

Agenda
Finance and Administration Committee
West Olive Administration Building
12220 Fillmore, West Olive, MI 49460
Tuesday, December 20, 2011
9:30 a.m.

Consent Items:

1. Approval of the Agenda
2. Approval of Minutes from the November 15, 2011 Finance and Administration Committee Meeting.

Action Items:

3. Monthly Budget Adjustments
Suggested Motion:
To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of November 2011.
4. Budget Adjustments Greater than \$50,000
Suggested Motion:
To approve budget adjustments #912, #913, #914, #951, #952, #953, #954, #955, #956, #957, #978 and #1.
5. Statement of Review
Suggested Motion:
To approve the Statement of Review for the month of November 2011.
6. Community Mental Health Personnel Request to Create One (1) FTE Team Supervisor - Children's Services
Suggested Motion:
To approve and forward to the Board of Commissioners the request from Community Mental Health to create one (1) FTE Team Supervisor - Children's Services (Unclassified, Paygrade 06, F Step) at a cost of \$94,658.00 funding to come from Medicaid Funds.
7. 2010-2011 Wage and Classification Study
Suggested Motion:
To approve and forward to the Board of Commissioners the 2010-2011 Wage and Classification Study including the Unclassified Group and Group T employees for Community Mental Health, the Prosecutor's Office, the Clerk's Office, Administration and the four Chief Deputy Clerks, to be effective January 1, 2012. Total cost is \$279,747 in Medicaid Funds and \$102,964 in General Fund. The 2011 Medicaid Funds and General Fund contains sufficient funds for this purpose.

Discussion Items:

8. Treasurer's Financial Month End Update for November 2011
9. Commissioner's Mileage

Adjournment

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

FINANCE AND ADMINISTRATION COMMITTEE

Proposed Minutes

DATE: November 15, 2011

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Alan Vanderberg, Administrator; Greg Rappleye, Corporation Counsel; David Hulst, IT Director; JoAnn Arcand WebTecs, Inc.; John Scholtz, Parks & Recreation Director; Dave Mazurek, Parks & Recreation; Justin Roebuck, Deputy Clerk

SUBJECT: CONSENT ITEMS

FC 11-129 Motion: To approve the agenda of today as presented and to approve the minutes of the October 18, 2011 meeting as presented.
Moved by: Disselkoen **UNANIMOUS**

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 11-130 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 October 2011.
Moved by: Rycenga **UNANIMOUS**

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 11-131 Motion: To approve budget adjustments #841, 843, 844, 845, 874, 875, 876, 877, 878, 879 and 880.
Moved by: Rycenga **UNANIMOUS**

SUBJECT: STATEMENT OF REVIEW

FC 11-132 Motion: To approve the Statement of Review for the month of October 2011.
Moved by: Karsten **UNANIMOUS**

SUBJECT: REQUEST FROM THE PARKS AND RECREATION DEPARTMENT TO CREATE STEP INCREASES IN THE WAGE SCHEDULE FOR NEC CUSTODIAN

FC 11-133 Motion: To approve and forward to the Board of Commissioners the request from the Parks and Recreation Department to create step increases (up to four years) in the temporary wage schedule for the position of Nature Education Custodian.

Moved by: Rycenga

UNANIMOUS

SUBJECT: WEBTECS CONTRACT FOR PROFESSIONAL SERVICES

FC 11-134 Motion: To approve and forward to the Board of Commissioners, the Contract with WebTecs, Incorporated to provide web services for the period January 1 – December 31, 2012, at a cost of \$234,000.

Moved by: Karsten

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Financial Month End Update for October 2011 – No report due to Treasurer's absence.
2. GCSI Contract – The Administrator reported the County is near the end of GCSI contract. He asked if the Committee wanted to renew the contract yearly or go forward on a month-to-month basis. The Administrator stated they have been an incredible tool for the County and in many ways our best line of defense. It was suggested this be brought before the full Board.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:06 a.m.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/20/2011

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 November 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:

