreement Period and Termination**

- i. This agreement shall be in effect from April 1, 2011 through December 31, 2011. It may be renewed up to two (2) additional one (1) year terms, at the option of Ottawa County on terms to be requested by the parties.
- ii. Ottawa County may terminate this Agreement at any time, on thirty (30) days written notice. The Contractor may terminate this Agreement with thirty (30) days written notice, with the additional responsibility that a

replacement contractor or County employee is trained in all aspects of the Department of Veterans Affairs. All veteran records shall remain the property of Ottawa County.

B. Time: It is anticipated that services will be provided in time intervals of 20 hours per week.

C. Payment and Billing Procedures:

i. Payment: The County of Ottawa shall make payments to the Contractor upon receipt of the Contractor's Statement of Expenditures in accordance with Ottawa County's standard policies. Payments shall be paid in increments of \$2,083.33 per month.

ii. Maximum Amount of Agreement: The County of Ottawa hereby agrees to pay the Contractor an amount not to exceed \$18,749.97 for services performed under this Agreement exclusively during the period April 1, 2011 to December 31, 2011. This amount is exclusive of other payments for training or other separately negotiated items.

iii. Billing Procedure: The Contractor shall submit a monthly "Statement of Expenditures" to the Ottawa County Assistant County Administrator. This Statement of Expenditures shall indicate expenditures for the period being billed and a description of the service delivered. This Statement shall be submitted within thirty days from the end of the monthly billing period.

D. Indemnification and Hold Harmless: The Contractor agrees to defend, indemnify, and hold Ottawa County, and its employees, agents and assigns harmless from and against all claims, damages, fines, judgments, penalties, costs, liabilities or losses, including,

without limitation, reasonable actual attorney fees, arising out of the acts or omissions including negligence of the Contractor or its employees, or arising from or out of the breach by such party of any applicable regulations or standards of care or of its obligations under this Agreement. Such responsibility shall not be construed as a liability for damage caused by or resulting from the sole negligence of Ottawa County or its employees.

- E. Insurance: The Contractor agrees to maintain in full force and effect throughout the term of this Agreement insurances as set forth in Attachment A entitled "Insurance Requirements." Proof of the continuing force and effect of all required insurances and proof that Ottawa County has been named as an additional insured on the Contractor's comprehensive general liability insurance policies may be required by Ottawa County at any time.
- F. Status as an Independent Contractor: The parties agree that this Agreement shall be deemed to give rise to an independent contractor relationship and under no circumstances shall it in any way be construed as giving rise to any employer/employee relationship between or among Ottawa County and the Contractor or its employees. The Contractor shall provide for appropriate employee supervision and direction, tax reporting, withholding, and workers' disability compensation insurance coverage as may be required by law. In the event this Agreement is construed as giving rise to an employer/employee relationship between Ottawa County and the Contractor, the Contractor agrees to indemnify and hold Ottawa County and its officers, employees, agents and assigns harmless against any liability which may result therefrom.

G. Notices: The County Oversight Agency for the administration of this Agreement shall be the Ottawa County Assistant Administrator or his/her designee. All notices regarding this Service Agreement shall be sent to:

Keith Van Beek  
Ottawa County Assistant Administrator  
12220 Fillmore Street  
West Olive, Michigan 49460  
(616) 738-4842

On behalf of the Contractor, all notices shall be sent to:

Loren Snippe  
Social Services Resources LLC  
11720 24<sup>th</sup> Avenue  
Marne, Michigan 49435  
(616) 677-1404

H. Entire Agreement: This Agreement represents the entire understanding between parties and supersedes all prior negotiations, representations or agreements, whether written or oral. This Agreement may be amended only by written instrument signed by the authorized representatives of Ottawa County and the Contractor.

I. Assignment: This Agreement and the performance of the parties hereunder shall not be assigned or delegated to any third party, without the express written consent of all parties.

## II. Contractor Responsibilities

A. Geographic Area: The Contractor shall provide services described herein in the following geographic area: Ottawa County.

B. Location of Facilities: The Contractor shall provide services described herein at the following location(s): Services will be delivered in the four geographic

quadrants of Ottawa County. At the discretion of Ottawa County, County office space may be utilized if available and appropriate.

- C. Client Eligibility Criteria: Residents of Ottawa County who are veterans of service in the armed forces of the United States, or as otherwise specified by specific programs.
- D. Credentials: The Contractor shall assure that appropriately credentialed or trained staff shall perform functions under this Agreement.
- E. Services to be Delivered: The Contractor shall deliver the services as outlined in Attachment B.
- F. Time Line for Implementation: The Contractor shall report upon the Preparatory Steps for a Department of Veterans Affairs Program Implementation as outlined in Attachment B within the first three months of the contract to the Veterans Affairs Committee.
- G. Training: Most training for the Contractor will be accomplished by visiting existing programs, visiting the Veterans Administration, and attending available local training. If more extensive training is determined/required that goes beyond what is available locally and within contract expectations, negotiation will be initiated with County Administration to review need and rationale. If training is determined appropriate, reimbursement arrangements will be negotiated. (For example, some specialized training may be required to become a Certified Veterans Counselor. Certification training is often available only in other states. This is the type of training that would be considered beyond reasonable contract expectations.)



- H. Evaluation Reporting Requirements: The Contractor shall submit to the Veterans Affairs Committee monthly reports that indicate the status of activities performed under this Agreement. Monthly reports shall also be submitted to the Assistant County Administrator with the monthly Statement of Expenditures. Evaluation of the accomplishments/outcomes of the Department of Veterans Affairs, need for program growth, and the effectiveness of the contractual process will take place after the first 3 months of contract implementation and quarterly thereafter.
- I. Service Documentation: The Contractor agrees to maintain required program records, program statistical records, and to produce program narrative, statistical and financial data as required under the terms of this Agreement or upon written request by Ottawa County.
- J. Confidentiality: The use or disclosure of information concerning services, applicants or recipients obtained in connection with the performance of this Agreement shall be restricted to purposes directly connected with the administration of the programs implemented by this Agreement and when not prohibited by law. In all cases, use or disclosure of confidential information shall only be allowed when that use or disclosure is in compliance with federal and state laws, including the HIPPA regulations, 45 CFR Parts 160, 162 and 164. Confidentiality provisions, related to casework activities, family situations and issues, family demographics and any other information that shares case specific details must be strictly observed and may not be disseminated in any way except as specified above. Unauthorized use or disclosure of confidential information is a violation of this Agreement.

### III. County Responsibilities

#### A. Contractual Needs Provided by the County:

- i. Phone receptionist: Ottawa County will make arrangements for a person to field general calls during “non-office” hours and to schedule appointments for veterans with the Contractor.
- ii. Office Space, Phone and Computer Access: Ottawa County will make available space in County offices in various available locations throughout the County, not as permanent office but a space to meet veterans applying for benefits. This could be a small conference room or an office cubicle in a County office. The County will also make arrangements for phone and computer access, as available and necessary, when the Contractor is holding office hours at a County office.

#### B. Evaluation Criteria: The services provided by the Contractor under this Agreement shall be evaluated by the Veterans Affairs Committee and County Administration on the basis of the following criteria:

- i. Submission of required reports.
- ii. Satisfactory completion of services as written in the Agreement.

**IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT  
THE DATE SET FORTH ABOVE.**

COUNTY OF OTTAWA

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

By: \_\_\_\_\_

Philip D. Kuyers, Chairperson  
Ottawa County Board of Commissioners

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

By: \_\_\_\_\_

Daniel Krueger  
Ottawa County Clerk

THE CONTRACTOR

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

By: \_\_\_\_\_

Its: \_\_\_\_\_

## **Attachment A – Insurance Requirements**

INSURANCE – The Program and/or its subcontractors shall provide the following coverages:

### **WORKER’S COMPENSATION AND EMPLOYERS’ LIABILITY:**

Workers’ Compensation Limits	Michigan Statutory
Employers’ Liability Limits	\$500,000 Each Accident
	\$500,000 Each Employee and Aggregate Injury by Disease

### **COMMERCIAL GENERAL LIABILITY**

Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000

There shall be no Products/Completed Operations or Contractual Liability exclusion.  
The General Aggregate limit shall apply separately per location or project.

### **AUTOMOBILE:**

Residual Liability	\$1,000,000 each student
Personal Injury Protection	Statutory
Property Protection	Statutory

These coverage’s shall protect the vendor, its employees, agents, representatives, and subcontractors against claims arising out of the work performed or products provided.

These limits may be provided in single layers or by combinations of primary and excess/umbrella policy layers.

The County of Ottawa and its officers, officials, employees, volunteers and agents are to be additional insureds as respects the services provided under this agreement. This additional insured status shall not terminate after completion of the services. A certificate of insurance showing the required limits, showing that the above-mentioned are additional insureds and providing at least a 30-day notice requirement in the event of coverage termination for any reason shall be provided.

## **Attachment B**

### A. **Service #1: Preparatory Steps for a Department of Veterans Affairs Program**

**Implementation.** The Contractor shall provide the following initial steps to implement an Ottawa County Department of Veterans Affairs:

1. Review past Ottawa County records and cases for the administration of emergency assistance through the Veterans Affairs Committee, formerly known as the Soldiers and Sailors Relief Fund.
2. Visit the Department of Veterans Affairs in neighboring counties to determine the array of services available, local guidelines for service, and to meet the individuals providing veteran services.
3. Visit the local Federal Veterans Administration to gain an understanding of veteran benefits, eligibility criteria for such benefits, and to establish contacts for the various Federal programs.
4. Visit various veteran groups to determine needs and expectations of Ottawa County veterans.
5. Compile and complete an Ottawa County Department of Veteran Affairs Program Policy and Procedural Manual. Manual shall include program descriptions, eligibility criteria, record keeping, and reporting expectations.
6. Work closely/communicate as provided in the Agreement with the Veterans Affairs Committee and County Administration to assure that program development is aligning with County expectations.
7. Work closely/communicate regularly with veterans groups to assure that program development is addressing needs of Ottawa County veterans.

8. Work within existing criteria to assure there is not a gap in the delivery of veteran services/financial assistance while the newly established program is being developed.

**B. Service #2: Basic Veteran Services.** The Contractor shall provide the following services:

1. Financial Assistance through the Veterans Affairs Committee: Assist eligible veterans and eligible family members who are indigent or in need of emergency financial assistance. The Contractor will complete applications for assistance and present monthly for approval to the Veterans Affairs Committee.

a. Initial Goals:

- i. Review existing guidelines and procedures and make appropriate recommendations for change to the Veterans Affairs Committee.
- ii. Establish guidelines that assure coordination with State and Federal Veteran Programs.
- iii. Work to increase awareness of financial assistance programs for veterans.

2. Burial Benefits: Administer the Ottawa County burial assistance program, providing benefits for eligible veterans.

a. Initial Goals:

- i. Learn the eligibility criteria for Burial Benefits and the process for application.
- ii. Establish guidelines that assure coordination with other State and Federal Programs.
- iii. Work to establish awareness of this benefit.

3. Michigan Veterans Trust Fund: Coordinate various Department of Veterans Affairs programming with the Michigan Veterans Trust Fund, which provides short term

emergency grants for eligible veterans and eligible family members experiencing a financial emergency or hardship.

a. Initial Goals:

- i. Learn the eligibility criteria for Michigan Veterans Trust Fund and the process for application.
- ii. Establish guidelines that assure coordination with other County, State and Federal Programs.
- iii. Work to establish awareness of this benefit.

4. Benefit Assistance: Assist veterans and their families in obtaining any available County, State, and Federal benefits and service to which they are entitled.

a. Initial Goals:

- i. Learn the eligibility criteria for all Federal, State, and County Benefits and the process for application.
- ii. Establish guidelines that assure coordination with all Federal, State, and County programs.
- iii. Work to establish awareness of all veteran benefits.

5. Expansion of Services to Veterans: Explore other funding options for the provision of service for veterans.

a. Initial Goals:

- i. Submit grant proposals for known funding opportunities.
- ii. Once programming for the Ottawa County Department of Veterans Affairs is firmly established, explore funding opportunities to expand service delivery to meet the needs of Ottawa County veterans.

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 3/15/2011

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Appointment to Ottawa County Tax Allocation Board

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the name of \_\_\_\_\_ for appointment to the Ottawa County Tax Allocation Board, pursuant to MCL 211.205(e).

## SUMMARY OF REQUEST:

Professor Kenneth VerBurg notes in Guide to Michigan County Government "The County Tax Allocation Board's basic duty is to review the budgets submitted by the various governmental units and to divide the 15 mills among them on the basis of what the Board considers most prudent, the materials presented and any other matters the board judges to be pertinent."

One member of the Board cannot be officially connected with or employed by any local or county unit and is selected by the Board of Commissioners.

## FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 1: To Maintain and Improve the Strong Financial Position of the County.

Objective: 4: Maintain or improve bond ratings.

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

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org  
Reason: I am approving this document  
Date: 2011.03.10 13:37:04 -0500

Committee/Governing/Advisory Board Approval Date:



# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 3/15/2011

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Purchasing Card Policy

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the Purchasing Card Policy for review and comment.

## SUMMARY OF REQUEST:

During a recent banking services Request for Proposal (RFP) our selected vendor, Chase Bank, as well as the other contenders, quoted Ottawa County for this service. A purchasing card allows selected county employees the opportunity to purchase items under \$1,000. Currently employees have the vendor bill the County for these items. Each invoice must then go through the Accounts Payable process creating a check or multiple checks to these vendors.

A purchasing card will allow items to be charged to the employees County purchasing card. The vendor receives their money shortly after the charge is processed and the balance due on all cards will be paid monthly to the bank. Purchasing cards have been an effective modern method of purchasing goods and services since the 1990's. It has many safety features as well other advantages that are detailed in the attachment. The approval process is the same as an invoice. The purchasing card offers advantages to the County, the cardholder and our vendors as listed in the attachment. This program also offers advantages in purchases in many areas as well.

Employees are trained on the use of the purchasing card, the limits they will have, processing of the invoices on a monthly basis and the penalties for misuse of the purchasing card. (see attachment for this information)

The cost of the program is \$350 for imprinting the County logo on the purchasing cards. The card will also have the employees name and the County tax exempt number.

## FINANCIAL INFORMATION:

Total Cost: \$350.00      General Fund Cost: \$350.00      Included in Budget:     Yes     No

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated       Non-Mandated       New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1 - To Maintain and Improve the Strong Financial Position of the County

Objective: #2 - Implement Processes and Strategies to deal with operational budget deficits.

