

**Agenda**  
**Finance and Administration Committee**  
**West Olive Administration Building**  
**12220 Fillmore, West Olive, MI 49460**  
**Tuesday, May 17, 2011**  
**9:30 a.m.**

**Consent Items:**

1. Approval of the Agenda
2. Approval of Minutes from the May 10, 2011 Meeting.

**Action Items:**

3. Circuit Court/Juvenile Services Personnel Request for a Contractual Treatment Specialist  
Suggested Motion  
To approve and forward to the Board of Commissioners a request from the Circuit Court/Juvenile Services for a .5 FTE Treatment Specialist Position through Outside Temporary Services (contractual, unbenefitted) at a cost of \$17,600. Position funded from a Grant through 9/30/2011.
4. 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 April 2011.
5. Statement of Review for April  
Suggested Motion:  
To approve the Statement of Review for the month of April, 2011.
6. Tax Allocation Recommendation  
Suggested Motion:  
To approve and forward to the Board of Commissioners the recommendation that the Ottawa County millage allocation remains at 4.440 mills.
7. Resolution to Approve the 2011 Millage Rate for Ottawa County  
Suggested Motion:  
To approve and forward to the Board of Commissioners the resolution to approve the 2011 Millage Rate for Ottawa County of 3.6 mills.
8. Resolution to Approve the 2011 Millage Rate for E-911  
Suggested Motion:  
To approve and forward to the Board of Commissioners the resolution to approve the 2011 Millage Rate for E-911 of .4400 mills.
9. Resolution to Approve the 2011 Millage Rate for Parks  
Suggested Motion:  
To approve and forward to the Board of Commissioners the resolution to approve the 2011 Millage Rate for Parks of .3165 mills.

10. Establish a New Financing Tool to Facilitate a Move from a Defined Benefit (DB) Plan to a Defined Contribution (DC) Plan for New Employees

Suggested Motion:

To approve and forward to the Board of Commissioners establishment of a new financing tool for the transfer of new hires from the current MERS Defined Benefit Plan to a MERS Defined Contribution Plan and to seed the new financing tool with a transfer from the Health Insurance Fund in the amount of \$400,000.

11. Community Mental Health Personnel Request to Create Two (2) Mental Health Nurses

Suggested Motion:

To approve and forward to the Board of Commissioners the request from Community Mental Health to create two (2) FTE's Mental Health Nurses (Group T Paygrade 13, C Step) at a cost of \$127,100.00. Funding to come from Medicaid Funds.

12. Purchase of Military Service Credits Policy

Suggested Motion:

To approve and forward to the Board of Commissioners the Purchase of Military Service Credits Policy (HR -16) for review and comment.

#### **Discussion Items:**

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

#### **Adjournment**

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

**Addition to Agenda**  
**Finance and Administration Committee**  
**West Olive Administration Building**  
**12220 Fillmore, West Olive, MI 49460**  
**Tuesday, May 17, 2011**  
**9:30 a.m.**

**Action Items:**

14. Public Health Department Personnel Request to Increase a .75 FTE to a .8 FTE Environmental Health Specialist  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request from the Public Health Department to increase (1) .75 FTE Environmental Health Specialist (Group T, Paygrade 14) to a .8 FTE Environmental Health Specialist, at a cost of \$21,389.00. Funding to come from a grant through the Michigan Department of Environmental Quality. Position to sunset September 2012.

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

**FINANCE AND ADMINISTRATION COMMITTEE**

**Proposed Minutes**

DATE: May 10, 2011

TIME: 1:00 p.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Alan Vanderberg, Administrator; Keith VanBeek, Assistant Administrator; Sherri Sayles, Deputy Clerk; Daniel Krueger, County Clerk; Mark Knudsen, Planning & Performance Measures Director; Greg Rappleye, Corporate Counsel; Robert Spaman, Fiscal Services Director; Bradley Slagh, Treasurer; Philip Kuyers, Commissioner; John Scholtz, Parks & Recreation Director; Stu Visser, Commissioner; Dan Oegema

SUBJECT: CONSENT ITEMS

FC 11-056 Motion: To approve the agenda of today as presented and to approve the minutes of the April 19, 2011, meeting as presented.  
Moved by: Rycenga UNANIMOUS

SUBJECT: BROWNSFIELD PLAN AMENDMENT FROM CEDAR CREST DAIRY

FC 11-057 Motion: To approve and forward to the Board of Commissioners the Resolution to support the Brownsfield Plan Amendment from Cedar Crest Dairy (R Becker Properties, LLC) contingent upon the approval of the Hudsonville City Commission.  
Moved by: Rycenga MOTION PASSED

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

SUBJECT: ADJOURNMENT

The meeting adjourned at 1:14 p.m.

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/17/2011

**Requesting Department:** Circuit Court/Juvenile Services

**Submitted By:** Marie Waalkes

**Agenda Item:** Circuit Court/Juvenile Services Personnel Request for a Contractual Treatment Specialist

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners a request from the Circuit Court/Juvenile Services for a .5 FTE Treatment Specialist Position through Outside Temporary Services (contractual, unbenefitted) at a cost of \$17,600. Position funded from a Grant through 9/30/2011.

## SUMMARY OF REQUEST:

The Lighthouse Program currently has only one therapist. This program is a residential, female-specific program to address the individual needs of adolescent female offenders. This program also generates revenue for the County through referrals from outside counties. This position is providing an additional treatment specialist to supplement the current level of therapy in the Lighthouse Program. This position is funded through grant dollars, and is sunsetted September 30, 2011.

## FINANCIAL INFORMATION:

Total Cost: \$17,600.00    General Fund Cost: \$0.00    Included in Budget:     Yes     No

If not included in budget, recommended funding source: Grant Funded

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated     Non-Mandated     New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal:

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

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

Objective:

Goal 3:

4: To continue initiatives to positively impact the community.

Goal 4:

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

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

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=vanderberg@miotawa.org  
Reason: I am approving this document  
Date: 2011.05.12 13:10:33 -0400

Committee/Governing/Advisory Board Approval Date:

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

**POSITION TITLE:** Treatment Specialist

**FUND/DEPARTMENT NUMBER:** 2920-6623

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

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

**GENERAL INFORMATION:**

- Description of help being requested:  
Additional treatment specialist to supplement current level of therapy in the Lighthouse Program.
- Briefly explain why the help is being requested and the specific effect on your performance measures and outcomes:  
Currently there is only one program therapist, thus leaving the program vulnerable during leaves of that person.
- Estimated duration that help is needed:  
September 30, 2011
- What is the projected duration of the need for this position?  
Need will be determined during the next fiscal year and will be considered based on available grant dollars.
- How will progress to meet or eliminate the need for the position be measured?  
Based on work load, client needs and numbers within the Lighthouse Program

**COST INFORMATION:**

ESTIMATED SALARY COST FOR THE BUDGET YEAR: \$17,600.00 \*

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$0.00

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

SIGNED: *Sandi Tuttle*

DATE: 5/5/11

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

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

\* \$10,000 from Title 1-D  
 \$ 7,600 from 2920-6623

RECEIVED  
 FISCAL SERVICES  
 DEPARTMENT  
 2011 MAY 6 AM 8 35

## OTTAWA COUNTY

**TITLE:** TREATMENT SPECIALIST SERVICES

**EMPLOYEE GROUP:** JUVENILE

**DEPARTMENT:** JUVENILE SERVICES

**GRADE:** J09

**DATE:** 12/31/2008

### **JOB SUMMARY:**

On contract for temporary, part-time services, under the supervision of the Detention Superintendent and Treatment Programs Supervisor, provides individual, family, and group therapy for female juvenile offenders and their families as part of a coordinated treatment program designed to prevent further escalation of juveniles in the juvenile justice system. Assesses juveniles and their families and develops individualized treatment plans and goals. Provides therapy in individual and group sessions, and facilitates psycho-educational and support groups. Provides clinical services to assigned juveniles in the context of a larger treatment team representing all segments of the juvenile justice process. May be assigned to treatment of female offenders residing in the Juvenile Detention Center or others as directed.

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

1. Identify and implement strategies to effect improvements in individual, family, psychological and social functioning within the structure of the juvenile justice system.
2. Provides intensive therapy to juvenile offenders and their families in individual, group, and family sessions.
3. Administers assessment instruments to diagnose psychological, emotional, behavioral, cognitive and other problems; establish goals for juveniles and their families, and develop treatment plans.
4. Employs a range of clinical treatment therapies, including cognitive-behavioral, affective therapeutic and experiential interventions as appropriate to diagnoses and needs.
5. Refers juveniles requiring treatment beyond the scope of Court programs to outside clinicians and treatment services.
6. Provides crisis intervention services for juveniles and their families, assisting families to de-escalate conflict situations.
7. Maintains clinical case files and case notes for proper documentation of juvenile assessments, diagnoses, progress and treatment services delivered.
8. Administers interim assessment instruments to measure changes in client behavior and psychological, social and emotional functioning; evaluate client progress in achieving treatment goals; and recommend changes in treatment plans and strategies as needed.
9. Participates in treatment teams and assessment of individual and group progress in achieving treatment goals.

10. Develops placement recommendations to the Court for individual offenders, including foster care and other out-of-home community placements, as well as placement in in-patient and residential treatment facilities.
11. Supervises experiential treatment exercises to teach pro-social and teamwork skills and develop improved self-esteem.
12. Develops and delivers curricula in anger management, impulse control, parenting skills, conflict resolution, interpersonal communications and life skills.
13. Establishes and maintains working relationships with a broad range of public and private community resources for treatment and post-treatment community integration of juveniles.
14. Performs other functions as required.

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

1. Juvenile offenders.
2. Caseworkers, Court administration and judges.
3. Ottawa County Health Department.
4. Community Mental Health.
5. Juvenile Detention Center staff.
6. Contractual case managers.
7. Parents, guardians, siblings and other members of clients' families.
8. Medical and mental health practitioners.
9. Teachers and school administrators.
10. Law enforcement officers and surveillance officers.
11. Drug Court staff.
12. Civic, business, faith-based and other community groups.
13. Michigan Works!
14. Department of Human Services.

**REQUIRED KNOWLEDGE AND SKILLS:**

1. Thorough working knowledge of developmental, abnormal and behavioral psychology and behavior modification principles and practices.
2. Thorough working knowledge of the principles and practices of child and youth guidance



and counseling.

3. Thorough working knowledge of female-specific issues.
4. Ability to testify in court on behalf of client, as needed
5. Thorough working knowledge of youth intervention and treatment programs.
6. Working knowledge of the Michigan Court Rules, Michigan, Juvenile Code and the Michigan Judicial Institute's Delinquency Bench Book, as appropriate.
7. Thorough working knowledge of principles and practices of cognitive, behavioral, affective, and other treatment modalities.
8. Thorough working knowledge of substance abuse prevention programs and principles, and drug and alcohol testing protocols.
9. Thorough working knowledge of family and peer group dynamics and other sociological factors influencing juvenile and adolescent behavior.
10. Knowledge of public and private community resources available to juveniles.
11. Computer literacy and familiarity with word-processing, spreadsheet, database management and other applications software.
12. Thorough interpersonal and human relations skills.
13. Proficient oral and written communication skills.
14. Ability to gain the respect, confidence and cooperation of youth, and to interact with youth with problems in a positive, patient and caring manner while maintaining appropriate discipline and structure.
15. Ability to interact positively and professionally with at-risk youth from widely diverse cultural and socioeconomic backgrounds and with varying levels of social and interpersonal communications skills.

**NOTE:** Employees/contractors must be able to pass a stringent background investigation.

**REQUIRED EDUCATION, TRAINING AND EXPERIENCE:**

Master's degree in social work, psychology, sociology or a related field combined with one (1) year of progressively responsible experience in providing treatment services to at-risk youth, or an equivalent combination of education, training and experience.

**LICENSES AND CERTIFICATIONS:**

1. Required to possess and maintain State of Michigan license as Limited License or Temporary Limited License Psychologist, Fully Licensed Psychologist, Licensed Social Worker, or Licensed Professional counselor.

2. Valid State of Michigan Driver's License.

**PHYSICAL REQUIREMENTS:**

1. Must possess sufficient visual acuity, with or without corrective lenses, to visually monitor facility residents in all activities.
2. Must possess sufficient auditory acuity, with or without audio-logical appliances, to monitor residents in all activities.
3. Must have the ability to detect smoke, fire and contraband in the facility.
4. Must have sufficient mobility, with or without assistive devices, to supervise and observe residents participating in activities in all areas of the facility.
5. Must possess sufficient strength and mobility to subdue and restrain residents with the assistance of staff when necessary.

**WORKING CONDITIONS:**

May be exposed to risk of physical violence while working in the Detention Center.

May be exposed to bloodborne pathogens if required to conduct a drug or alcohol screening test.