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: 11/01/2011 Thru 11/30/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>REPL FURNTR @ PROBAT</u>							
BA 819	11/07/2011	1010	1480		7390.0000	Operational Supplies	32,948.00
BA 819	11/07/2011	1010	1490		7390.0000	Operational Supplies	1,146.00
BA 819	11/07/2011	1010	2150		7390.0000	Operational Supplies	16,000.00
BA 819	11/07/2011	1010	2530		5740.0000	State Revenue Sharing	50,094.00-
<u>ESTABLISH BUDGET FOR</u>							
BA 841	11/15/2011	1010	2251		6080.0000	Departmental Services	61,204.00-
BA 841	11/15/2011	1010	2251		7040.0000	Salaries - Regular	17,149.00
BA 841	11/15/2011	1010	2251		7050.0000	Salaries - Temporary	6,520.00
BA 841	11/15/2011	1010	2251		7130.0000	Vacation Payoff	500.00
BA 841	11/15/2011	1010	2251		7150.0000	Social Security	1,422.00
BA 841	11/15/2011	1010	2251		7160.0000	Hospitalization	3,107.00
BA 841	11/15/2011	1010	2251		7160.0020	OPBB - Health Care	326.00
BA 841	11/15/2011	1010	2251		7170.0000	Life Insurance	34.00
BA 841	11/15/2011	1010	2251		7180.0000	Retirement & Sick Leave	1,568.00
BA 841	11/15/2011	1010	2251		7190.0000	Dental Insurance	210.00
BA 841	11/15/2011	1010	2251		7200.0000	Worker'S Compensation	6.00
BA 841	11/15/2011	1010	2251		7220.0000	Unemployment	84.00
BA 841	11/15/2011	1010	2251		7230.0000	Optical Insurance	31.00
BA 841	11/15/2011	1010	2251		7240.0000	Disability Insurance	47.00
BA 841	11/15/2011	1010	2251		7270.0000	Office Supplies	200.00
BA 841	11/15/2011	1010	2251		7280.0000	Printing & Binding	5,213.00
BA 841	11/15/2011	1010	2251		7300.0000	Postage	650.00
BA 841	11/15/2011	1010	2251		8080.0000	Service Contracts	3,900.00
BA 841	11/15/2011	1010	2251		8300.0000	Memberships & Dues	175.00
BA 841	11/15/2011	1010	2251		8600.0000	Travel - Mileage	1,200.00
BA 841	11/15/2011	1010	2251		8610.0000	Conferences & Othr Travel	37.00
BA 841	11/15/2011	1010	2251		9400.0000	Equipment Rental	50.00
BA 841	11/15/2011	1010	2251		9560.0000	Employee Training	300.00
<u>CNSTRCTN OF KNOWA FRL</u>							
BA 842	11/15/2011	2081	7510		9740.0000	Land Improvements	200,000.00
<u>TO ESTABLISH MPRI GRA</u>							
BA 843	11/15/2011	2748	7431	0038	5610.0000	State Of Mich - Welfare	1,331,935.00-
BA 843	11/15/2011	2748	7433	0038	8080.0000	Service Contracts	182,364.00
BA 843	11/15/2011	2748	7433	0039	8080.0000	Service Contracts	136,325.00
BA 843	11/15/2011	2748	7433	0040	7040.0000	Salaries - Regular	20,708.00
BA 843	11/15/2011	2748	7433	0040	7150.0000	Social Security	1,584.00
BA 843	11/15/2011	2748	7433	0040	7160.0000	Hospitalization	6,079.00