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

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org  
Reason: I am approving this document  
Date: 2011.03.03 14:15:18 -0500

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 3/10/2011



# County of Ottawa

*Fiscal Services Department*

**Robert Spaman**  
*Fiscal Services Director*

**Marvin Hinga**  
*Fiscal Services Assistant Director*

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

March 2, 2011

To: Planning & Policy Committee  
Finance & Administration Committee

From: Bob Spaman, Fiscal Services Director

Subject: Concerns and Opportunities with a Purchasing Card

I would like to address a couple of issues with a Purchasing Card program request for Ottawa County.

## SECURITY & MISUSE

A Purchasing Card program, which has been available for many years in the public and private sector, has many safety features built in to the program.

- 1) There are limiters that only allow transactions up to a certain amount per employee, per day and per month. Presently we do not have those controls in our purchasing system for smaller purchases.
- 2) There are many Merchant Category Codes (MCC) or store codes that prohibit employees from using the vendor services such as party stores, massage parlors, gaming areas and other non-work related vendors.
- 3) There are many product codes that prohibit employees from purchasing particular items such as alcohol and other non-work related items.
- 4) The program allows our Program Administrator in the Purchasing Department to access the previous day's activities or any other day's activities as needed. Right now an employee can charge to the county and we may not discover for several weeks or months.
- 5) The penalty for any misuse can cause the employees dismissal or other punishment per the agreement he/she signs when they are given the purchasing card. This is explained at the training sessions where the policy and procedures are reviewed.
- 6) There is no ability to get cash advances.
- 7) The Program Administrator has the ability to suspend the card if misuse is suspected at any moment.

## PROGRAM OPPORTUNITIES AND ADVANTAGES

The Purchasing Card program has several opportunities, advantages and protection features that enhance the program.

- 1) The Purchasing Card program has the opportunity for significant rebates based on purchasing volume. These rebates range from approximately .5% to 1.2%, depending on volume. Our proposed vendor is our current bank of record, Chase Bank. They did a vendor match based on the 2010 invoices and found that we could have approximately \$14,000,000 worth of activity in a given year. Based on the rebate for that volume, we could have a rebate of approximately \$160,000. They do say that the initial activity will probably be ½ of that amount.
- 2) Based on the aforementioned vendor match study, we have received almost 7,000 invoices in the less than \$1,000 amount that could be eliminated from our process through Accounts Payable, thus saving significant amount of time processing and lowering the number of checks we produce. The upload of the Purchasing Card transactions to our General Ledger is significantly faster than the inputting of individual invoices and the checks that are produced.
- 3) The volume of petty cash activity goes down as well in that employees will use the card for small purchases and not have to use their own money and stop by for reimbursement. So we may be able to reduce the amount of money in the petty cash accounts at various locations in the county.
- 4) The payment terms for the expenses incurred in one month are not paid until the 25<sup>th</sup> of the following month which provides an opportunity for interest on those funds. At today's interest rates that may not be significant but under normal interest rates it could be significant.
- 5) When using the purchasing card, the following benefits are included:
  - a. \$400,000 life insurance when using a common carrier
  - b. \$1,250 for lost or stolen luggage
  - c. \$50,000 for rental car damage or stolen
  - d. \$5,000 legal service referral if needed
  - e. 24 hour road assistance
  - f. \$2,500 emergency medical insurance and assistance
  - g. \$100,000 reimbursement for employee misuse of the card.

## IMPLEMENTATION

We would begin with a pilot program tentatively scheduled for around May 1, 2011. We would use the Administration, Fiscal Services, Information Technology and Parks Departments in this pilot program. In two months, after the successful implementation of those departments, we would plan to roll out the program to the rest of the departments with full implementation expected to be completed by the end of August.



# County of Ottawa

## PURCHASING CARD POLICY

### I. POLICY

A policy to define, authorize and regulate the use of purchasing cards, and to establish procedures for utilizing purchasing cards for appropriate expenses in the conduct of official County of Ottawa business and empowering selected employees with the responsibility for protection, custody and proper usage of purchasing cards.

### II. STATUTORY REFERENCES

MCL 4.11 (I)

### III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

The original Board policy on this subject matter was adopted in

Board of Commissioners Resolution Number and Policy Adoption Date:

Board of Commissioner Review Date and Resolution Number:

Name and Date of Last Committee Review:



# County of Ottawa

## IV. PROCEDURE

- A. The Fiscal Services Director or Program Administrator designated by the Fiscal Services Director, is responsible for the issuance of purchasing cards for use by selected County employees; the accounting, monitoring, retrieval and general overview of this Purchasing Card Policy; and the establishment of Purchasing Card Program Procedures consistent with this Policy and applicable laws and ordinances (referred to below as the “Purchasing Card Program Procedures”).
- B. Purchasing cards may be used only by an employee for the purchase of goods or services for official County of Ottawa business in accordance with the provisions of the Purchasing Card Program Procedures and within spending limitations authorized for each employee. Purchasing cards may not be used for cash advances or personal use. Purchases may not be divided into several transactions in order to avoid compliance with this Policy or the Purchasing Card Program Procedures.
- C. The employee using the purchasing card is responsible for its protection, custody and proper usage, and for compliance with this Policy and the Purchasing Card Program Procedures. The employee shall enter into an agreement with the County of Ottawa, for the use and care of the purchasing card, before such purchasing card shall be placed in the employee’s custody for use. The agreement shall, among other things, hold the employee responsible for immediately notifying the Fiscal Services Director if the card is lost or stolen.
- D. The employee using the purchasing card must submit documentation detailing the goods or services purchased, cost, date of the purchase and the description of the official business transacted as outlined in the Purchasing Card Program Procedures.
- E. Employees to whom purchasing cards are issued will, upon request of their Supervisor, Department Director, or the Fiscal Services Director cooperate and furnish information documenting the use of the card.
- F. Department Directors are responsible for all activities relating to purchasing cards in their department including, but not limited to the following:
  1. Selection of employees authorized to use County purchasing cards.
  2. Execution of the Agreement between the County of Ottawa and the employee for the use and care of the purchasing card, before such purchasing card is placed in the employee’s custody for use.
  3. Review of and proper implementation of this Policy and the provisions of the Purchasing Card Program Procedures.
  4. Determination of the specific official County business for which purchasing cards may be used by departmental employees.



# County of Ottawa

5. Determination of the type of categories of goods or services within the department for which the purchasing cards may be used to purchase.
  6. Determination of spending authorization limits for each employee receiving a purchasing card in compliance with the Purchasing Card Program Procedures.
  7. Review and authorize all documentation necessary submitted by the employee using a County purchasing card including, but not limited to: (1) documentation of the goods or services purchased (2) the cost of the goods or services (3) date of purchase (4) the official County business for which purchased. All documentation must be submitted by the employee with the monthly statement to the Department Director for approval within the timeframe outlined in the Purchasing Card Program Procedures.
  8. Monitor the system, policies and procedures within the department to ensure employee's responsibility for the purchasing cards within the department and immediately notify the Fiscal Services Director or designated Program Administrator of any fraudulent or irresponsible use of a purchasing card. Department Directors may implement special procedures as the department may require for card delivery, usage and storage. The Fiscal Services Director or designated Program Administrator may terminate a purchasing card without notice to the Department Director should any purchasing card policy or procedure be abused.
- G. An employee who engages in an unauthorized or improper use of a County purchasing card will be subject to disciplinary measures, up to and including termination, and may be subject to civil/criminal prosecution consistent with applicable laws. The employee found to have inappropriately used the purchasing card will be required to reimburse the County of Ottawa for all costs associated with such improper use.
- H. Each holder of a purchasing card is responsible for safeguarding the account number and improperly disclosing any purchasing card information is strictly prohibited.
- I. An employee issued a purchasing card shall immediately cease the use of and return the purchasing card to the Fiscal Services Director effective upon the employee's separation from Ottawa County, upon the employee's reassignment to another department within the County, or upon de-authorization by the Fiscal Services Director.
- J. Approval of purchasing card invoices and accounting controls to monitor the use of County purchasing cards shall be in accordance with the Purchasing Card Program Procedures.