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/17/2011

**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 April 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, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org  
Reason: I am approving this document  
Date: 2011.05.12 13:36:54 -0400

Committee/Governing/Advisory Board Approval Date: Pick from list

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 4/01/2011 Thru 4/30/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>EST 2011 B DGT LSK CTR</u>							
BA 133	4/19/2011	1010	1370		6080.0000	Departmental Services	4,000.00-
BA 133	4/19/2011	1010	1370		6710.0000	Other Revenue	64,423.00-
BA 133	4/19/2011	1010	1370		7040.0000	Salaries - Regular	25,897.00
BA 133	4/19/2011	1010	1370		7050.0000	Salaries - Temporary	10,000.00
BA 133	4/19/2011	1010	1370		7150.0000	Social Security	2,746.00
BA 133	4/19/2011	1010	1370		7160.0000	Hospitalization	7,442.00
BA 133	4/19/2011	1010	1370		7160.0020	OPEB - Health Care	780.00
BA 133	4/19/2011	1010	1370		7170.0000	Life Insurance	77.00
BA 133	4/19/2011	1010	1370		7180.0000	Retirement & Sick Leave	4,076.00
BA 133	4/19/2011	1010	1370		7190.0000	Dental Insurance	502.00
BA 133	4/19/2011	1010	1370		7200.0000	Worker's Compensation	16.00
BA 133	4/19/2011	1010	1370		7220.0000	Unemployment	30.00
BA 133	4/19/2011	1010	1370		7230.0000	Optical Insurance	74.00
BA 133	4/19/2011	1010	1370		7240.0000	Disability Insurance	70.00
BA 133	4/19/2011	1010	1370		7270.0000	Office Supplies	2,000.00
BA 133	4/19/2011	1010	1370		7280.0000	Printing & Binding	2,000.00
BA 133	4/19/2011	1010	1370		7390.0000	Operational Supplies	5,013.00
BA 133	4/19/2011	1010	1370		8080.0000	Service Contracts	200.00
BA 133	4/19/2011	1010	1370		8500.0000	Telephone	500.00
BA 133	4/19/2011	1010	1370		8600.0000	Travel - Mileage	3,000.00
BA 133	4/19/2011	1010	1370		8600.0020	Mileage-Non County Employ	3,000.00
BA 133	4/19/2011	1010	1370		9010.0000	Advertising	1,000.00
<u>RE-DISTRIBUTE BUDGET</u>							
BA 184	4/19/2011	2210	6010		5170.0220	Medicaid-Outreach	100.00-
BA 184	4/19/2011	2210	6012		5170.0220	Medicaid-Outreach	100.00-
BA 184	4/19/2011	2210	6031		5170.0220	Medicaid-Outreach	4,800.00-
BA 184	4/19/2011	2210	6041		5170.0220	Medicaid-Outreach	38,000.00-
BA 184	4/19/2011	2210	6042		5170.0220	Medicaid-Outreach	600.00-
BA 184	4/19/2011	2210	6044		5170.0220	Medicaid-Outreach	50.00-
BA 184	4/19/2011	2210	6045		5170.0220	Medicaid-Outreach	3,300.00-
BA 184	4/19/2011	2210	6050		5170.0220	Medicaid-Outreach	100.00-
BA 184	4/19/2011	2210	6053		5170.0220	Medicaid-Outreach	17,320.00-
BA 184	4/19/2011	2210	6055		5170.0220	Medicaid-Outreach	10.00-
BA 184	4/19/2011	2210	6058		5170.0000	Medicaid	65,000.00
BA 184	4/19/2011	2210	6059		5170.0220	Medicaid-Outreach	10.00-
BA 184	4/19/2011	2210	6310		5170.0220	Medicaid-Outreach	600.00-
BA 184	4/19/2011	2210	6311		5170.0220	Medicaid-Outreach	10.00-
<u>EST B DGT FOR IN-KIND</u>							
BA 185	4/19/2011	2800	7480		5010.0000	Federal Grants-Commoditie	172,227.00-

Date 5/09/11  
Time 13:17:14

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 4/01/2011 Thru 4/30/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>EST BDGT FOR IN-KIND</u>							
BA 185	4/19/2011	2800	7480		7640.0000	Program Activity Expense	172,227.00
BA 185	4/19/2011	2800	7480		7640.0000	Program Activity Expense	97,182.00
BA 185	4/19/2011	2800	7482		5010.0000	Federal Grants-Commoditie	97,182.00-
<u>ESTABLISH 2011 BUDGET</u>							
BA 193	4/13/2011	1010	1373		5410.0040	State of MI - Judicial	25,500.00-
BA 193	4/13/2011	1010	1373		7280.0000	Printing & Binding	300.00
BA 193	4/13/2011	1010	1373		7390.0000	Operational Supplies	1,200.00
BA 193	4/13/2011	1010	1373		8080.0000	Service Contracts	20,500.00
BA 193	4/13/2011	1010	1373		8600.0000	Travel - Mileage	1,800.00
BA 193	4/13/2011	1010	1373		8610.0000	Conferences & Othr Travel	4,700.00
<u>REV RCVD FROM STATE</u>							
BA 198	4/13/2011	2210	6059		6070.0020	Medical Record Fees	15.00-
BA 198	4/13/2011	2210	6059		7270.0000	Office Supplies	15.00
<u>PUR OF BS&amp;A SOFTWARE</u>							
BA 203	4/13/2011	2560	2360		9770.0020	Software	7,000.00
<u>TO ADJ BDG FOR ADDL \$</u>							
BA 206	4/13/2011	2743	7431	0022	5610.0000	State Of Mich - Welfare	7,986.00-
BA 206	4/13/2011	2743	7431	0022	7040.0000	Salaries - Regular	261.00
BA 206	4/13/2011	2743	7431	0022	8080.0000	Service Contracts	7,725.00
<u>DECREASE TO STATE REV</u>							
BA 208	4/19/2011	2743	7455		5610.0000	State Of Mich - Welfare	7,916.00
BA 208	4/19/2011	2743	7455	2320	7040.0000	Salaries - Regular	5,000.00-
BA 208	4/19/2011	2743	7455	2320	7160.0000	Hospitalization	2,916.00-
<u>REFLECT REMAIN FD BAL</u>							
BA 209	4/13/2011	2855	2530		9990.1010	General Fund	1,759.00-
<u>ADJ BSD ON ADDL RECVD</u>							
BA 210	4/13/2011	2870	7470		6750.0010	Donations	10,000.00-
BA 210	4/13/2011	2870	7473		8430.0000	Client Assistance Pymts	10,000.00

Date 5/09/11  
Time 13:17:14

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 4/01/2011 Thru 4/30/2011

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Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ESTABLISH BUDGET FOR</u>							
<u>ESTABLISH BUDGET FOR</u>							
BA 212	4/19/2011	2210	6022		5550.0000	State Of MI - Health	83,656.00-
BA 212	4/19/2011	2210	6022		7040.0000	Salaries - Regular	39,451.00
BA 212	4/19/2011	2210	6022		7150.0000	Social Security	3,018.00
BA 212	4/19/2011	2210	6022		7160.0000	Hospitalization	7,223.00
BA 212	4/19/2011	2210	6022		7160.0020	OPEB - Health Care	773.00
BA 212	4/19/2011	2210	6022		7170.0000	Life Insurance	78.00
BA 212	4/19/2011	2210	6022		7180.0000	Retirement & Sick Leave	3,884.00
BA 212	4/19/2011	2210	6022		7190.0000	Dental Insurance	524.00
BA 212	4/19/2011	2210	6022		7200.0000	Worker'S Compensation	64.00
BA 212	4/19/2011	2210	6022		7220.0000	Unemployment	32.00
BA 212	4/19/2011	2210	6022		7230.0000	Optical Insurance	78.00
BA 212	4/19/2011	2210	6022		7240.0000	Disability Insurance	107.00
BA 212	4/19/2011	2210	6022		7390.0000	Operational Supplies	6,712.00
BA 212	4/19/2011	2210	6022		8370.0000	Laboratory Services	12,658.00
BA 212	4/19/2011	2210	6022		8600.0000	Travel - Mileage	2,474.00
BA 212	4/19/2011	2210	6022		8610.0000	Conferences & Othr Travel	1,580.00
BA 212	4/19/2011	2210	6022		9800.0000	Office Furniture & Equip.	5,000.00
<u>CVR_CNTRCTL_EMPL_JSTC</u>							
BA 213	4/19/2011	6360	2580		7040.0000	Salaries - Regular	53,598.00-
BA 213	4/19/2011	6360	2580		7150.0000	Social Security	4,101.00-
BA 213	4/19/2011	6360	2580		7160.0000	Hospitalization	5,814.00-
BA 213	4/19/2011	6360	2580		7160.0020	OPEB - Health Care	609.00-
BA 213	4/19/2011	6360	2580		7170.0000	Life Insurance	159.00-
BA 213	4/19/2011	6360	2580		7180.0000	Retirement & Sick Leave	8,436.00-
BA 213	4/19/2011	6360	2580		7190.0000	Dental Insurance	393.00-
BA 213	4/19/2011	6360	2580		7220.0000	Unemployment	188.00-
BA 213	4/19/2011	6360	2580		7240.0000	Disability Insurance	142.00-
BA 213	4/19/2011	6360	2580		8010.0000	Consultants	73,4#0.00
<u>BLDG_CONSULTING_SYCS</u>							
BA 214	4/19/2011	1010	2654		8010.0000	Consultants	2,000.00
<u>PUBLIC_HEARING_NOTICES</u>							
BA 215	4/19/2011	1010	2750		6760.0000	Reimbursements	4,500.00-
BA 215	4/19/2011	1010	2750		7300.0000	Postage	4,500.00
<u>RFLCT_FNL_BAL_IN_RSRF</u>							

Date 5/09/11  
Time 13:17:14

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 4/01/2011 Thru 4/30/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>RFLCT FNL BAL IN RSRF</u>							
BA 218	4/19/2011	1010	9300		6990.2855	Oper Trans In-Rev Sharing	1,758.00
<u>ADJ BSD_ON CUR FUNDNG</u>							
BA 219	4/19/2011	2210	6013		6710.0000	Other Revenue	5,812.00-
BA 219	4/19/2011	2210	6013		7270.0000	Office Supplies	600.00
BA 219	4/19/2011	2210	6013		7280.0000	Printing & Binding	128.00
BA 219	4/19/2011	2210	6013		7300.0000	Postage	50.00-
BA 219	4/19/2011	2210	6013		7390.0000	Operational Supplies	2,100.00
BA 219	4/19/2011	2210	6013		8080.0000	Service Contracts	50.00
BA 219	4/19/2011	2210	6013		8600.0000	Travel - Mileage	162.00
BA 219	4/19/2011	2210	6013		8610.0000	Conferences & Other Travel	2,300.00
BA 219	4/19/2011	2210	6013		9010.0000	Advertising	520.00
BA 219	4/19/2011	2210	6013		9400.0000	Equipment Rental	2.00
<u>INCREASE BDGT TO ACTL</u>							
BA 224	4/19/2011	2609	3090		5050.0000	Fed. Grants-Public Safety	887.00-
BA 224	4/19/2011	2609	3090		7390.0000	Operational Supplies	887.00
<u>RLLOVR BDG FOR FY2011</u>							
BA 225	4/19/2011	2609	3090	0006	5050.0000	Fed. Grants-Public Safety	623.00-
BA 225	4/19/2011	2609	3090	0006	7390.0000	Operational Supplies	623.00
<u>FY_2011_ACTUAL_BUDGET</u>							
BA 226	4/19/2011	2609	3117		5050.0000	Fed. Grants-Public Safety	34,906.00-
BA 226	4/19/2011	2609	3117		7090.0000	Overtime	8,878.00
BA 226	4/19/2011	2609	3117		7150.0000	Social Security	683.00
BA 226	4/19/2011	2609	3117		7180.0000	Retirement & Sick Leave	1,310.00
BA 226	4/19/2011	2609	3117		7200.0000	Worker'S Compensation	23.00
BA 226	4/19/2011	2609	3117		7220.0000	Unemployment	42.00
BA 226	4/19/2011	2609	3117		8080.0000	Service Contracts	23,970.00
<u>ADJ_OWL/HVE_BDG_SPLIT</u>							
BA 227	4/19/2011	2609	3091		5050.0000	Fed. Grants-Public Safety	18,075.00-
BA 227	4/19/2011	2609	3091		7090.0000	Overtime	14,640.00
BA 227	4/19/2011	2609	3091		7150.0000	Social Security	1,120.00
BA 227	4/19/2011	2609	3091		7180.0000	Retirement & Sick Leave	2,226.00
BA 227	4/19/2011	2609	3091		7200.0000	Worker'S Compensation	37.00
BA 227	4/19/2011	2609	3091		7220.0000	Unemployment	52.00

Date 5/09/11  
Time 13:17:14

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 4/01/2011 Thru 4/30/2011

Adjustment Number	G/L Date	Fund	DEPT	Sub DEPT	Account Number	Account Name	Adjustment Amount
<u>ADJ OWI/HVE BDG SPLIT</u>							
BA 227	4/19/2011	2609	3140		5050.0000	Fed. Grants-Public Safety	3,925.00
BA 227	4/19/2011	2609	3140		7090.0000	Overtime	3,080.00
BA 227	4/19/2011	2609	3140		7150.0000	Social Security	229.00
BA 227	4/19/2011	2609	3140		7180.0000	Retirement & Sick Leave	644.00
BA 227	4/19/2011	2609	3140		7200.0000	Worker'S Compensation	8.00
BA 227	4/19/2011	2609	3140		7220.0000	Unemployment	36.00
<u>ADJ BDG TO STATE REV</u>							
BA 236	4/19/2011	2744	7296		5610.0000	State Of Mich - Welfare	12,891.00
BA 236	4/19/2011	2744	7296		8430.0000	Client Assistance Pymts	12,891.00
<u>INC GF/SP PER STATE</u>							
BA 237	4/19/2011	2748	7431	0003	5610.0100	Most-Allegan DSS Revenue	39,284.00
BA 237	4/19/2011	2748	7431	0003	8080.0000	Service Contracts	4,725.00
BA 237	4/19/2011	2748	7433	0007	8440.0050	Administration-Sub Agents	34,559.00
<u>ADJ BUDGET TO CONTRACT</u>							
BA 242	4/26/2011	2170	1372		5410.0040	State of MI - Judicial	42,463.00
BA 242	4/26/2011	2170	1372		7040.0000	Salaries - Regular	15,326.00
BA 242	4/26/2011	2170	1372		7160.0000	Hospitalization	8,051.00
BA 242	4/26/2011	2170	1372		7390.0000	Operational Supplies	10,075.00
BA 242	4/26/2011	2170	1372		8080.0000	Service Contracts	8,500.00
BA 242	4/26/2011	2170	1372		8600.0000	Travel - Mileage	164.00
BA 242	4/26/2011	2170	1372		8610.0000	Conferences & Othr Travel	675.00
<u>ADJUST GRANTS - PH PR</u>							
BA 244	4/26/2011	2210	6011		7040.0000	Salaries - Regular	11,880.00
BA 244	4/26/2011	2210	6011		7050.0000	Salaries - Temporary	1,105.00
BA 244	4/26/2011	2210	6011		7150.0000	Social Security	961.00
BA 244	4/26/2011	2210	6011		7160.0000	Hospitalization	376.00
BA 244	4/26/2011	2210	6011		7160.0020	OPEB - Health Care	128.00
BA 244	4/26/2011	2210	6011		7170.0000	Life Insurance	50.00
BA 244	4/26/2011	2210	6011		7180.0000	Retirement & Sick Leave	1,169.00
BA 244	4/26/2011	2210	6011		7180.0010	457 Plan Contribution	45.00
BA 244	4/26/2011	2210	6011		7190.0000	Dental Insurance	82.00
BA 244	4/26/2011	2210	6011		7200.0000	Worker'S Compensation	12.00
BA 244	4/26/2011	2210	6011		7220.0000	Unemployment	50.00
BA 244	4/26/2011	2210	6011		7230.0000	Optical Insurance	48.00
BA 244	4/26/2011	2210	6011		7240.0000	Disability Insurance	115.00