Adjustment Number	G/L Date	Fund	DEPT	Sub DEPT	Account Number	Account Name	Adjustment Amount
<u>TO ESTABLISH MPRI GRA</u>							
BA 843	11/15/2011	2748	7433	0040	7160.0020	OPEB - Health Care	369.00
BA 843	11/15/2011	2748	7433	0040	7170.0000	Life Insurance	60.00
BA 843	11/15/2011	2748	7433	0040	7180.0000	Retirement & Sick Leave	2,761.00
BA 843	11/15/2011	2748	7433	0040	7180.0010	457 Plan Contribution	75.00
BA 843	11/15/2011	2748	7433	0040	7190.0000	Dental Insurance	312.00
BA 843	11/15/2011	2748	7433	0040	7200.0000	Worker'S Compensation	4.00
BA 843	11/15/2011	2748	7433	0040	7220.0000	Unemployment	15.00
BA 843	11/15/2011	2748	7433	0040	7230.0000	Optical Insurance	72.00
BA 843	11/15/2011	2748	7433	0040	7240.0000	Disability Insurance	88.00
BA 843	11/15/2011	2748	7433	0040	7270.0000	Office Supplies	6,054.00
BA 843	11/15/2011	2748	7433	0040	7390.0000	Operational Supplies	6,053.00
BA 843	11/15/2011	2748	7433	0040	8080.0000	Service Contracts	74,165.00
BA 843	11/15/2011	2748	7433	0040	8210.0060	Outside Temporary Service	14,800.00
BA 843	11/15/2011	2748	7433	0040	8440.0040	Other Training	88,212.00
BA 843	11/15/2011	2748	7433	0040	8500.0000	Travel - Mileage	750.00
BA 843	11/15/2011	2748	7433	0040	8610.0000	Conferences & Othr Travel	750.00
BA 843	11/15/2011	2748	7433	0040	9010.0000	Advertising	2,000.00
BA 843	11/15/2011	2748	7433	0040	9390.0000	Building Rental	1,335.00
BA 843	11/15/2011	2748	7433	0041	8080.0000	Service Contracts	326,364.00
BA 843	11/15/2011	2748	7433	0042	8080.0000	Service Contracts	460,636.00
<u>COMBINING BUDGET</u>							
BA 845	11/15/2011	2220	6491	1454	8270.0000	Client Care	912,906.00
BA 845	11/15/2011	2220	6491	1455	8270.0000	Client Care	912,906.00
<u>FARMER'S MARKET GRANT</u>							
BA 865	11/07/2011	2210	6054		5160.0000	Federal Grants - Health	22,610.00
BA 865	11/07/2011	2210	6054		7040.0000	Salaries - Regular	7,988.00
BA 865	11/07/2011	2210	6054		7150.0000	Social Security	597.00
BA 865	11/07/2011	2210	6054		7160.0000	Hospitalization	360.00
BA 865	11/07/2011	2210	6054		7160.0020	OPEB - Health Care	66.00
BA 865	11/07/2011	2210	6054		7170.0000	Life Insurance	15.00
BA 865	11/07/2011	2210	6054		7180.0000	Retirement & Sick Leave	714.00
BA 865	11/07/2011	2210	6054		7180.0010	457 Plan Contribution	26.00
BA 865	11/07/2011	2210	6054		7200.0000	Worker'S Compensation	2.00
BA 865	11/07/2011	2210	6054		7220.0000	Unemployment	50.00
BA 865	11/07/2011	2210	6054		7240.0000	Disability Insurance	22.00
BA 865	11/07/2011	2210	6054		7270.0000	Office Supplies	120.00
BA 865	11/07/2011	2210	6054		7280.0000	Printing & Binding	350.00
BA 865	11/07/2011	2210	6054		7390.0000	Operational Supplies	1,100.00
BA 865	11/07/2011	2210	6054		8210.0000	Contractual - Other	10,000.00

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>FARMER'S MARKET GRANT</u>							
BA 865	11/07/2011	2210	6054		9010.0000	Advertising	1,200.00
<u>EST BDG FOR CAA TRAIN</u>							
BA 869	11/07/2011	2870	7470		5610.0060	Comm. Serv. Block Grant	10,000.00-
BA 869	11/07/2011	2870	7472		8420.0010	Supportive Services	10,000.00
<u>ALGN BDG W/REMAIN \$</u>							
BA 871	11/07/2011	2870	7483		5610.0000	State Of Mich - Welfare	305.00
BA 871	11/07/2011	2870	7483		7040.0000	Salaries - Regular	238.00-
BA 871	11/07/2011	2870	7483		8600.0000	Travel - Mileage	6.00-
BA 871	11/07/2011	2870	7483		8610.0000	Conferences & Othr Travel	61.00-
<u>ADJ BDG FOR CHLD CARE</u>							
BA 873	11/07/2011	2921	6630		5610.0000	State Of Mich - Welfare	500.00-
BA 873	11/07/2011	2921	6630		6990.1010	Oper Trans-General Fund	500.00-
BA 873	11/07/2011	2921	6630		9660.0000	Project Costs	1,000.00
<u>INC FOR MI HWY STUDY</u>							
BA 874	11/15/2011	1010	7210		5470.0000	St Of MI-Highways/Streets	80,034.00-
BA 874	11/15/2011	1010	7210		9600.0000	Special Projects	80,034.00
<u>SET UP GRNT DNTNS PUR</u>							
BA 875	11/15/2011	2081	7510		5050.0000	Fed. Grants-Public Safety	200,000.00-
BA 875	11/15/2011	2081	7510		6750.0010	Donations	100,000.00-
BA 875	11/15/2011	2081	7510		9710.0000	Land	646,000.00
<u>ADJUST TO LCC BUDGET</u>							
BA 876	11/15/2011	2210	6048		6070.0000	Chrgs. For Serv. - Fees	5,000.00-
BA 876	11/15/2011	2210	6048		6710.0000	Other Revenue	61,687.00-
BA 876	11/15/2011	2210	6048		7040.0000	Salaries - Regular	22,549.00
BA 876	11/15/2011	2210	6048		7130.0000	Vacation Payoff	100.00
BA 876	11/15/2011	2210	6048		7150.0000	Social Security	1,869.00
BA 876	11/15/2011	2210	6048		7160.0000	Hospitalization	4,179.00
BA 876	11/15/2011	2210	6048		7160.0020	OPEB - Health Care	177.00
BA 876	11/15/2011	2210	6048		7170.0000	Life Insurance	48.00
BA 876	11/15/2011	2210	6048		7180.0000	Retirement & Sick Leave	2,254.00
BA 876	11/15/2011	2210	6048		7180.0010	457 Plan Contribution	1,000.00