# County of Ottawa

## V. REVIEW PERIOD

The Internal Policy Review Committee will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.

# PURCHASING CARD PROCEDURES

## I. Overview:

- A. The Purchasing Card provides the County of Ottawa organization with an alternate method to petty cash, check requests and purchase orders for purchasing low dollar goods and services. The program is intended to streamline and simplify the procurement process. The Purchasing Card is a tool that reduces transaction costs, facilitates timely acquisition of materials and supplies, automates data flow for electronic commerce and accounting purposes, and offers flexible controls to help ensure proper usage.
- B. The Purchasing Card Program is not intended to avoid or bypass the current purchase order system, but rather complement the existing processes. The card is a credit card issued by Chase Bank. Record keeping is essential to ensure the success of the Purchasing Card.
- C. This Cardholder Guide provides information about the process, the types of purchases that can and cannot be made, records that must be maintained and reconciled for each cycle and a variety of other Program information.
- D. Please remember as public employees you are entrusted with funds that belong to the taxpayers of the County of Ottawa. These funds must be expended only for purchases specifically related to the delivery of governmental services to the citizens as appropriated in the budget adopted by the Board of Commissioners. You are the person responsible for all charges made to the card, which has been issued to you. Intentional misuse or fraudulent abuse may result in disciplinary action up to and including dismissal.
- E. The card will have no impact on your personal credit. Although the Purchasing Card lists an individual's name, the card is actually issued to the County of Ottawa. Purchasing Cards are intended for use by designated employees of the County of Ottawa.

## II. Obtaining a Card:

- A. Complete a Purchasing Card Request Form, available in the forms section on the Front Page, you and your Department Head must sign this form. Return the completed Purchasing Card Request Form to the Purchasing Department in Fiscal Services.
  - 1. STANDARD LIMITS ARE AS FOLLOWS (GENERAL COUNTY EMPLOYEES):
    - a) Single Purchase Limit \$999
    - b) Daily Purchase Limit \$1,500 (Multiple purchases at one vendor in one day will be strictly prohibited)
    - c) Monthly Purchase Limit \$5,000.00
    - d) Number of Transactions per day = 5
    - e) Number of Transactions per month = 30
- B. The Purchasing Department in Fiscal Services will forward a copy of the Master Card Purchasing Card Cardholder Guide, County Purchasing Card Request form and a Cardholder Agreement to the employee. The signed Cardholder Agreement must be returned to the Purchasing Department in Fiscal Services and the Purchasing Card will be ordered.
- C. Upon receipt of the Purchasing Card Request form, a meeting will be scheduled with the employee to review the policies and procedures and to answer any questions. The Purchasing Card will be presented to the employee for signature. The card will be activated for immediate use.



### III. Purchasing Card Restrictions

- A. The Purchasing Card **IS NOT** to be used for:
  - 1. Personal purchases
  - 2. Cash advances
  - 3. Certain County blocked products and services
  - 4. Commodities and services on contract with Blanket Purchase Orders (Note: Cardholders will be advised of certain Blanket Purchase Orders that can be included).
- B. Under no circumstances may a transaction be split into two separate receipts to bypass the single transaction dollar limit or the purchasing policies. Transactions will be electronically monitored.
- C. The Purchasing Card will be issued in your name. By accepting the Purchasing Card, you assume responsibility for it. **The Purchasing Card is not transferable and may not be used by anyone other than you, the Cardholder.**
- D. The Purchasing card may not be issued as a “departmental card.” Due to insurance requirements of the bank each card must be issued to an individual.

### IV. Making a Purchase using the Purchasing Card

The Purchasing Card can be used at any vendor who accepts “Mastercard” and is in a Merchant Category group that was approved for your card. Your Purchasing Card also has been given specific spending limits.

- A. If you are purchasing in person:
  - 1. Present the Purchasing Card to the merchant and inform the vendor that your transaction should be tax exempt. The tax exempt number is printed on the purchasing card.
  - 2. Check the receipt to be sure you are not paying taxes. Any tax concerns should be corrected at the point of transaction.
  - 3. Sign the charge receipt.
  - 4. Retain all charge receipts and cash register tapes.
  - 5. Purchasers **must** keep a record of all purchases in order to reconcile purchases monthly.
- B. If you are purchasing by phone or mail:
  - 1. Supply the vendor with your Purchasing Card number, expiration date, “ship to” address and tax exempt number.
  - 2. Ask the supplier to include the receipt with the goods when the product is shipped; all receipts must be forwarded to the Department Director with a printed and signed Statement.
  - 3. Cardholder, or designated departmental representative, must keep a record of purchases.
  - 4. When goods are received, check products and keep all receipts, shipping records and keep a record of the purchases to verify for accuracy online; receipts must be sent to your Department Director with your statement and excel spreadsheet, then to Purchasing Department of Fiscal Services and finally to Accounting.

### V. Tax Exemption:

All County purchases are tax exempt. Be sure to advise suppliers that your Purchasing Card transaction is tax exempt. The County's Federal Tax Identification Number is embossed on the front of the Purchasing Card. The number is exclusively for use relative to County business. If documentation is requested, a Certificate is available and can be obtained by contacting Fiscal Services at 616.738.4847.

#### **VI. Incorrect Shipment or Returns**

If a shipment is incorrect, the cardholder should contact the vendor to arrange for a return, exchange or credit. If the vendor agrees to issue a credit, the Cardholder should verify that the credit is properly reflected in the next online Account Detail.

#### **VII. Reconciling Monthly Purchases**

- A. Each Cardholder, or representative for the department, must keep a record of all transactions charged to his/her account on a monthly basis. For each month, a new file should be started. The billing cycle for each month will end the first of the month. Any transactions occurring after the last day of the month will appear on the next month's online statement.
- B. Cardholders have access to their own transactions and Account Summary. At the end of the billing cycle, Cardholders will receive an Internal E-mail reminding them to reconcile their statement. The web address is <http://smartdata.jpmorgan.com/>.
- C. The original sales documents (receipts, packing slips, cash register tape, credit card slips) for a given month should be signed and stapled to the Statement and Excel spreadsheet printed by Cardholder and forwarded to the Department Director (for approval) who will then forward it to the Purchasing Department of Fiscal Services Department **no later than the 10th day of each month.**
- D. Fiscal Services Accounts Payable will ACH Payment for charges incurred.
- E. Cardholder or designated departmental representative is required to do the following each month if purchases have been made and the Detail Account has activity:
  1. Review purchases for accuracy.
  2. Process Account summary including Expense Description, Account #'s, Account types & Invoice #'s. Note: transactions can be split (charged to more than one account).
  3. Note any disputed charges or problems.
  4. Attach backup documentation and/or receipts.
  5. Sign & Date the Expense Report.
  6. Send to Department Director to review/approve the purchases and account numbers.
- F. It is the responsibility of the Department Director, or designee, to review and approve the Expense Report with Account Detail. After review/approval the Department Director should send the Expense Report and backup documentation to the Purchasing Department in Fiscal Services.