Date 5/09/11  
Time 13:17:14

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 4/01/2011 Thru 4/30/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<b>ADJUST GRANTS - PH PR</b>							
BA 244	4/26/2011	2210	6011		7270.0000	Office Supplies	2.00
BA 244	4/26/2011	2210	6011		7390.0000	Operational Supplies	12,014.00
BA 244	4/26/2011	2210	6011		8080.0000	Service Contracts	234.00-
BA 244	4/26/2011	2210	6011		8210.0000	Contractual - Other	416.00-
BA 244	4/26/2011	2210	6011		8500.0000	Telephone	310.00-
BA 244	4/26/2011	2210	6011		8600.0000	Travel - Mileage	504.00-
BA 244	4/26/2011	2210	6011		8610.0000	Conferences & Othr Travel	1,620.00
BA 244	4/26/2011	2210	6013		5550.0000	State Of MI - Health	6,888.00
BA 244	4/26/2011	2210	6013		6710.0000	Other Revenue	1,816.00-
BA 244	4/26/2011	2210	6013		7040.0000	Salaries - Regular	4,477.00-
BA 244	4/26/2011	2210	6013		7150.0000	Social Security	389.00-
BA 244	4/26/2011	2210	6013		7160.0000	Hospitalization	1,615.00-
BA 244	4/26/2011	2210	6013		7160.0020	OPEB - Health Care	88.00-
BA 244	4/26/2011	2210	6013		7170.0000	Life Insurance	11.00-
BA 244	4/26/2011	2210	6013		7180.0000	Retirement & Sick Leave	410.00-
BA 244	4/26/2011	2210	6013		7190.0000	Dental Insurance	72.00-
BA 244	4/26/2011	2210	6013		7200.0000	Worker'S Compensation	1.00-
BA 244	4/26/2011	2210	6013		7220.0000	Unemployment	23.00-
BA 244	4/26/2011	2210	6013		7230.0000	Optical Insurance	19.00-
BA 244	4/26/2011	2210	6013		7240.0000	Disability Insurance	24.00-

**EST BDG W/REMAIN FDS**

BA 250	4/26/2011	2920	6625		5290.0000	Federal Grants-Other	41,448.00-
BA 250	4/26/2011	2920	6625		8080.0000	Service Contracts	41,448.00-

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/17/2011

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

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

## SUGGESTED MOTION:

To approve the Statement of Review for the month of April 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, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org  
Reason: I am the author of this document  
Date: 2011.05.12 13:38:16 -0400

Committee/Governing/Advisory Board Approval Date:

STATEMENT OF REVIEW FOR THE MONTH OF: April

Baumann ✓

DeJong ✓

Disselkoen ✓

Holtrop ✓

Holtvluwer ✓

Karsten ✓

Kuyers ✓

Ruiter ✓

Rycenga ✓

Swartout ✓

Visser ✓

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

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

Date	Time	Purpose	Mileage	Per Diem
04/12/2011	01:30 PM - 04:00 PM	Board of Commissioners Meeting	26.0	\$40.00
-	04:02 PM - 04:16 PM	Board of Commissioners Work Session	.0	-
04/14/2011	05:30 PM - 06:30 PM	Re-Apportionment Committee meeting - mileage only	26.0	-
04/19/2011	09:30 AM - 11:00 AM	Finance & Administration Committee	26.0	\$40.00
04/21/2011	05:30 PM - 06:30 PM	Re-Apportionment Committee meeting - mileage only	26.0	-
04/25/2011	12:00 PM - 01:45 PM	Macatawa Area Coordinating Council Policy Board	22.0	\$40.00
-	07:00 PM - 08:15 PM	Ottawa County Planning Commission	26.0	\$30.00
04/26/2011	01:15 PM - 01:30 PM	Human Resources Committee	26.0	\$40.00
-	01:30 PM - 03:00 PM	Board of Commissioners Meeting	.0	-
-	03:15 PM - 04:00 PM	Board of Commissioners Work Session	.0	-
-	-	-	-	-
<b>Total Per Diem:</b>				\$190.00
<b>Total Mileage:</b>			178.0	\$90.78
<b>Total Voucher:</b>				\$280.78

05/09/2011

Revision History

Created by Joseph Baumann on 04/16/2011 12:17:19 AM  
Modified by Joseph Baumann on 04/25/2011 10:29:46 PM  
Modified by Joseph Baumann on 04/26/2011 10:26:58 PM  
Modified by Joseph Baumann on 04/26/2011 10:30:23 PM  
Modified by Elizabeth Lyyski on 05/09/2011 10:42:03 AM

	Per diem	Mileage
1010-7211	\$40	
1010-1010	150	26mi = \$13.26
	\$190	152mi = 77.52
		\$90.78

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

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

Date	Time	Purpose	Mileage	Per Diem
04/11/2011	10:30 AM - 11:30 AM	Coopersville City Council Meeting - mileage only	15.6	-
-	10:30 AM - 11:30 AM	Chester Township - mileage only	15.1	-
04/12/2011	10:30 AM - 11:30 AM	Tallmadge Township Board Meeting - mileage only	9.6	-
-	01:30 PM - 04:02 PM	Board of Commissioners Meeting	32.0	\$40.00
-	04:02 PM - 04:16 PM	Board of Commissioners Work Session	.0	-
04/13/2011	08:30 AM - 09:55 AM	Health & Human Services Committee	32.0	\$40.00
-	10:30 AM - 11:30 AM	Wright Township Board - mileage only	13.1	-
04/25/2011	07:00 PM - 08:15 PM	Ottawa County Planning Commission	32.0	\$40.00
04/26/2011	01:15 PM - 01:18 PM	Human Resources Committee	.0	\$40.00
-	01:30 PM - 03:04 PM	Board of Commissioners Meeting	32.0	-
-	03:13 PM - 03:44 PM	Board of Commissioners Work Session	.0	-
04/28/2011	07:00 PM - 08:15 PM	Ag preservation meeting - mileage only	32.0	-
-	-	-	-	-
<b>Total Per Diem:</b>				\$160.00
<b>Total Mileage:</b>			213.4	\$108.83
<b>Total Voucher:</b>				\$268.83

05/09/2011

Revision History

Created by Elizabeth Lyski on 05/09/2011 10:40:30 AM

<p><i>Per diem</i></p> <p>1010-7211 \$40</p> <p>1010-1010 <u>120</u></p> <p style="text-align: right;">\$160</p>	<p><i>Mileage</i></p> <p>32mi = \$16.32</p> <p>181.4mi = <u>92.51</u></p> <p style="text-align: right;">\$108.83</p>
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**Board of Commissioners  
Per Diem and Mileage Voucher**

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

Date	Time	Purpose	Mileage	Per Diem
04/08/2011	09:00 AM - 10:30 AM	Lakeshore Coordinating Council	6.0	\$40.00
04/11/2011	11:30 AM - 12:45 PM	West Michigan Airport Authority (Tulip City Airport)	11.0	\$40.00
04/12/2011	01:00 PM - 01:15 PM	Human Resources Committee	.0	\$40.00
-	01:30 PM - 04:02 PM	Board of Commissioners Meeting	23.0	-
-	04:02 PM - 04:16 PM	Board of Commissioners Work Session	.0	-
04/13/2011	10:30 AM - 02:15 PM	MDOT Asset Management Council	.0	\$70.00
04/18/2011	02:00 PM - 03:15 PM	CMH Board Executive Committee	6.0	\$40.00
04/19/2011	09:30 AM - 10:42 AM	Finance & Administration Committee	23.0	\$40.00
04/20/2011	08:00 AM - 09:30 AM	Quarterly Meeting with Road Commission - mileage only	23.0	-
04/25/2011	03:00 PM - 04:00 PM	Community Mental Health Board	6.0	\$40.00
04/26/2011	01:15 PM - 01:18 PM	Human Resources Committee	23.0	\$40.00
-	01:30 PM - 03:04 PM	Board of Commissioners Meeting	.0	-
-	03:13 PM - 03:44 PM	Board of Commissioners Work Session	.0	-
04/27/2011	07:30 AM - 09:00 AM	West Michigan Airport Authority (Tulip City Airport)	6.0	\$40.00
04/28/2011	10:00 AM - 12:10 PM	MDOT Asset Management Council	.0	\$40.00
04/29/2011	11:00 AM - 12:00 PM	LCC with Musk. in G.H. - mileage only	46.0	-
-	-	-	-	-
<b>Total Per Diem:</b>				\$430.00
<b>Total Mileage:</b>			173.0	\$88.23
<b>Total Voucher:</b>				\$518.23

05/09/2011

Revision History

Created by Elizabeth Lyyski on 05/09/2011 10:49:57 AM

Per diem

2220-6495 - 5020	\$40
- 5029	40
1010 - 1010	350
	\$430

Mileage

6mi =	\$3.06
6mi =	3.06
161mi =	82.11
	\$88.23

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

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

Date	Time	Purpose	Mileage	Per Diem
04/06/2011	09:30 AM - 09:45 AM	GVMC Technical Committee	35.0	\$40.00
04/09/2011	12:00 PM - 02:00 PM	Freedom Christian High School debate judging - mileage only	4.0	-
04/11/2011	10:00 AM - 10:45 AM	Grand Valley Metro Council	28.0	\$40.00
04/12/2011	01:30 PM - 04:02 PM	Board of Commissioners Meeting	37.0	\$40.00
-	04:02 PM - 04:16 PM	Board of Commissioners Work Session	.0	-
04/13/2011	08:30 AM - 09:55 AM	Health & Human Services Committee	37.0	\$40.00
04/14/2011	05:30 PM - 06:00 PM	Reapportionment Committee meeting - mileage only	37.0	-
04/20/2011	09:30 AM - 10:30 AM	GVMC Policy Committee	35.0	\$40.00
04/21/2011	08:00 AM - 09:00 AM	Breakfast with township supervisors - mileage only	2.0	-
-	05:30 PM - 06:15 PM	Reapportionment Committee meeting - mileage only	37.0	-
04/26/2011	01:15 PM - 01:18 PM	Human Resources Committee	.0	\$40.00
-	01:30 PM - 03:04 PM	Board of Commissioners Meeting	37.0	-
-	03:13 PM - 03:44 PM	Board of Commissioners Work Session	.0	-
-	-	-	-	-
<b>Total Per Diem:</b>				\$240.00
<b>Total Mileage:</b>			289.0	\$147.39
<b>Total Voucher:</b>				\$387.39

05/09/2011

1010-1010

Revision History

Created by James Holtrop on 04/06/2011 10:34:34 AM  
 Modified by James Holtrop on 04/11/2011 01:38:12 PM  
 Modified by James Holtrop on 04/14/2011 08:23:47 PM  
 Modified by James Holtrop on 04/20/2011 01:52:11 PM  
 Modified by James Holtrop on 04/21/2011 03:18:41 PM  
 Modified by James Holtrop on 04/21/2011 08:31:47 PM  
 Modified by Elizabeth Lyyski on 05/09/2011 11:08:19 AM

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

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

Date	Time	Purpose	Mileage	Per Diem
04/06/2011	04:00 PM - 06:00 PM	Parks & Recreation Commission	32.0	\$40.00
04/11/2011	03:30 PM - 04:45 PM	CMH Board Q/Planning/Program Committee	50.0	\$40.00
04/12/2011	01:30 PM - 04:02 PM	Board of Commissioners Meeting	32.0	\$40.00
-	04:02 PM - 04:16 PM	Board of Commissioners Work Session	.0	-
04/13/2011	08:30 AM - 09:55 AM	Health & Human Services Committee	32.0	\$40.00
04/14/2011	09:30 AM - 10:03 AM	Planning and Policy Committee	32.0	\$40.00
04/20/2011	03:00 PM - 04:30 PM	Parks & Rec Planning Committee	32.0	\$40.00
04/25/2011	03:00 PM - 04:15 PM	Community Mental Health Board	50.0	\$40.00
04/26/2011	01:30 PM - 03:04 PM	Board of Commissioners Meeting	32.0	\$40.00
-	03:13 PM - 03:44 PM	Board of Commissioners Work Session	.0	-
-	-	-	-	-
<b>Total Per Diem:</b>				\$320.00
<b>Total Mileage:</b>			292.0	\$148.92
<b>Total Voucher:</b>				\$468.92

05/09/2011

Revision History

Created by James Holtvluwer on 04/07/2011 05:06:50 PM  
Modified by James Holtvluwer on 04/11/2011 05:57:35 PM  
Modified by James Holtvluwer on 04/22/2011 03:30:15 PM  
Modified by James Holtvluwer on 04/30/2011 12:35:11 PM  
Modified by Elizabeth Lyyski on 05/09/2011 11:12:22 AM

Per diem

2220-6495-5020	\$40
-5029	40
2081-7510	80
1010-1010	160
	\$ 320

Mileage

50mi =	\$25.50
50mi =	25.50
64mi =	32.64
128mi =	65.28
	\$148.92



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

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

Date	Time	Purpose	Mileage	Per Diem
04/12/2011	01:30 PM - 04:02 PM	Board of Commissioners Meeting	24.0	\$40.00
-	04:02 PM - 04:16 PM	Board of Commissioners Work Session	.0	-
04/13/2011	08:30 AM - 09:55 AM	Health & Human Services Committee	24.0	\$40.00
04/18/2011	03:15 PM - 03:25 PM	CMH Board Administrative & Finance Committee	6.0	\$40.00
04/19/2011	09:30 AM - 10:42 AM	Finance & Administration Committee	24.0	\$40.00
04/25/2011	03:00 PM - 04:00 PM	Community Mental Health Board	6.0	\$40.00
04/26/2011	01:30 PM - 03:04 PM	Board of Commissioners Meeting	24.0	\$40.00
-	03:13 PM - 03:44 PM	Board of Commissioners Work Session	.0	-
-	-	-	-	-
<b>Total Per Diem:</b>				\$240.00
<b>Total Mileage:</b>			108.0	\$55.08
<b>Total Voucher:</b>				\$295.08

05/09/2011

Revision History

Created by Robert Karsten on 04/18/2011 06:33:01 PM  
Modified by Robert Karsten on 04/25/2011 04:28:24 PM  
Modified by Elizabeth Lyyski on 05/09/2011 11:19:13 AM