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 11/01/2011 Thru 11/30/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
BA 876	11/15/2011	2210	6048		7190.0000	Dental Insurance	282.00
BA 876	11/15/2011	2210	6048		7200.0000	Worker'S Compensation	6.00
BA 876	11/15/2011	2210	6048		7210.0000	Longevity	3.00-
BA 876	11/15/2011	2210	6048		7220.0000	Unemployment	203.00
BA 876	11/15/2011	2210	6048		7230.0000	Optical Insurance	42.00
BA 876	11/15/2011	2210	6048		7240.0000	Disability Insurance	69.00
BA 876	11/15/2011	2210	6048		7270.0000	Office Supplies	477.00
BA 876	11/15/2011	2210	6048		7280.0000	Printing & Binding	550.00
BA 876	11/15/2011	2210	6048		7300.0000	Postage	985.00
BA 876	11/15/2011	2210	6048		7390.0000	Operational Supplies	6,249.00
BA 876	11/15/2011	2210	6048		8080.0000	Service Contracts	100.00
BA 876	11/15/2011	2210	6048		8210.0000	Contractual - Other	13,336.00
BA 876	11/15/2011	2210	6048		8300.0000	Memberships & Dues	165.00
BA 876	11/15/2011	2210	6048		8500.0000	Telephone	315.00
BA 876	11/15/2011	2210	6048		8600.0000	Travel - Mileage	1,500.00
BA 876	11/15/2011	2210	6048		8610.0000	Conferences & Othr Travel	434.00
BA 876	11/15/2011	2210	6048		9010.0000	Advertising	3,688.00
BA 876	11/15/2011	2210	6048		9390.0000	Building Rental	992.00
BA 876	11/15/2011	2210	6048		9400.0000	Equipment Rental	153.00
BA 876	11/15/2011	2210	6048		9660.0000	Project Costs	5,000.00
BA 876	11/15/2011	2210	6049		6070.0000	Chrgs. For Serv. - Fees	5,000.00
BA 876	11/15/2011	2210	6049		6710.0000	Other Revenue	53,333.00
BA 876	11/15/2011	2210	6049		7040.0000	Salaries - Regular	26,225.00-
BA 876	11/15/2011	2210	6049		7130.0000	Vacation Payoff	100.00-
BA 876	11/15/2011	2210	6049		7150.0000	Social Security	2,084.00-
BA 876	11/15/2011	2210	6049		7160.0000	Hospitalization	5,212.00-
BA 876	11/15/2011	2210	6049		7170.0000	OPEB - Health Care	222.00-
BA 876	11/15/2011	2210	6049		7170.0000	Life Insurance	54.00-
BA 876	11/15/2011	2210	6049		7180.0000	Retirement & Sick Leave	2,523.00-
BA 876	11/15/2011	2210	6049		7180.0010	457 Plan Contribution	710.00-
BA 876	11/15/2011	2210	6049		7190.0000	Dental Insurance	353.00-
BA 876	11/15/2011	2210	6049		7200.0000	Worker'S Compensation	10.00-
BA 876	11/15/2011	2210	6049		7210.0000	Longevity	3.00-
BA 876	11/15/2011	2210	6049		7220.0000	Unemployment	109.00-
BA 876	11/15/2011	2210	6049		7230.0000	Optical Insurance	53.00-
BA 876	11/15/2011	2210	6049		7240.0000	Disability Insurance	76.00-
BA 876	11/15/2011	2210	6049		7270.0000	Office Supplies	477.00-
BA 876	11/15/2011	2210	6049		7280.0000	Printing & Binding	200.00-
BA 876	11/15/2011	2210	6049		7300.0000	Postage	985.00-
BA 876	11/15/2011	2210	6049		7390.0000	Operational Supplies	2,500.00-
BA 876	11/15/2011	2210	6049		8080.0000	Service Contracts	100.00-
BA 876	11/15/2011	2210	6049		8210.0000	Contractual - Other	9,000.00-
BA 876	11/15/2011	2210	6049		8300.0000	Memberships & Dues	165.00-