#### **VIII. Discrepancies or Unauthorized Usage**

- A. Types of Discrepancies:
  1. The amount of the transaction is incorrect.
  2. A purchase appears on the online Account Detail that was not made by the authorized Cardholder.
  3. There is a product quality or service issue.

B. Procedures for Discrepancies:

1. If there are any discrepancies on the Cardholder's online Account Detail, the vendor will need to be contacted immediately to try to resolve the issue(s) in question. It is the Cardholders responsibility to correct any discrepancy.
2. The Cardholder will need to complete a Cardholder Dispute Form and forward a copy to the vendor and the Purchasing Department in Fiscal Services.
3. If an unauthorized transaction appears on your statement contact Customer Service at 1-800-316-6056.
4. If there is a product quality or service issue the cardholder should contact the merchant to obtain an authorization for return and account credit.

**IX. Transferring to Another Department or Card Deactivation**

A. Cardholder Transfers to another Department:

1. Cardholder must notify the Purchasing Department in Fiscal Services via fax, memo or E-mail that the Cardholder will be transferring to another department. The notification must include approval from their new Department Director for use of the p-card.
2. Purchasing Department of Fiscal Services will make departmental changes to account information.

B. Termination of Cardholder:

1. Upon voluntary, or involuntary, termination of employment of a Cardholder, the Purchasing Card must be turned in to Human Resources or Department Director and forwarded to the Purchasing Department in Fiscal Services.
2. Human Resources must immediately notify the Purchasing Department in Fiscal Services that the Purchasing Card of the named Cardholder should be deactivated.
3. Human Resources will forward card to the Purchasing Department in Fiscal Services.
4. The Purchasing Department in Fiscal Services will immediately deactivate the Card.

C. Misuse of the Purchasing Card by the Cardholder:

1. A Department Head may request suspension or cancellation of the Purchasing Card at any time by notifying the Purchasing Department in Fiscal Services via fax, memo or e-mail.
2. Whenever a Purchasing Card is misused or the policies and procedures are violated, the Department Director will work with the Human Resources Department to determine appropriate disciplinary action. The Department Director will inform the Purchasing Department in Fiscal Services if the Purchasing Card should be deactivated.
3. The Purchasing Department in Fiscal Services may unilaterally suspend or cancel a Purchasing Card if:
  - a. The Purchasing Card policies and procedures are not followed.
  - b. If the Purchasing Card was not used for a long period of time.
  - c. If the Cardholder continually tries to exceed the allowable per purchase limit or the specified purchase frequency.

- d. If the cardholder fails to maintain the required back-up receipts and documents and/or fails to process statements at the designated time.
- e. If there is concern that the card has been compromised in any way.

**X. Reporting Lost or Stolen Cards**

- A. If a Purchasing Card is lost or stolen, the Cardholder must immediately inform the Purchasing Department in Fiscal Services. If the Purchasing Card is lost or stolen during **non-working** hours, the Cardholder must contact **1-800-316-6056**.
- B. The Purchasing Department in Fiscal Services will immediately deactivate the Purchasing Card.
- C. To receive a replacement Purchasing Card and the Cardholder must complete a new Cardholder Agreement.
- D. The Purchasing Department in Fiscal Services will produce a replacement Purchasing Card after the proper forms have been completed and returned.
- E. The Cardholder is responsible for review and reconciliation of the online Account Detail of the deactivated Purchasing Card, as well as, the online Account Detail for the new Purchasing Card.

**XI. Purchasing Card Security**

- A. Keep your Purchasing Card in an accessible, but secure location.
- B. Guard the Purchasing Card account number and password log-in carefully. Do not post it at your desk or write it in your day planner.
- C. The **only** person entitled to use the Purchasing Card is the person whose name appears on the face of the card. **Do not lend your Purchasing Card to another person for use.**

**XII. Key Contacts**

The following resources are available to answer any questions you may have, or to help solve problems that may arise:

- Purchasing Card Customer Service\* ..... 1-800-316-6056
- Purchasing Department in Fiscal Services(Program Administrators)\*.....616-738-4847
- Christine Miller, Purchasing Department of Fiscal Services.....616-738-4855
- Laura Deal, Department Technician.....616-738-4670

**\*Contact immediately if Purchasing Card is lost or stolen.**





# 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

## PURCHASING CARD CARDHOLDER AGREEMENT

I understand that I am authorized to use the Purchasing Card to purchase goods and services for the legitimate business benefit of the County of Ottawa. All purchases I make will be in accordance with the County of Ottawa Purchasing Card Program Procedures, Purchasing Card Policy, and the Purchasing Policies and Procedures established by the County (a copy of which has been provided to me) and my department for Purchasing Card use.

I will not use the Purchasing Card for personal use, nor will I permit another person to use the Purchasing Card issued exclusively in my name.

I will immediately notify the Fiscal Services Director if the purchasing card in my custody is lost or stolen.

I acknowledge the receipt of all applicable Ottawa County Policies including the County of Ottawa Travel Policy, and agree to abide by them.

I agree that my authorization to make such purchases shall automatically cease upon my separation from the County of Ottawa, upon my reassignment to another department within the County, or upon de-authorization by the Fiscal Services Director. In any of these events, I will return the card to the Fiscal Services Director.

I understand that violations of these requirements may result in revocation of my use privileges and/or disciplinary action, up to and including termination of employment. Employees who are found to have inappropriately used a Purchasing Card will be required to reimburse the County of Ottawa for all costs associated with such improper use, and may result in other discipline, up to and including termination. Unlawful use of a Purchasing Card by an employee could result in civil/criminal prosecution.

I acknowledge receipt of a Purchasing Card.

Name:

Purchasing Card Number: \_\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date



*UltraGraphic ID:*

**UGTA2095**

*Base Card ID:*

**00000F64923**

*UG Color:*

**Black**

*Last Modified Date:*

February 24, 2011 11:28 AM



## BEST PRACTICE

### Purchasing Card Programs (1998, 2003, and 2008) (TIM)

**Background.** The purpose of a purchasing card (also known as a procurement card) program is to provide an efficient, cost-effective method of purchasing and paying for small-dollar as well as high-volume purchases. This type of program is used as an alternative to the traditional purchasing process and can result in a significant reduction in the volume of purchase orders, invoices, and checks processed.

Purchasing cards can be used whenever a purchase order, check request, or petty cash would have been processed and with any vendor that accepts credit cards.

There are numerous benefits to a purchasing card program. Benefits to the cardholder include:

1. convenience of purchasing without a purchase order,
2. expedited delivery of goods,
3. better pricing on goods,
4. expanded list of merchants from whom purchases can be made, and
5. reduced paperwork.

Benefits to the government include:

1. simplified purchasing and payment process,
2. lower overall transaction processing costs per purchase,
3. increased management information on purchasing histories,
4. reduced paperwork,
5. decentralized procurement function,
6. the ability to set and control purchasing dollar limits,
7. the ability to control purchases to specific merchant categories, and
8. receipt of rebates from the bank based upon dollar volume of total purchases.

Benefits to the vendor include:

1. expedited payments,
2. reduced paperwork, and
3. lowered risk of nonpayment.

Purchasing cards may be issued in a designated individual's name and/or the government's name clearly indicated on the card as the buyer of goods and services. The purchasing card and any transactions made with the card may become a liability of the governmental entity. For this reason, it is important that governments be aware of the risks related to the use of purchasing cards and develop plans to address those risks.