Per diem

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

Mileage

6mi =	\$3.06
6mi =	3.06
96mi =	48.96
	\$55.08

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

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

Date	Time	Purpose	Mileage	Per Diem
04/01/2011	09:30 AM - 11:00 AM	Parks & Rec Finance & Personnel Committee	2.0	\$40.00
04/06/2011	12:00 PM - 01:30 PM	MSU Cooperative Extension Board	56.0	\$40.00
-	04:00 PM - 05:46 PM	Parks & Rec Planning Committee	2.0	\$30.00
04/12/2011	01:30 PM - 04:02 PM	Board of Commissioners Meeting	2.0	\$40.00
-	04:02 PM - 04:16 PM	Board of Commissioners Work Session	.0	-
04/13/2011	03:00 PM - 04:30 PM	Ottawa County Economic Development Office Board (Qtrly)	14.0	\$40.00
04/19/2011	11:00 AM - 11:30 AM	Drain Board PA 20	2.0	\$40.00
04/21/2011	11:15 AM - 12:15 PM	Reapportionment Committee - mileage only	2.0	-
04/26/2011	01:30 PM - 03:04 PM	Board of Commissioners Meeting	2.0	\$40.00
-	03:13 PM - 03:44 PM	Board of Commissioners Work Session	.0	-
-	-	-	-	-
<b>Total Per Diem:</b>				\$270.00
<b>Total Mileage:</b>			82.0	\$41.82
<b>Total Voucher:</b>				\$311.82

05/09/2011

Revision History

Created by Philip Kuyers on 04/04/2011 08:11:16 PM  
Modified by Philip Kuyers on 04/06/2011 03:02:22 PM  
Modified by Philip Kuyers on 04/13/2011 08:09:01 PM  
Modified by Philip Kuyers on 04/27/2011 10:00:02 PM  
Modified by Elizabeth Lyyski on 05/09/2011 11:22:35 AM

*Per diem*

2081-7510	\$80
1010-1010	190
	\$ 270

*Mileage*

4mi =	\$2.04
78mi =	39.78
	\$ 41.82

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

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

Date	Time	Purpose	Mileage	Per Diem
04/12/2011	01:30 PM - 04:02 PM	Board of Commissioners Meeting	30.0	\$40.00
-	04:02 PM - 04:16 PM	Board of Commissioners Work Session	.0	-
04/18/2011	03:00 PM - 04:00 PM	Labor Management Committee - mileage only	30.0	-
04/26/2011	01:15 PM - 01:25 PM	Human Resources Committee	.0	\$40.00
-	01:30 PM - 03:04 PM	Board of Commissioners Meeting	30.0	-
-	03:13 PM - 03:44 PM	Board of Commissioners Work Session	.0	-
-	-	-	-	-
<b>Total Per Diem:</b>				\$80.00
<b>Total Mileage:</b>			90.0	\$45.90
<b>Total Voucher:</b>				\$125.90

05/09/2011

Revision History

Created by Jane Ruiter on 04/18/2011 09:13:07 PM  
Modified by Jane Ruiter on 04/27/2011 04:14:47 PM  
Modified by Elizabeth Lyyski on 05/09/2011 11:25:29 AM

1010-1010

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

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

Date	Time	Purpose	Mileage	Per Diem
04/11/2011	09:00 AM - 10:00 AM	Veterans' Affairs Committee	14.0	\$40.00
04/12/2011	01:30 PM - 04:02 PM	Board of Commissioners Meeting	14.0	\$40.00
-	04:02 PM - 04:16 PM	Board of Commissioners Work Session	.0	-
04/14/2011	09:30 AM - 10:45 AM	Planning and Policy Committee	14.0	\$40.00
04/19/2011	09:30 AM - 11:15 AM	Finance & Administration Committee	14.0	\$40.00
04/20/2011	08:00 AM - 10:00 AM	road commission - mileage only	14.0	-
04/26/2011	01:30 PM - 03:04 PM	Board of Commissioners Meeting	14.0	\$40.00
-	03:13 PM - 03:44 PM	Board of Commissioners Work Session	.0	-
04/27/2011	03:30 PM - 04:30 PM	Brownfield Authority - mileage only	14.0	-
04/28/2011	10:30 AM - 12:00 PM	WEMET - mileage only	14.0	-
-	-	-	-	-
<b>Total Per Diem:</b>				\$200.00
<b>Total Mileage:</b>			112.0	\$57.12
<b>Total Voucher:</b>				\$257.12

05/09/2011

Revision History

Created by Roger Rycenga on 05/03/2011 09:02:06 AM  
Modified by Elizabeth Lyyski on 05/09/2011 11:27:46 AM

1010-1010

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

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

Date	Time	Purpose	Mileage	Per Diem
04/14/2011	09:30 AM - 10:03 PM	Planning and Policy Committee	26.0	\$70.00
04/28/2011	01:30 PM - 03:04 PM	Board of Commissioners Meeting	26.0	\$40.00
-	03:13 PM - 03:44 PM	Board of Commissioners Work Session	.0	-
-	-	-	-	-
			<b>Total Per Diem:</b>	\$110.00
			<b>Total Mileage:</b>	52.0 \$26.52
			<b>Total Voucher:</b>	\$136.52

05/09/2011

Revision History

Created by Elizabeth Lyyski on 05/09/2011 11:26:05 AM

1010-1010

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

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

Date	Time	Purpose	Mileage	Per Diem
04/11/2011	09:00 AM - 10:00 AM	Veterans' Affairs Committee	28.0	\$40.00
04/12/2011	01:30 PM - 03:30 PM	Board of Commissioners Meeting	28.0	\$40.00
-	04:02 PM - 04:16 PM	Board of Commissioners Work Session	.0	-
04/13/2011	08:30 AM - 10:00 AM	Health & Human Services Committee	28.0	\$40.00
04/14/2011	09:30 AM - 11:00 AM	Planning and Policy Committee	28.0	\$40.00
04/21/2011	09:00 AM - 10:30 AM	OCCDA Policy Board	28.0	\$40.00
04/26/2011	01:30 PM - 03:04 PM	Board of Commissioners Meeting	28.0	\$40.00
-	03:13 PM - 03:44 PM	Board of Commissioners Work Session	.0	-
-	-	-	-	-
<b>Total Per Diem:</b>				\$240.00
<b>Total Mileage:</b>			168.0	\$85.68
<b>Total Voucher:</b>				\$325.68

05/09/2011

Revision History

Created by Stu Visser on 05/03/2011 08:20:21 AM  
 Modified by Elizabeth Lyyski on 05/09/2011 11:43:31 AM

1010-1010

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/17/2011

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Tax Allocation Recommendation

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the recommendation that the Ottawa County millage allocation remains at 4.440 mills.

## SUMMARY OF REQUEST:

The County Tax Allocation Board convenes on the third Monday of April and will determine at a future meeting the allocation of the 15 mill tax proceeds. The determination by the Tax Allocation Board will be acted upon in June.

## 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, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am the author of this document  
Date: 2011.05.12 13:39:16 -0400

Committee/Governing/Advisory Board Approval Date:

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/17/2011

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Resolution to Approve the 2011 Millage Rate for Ottawa County

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the resolution to approve the 2011 Millage Rate for Ottawa County of 3.6 mills.

## SUMMARY OF REQUEST:

TRUTH IN TAXATION HEARING NOT NECESSARY THIS YEAR (June Hagan)

Truth in Taxation information from the Guide to Michigan County Government, Fourth Edition, by Kenneth VerBurg

The so-called "truth in taxation" law adds a possible rollback to the annual tax rate to eliminate extra revenue to a government as a result of inflationary increases in property values greater than the rate of the Consumers Price Index. A taxing unit may not generate more revenue than it generated in the prior year unless it holds a Truth in Taxation public hearing. The County must also include the estimate of revenues that it will receive from the state liquor and hotel tax in their estimate of revenue for the current year. Historically, the County has held the Truth in Taxation hearings each year indicating that the County would collect more revenue than in the prior year even though the County did not increase the millage rate. This year, the tax revenue and revenue from the liquor and hotel tax will not exceed the amount of revenue received in 2009. Therefore, the County is not required to hold a public hearing prior to the Board approval of the millage resolution (no increase at 3.6 mills) for the July tax levy.

## FINANCIAL INFORMATION:

Total Cost: \_\_\_\_\_ General Fund Cost: \_\_\_\_\_ Included in Budget:  Yes  No

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

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated  Non-Mandated  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective:

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

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

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org  
Reason: I am the author of this document  
Date: 2011.05.12 13:40:50 -0400

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



The Ottawa County Board of Commissioners  
of the County of Ottawa  
Grand Haven, Michigan

RESOLUTION TO APPROVE 2011 MILLAGE RATE FOR COUNTY OPERATIONS

At a meeting of the Board of Commissioners of the County of Ottawa, Ottawa County, Michigan, held at the Ottawa County Administrative Annex, Olive Township, Michigan in said County on May 24, 2011, at 1:30 p.m. local time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

WHEREAS, the Ottawa County Board of Commissioners has carefully examined the financial circumstances of Ottawa County, including estimated expenditures, estimated revenues, and the state taxable valuation of property located within Ottawa County and, determined that the levy of an additional millage rate will not be necessary for the sound management and operation of Ottawa County; and

WHEREAS, the Ottawa County Board of Commissioners has complete authority to establish that a maximum of 3.6000 mills be levied for operating purposes from within its authorized millage rate which includes a reduction in the millage rate of .0298 mills from the maximum allowed millage rate without a public hearing; and

NOW THEREFORE, BE IT RESOLVED THAT:

1. For 2011 the total millage rate of 3.6000 mills, which includes a reduction in the rate of .0298 mills from the maximum allowed millage rate without a public hearing, shall be levied upon property located within Ottawa County for operating purposes in 2011.

2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

YEAS:

NAYS:

ABSTAIN:

ABSENT AT TIME OF VOTING:

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Chairperson, Philip Kuyers

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

Certification

I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on May 24, 2011, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 24<sup>th</sup> day of May, A.D., 2011.

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

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/17/2011

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Resolution to Approve the 2011 Millage Rate for E-911

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the resolution to approve the 2011 Millage Rate for E-911 of .4400 mills.

## SUMMARY OF REQUEST:

TRUTH IN TAXATION HEARING NOT NECESSARY THIS YEAR (June Hagan)

Truth in Taxation information from the Guide to Michigan County Government, Fourth Edition, by Kenneth VerBurg

The so-called "truth in taxation" law adds a possible rollback to the annual tax rate to eliminate extra revenue to a government as a result of inflationary increases in property values greater than the rate of the Consumers Price Index. A taxing unit may not generate more revenue than it generated in the prior year unless it holds a Truth in Taxation public hearing. The County must also include the estimate of revenues that it will receive from the state liquor and hotel tax in their estimate of revenue for the current year. Historically, the County has held the Truth in Taxation hearings each year indicating that the County would collect more revenue than in the prior year even though the County did not increase the millage rate. This year, the tax revenue and revenue from the liquor and hotel tax will not exceed the amount of revenue received in 2009. Therefore, the County is not required to hold a public hearing prior to the Board approval of the millage resolution (no increase at 3.6 mills) for the July tax levy.

## FINANCIAL INFORMATION:

Total Cost: \_\_\_\_\_ General Fund Cost: \_\_\_\_\_ Included in Budget:  Yes  No

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

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated  Non-Mandated  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

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

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@mottawa.org  
Reason: I am approving this document  
Date: 2011.05.12 13:42:08 -0400

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

The Ottawa County Board of Commissioners  
of the County of Ottawa  
Grand Haven, Michigan

RESOLUTION TO APPROVE 2011 MILLAGE RATE FOR E-911

At a meeting of the Board of Commissioners of the County of Ottawa, Ottawa County, Michigan, held at the Ottawa County Administrative Annex, Olive Township, Michigan in said County on May 24, 2011, at 1:30 p.m. local time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

WHEREAS, the Ottawa County Central Dispatch Authority Policy Board has carefully examined the financial projections of the Ottawa County Central Dispatch Authority for the 2012 fiscal year, including estimated expenditures, estimated revenues, and the state taxable valuation of property located within Ottawa County and, determined that a levy of .4400 mills will be necessary for the sound management and operation of the Ottawa County Central Dispatch Authority; and

WHEREAS, the Ottawa County Board of Commissioners has complete authority to establish that a maximum of .4400 mills be levied for the operation of the Ottawa County Central Dispatch Authority in 2012 from within its authorized millage rate; and

NOW THEREFORE, BE IT RESOLVED THAT:

1. For 2011 the total millage rate of .4400 mills shall be levied upon property located within Ottawa County for the operation of the Ottawa County Central Dispatch Authority.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

YEAS:  
NAYS:  
ABSTAIN:

ABSENT AT TIME OF VOTING:

RESOLUTION DECLARED ADOPTED.

---

Chairperson, Philip Kuyers

---

County Clerk, Daniel Krueger

Certification

I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on May 24, 2011, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 24<sup>th</sup> day of May, A.D., 2011.

---

County Clerk, Daniel Krueger

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/17/2011

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Resolution to Approve the 2011 Millage Rate for Parks

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the resolution to approve the 2011 Millage Rate for Parks of .3165 mills.

## SUMMARY OF REQUEST:

TRUTH IN TAXATION HEARING NOT NECESSARY THIS YEAR (June Hagan)

Truth in Taxation information from the Guide to Michigan County Government, Fourth Edition, by Kenneth VerBurg

The so-called "truth in taxation" law adds a possible rollback to the annual tax rate to eliminate extra revenue to a government as a result of inflationary increases in property values greater than the rate of the Consumers Price Index. A taxing unit may not generate more revenue than it generated in the prior year unless it holds a Truth in Taxation public hearing. The County must also include the estimate of revenues that it will receive from the state liquor and hotel tax in their estimate of revenue for the current year. Historically, the County has held the Truth in Taxation hearings each year indicating that the County would collect more revenue than in the prior year even though the County did not increase the millage rate. This year, the tax revenue and revenue from the liquor and hotel tax will not exceed the amount of revenue received in 2009. Therefore, the County is not required to hold a public hearing prior to the Board approval of the millage resolution (no increase at 3.6 mills) for the July tax levy.