ADJUST TO ICC BUDGET

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ADJUST TO LCC BUDGET</u>							
BA 876	11/15/2011	2210	6049		8500.0000	Telephone	315.00-
BA 876	11/15/2011	2210	6049		8600.0000	Travel - Mileage	1,500.00-
BA 876	11/15/2011	2210	6049		8610.0000	Conferences & Othr Travel	434.00-
BA 876	11/15/2011	2210	6049		9010.0000	Advertising	3,688.00-
BA 876	11/15/2011	2210	6049		9390.0000	Building Rental	992.00-
BA 876	11/15/2011	2210	6049		9400.0000	Equipment Rental	153.00-
<u>TO EST TAA 2012 BDGT</u>							
BA 877	11/15/2011	2748	7430	0014	5610.0000	State Of Mich - Welfare	1,500,000.00-
BA 877	11/15/2011	2748	7430	0014	8440.0050	Administration-Sub Agents	1,500,000.00
<u>BDG ROLL FRWRD 2012</u>							
BA 878	11/15/2011	2750	2930		5050.0000	Fed. Grants-Public Safety	126,997.00-
BA 878	11/15/2011	2750	2930		8080.0000	Service Contracts	99,690.00
BA 878	11/15/2011	2750	2930		9800.0000	Office Furniture & Equip.	27,307.00
<u>SEPARTE OUT OF ST CST</u>							
BA 879	11/15/2011	2920	6621		8280.0010	Private Institutional Cst	100,000.00-
BA 879	11/15/2011	2920	6621		8280.0040	Out of State Private Inst	100,000.00
<u>ADJ FOR ANTICIPD COSTS</u>							
BA 882	11/15/2011	1010	1310		6010.0000	Court Filing Fees	45,000.00-
BA 882	11/15/2011	1010	1310		7270.0000	Office Supplies	3,000.00
BA 882	11/15/2011	1010	1310		7280.0000	Printing & Binding	1,500.00
BA 882	11/15/2011	1010	1310		8010.0000	Consultants	2,000.00
BA 882	11/15/2011	1010	1310		8030.0020	Juror Fees	16,000.00
BA 882	11/15/2011	1010	1310		8030.0060	Interpreter Fees	2,000.00
BA 882	11/15/2011	1010	1310		8070.0000	Legal/Trial Ct Apt Att Fe	20,500.00
<u>COR REV/ALLOW EXPNDR</u>							
BA 886	11/15/2011	1010	3020		5050.0000	Fed. Grants-Public Safety	141.00-
BA 886	11/15/2011	1010	3020		6070.0180	Fees - Canine Dog	431.00-
BA 886	11/15/2011	1010	3020		6710.0000	Other Revenue	2,394.00-
BA 886	11/15/2011	1010	3020		8660.0000	Vehicle Repairs & Maint.	10,000.00
BA 886	11/15/2011	1010	3020		9400.0000	Equipment Rental	7,034.00-
<u>TO CORRECT REVENUE</u>							