Disadvantages of purchasing cards include:

1. the potential for duplicate payments to vendors (as payments are no longer recorded by individual vendor within the accounting system),
2. the perception in the public about issuing "credit cards" to employees may be negative, and
3. the potential for abuse despite the controls available with purchasing cards.

**Recommendation.** The Government Finance Officers Association (GFOA) recommends that governments explore the use of purchasing cards to improve the efficiency of their purchasing procedures. A competitive



process should be used to select a purchasing card provider. Consideration should be given to vendors who can provide automated approval and reconciliation software. This software should provide for the ability to integrate to the entity's accounting records. Purchasing card programs should be designed to be simple and easy to use; however, governments need to maintain appropriate controls, in accordance with their purchasing policy, to ensure the ongoing success of a purchasing card program. These controls should include:

1. written agreements with banks, which include fee schedules, processing procedures, and security requirements,
2. written policies and procedures for internal staff, including:
  - a. instructions on employee responsibility and written acknowledgments signed by the employee,
  - b. ongoing training of cardholders and supervisors,
  - c. spending and transaction limits for each cardholder both per transaction and on a monthly basis,
  - d. written requests for higher spending limits,
  - e. recordkeeping requirements, including review and approval processes,
  - f. clear guidelines on the appropriate uses of purchasing cards, including approved and unapproved Merchant Category Codes (MCC),
  - g. guidelines for making purchases by telephone and fax or over the Internet,
  - h. periodic audits for card activity and retention of sales receipts and documentation of purchases,
  - i. timely reconciliation by cardholders and supervisors,
  - j. procedures for handling disputes and unauthorized purchases,
  - k. procedures for card issuance and cancellation, lost or stolen cards, and employee termination, and
  - l. segregation of duties for payment approvals, accounting, and reconciliations.
3. systems to ensure compliance with IRS 1099 reporting regulations.

### **References**

- *An Elected Official's Guide to Procurement*, GFOA, 1995.
- *Banking Services: A Guide for Governments*, Nicholas Greifer, GFOA, 2004.

Approved by the GFOA's Executive Board, February 22, 2008.

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 3/15/2011

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** 20th Circuit Court Personnel Request to Create one (1) full-time (1.0 FTE) Felony Collections Clerk

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from the 20<sup>th</sup> Circuit Court/Trial Division to create one (1) full-time (1.0 FTE) Felony Collections Clerk (Group T, Paygrade 10) at a cost of \$51,264. Funding to come from the funds collected by this position (General Fund). Position to be sunsetted March 22, 2012, and reviewed at that time to determine if sufficient funds were collected to continue this position.

## SUMMARY OF REQUEST:

Currently, the court's one FTE Felony Collections Clerk oversees 850 active cases. There are currently 2788 open cases which financial obligations are owed to the Court. This position would be able to oversee additional cases and put a collections plan in place in those cases. We also would like to employ additional means of collection: Writs of Garnishment for State Income Tax Refunds and "mass" order to show cause dates which currently cannot be done due to the lack of employee capacity to do so.

## FINANCIAL INFORMATION:

Total Cost: \$51,264.00    General Fund Cost: \$51,264.00    Included in Budget:     Yes     No

If not included in budget, recommended funding source: Revenue generated from collections.

## 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:

Goal 1:

2: Implement processes and strategies to deal with operational budget deficits.

Goal 2:

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

Goal 3:

4: Continue initiatives to positively impact the community.

Goal 4:

2: Prioritize mandated and discretionary services.

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

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org  
Reason: I am approving this document  
Date: 2011.03.10 13:41:26 -0500

Committee/Governing/Advisory Board Approval Date:

## Proposal of August 23, 2010

Kelly Aylsworth to: Alan Vanderberg, Robert Spaman, Marie Waalkes

12/20/2010 05:33 PM

Hello - I am inquiring as to whether or not a decision has been made regarding my proposal of August 23, 2010 to hire one FTE Felony Collections Clerk in the Trial Division of the Circuit Court.

To date, the Circuit Court has collected \$880,879 for the calendar year 2010.

As previously stated in my request for hire (proposal attached), more than 850 active felony collections cases are currently monitored. There are over 2800 open cases in which financial obligations are owed to the Court. An additional Felony Collections Clerk will be able to address these 2800 cases and put collections plan in place.

In order to "break even" in hiring an FTE Felony Collections Clerk, felony collections would need to annually increase 7%. I remain confident that this goal can be met and far surpassed with an additional FTE working on these cases.

In my original proposal I mentioned that the Court would be assessing the mandatory 20% late fee in accordance with MCL 600.4803. Since the late fee assessment has been put into place in October, 2010, \$11,370 in late fees have been assessed. The collection of these fees is a task that an additional FTE would be charged with managing.

In addition, 100 Writs of Garnishment were filed on November 1, 2010 with the State of Michigan Treasury Department. Those people against whom the Writ was filed were given 14 days to file an objection and request a hearing to contest the issuance of the Writ. There were no objections filed. This is a process we wish to continue annually, expanding our Writ issuance to include many more defendants.

Please review the attached proposal. In these difficult economic times, I would not ask that you consider approving an FTE Felony Collections Clerk if I was not confident that the position will pay for itself within a short period of time. If you have any questions regarding Felony Collections, please do not hesitate to contact me.



1.0 FTE Proposal Felony Collections Clerk.doc

Kind Regards,  
Kelly

Kelly Aylsworth, Trial Court Director  
20th Circuit Court  
414 Washington Street, Ste. 300  
Grand Haven, MI 49417  
phone 616 846 8320  
fax 616 846 8179

"How wonderful it is that nobody need wait a single moment before starting to improve the world." - Anne Frank

Please print responsibly

**TO:** Al Vanderberg  
Robert Spaman  
**FROM:** Kelly Aylsworth  
**RE:** Request to Hire FTE Felony Collections Clerk  
**DATE:** August 23, 2010

**REQUEST:** The 20<sup>th</sup> Circuit Court proposes to hire and additional FTE Felony Collections Clerk to assist in the collection of fines, costs, and restitution as ordered by the Court.

**JUSTIFICATION:**

1. Why felony collections is important -

a) Fines & Costs

- Collection enforces sanctions
- Revenue to offset costs of operating the court

Distributed to:

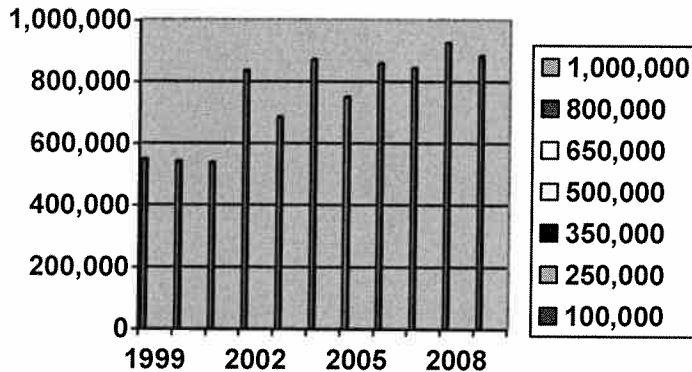
- State
- County
- Citizens

b) Restitution

- Restorative justice
- Important benefit to crime victims
- Restores public trust & confidence in the Court

## 2. HISTORY:

Below you will see that in 2002 the dollar amount collected on felony cases greatly increased over the previous three years. Our FTE Felony Collections Clerk was hired and began his employment with the Court January 1, 2002. The increase in felony collections is directly related to the implementation of a felony collections program and subsequent hire of a FTE Felony Collections Clerk in 2002.