## FINANCIAL INFORMATION:

Total Cost: \_\_\_\_\_ General Fund Cost: \_\_\_\_\_ Included in Budget:  Yes  No

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

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated  Non-Mandated  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

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

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@mottawa.org  
Reason: I am approving this document  
Date: 2011.05.12 13:44:07 -0400

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

The Ottawa County Board of Commissioners  
of the County of Ottawa  
Grand Haven, Michigan

RESOLUTION TO APPROVE 2011 MILLAGE RATE FOR PARKS

At a meeting of the Board of Commissioners of the County of Ottawa, Ottawa County, Michigan, held at the Ottawa County Administrative Annex, Olive Township, Michigan in said County on May 24, 2011 at 1:30 p.m. local time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

WHEREAS, the Ottawa County Board of Commissioners has carefully examined the financial projections of the Ottawa County Parks and Recreation Commission for the 2012 fiscal year, including estimated expenditures, estimated revenues, and the state taxable valuation of property located within Ottawa County and, determined that a total levy of .3165 mills on the 2011 valuation will be necessary for the sound management and operation of the Ottawa County Parks and Recreation; and

WHEREAS, the Ottawa County Board of Commissioners has complete authority to establish that a maximum of .3165 mills be levied for park expansion, development and maintenance purposes in 2012 from within its authorized millage rate; and

NOW THEREFORE, BE IT RESOLVED THAT:

1. For 2011 the total millage rate of .3165 mills shall be levied upon property located within Ottawa County for Park expansion, development and maintenance purposes.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

YEAS:

NAYS:

ABSTAIN:

ABSENT AT TIME OF VOTING:

RESOLUTION DECLARED ADOPTED.

---

Chairperson, Philip Kuyers

---

County Clerk, Daniel Krueger

Certification

I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on May 24, 2011, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 24<sup>th</sup> day of May, A.D., 2011.

---

County Clerk, Daniel Krueger



# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/17/2011

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Establish a New Financing Tool to Facilitate a Move from a Defined Benefit (DB) Plan to a Defined Contribution (DC) Plan for New Employees

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners establishment of a new financing tool for the transfer of new hires from the current MERS Defined Benefit Plan to a MERS Defined Contribution Plan and to seed the new financing tool with a transfer from the Health Insurance Fund in the amount of \$400,000.

## SUMMARY OF REQUEST:

The County looked into a Defined Contribution (DC) Plan in 2009 and concluded that the time was not appropriate due to the necessary funding required then. The Board of Commissioners also laid the framework for relooking at implementing a DC Plan. Although all four criteria adopted at that time have not significantly changed, we feel that we still need to partially fund the amount of money needed that was actuarially calculated at that time. The State of Michigan has determined that this change would be looked upon favorably when the County looks at future financial assistance. The amount with a 6% contribution from the County was approximately \$8 million dollars over the next 15 years with smaller contributions in the first few years and larger contributions after 8 years if all new employees are required to join the DC Plan.

These extra contributions are required since the actuarial time to fully fund the plan is reduced by 2 years in each year of the actuarial calculations. This results in a faster time to reach a fully funded plan. Over 30 years, the 2009 studied projections indicated that this change would actually result in a net \$30 million savings to the current DB Plan. Implementation time is yet to be determined; however, for unclassified at a minimum, it appears to be July 1, 2012 or sooner if MERS is able to move expediently.

This allocation of \$400,000 from the Health Insurance comes after we have looked at the run out claims through April 2011 from our recent change from a self funded health plan to a fully funded health plan. Typically, run out claims are 3-4 months after the aforementioned change. Once we get a clearer picture of the Health Insurance Fund, we could address an additional amount. Other sources will be evaluated for additional funding of this new financing tool.

## FINANCIAL INFORMATION:

Total Cost: \$400,000.00      General Fund Cost: \$0.00      Included in Budget:     Yes     No

If not included in budget, recommended funding source: Health Insurance Fund transfer

## 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: 3: Reduce the negative impact of rising employee benefit costs on the budget.

**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@miotawa.org  
Reason: I am approving this document  
Date: 2011.05.12 13:48:04 -0400

Committee/Governing/Advisory Board Approval Date:

# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/17/2011

**Requesting Department:** Community Mental Health

**Submitted By:** Marie Waalkes

**Agenda Item:** Community Mental Health Personnel Request to Create Two (2) Mental Health Nurses

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from Community Mental Health to create two (2) FTE's Mental Health Nurses (Group T Paygrade 13, C Step) at a cost of \$127,100.00. Funding to come from Medicaid Funds.

## SUMMARY OF REQUEST:

These positions will provide nursing services and nursing case management services to developmentally disabled individuals in day programs, family homes, community facilities and specialized foster care facilities by assessing health care requirements, counseling, teaching and providing or coordinating follow-up health and social services.

They will also: monitor consumers for development of new and/or increasing severity or frequency of symptoms of health problems related to swallowing disorders, neuromuscular and musculoskeletal disorders, confinement to wheel chairs, and other disabilities; develop, monitor, and revise as necessary plans of nursing care for consumers to be carried out by care givers; ensure that follow-up services are provided and documented; acts as client advocate; and makes appropriate case referrals; provide direct nursing care to consumers and triages health care issues with day program, family members and caregivers in telephone interventions; and provide instruction and supportive counseling to consumers and caregivers regarding the overall treatment process and identified health care needs, including symptoms of illness and potential adverse reactions to prescribed medications.

These positions will allow CMH to adequately staff the CBS sites to assure consumer safety and wellbeing as indicated in the contractual mandates. They will use established clinical outcome data and direct-care service data to monitor the positions clinical and cost effectiveness.

## FINANCIAL INFORMATION:

Total Cost: \$127,100.00    General Fund Cost: \$0.00    Included in Budget:     Yes     No

If not included in budget, recommended funding source: Funding to come from Medicaid Funds.

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated     Non-Mandated     New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal:

3: To contribute to a Healthy Physical, Economic and Community Environment.

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

Objective:

Goal 3:

4: To continue initiatives to positively impact the community.

Goal 4:

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

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

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=City of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org  
Reason: I am approving this document  
Date: 2011.05.12 13:49:46 -0400

Committee/Governing/Advisory Board Approval Date: Pick from list

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

Please Print Form and Return to the Fiscal Services Department

**POSITION TITLE:** Mental Health Nurse (2)  
2220.6491.1240

**FUND/DEPARTMENT NUMBER:**

**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:  
Provides nursing services and nursing case management services to developmentally disabled individuals in day programs, family homes, community facilities and specialized foster care facilities by assessing health care requirements, counseling, teaching and providing or coordinating follow-up health and social services.

Monitors consumers for development of new and/or increasing severity or frequency of symptoms of health problems related to swallowing disorders, neuromuscular and musculoskeletal disorders, confinement to wheel chairs, and other disabilities.

Develops, monitors, and revises as necessary plans of nursing care for consumers to be carried out by care givers; ensures that follow-up services are provided and documented; acts as client advocate; and makes appropriate case referrals.

Provides direct nursing care to consumers and triages health care issues with day program, family members and caregivers in telephone interventions.

Provides instruction and supportive counseling to consumers and caregivers regarding the overall treatment process and identified health care needs, including symptoms of illness and potential adverse reactions to prescribed medications.

Participates with supports coordinators, specialists, and clinicians in developing, reviewing, and modifying individual consumer treatment plans

Monitors compliance of day programs, foster care homes and residential treatment facilities serving consumers for compliance with all MDCH and federal Medicaid standards and guidelines for care and safety of consumers and recommends transfer of consumers to other facilities as appropriate.

Ensures that service delivery to consumers complies with CMH standard operating policies and procedures, Title X, Medicaid Manual for Providers, Michigan Mental Health Code (PA 258 of 1974), Michigan Department of Community Health rules and regulations and Self-determination Initiative, and CARF accreditation rules, regulations and requirements.

Maintains case documentation and case notes, and ensures the security and integrity of private health information in compliance with the provisions of HIPAA and County and CMH policies and procedures.

Provides information about mental health services and makes presentations to members of the community and the general public.

Performs other related duties as assigned.

4. Describe the justification for this position (Provide supporting documentation if appropriate.)  
Sixty Nine individuals with developmental disabilities attending the Community Based Services day program sites have medical issues that require coordination between the family/residential setting, doctor, and day program to assure adequate treatment and oversight of their health conditions. See attached documentation.

5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.  
Goal 3: To contribute to a healthy physical, economic and community environment.
6. Will the job functions of this position be for mandated or discretionary functions of the department?  
Mandated.
7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?  
This position will allow us to adequately staff our CBS sites to assure consumer safety and wellbeing as indicated in our contractual mandates. We will use established clinical outcome data and direct-care service data to monitor the position's clinical and cost effectiveness.

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

***COST INFORMATION:***

ESTIMATED SALARY COST FOR THE BUDGET YEAR: \$85,074.00

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$38,892.00

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION: \$3,134.00  
*(If equipment is required, please complete an equipment request form and indicate it is for a new position.)*

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

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

County of Ottawa  
 Estimated Personnel Costs  
 2220 Mental Health

Union code	W/C code	FTE	Salaries * Permanent	FICA	Hospi- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
	13	8835	1.0000	\$42,537	\$3,254	\$10,323	\$438	\$84	\$4,007	\$698	\$143	\$276	\$119	\$19,446	\$61,983
	13	8835	1.0000	\$42,537	\$3,254	\$10,323	\$438	\$84	\$4,007	\$698	\$143	\$276	\$119	\$19,446	\$61,983
			\$85,074	\$6,508	\$20,646	\$876	\$168	\$8,014	\$1,396	\$286	\$552	\$208	\$238	\$38,892	\$123,966

7040.0000 7150.0000 7160.0000 7160.0020 7170.0000 7180.0000 7190.0000 7200.0000 7220.0000 7230.0000 7240.0000

**TITLE:** CMH NURSE (DD)

**EMPLOYEE GROUP:** Group T

**DEPARTMENT:** COMMUNITY MENTAL HEALTH

**PROGRAM:** Clinical Support Services

**SUMMARY:** Under general supervision of the DD Program Coordinator, provides health assessment, teaching, counseling, direct care, referral and case management services to consumers. Collaborates with a variety of individual, organizational and community health partners to provide special health care services and case management to consumers in the community. Promotes maximum independent functioning of clients through the delivery of specialized health services and assistance to caregivers in promoting consumer health in the home/residential facility environment.

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

1. Provides nursing services and nursing case management services to developmentally disabled individuals in family homes, community facilities and specialized foster care facilities by assessing health care requirements, counseling, teaching and providing or coordinating follow-up health and social services.
2. Interviews and counsels consumers, caregivers, family members, primary care physicians, and other providers to obtain health histories and current diagnoses.
3. Performs initial nursing assessments including level of personal care, self-care skills, review of body systems, communications skills, particular strengths, special health needs, and maladaptive behaviors.
4. Performs health screening and diagnostic tests, administers medications and treatments, records data, makes referrals and performs related patient care duties.
5. Monitors consumers for development of new and/or increasing severity or frequency of symptoms of health problems related to swallowing disorders, neuromuscular and musculoskeletal disorders, confinement to wheel chairs, and other disabilities.
6. Develops, monitors, and revises as necessary plans of nursing care for consumers to be carried out by care givers; ensures that follow-up services are provided and documented; acts as client advocate; and makes appropriate case referrals.
7. Provides direct nursing care to consumers and triages health care issues with family members and caregivers in telephone interventions.
8. Provides nursing assessment in response to acute crises or illness as identified or reported by caregivers.
9. Provides instruction and supportive counseling to consumers and caregivers regarding the overall treatment process and identified health care needs, including symptoms of illness and potential adverse reactions to prescribed medications.
10. Participates with supports coordinators, specialists, and clinicians in developing, reviewing, and modifying individual consumer treatment plans.
11. Records consumer and treatment data in case notes, and ensures that case records are properly documented and that confidentiality of client information is maintained.
12. Monitors compliance of foster care homes and residential treatment facilities serving consumers for compliance with all MDCH and federal Medicaid standards and guidelines for care and safety of consumers and recommends transfer of consumers to other facilities as appropriate.
13. Ensures that service delivery to consumers complies with CMH standard operating policies and procedures, Title X, Medicaid Manual for Providers, Michigan Mental Health Code (PA 258 of 1974), Michigan Department of Community Health rules and regulations and Self-determination Initiative, and CARF accreditation rules, regulations and requirements.
14. Maintains case documentation and case notes, and ensures the security and integrity of private health information in compliance with the provisions of HIPAA and County and CMH policies and procedures.
15. Prepares all documentation and reports required to maintain compliance with Recipients' Rights

rules and regulations.

16. Provides information about mental health services and makes presentations to members of the community and the general public.
17. Performs other related duties as assigned.

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

1. Treatment team members.
2. Consumers and their families.
3. Group foster care homes and residential treatment facilities.
4. Contractual service providers.
5. Primary care physicians.
6. Pharmacies.
7. Community health partners, including hospitals, medical clinics and emergency care facilities.
8. Human and social service agencies and other community resources available to consumers and their families.
9. Michigan Department of Community Health.
10. Civic and community groups and members of the general public.
11. Professional organizations.
12. Similar programs in other counties.

**REQUIRED KNOWLEDGE AND SKILLS:**

1. Thorough working knowledge of the principles and practices of medical/surgical nursing and the interaction between developmental disabilities and health status of consumers.
2. Thorough working knowledge of nursing protocols and practices in the treatment of consumers with multiple developmental and neuromuscular, musculo-skeletal and other disabilities.
3. Thorough working knowledge of the principles and practices of intervention, prevention, support, case management and/or other services for developmentally disabled populations.
4. Thorough working knowledge of local, state and federal health codes, statutes, rules and regulations, including Title X, HIPAA, Michigan Mental Health Code (PA 258 of 1974, as amended), Medicaid Manual for Providers, MDCH Rule 325, Sec. 1430-14306, and CARF accreditation rules, regulations and standards.
5. Thorough working knowledge of statutory and regulatory requirements governing the confidentiality of patient health information, including the provisions of HIPAA.
6. Thorough working knowledge of professional and ethical practice standards.
7. Computer literacy and working knowledge of word-processing, spreadsheet, and database management software.
8. Knowledge of health care and other public and private human service resources available to client populations.
9. Good interpersonal and oral and written communications skills.
10. Thorough working knowledge of case documentation standards and requirements.
11. Knowledge of the cultural and ethnic groups represented in Ottawa County and cultural norms affecting health maintenance and health care.
12. Good organizational skills and ability to prioritize the workload.
13. Ability to interact positively and objectively with consumers, treatment team members, co-workers, health care and human service practitioners and community representatives from widely diverse cultural and socio-economic backgrounds and with varying levels of interpersonal and communications skills.