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 11/01/2011 Thru 11/30/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TO CORRECT REVENUE</u>							
BA 888	11/15/2011	1010	3310		6080.0000	Departmental Services	300.00-
BA 888	11/15/2011	1010	3310		6420.0000	Sales	2,400.00-
BA 888	11/15/2011	1010	3310		7040.0000	Salaries - Regular	5,000.00
BA 888	11/15/2011	1010	3310		7050.0040	Temp. Salaries-Reserves	6,371.00-
BA 888	11/15/2011	1010	3310		7160.0000	Hospitalization	1,651.00
BA 888	11/15/2011	1010	3310		7180.0000	Retirement & Sick Leave	2,000.00
BA 888	11/15/2011	1010	3310		7200.0000	Worker's Compensation	70.00
BA 888	11/15/2011	1010	3310		7210.0000	Longevity	350.00
<u>TO COR. REV RECEIVED</u>							
BA 889	11/15/2011	1010	3510		5050.0000	Fed. Grants-Public Safety	15,000.00-
BA 889	11/15/2011	1010	3510		6070.0130	Inmate Housing Fees	5,000.00-
BA 889	11/15/2011	1010	3510		7030.0000	Overtime	2,722.00
BA 889	11/15/2011	1010	3510		9770.0000	Equipment	17,278.00
<u>FDS RCVD THRU MOASH</u>							
BA 892	11/15/2011	2210	6310		6710.0000	Other Revenue	1,000.00-
BA 892	11/15/2011	2210	6310		7280.0000	Printing & Binding	150.00
BA 892	11/15/2011	2310	6310		7300.0000	Postage	50.00
BA 892	11/15/2011	2210	6310		7330.0000	Operational Supplies	200.00
BA 892	11/15/2011	2210	6310		8210.0000	Contractual - Other	600.00
<u>PMTO GRANT AGREEMENT</u>							
BA 895	11/15/2011	2220	6493	3247	8210.0000	Contractual - Other	10,000.00
BA 895	11/15/2011	2220	6494	4244	5180.0000	Federal Block Grant	10,000.00-
<u>ADJ FOR CORP CLEAN PO</u>							
BA 902	11/15/2011	2748	7431	0003	5610.0100	Most-Allegan DSS Revenue	1.00-
BA 902	11/15/2011	2748	7431	0003	8080.0000	Service Contracts	1,522.00-
BA 902	11/15/2011	2748	7431	0003	9390.0000	Building Rental	1,523.00
<u>ADJ TO ST. FOOD ASSIST</u>							
BA 903	11/15/2011	2748	7445		5610.0000	State Of Mich - Welfare	37,105.00
BA 903	11/15/2011	2748	7445		7040.0000	Salaries - Regular	2,612.00-
BA 903	11/15/2011	2748	7445		7150.0000	Social Security	199.00-
BA 903	11/15/2011	2748	7445		7160.0000	Hospitalization	707.00-
BA 903	11/15/2011	2748	7445		7160.0020	OPEB - Health Care	43.00-
BA 903	11/15/2011	2748	7445		7170.0000	Life Insurance	6.00-

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 11/01/2011 Thru 11/30/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ADJ TO ST.FOOD ASSIST</u>							
BA 903	11/15/2011	2748	7445		7180.0000	Retirement & Sick Leave	241.00-
BA 903	11/15/2011	2748	7445		7190.0000	Dental Insurance	36.00-
BA 903	11/15/2011	2748	7445		7220.0000	Unemployment	2.00-
BA 903	11/15/2011	2748	7445		7230.0000	Optical Insurance	8.00-
BA 903	11/15/2011	2748	7445		7240.0000	Disability Insurance	11.00-
BA 903	11/15/2011	2748	7445		8420.0010	Supportive Services	378.00
BA 903	11/15/2011	2748	7445		8440.0050	Administration-Sub Agents	33,830.00-
BA 903	11/15/2011	2748	7445		8600.0000	Travel - Mileage	212.00
<u>ANALYZE MED EXAMINERS</u>							
BA 916	11/21/2011	1010	6480		6070.0000	Chrgs. For Serv. - Fees	3,762.00-
BA 916	11/21/2011	1010	6480		7040.0000	Salaries - Regular	50.00
BA 916	11/21/2011	1010	6480		7050.0000	Salaries - Temporary	6,540.00
BA 916	11/21/2011	1010	6480		7150.0000	Social Security	700.00
BA 916	11/21/2011	1010	6480		7160.0000	Hospitalization	1,000.00-
BA 916	11/21/2011	1010	6480		7200.0000	Worker'S Compensation	15.00-
BA 916	11/21/2011	1010	6480		7220.0000	Unemployment	20.00
BA 916	11/21/2011	1010	6480		7270.0000	Office Supplies	40.00
BA 916	11/21/2011	1010	6480		8080.0000	Service Contracts	20.00-
BA 916	11/21/2011	1010	6480		8350.0000	Health Services	2,553.00-
BA 916	11/21/2011	1010	6480		8500.0000	Telephone	30.00-
<u>DONATN FRM TRNSCANADA</u>							
BA 917	11/21/2011	2081	7510		6750.0010	Donations	4,000.00-
BA 917	11/21/2011	2081	7510		8500.0000	Telephone	3,000.00
BA 917	11/21/2011	2081	7510		9740.0000	Land Improvements	22,000.00
<u>RSTRCTD DNATNS CRYFRD</u>							
BA 918	11/21/2011	2210	6061		6750.0013	Donations-Elmer Dense Fun	937.00
BA 918	11/21/2011	2210	6061		6750.0014	Donations-Amer Lung Assoc	160.00-
BA 918	11/21/2011	2210	6061		7640.0013	P.A.B.-Elmer Dense Fund	937.00-
BA 918	11/21/2011	2210	6061		7640.0014	PAE-American Lung Assoc.	160.00
<u>NEW KITCHEN AT CBS</u>							
BA 919	11/21/2011	2220	6491	1357	5170.0050	Medicaid - Capitated	11,549.00-
BA 919	11/21/2011	2220	6491	1357	9800.0000	Office Furniture & Equip.	11,549.00
<u>EST SWA JET SUPPORT</u>							