## 3. PROJECTION:

- Cost & Benefit

Currently, the court's one FTE Felony Collections Clerk oversees 850 *active* cases. There are currently 2788 open cases where in which financial obligations are owed to the Court. An additional Felony Collections Clerk will be able to address the older cases and put collection plans in place.

The cost of an additional FTE Felony Collections Clerk is approximately \$55,000 in salary and benefits. The increase of less than 7% in collections would allow the County to "break even" regarding the cost of the new hire.

We are confident that an additional FTE Felony Collections Clerk will benefit Ottawa County financially.

As an aside, on August 30, 2010, the Circuit Court Trial Division will be assessing the 20% Late Fee Assessment in accordance with MCL 600.4803. The 20% late fee will be assessed to all fines & costs owing and not paid to the Court for more than 56 days. This fee will be deposited directly to the County's general fund.

The second collections process planned is to submit requests to the State of Michigan Treasury Department to intercept income tax refunds of those people who have outstanding financial obligations owed to the Court. This will be a huge annual undertaking and will require additional collections assistance.

I thank you for considering this proposal and I look forward to hearing from you. If you wish to have more information regarding felony collections, please contact me: ext. 8356.

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

Please Print Form and Return to the Fiscal Services Department

**POSITION TITLE:** Felony Collections Clerk

**FUND/DEPARTMENT NUMBER:** 1010 1310

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

**GENERAL INFORMATION:**

1. Bargaining Unit:

2. Proposed Pay Grade:

3. Briefly describe the functions of this position:

Under the direction of the Trial Court Director, this position enforces court orders requiring the payment of fines, fees, costs, restitution and other monetary assessments in felony criminal cases.

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

Please see the 8/23/10 proposal regarding this FTE position.

Currently, the court's one FTE Felony Collections Clerk oversees 850 active cases. There are currently 2788 open cases which financial obligations are owed to the Court. This position would be able to oversee additional cases and put collections plan in place in those cases. We also would like to employ additional means of collection: Writs of Garnishment for State Income Tax Refunds and "mass" order to show cause dates which currently cannot be done due to the lack of employee capacity to do so.

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

Goal #1 : To maintain and improve the strong financial position of the County - an additional FTE will allow for further collections implementation on current cases, those cases which are not actively pursued at this time and to employ new means of collection available to the courts.

Goal #2 : To maintain and enhance communication with citizens, employees and other stakeholders - approximately 1/2 of monies owed in felony cases is in the form of victim restitution. This money is sent directly to the victims of crimes in Ottawa County. This has a huge impact on the County's economic state.

Goal #3: To contribute to a healthy physical, economic and community environment - the collection of financial obligations owed to the Court and to crime victims will financially impact the economy of Ottawa County as well as the positive impact on the community by inspiring and maintaining public trust in the courts.

Goal #4: To continually improve the County's organization and services - the employment of an additional FTE Felony Collections Clerk will allow the County/Court to provide more comprehensive service to the public, specifically crime victims, while holding those convicted of crimes in Ottawa County accountable by enforcing the Court's Orders.

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

Felony collections is a mandated function of the court.

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

Since 2002 the dollar amount collected by the one FTE Felony Collections Clerk has increased from under \$500,000 to over \$950,000. Added assistance in this department will allow for further collection of those cases which are neglected at this point in time due to limited resources.

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

**COST INFORMATION:**

ESTIMATED SALARY COST FOR THE BUDGET YEAR:

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

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

\$0.00
--------

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

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

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

County of Ottawa  
 Estimated Personnel Costs  
 Circuit Court

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
Felony Coll Clerk, C step	12	8810	1.0000	\$34,340	\$2,627	\$9,302	\$974	\$68	\$3,104	\$628	\$8	\$27	\$93	\$93	\$16,924	\$51,264
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		



# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 3/15/2011

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** Community Mental Health Personnel Request to Reclassify a full-time Program Supervisor to a full-time Program Coordinator

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request to reclassify the position of full-time (1.0 FTE) Program Coordinator (Unclassified, Paygrade 07) to full-time (1.0 FTE) Program Supervisor (Unclassified, Paygrade 08) at a cost of \$7190. Funding for this position to come from Medicaid funding.

## SUMMARY OF REQUEST:

As outlined in the CMHOC FY2011-2015 Strategic Plan, Children's Services is to be elevated to its own division within the agency with the goal of serving all CMH populations, which includes MI Children, DD Children, and Substance Dependence.

## FINANCIAL INFORMATION:

Total Cost: \$7,190.00

General Fund Cost: \$0.00

Included in Budget:

Yes

No

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

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated

Non-Mandated

New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal:

1: To Maintain and Improve the Strong Financial Position of the County.

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

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

Objective:

Goal 1:

1: Advocate on legislative issues to maintain and improve the financial position of the County.

Goal 3:

4: Continue initiatives to positively impact the community.

Goal 4:

1: Review and evaluate the organization, contracts, programs, and services for potential efficiencies. 2: Prioritize mandated and discretionary services. 4: Examine opportunities for service-delivery with local units of government.

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

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=vanderberg@mottaweb.org  
Reason: I am approving this document  
Date: 2011.03.10 13:44:07 -0500

Committee/Governing/Advisory Board Approval Date:

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

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

**POSITION TITLE:** Mental Health Program Supervisor - Children's Services

**FUND/DEPARTMENT NUMBER:** 2220 (4244 - 39.5%; 4245 - 60.5%)

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

**GENERAL INFORMATION:**

1. Bargaining Unit:

2. Proposed Pay Grade:

3. Briefly describe the functions of this position:  
The MH Program Supervisor - Children's Services will be responsible for overseeing, managing, and developing all mental health services to Children.
4. Describe the justification for this position (Provide supporting documentation if appropriate.)  
As outlined in the CMHOC FY2011-2015 Strategic Plan, Children's Services is to be elevated to its own division within the agency with the goal of serving all CMH populations, which includes MI Children, DD Children, and Substance Dependence.
5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.  
1: To Maintain and Improve the Strong Financial Position of the County. (Advocate on legislative issues to maintain and improve the financial position of the County.); 3: To Contribute to a Healthy Physical, Economic, & Community Environment. ( Continue initiatives to positively impact the community.) 4: To continually Improve the County's Organization and Services. (Review and evaluate the organization, contracts, programs, and services for potential efficiencies; Prioritize mandated and discretionary services; Examine opportunities for service-delivery with local units of government.
6. Will the job functions of this position be for mandated or discretionary functions of the department?  
Mandated
7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?  
CMHOC has developed a Children's Services Improving Practices Leadership Team (IPLT) charged with the development and monitoring of child-specific outcome measurements. This position will chair the Children's IPLT Committee and will be responsible for the implementation of child-specific outcome measurements.