**REQUIRED EDUCATION, TRAINING AND EXPERIENCE:**

Bachelor of Science Degree in Nursing (B.S.N.) from an accredited college or university or R.N. degree from an accredited nursing program and three (3) years of progressively responsible and demonstrably successful experience in nursing services for the developmentally disabled.

**LICENSES AND CERTIFICATIONS:**

1. Possession of valid State of Michigan certification as a Registered Nurse.
2. Individuals in this classification provide services to consumers in a variety of locations throughout the County are responsible for providing their own transportation.

**PHYSICAL REQUIREMENTS:**

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

**WORKING CONDITIONS:**

Work is generally performed in a normal office environment. Delivery of nursing care to consumers may entail potential exposure to bloodborne pathogens.



# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/17/2011

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** Purchase of Military Service Credits Policy

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the Purchase of Military Service Credits Policy (HR -16) for review and comment.

## SUMMARY OF REQUEST:

- History: The current policy in place since 1998. In 2008, due to budget/costs concerns, the Board explored making changes to the policy. Work sessions were held in June, July and August of 2008 exploring various options. In September 2008, the Board approved the current policy. Provides for a reduction in future purchases and eventually the county will no longer contribute to this purchase.

- Due to the continuing liability and potential cost for this program, the Planning and Policy Committee at the direction of the Board of Commissioners, reviewed potential changes to the current policy to reduce the liability. Since the beginning of this policy the average employer cost for each employee purchase is \$26,000. The decision was made to shorten the time frame that employees had the ability to purchase credits under this policy, from January 1, 2024 to January 1, 2014.

By ending the program by January 1, 2014 reduces the potential number of employees eligible by 11 to a potential 28 total.

Cost is on a case by case basis.

## FINANCIAL INFORMATION:

Total Cost: \_\_\_\_\_ General Fund Cost: \_\_\_\_\_ Included in Budget:  Yes  No

If not included in budget, recommended funding source: Funding to come from Contingency Funds.

## 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=County of Ottawa, ou=Administrator's Office, email=avanderberg@coottawa.org  
Reason: I am approving this document  
Date: 2011.05.12 14:02:14 -0400

Committee/Governing/Advisory Board Approval Date: Pick from list



# County of Ottawa

## PURCHASE OF MILITARY SERVICE CREDITS POLICY

### I. POLICY

This policy outlines the eligibility of Ottawa County employees to purchase qualified active duty military service credits.

#### A. Employees Eligible on or before January 1, 2009:

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

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

#### B. Employees Eligible after January 1, 2009:

The Ottawa County Board of Commissioners will approve allowing the purchase of up to two (2) years for active duty military service which occurred prior to January 1, 1999, for eligible benefited employees of the County who have at least ten (10) years of credited service with MERS. Commissioners must have eight (8) years of credited service with MERS.

Eligible employees under this section will have up until January 1, ~~2024~~2014 (15 years) to purchase eligible military service credits. Payment due from the employee prior to allowing the purchase is 5% of the last four quarters of earnings reported to MERS multiplied by the years and months to be credited.

#### C. Employees hired after January 1, ~~2009~~2004:

Employees hired after January 1, ~~2009~~2004 may purchase military service credits in accordance with the MERS military service credit policy. The employee will be responsible for the full amount of the purchase with no employer contribution.

Service will not be granted for active military time which is or could be used for obtaining or increasing a benefit from another retirement system, a copy of the military discharge papers must be filed with the Human Resources Department with payment from the employee.

The Board of Commissioners further authorizes the submission of required individual Resolutions to MERS for implementation of this policy.

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<sup>1</sup> Members of the Board of Commissioners have an eight (8) year vesting period.



# County of Ottawa

## II. STATUTORY REFERENCES

None

## III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Resolution Number and Policy Adoption Date: December 8, 1998, B/C 98-359, 98-409/ Date reviewed: September 19, 2001.

Board of Commissioners Resolution Number and Policy Adoption Date: September 23, 2008, B/C 08-218

Name and Date of Last Committee Review: Planning and Policy, September 11, 2008

## IV. REVIEW PERIOD

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



# 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: May 5, 2011

Re: Financial month end update for April 2011

Attached are the graphs representing an overview of the status of the General Fund portfolio for the County as of April 30, 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.

I have included a copy of Eye on the Market a publication of J.P. Morgan that talks about the status of the economy both U.S. and abroad, and their perspective of how that affects the market. It also raises some great questions on various issues.

Latest discussion & conjecturing related to inflation and rate hikes, which would influence our portfolio, run something like this:

Using the 10 year Treasury purchases – the “market” is expecting an inflation rate of 2.65 % over the next several year.

The prognosticators have now moved the expectation of rate hikes by the Federal Reserve to the end of 2011 or early 2012.

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.



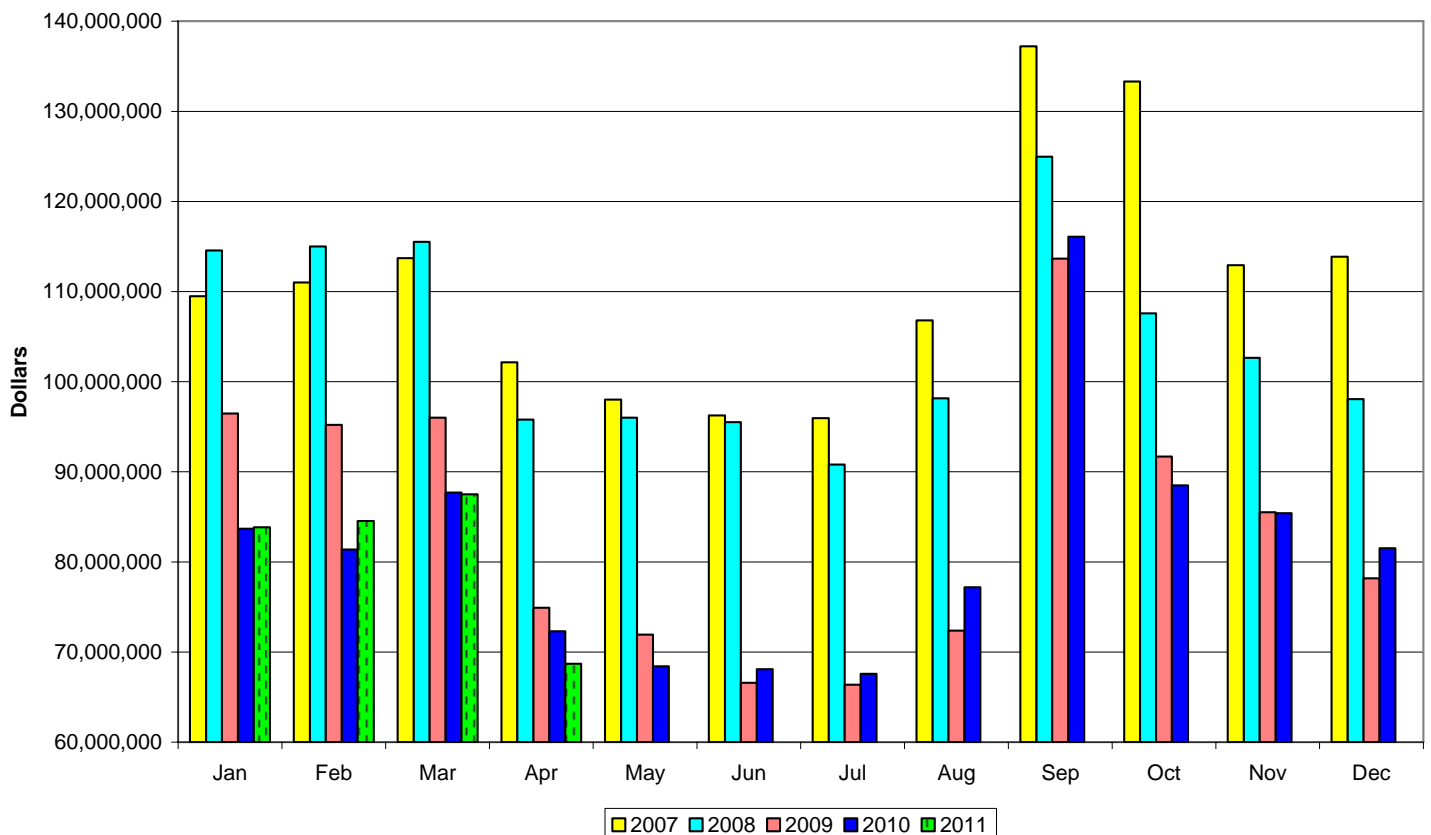
# Ottawa County General Pooled Funds

## Current Portfolio Size

April 30, 2011

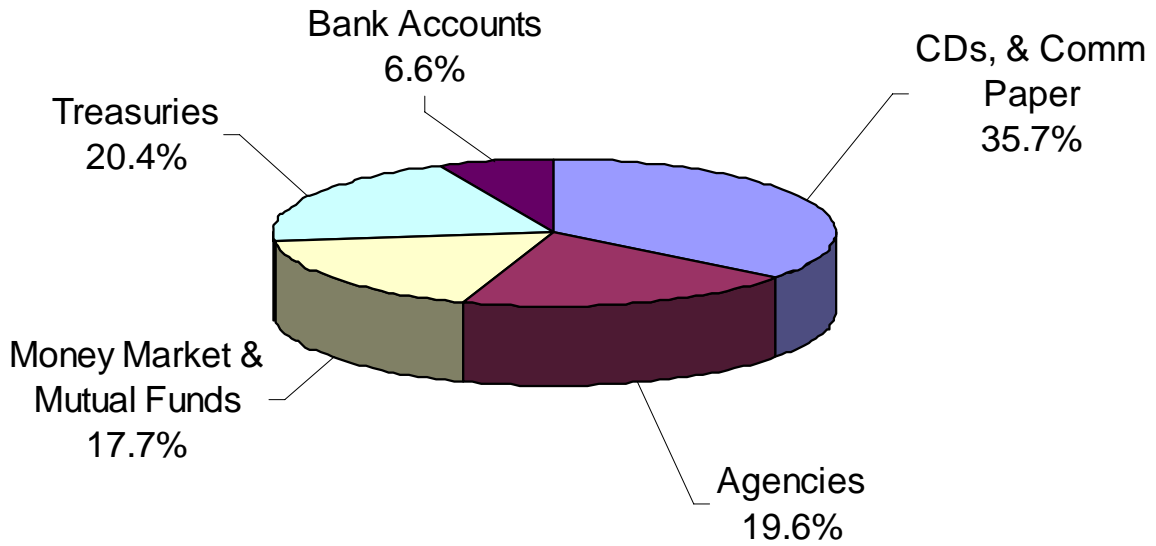
<i>CDs, &amp; Comm Paper</i>	\$24,536,905.99
<i>Agencies</i>	\$13,510,562.51
<i>Money Market &amp; Mutual Funds</i>	\$12,149,243.47
<i>Treasuries</i>	\$14,061,627.94
<i>Bank Accounts</i>	\$4,563,043.90
<b><i>Total</i></b>	<b>\$68,821,383.81</b>

### Historical Comparison By Month

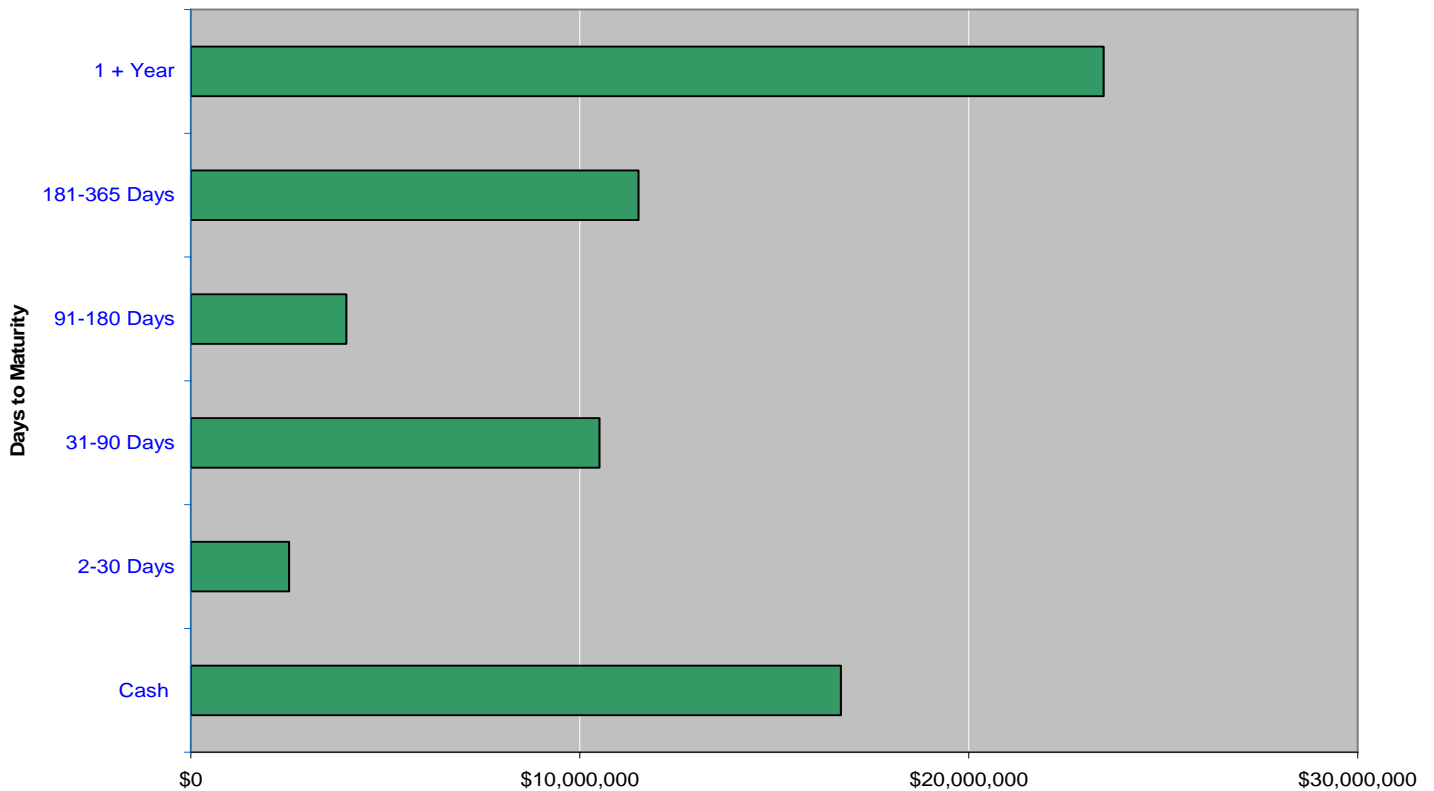


# Ottawa County General Pooled Funds

## Diversification by Investment April 30, 2011



## Diversification By Maturity Date - April 30, 2011



**Retractions: US earnings growth, the Euro, and the primary catalyst for the US housing crisis**

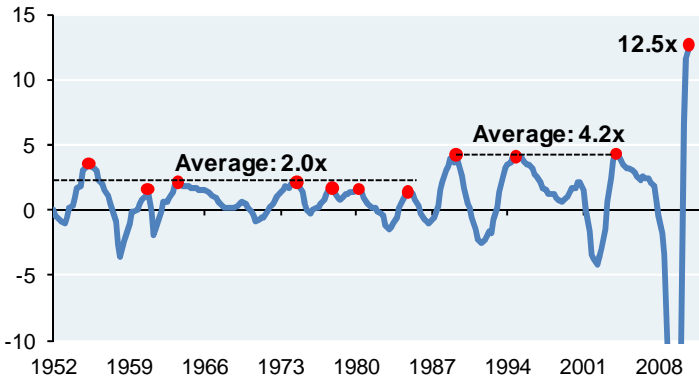
By May of each year, we get a sense for where we need to revise expectations. Several things panned out as we expected in January (stocks outperforming bonds; another good year for credit; an M&A rebound, benefiting certain hedge fund and mid cap equity strategies; Japan underperforming other regions; another leg to rising commodity prices; a rise in Asian currencies versus the dollar; and the resilience of municipal bond prices in the face of selling and notable skeptics [see EoTM Feb 14]). But this note is not about that, it's about expectations we need to revise. This week: a note on **Retractions of Prior Views**.

**US large cap operating earnings growth in 2011 may exceed our 10% forecast**

We showed the first chart below last week. It highlights how atypical this earnings cycle has been relative to weak nominal GDP growth. We had been forecasting 10% earnings growth for 2011, but now it looks like earnings growth will exceed these levels. To put this exercise in context, consider the second chart. After earnings collapse in a recession, they tend to rebound sharply, with earnings growth tailing off after a year or two. By the end of Q1, year-on-year earnings growth will have slowed to 15% from 90% in March 2010. Estimating earnings growth for all of 2011 is like projecting where a large boulder will stop rolling after having been released from the top of a hill. It now looks like it will roll a bit further than we thought.

**US profits recovery outpacing economic recovery**

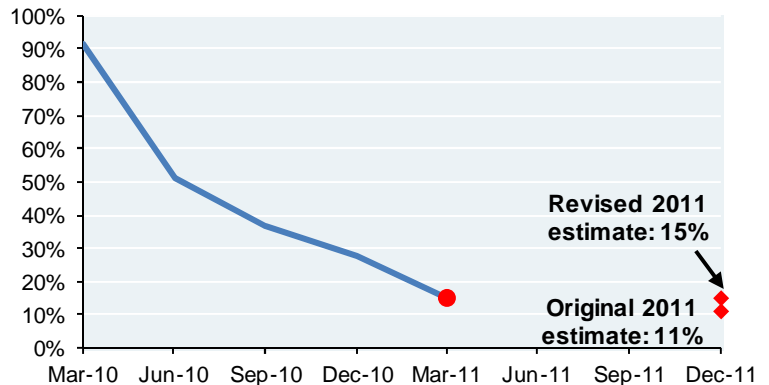
Ratio of 2 year earnings growth to 2 year nominal GDP growth



Source: Standard & Poor's, Bureau of Economic Analysis. J.P. Morgan PB.

**Where will the earnings boulder stop rolling?**

S&P 500 quarterly operating earnings per share, % change - YoY

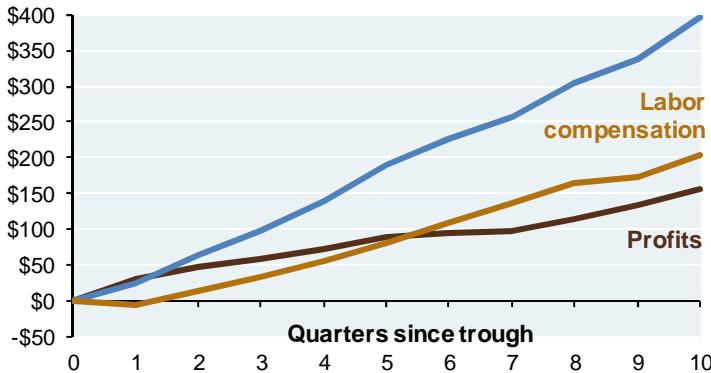


Source: Standard & Poor's.

Before we discuss the implications of rising earnings projections, let's look one more time at the drivers of corporate profits during this recovery. In the 5 prior earnings recoveries, sales rose, labor compensation rose as well (though not as fast as sales), resulting in rising profits (see first chart). In the *current* cycle, labor compensation is unchanged after two years given the abysmal condition of the job markets (second chart). As a result, almost the entire increase in sales flows through to bottom-line profits. This is what is referred to as "high incremental margins", a topic we wrote about in April of 2010.

**Corporate profit cycle - 5 past recoveries**

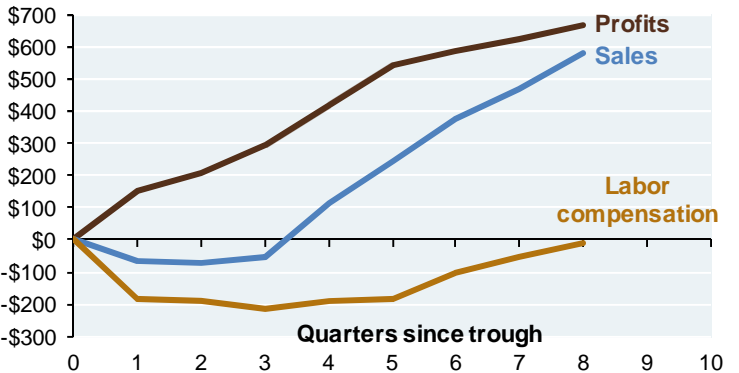
Change since profit trough - billions



Source: Bureau of Economic Analysis, J.P. Morgan PB.

**Corporate profit cycle - current recovery**

Change since profit trough - billions



Source: Bureau of Economic Analysis, J.P. Morgan PB.

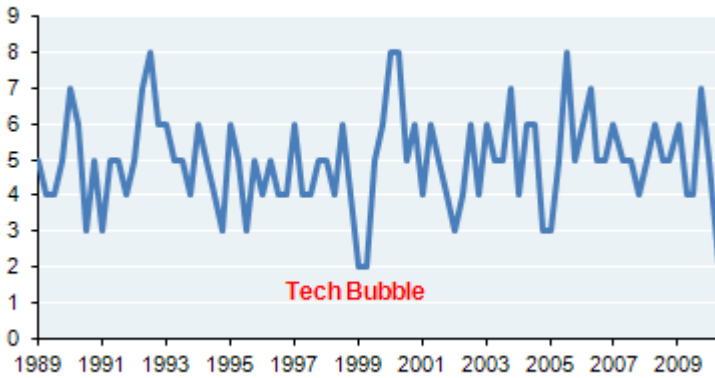
The profits recovery is not *entirely* a story of lower labor costs. As shown above, sales are rising. But the labor compensation picture, in our view, throws some cold water on the valuation implications of corporate profits right now. The reason: **weak labor compensation has resulted in outsized government transfers to households and businesses, and the largest fiscal deficits in decades.**



**Retractions: US earnings growth, the Euro, and the primary catalyst for the US housing crisis**

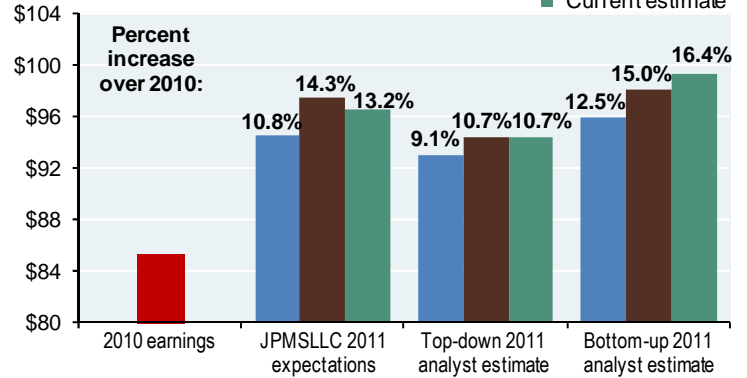
**In terms of breadth, the profits recovery is spread across sectors.** So far in Q1 2011, with 2/3 of companies reporting, 78% are outperforming estimates, with earnings beating estimates by around 5%. The outperformance is spread across all sectors, with the best performance (vs expectations) from Technology, Healthcare, Industrials, Materials and Consumer Discretionary. **Three cautionary notes, however.** First, rising energy earnings (up ~40% in Q1) may eventually have negative feedback loops for other sectors. Second, energy and industrials were the only sectors to outperform the S&P 500 on a price basis in Q1, resulting in the narrowest market leadership since 1999 (see chart below). And third, financial sector profits benefitted from the reduction in loan loss provisions, which is a lower-quality source of earnings than top-line increases in loan demand.

**Number of sectors outperforming the S&P 500**  
Quarterly basis



Source: Bloomberg.

**YTD evolution of earnings estimates**  
S&P 500, earnings per share



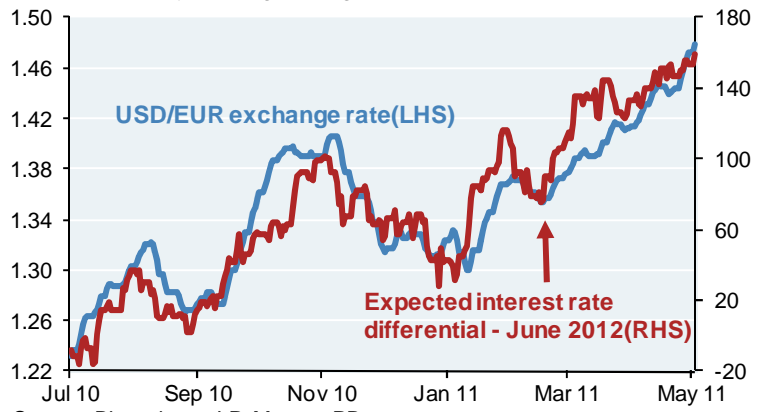
Source: S&P 500, J.P. Morgan Securities LLC, Bloomberg.

**How much earnings growth should we expect in 2011?** The second chart shows the evolution of earnings forecasts this year from company analysts, market strategists, and J.P. Morgan Securities. Even without factoring in any multiple expansion, earnings growth of 13% to 15%, times a forward P/E multiple of 14x-15x, yields an S&P 500 valuation range of 1,350 to 1,470. The higher end of earnings growth and P/E multiple ranges would result in 17% returns this year. While the 16% bottoms-up estimate looks high to us, 2011 earnings growth is likely to exceed the 10% expectations we had in January. M&A trends and stock buybacks are helping as well; global M&A volumes are up 18% from 2010, and announced stock buybacks are on pace to double. **There are still uncertainties related to energy prices, China slowing and tightening across the developing world, the collapsing dollar and the debt ceiling (now pushed to August due to better than expected Treasury tax receipts).** As a result, we are not making major changes to overall equity and hedge fund allocations from levels shown on April 18<sup>1</sup>.

**The Euro continues to rally, reflecting widening Fed and ECB policy differences we did not expect**

We did not have a strong view on the US\$/Euro exchange rate heading into 2011, but perhaps we should have. As shown, the Euro has been moving lock step with interest rate differentials between the two regions. Since January, these rate differentials widened again, and the Euro rallied from \$1.30 to \$1.48. Why are policy rate expectations for 2012 so much higher in Europe than in the US? Tight German labor markets<sup>2</sup>, and a focus on rising energy prices and headline inflation by the ECB, mostly. On the other hand, the Fed appears content to sit tight and let Bernanke's "Portfolio Rebalancing Channel" (e.g., rising stock prices) run a bit more, since the Fed's reading of US *core* inflation is benign, and believes that rising energy prices are "transitory". When considered in local currency terms, European equities trail the US and Asia ex-Japan this year (as they did in 2010). But after factoring in the higher Euro, European equities generated the highest returns by region in 2011. Our view is that the ECB will not tighten as much as the markets expect (6 times by June 2012), which should slow the Euro's appreciation vs. the dollar.

**Exchange rate has moved with interest rate expectations**  
USD/EUR, 5-day moving average



Source: Bloomberg, J.P. Morgan PB.

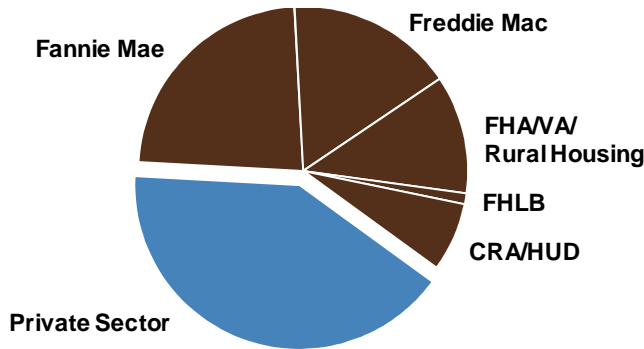
<sup>1</sup> For example, for appropriately sized Balanced portfolios we allocate 34% to public equities, 25% to hedge funds and 3% to private equity.  
<sup>2</sup> Tight labor markets in Germany (a record number of job vacancies in April) and Spanish unemployment rising to 21.3%? With strong growth and an aging population, Germany needs around 400,000 immigrants per year to maintain labor productivity. For historical reasons, job-seekers are more likely to come from Poland than from Spain, highlighting structural tensions in the European Monetary Union.