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

**COST INFORMATION:**

ESTIMATED SALARY COST FOR THE BUDGET YEAR:

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

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

*Michael Brashears*

SIGNED:

DATE:

**BUDGET DATA:**

**CONTROL #:**

Fiscal Services Department Use Only

Fiscal Services Department Use Only

County of Ottawa  
Estimated Personnel Costs

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
MH Prog Coord - Uncl 07 C step	15	8810	1.0000	\$59,685	\$4,566	\$9,302	\$974	\$177	\$10,069	\$628	\$14	\$48	\$93	\$161	\$26,032	\$85,717
MH Prog Supr - Uncl 08 C step	15	8810	1.0000	\$65,429	\$5,005	\$9,302	\$974	\$194	\$11,038	\$628	\$15	\$52	\$93	\$177	\$27,478	\$92,907
Difference				\$3,744	\$439	\$0	\$0	\$17	\$969	\$0	\$1	\$4	\$0	\$16	\$1,446	\$7,190
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		



# County of Ottawa

## *Office of the Treasurer*

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

**Cheryl Clark**  
*Chief Deputy Treasurer*

**Steven Brower**  
*Deputy Treasurer*

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

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

Phone: (616) 994-4505  
1-800-764-4111, ext. 4505

Fax: (616) 994-4509

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

Report To: Ottawa County Finance & Administration Committee

From: Bradley Slagh

Date: March 7, 2011

Re: Financial month end update for February 2011

Attached are the graphs representing an overview of the status of the General Fund portfolio for the County as of February 28, 2011. As depicted in the graphs the asset distribution of the General Pooled Funds by percentage and maturity meet the requirements of the County's Investment Policy.

FDIC bank closures continue to be an issue but because of the regularity, they seem to be getting less press as of late. For the first 2 months of 2011, they have already shuttered 23 banks across the United States; only one of these was in Michigan and was located in Hamtramck. This continues a pace of Bank closures that is only slightly below that of 2010.

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

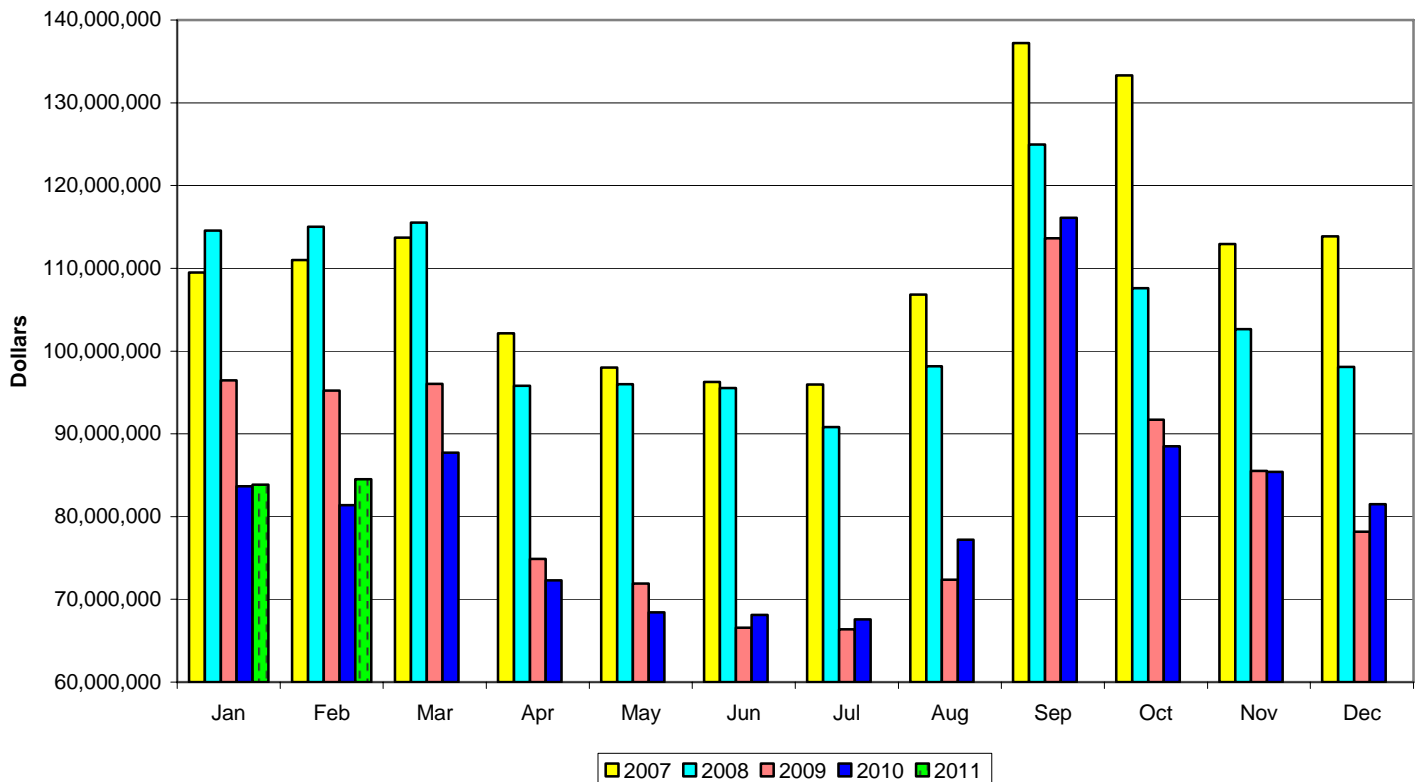
# Ottawa County General Pooled Funds

## Current Portfolio Size

February 28, 2011

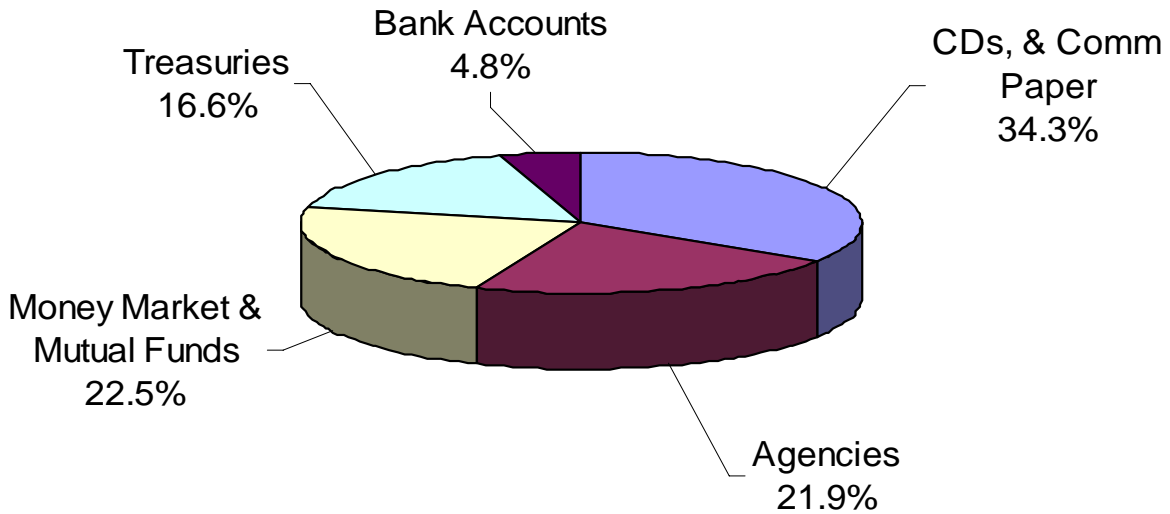
<i>CDs, &amp; Comm Paper</i>	\$29,030,098.76
<i>Agencies</i>	\$18,514,407.74
<i>Money Market &amp; Mutual Funds</i>	\$19,009,433.62
<i>Treasuries</i>	\$14,064,160.25
<i>Bank Accounts</i>	\$4,024,315.78
<b>Total</b>	<b>\$84,642,416.15</b>

### Historical Comparison By Month



# Ottawa County General Pooled Funds

## Diversification by Investment February 28, 2011



## Diversification By Maturity Date - February 28, 2011