**Retractions: US earnings growth, the Euro, and the primary catalyst for the US housing crisis**

**US Agencies played a larger role in the housing crisis than we first reported**

In January 2009, I wrote that the housing crisis was mostly a consequence of the private sector. Why? US Agencies appeared to be responsible for only 20% of all subprime, Alt A and other mortgage exotica<sup>3</sup>. However, over the last 2 years, analysts have dissected the housing crisis in greater detail. What emerges from new research is something quite different: government agencies now look to have guaranteed, originated or underwritten 60% of all “non-traditional” mortgages, which totaled \$4.6 trillion in June 2008. What’s more, this research asserts that housing policies instituted in the early 1990s were explicitly designed to require US Agencies to make much riskier loans, with the ultimate goal of pushing private sector banks to adopt the same standards. To be sure, private sector banks and investors are responsible for taking the bait, and made terrible mistakes. Overall, what emerges is an object lesson in well-meaning public policy gone spectacularly wrong.

**Exposure to Subprime and Alt-A loans using AEI expanded definition, Percent of total as of June 30, 2008**



Source: American Enterprise Institute.

For Pinto and Wallison, this quote from the Department of Housing and Urban Development in 2000 is a **smoking gun of sorts, and lays out a blueprint for the housing crisis:**

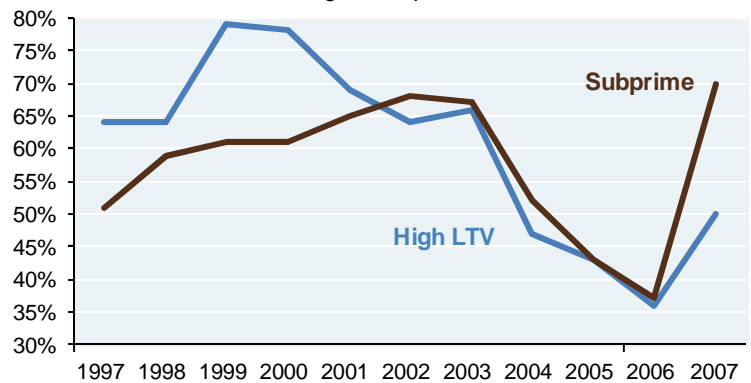
"Because the GSEs have a funding advantage over other market participants, they have the ability to under price their competitors and increase their market share. This advantage, as has been the case in the prime market, could allow the GSEs to eventually play a **significant role in the subprime market**. As the GSEs become more comfortable with subprime lending, **the line between what today is considered a subprime loan versus a prime loan will likely deteriorate, making expansion by the GSEs look more like an increase in the prime market**. Since, as explained earlier in this chapter, one could define a prime loan as one that the GSEs will purchase, **the difference between the prime and subprime markets will become less clear. This melding of markets could occur even if many of the underlying characteristics of subprime borrowers and the market's (i.e., non-GSE participants) evaluation of the risks posed by these borrowers remain unchanged.**" (HUD Affordable Lending goals for Freddie Mac/Fannie Mae, Oct 2000)

The strategy worked, as shown in the chart: the Agencies took the lead in the 1990s and early 2000's in both subprime and high LTV (>=95%) loans, acquiring over \$700 billion in non-traditional mortgages **before** private markets had even reached \$100 billion. Then in 2002-2003, private sector banks took the bait and jumped in with both feet. According to Wallison, the distortion of the housing bubble from 1997 onward obscured what would otherwise have been rising delinquencies and losses. As a result, when investors, banks and rating agencies finally got involved in a substantial way, they ended up looking at understated default statistics on subprime, Alt A and high LTV borrowers.

**Sources**

- Edward Pinto, “*Government Housing Policies in the Lead-up to the Financial Crisis: A Forensic Study*”, November 2010. During the 1980’s, Mr. Pinto was Fannie Mae’s SVP for Marketing and Product Management, and subsequently its Executive Vice President and Chief Credit Officer.
- Peter Wallison, “*Dissent from the Majority Report of the Financial Crisis Inquiry Commission*”, published January 2011. Mr. Wallison, a member of the Financial Reform Task Force and Financial Crisis Inquiry Commission, worked in the US Treasury Department under President Reagan.

**US Agency High LTV & Subprime loan exposure**  
Percent of market total, using AEI expanded definition



Source: American Enterprise Institute.

<sup>3</sup> Why was it hard to figure this out in the immediate aftermath of the housing collapse? **Creative Reporting.** According to Pinto, Fannie Mae classified a loan as subprime only if the loan was originated by a lender specializing in subprime, or by subprime divisions of large lenders. They did not use FICO scores to report all subprime exposure, despite their use to define subprime as far back as 1995 in Freddie Mac’s industry letters, and guidelines issued by Federal regulators in 2001. As Pinto notes, this had the effect of reducing its reported subprime loan count.

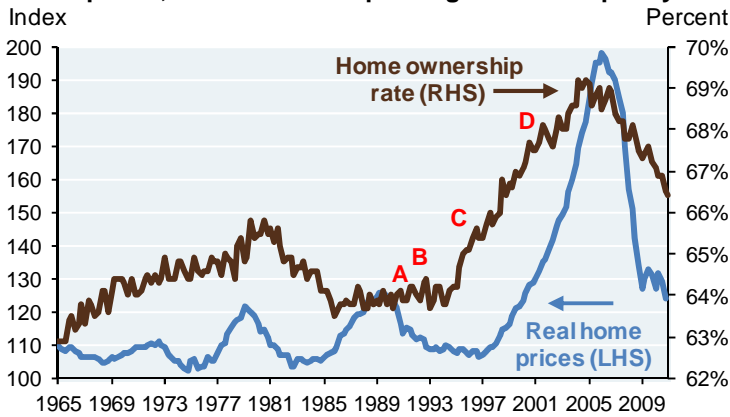
**Retractions: US earnings growth, the Euro, and the primary catalyst for the US housing crisis**

**The Wallison/Pinto timeline of events looks something like this, and is best viewed when superimposed on home ownership rates and home prices (see first chart below), which had been stable for the prior 3 decades:**

A: **Senate hearings in 1991** start the ball rolling with commentary from community groups that banks need to be pushed to loosen lending standards, and that Agencies must take the lead: *“Lenders will respond to the most conservative standards unless [Fannie Mae and Freddie Mac] are aggressive and convincing in their efforts to expand historically narrow underwriting.”*

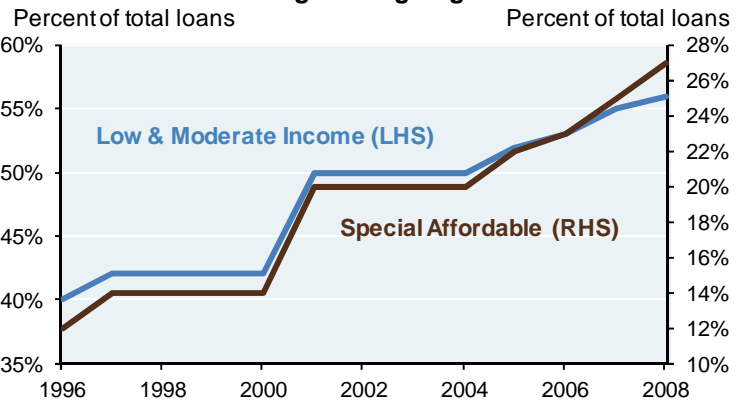
B: In 1992, **Congress imposes affordable housing goals on Fannie and Freddie** through the “Federal Housing Enterprises Financial Safety and Soundness Act of 1992”, and become competitors with FHA. To meet these goals, the Agencies relaxed down payment requirements. By 2007, they guaranteed an estimated \$140 billion of loans with down payments  $\leq 3\%$  (after having done none at  $\leq 5\%$  as of 1991). Half of these high LTV loans required no down payments at all. This was the driver behind a larger trend: by 2007, required down payments of  $\leq 3\%$  were 40% of all home purchase loans.

**Home prices, home ownership and government policy**



Source: "Irrational Exuberance," Robert Shiller, 2005, U.S. Census Bureau.

**HUD affordable housing lending targets**



Source: American Enterprise Institute.

C: In its 1995 National Homeownership Strategy publication, HUD announces that while low down payment mortgages were already 29% of the market by August 2004, **they wanted more:** *“Lending institutions, secondary market investors, mortgage insurers, and other members of the partnership should work collaboratively to reduce homebuyer down payment requirements”*.

D: **In 2000, HUD raises affordable lending targets again.** The chart above shows the escalation of lending targets for low and moderate income borrowers, and “Special Affordable”<sup>4</sup> borrowers. The problem for Agencies: the only way to meet these targets was to relax down payment requirements even more, and income verification/loan to value standards as well. When announcing even higher affordable housing targets in 2004, HUD made it clear that their purpose was to get private sector banks to follow suit: *“These new goals will push the GSEs to genuinely lead the market”*. (HUD Press Release, Nov. 2004). Bad news: they did.

**The rest, as they say, is history.** Wallison and Pinto make a variety of assumptions in several hundred pages of research, some of which has unsurprisingly resulted in conservative and liberal policy groups disagreeing with each other. One point is not in dispute: dollar for dollar, **private sector banks and brokers made much worse loans than the Agencies**, when considering delinquency rates and losses per dollar of loan principal.

But Wallison and Pinto are not trying to find out who made the worst loans. They’re trying to figure out why underwriting standards collapsed across the board; how policy objectives were designed to have private sector banks follow the Agencies off the cliff; and why Agency losses to taxpayers are estimated to be so large (\$250-\$350 billion). It’s a hollow victory for Agency supporters to claim that their version of Alt A and Subprime was not as bad as private sector ones: the Agencies had almost no capital to absorb losses in the first place, given what their mandate was. According to the Financial Crisis Inquiry Commission, **“by the end of 2007, Fannie Mae and Freddie Mac combined leverage ratios, including loans they owned and guaranteed, stood at 75 to 1.”** After factoring out tax-loss carry-forwards, Agency capital ratios were probably below 1% on over \$5 trillion of aggressively underwritten exposure.

**US Agency Equity Capital Ratios December 2007**



<sup>4</sup> “Special Affordable” goal: the percent of dwelling units financed by GSE’s mortgage purchases be for very low-income families, defined as those with incomes no greater than 60-80 percent of median incomes.

**Retractions: US earnings growth, the Euro, and the primary catalyst for the US housing crisis**

The Wallison/Pinto research appears to be a well-reasoned addition to the body of work dissecting the worst housing crisis in the post-war era. It is convincing enough to retract what we wrote in 2009. As regulators and politicians consider actions designed to stabilize the financial system and the housing/mortgage markets, reflection on the role that policy played in the collapse would seem like a critical part of the process.

Michael Cembalest  
Chief Investment Officer

Acronyms

HUD	Department of Housing and Urban Development
FHLB	Federal Home Loan Banks
VA	Veterans Administration
CRA	Community Reinvestment Act
FHA	Federal Housing Authority
GSE	Government Sponsored Enterprises (Freddie Mac, Fannie Mae)
ECB	European Central Bank
FCIC	Financial Crisis Inquiry Commission
LTV	Loan to Value

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# Action Request



**Committee:** Finance and Administration Committee

**Meeting Date:** 5/17/2011

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** Public Health Department Personnel Request to Increase a .75 FTE to a .8 FTE Environmental Health Specialist

## SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from the Public Health Department to increase (1) .75 FTE Environmental Health Specialist (Group T, Paygrade 14) to a .8 FTE Environmental Health Specialist, at a cost of \$21,389.00. Funding to come from a grant through the Michigan Department of Environmental Quality. Position to sunset September 2012.

## SUMMARY OF REQUEST:

When the board originally approved the request for a .75 FTE in February 2011, the FTE was calculated on the grant allocation spread over a two year period. We are currently 8 months into the grant and have not expended any of our salary line since we were only recently able to fill the position. Since much of the sampling work must be performed in the summer months, it made sense to delay the hire until this time. The original grant request which was approved by the board outlines the job responsibilities and scope of the project. Since received the grant, we have identified new project partners (Hope College, GVSU, MSU and Muskegon Co.) which may lead to additional testing and monitoring and would require additional work on the part of our new employee.

This position will be responsible for documenting and carrying out the actions as specified in the work plan for the Modeling and Monitoring Beach Grants as awarded through Great Lakes Restoration Initiative (GLRI) funds. These actions include; developing a monitoring plan for specified beaches, conducting sanitary surveys, collecting and analyzing samples, submitting quarterly reports to the MDEQ, and revising current beach notification procedures. This position will increase the frequency and level of monitoring at select Ottawa County beaches. This will allow for increased data in order to construct more accurate predictive models for beach water quality. The 2011 summer will be mainly data collection and collaboration with the National Oceanic and Atmospheric Administration (NOAA) to create a working predictive model for the Grand Haven City and Grand Haven State Park beaches. The 2012 summer will be utilizing the model to predict water quality in conjunction with continued sampling to evaluate the accuracy of the model.

## FINANCIAL INFORMATION:

Total Cost: \$21,389.00      General Fund Cost: 0.00      Included in Budget:     Yes     No

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

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated       Non-Mandated       New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 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=OS, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org  
Reason: I am approving this document  
Date: 2011.05.16 13:41:04 -0400

Committee/Governing/Advisory Board Approval Date: Pick from list

## 2011/2012 Salary and Fringe

		Sanatarian Vacant .8 FTE		
		FY 2010/2011	FY 2011/2012	Total
	HOURS	576	1,670	
7040.0000	Salaries-Regular	\$12,476	\$36,181	\$48,657
7050.0000	Salaries-Temporary			
7150.0000	Social Security	954	2,768	\$3,722
7160.0000	Hospitalization	2,859	8,258	\$11,117
7160.0010	OPEB	121	350	\$471
7170.0000	Life Insurance	25	72	\$97
7180.0000	Retirement	1,145	3,321	\$4,466
7190.0000	Dental Insurance	193	558	\$751
7200.0000	Worker's Comp	20	58	\$78
7210.0000	Longevity	0	0	\$0
7220.0000	Unemployment	81	235	\$316
7230.0000	Optical Insurance	29	83	\$112
7240.0000	Disability Insurance	35	101	\$136
	Total Personnel Services	\$17,938	\$51,985	\$69,923
	<b>Salary</b>	<b>\$12,476</b>	<b>\$36,181</b>	<b>\$48,657</b>
	<b>Fringe</b>	<b>\$5,462</b>	<b>\$15,804</b>	<b>\$21,266</b>
	Hourly rate - 2011 Step C	\$21.6603		