Date 12/08/11
Time 11:54:36

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 11/01/2011 Thru 11/30/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>BST SWA JET SUPPORT</u>							
BA 921	11/21/2011	2743	7431	0024	5610.0000	State Of Mich - Welfare	26,859.00-
BA 921	11/21/2011	2743	7431	0024	7390.0000	Operational Supplies	2,685.00
BA 921	11/21/2011	2743	7433	0024	8440.0050	Administration-Sub Agents	24,174.00
<u>DONAIN FROM FRNDS GRP</u>							
BA 929	11/28/2011	2081	7510		7390.0000	Operational Supplies	1,275.00

Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/20/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

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

SUGGESTED MOTION:

To approve budget adjustments #912, #913, #914, #951, #952, #953, #954, #955, #956, #957, #978 and #1.

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:

Committee/Governing/Advisory Board Approval Date:

Budget Adjustments Over \$50,000

BA Number	Fund	Department	Explanation	Adjustment
912	Mental Health	Mentally Ill - Adult	Move to new account.	\$ 55,530
913	9/30 Grant Program	Michigan Prison Re-entry Initiative	To adjust county budget for state reporting categories.	\$ 61,665
914	Community Action Agency	Administration	To adjust county budget to state budget.	\$ 50,056
951	General	Sheriff	New carpet for Sheriff's office.	\$ 90,000
952	6/30 Grant Programs	Program	To adjust budget for additional money/carryover from State.	\$ 53,850
953	6/30 Grant Programs	Program	To adjust budget for additional money/carryover from State.	\$ 82,101
954	9/30 Grant Programs	National Emergency Grant	To adjust National Emergency Grant program to allow for support subcontractor staff costs.	\$ 62,000
955	9/30 Grant Programs	2nd Chance	To establish continuation of budget for 2nd Chance grant through June 30, 2012.	\$ 558,690
956	General	COPS Programs	Reflect move of Hudsonville, Coopersville and others to the Sheriff contracts fund effective 10-1-11.	\$ 379,414
957	General	Various	Adjust Personnel Services for anticipated year end balances.	\$ 778,237
978	Landfill Tipping Fees	Allied	Adjust for anticipated activity through December 31, 2011.	\$ 135,310
1	General	Grand Haven Assessing	Segregate 2012 Grand Haven Assessing Budget.	\$ 149,188

Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/20/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Statement of Review

SUGGESTED MOTION:

To approve the Statement of Review for the month of November 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:

Committee/Governing/Advisory Board Approval Date:

STATEMENT OF REVIEW FOR THE MONTH OF: November

- 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 November 01, 2011
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
11/08/2011	01:30 PM - 02:00 PM	Board of Commissioners Meeting	26.0	\$40.00
-	02:00 PM - 03:00 PM	Board of Commissioners Work Session	.0	-
11/15/2011	09:30 AM - 10:00 AM	Finance & Administration Committee	26.0	\$40.00
11/22/2011	01:00 PM - 01:30 PM	Human Resources Committee	.0	\$40.00
-	01:30 PM - 02:15 PM	Board of Commissioners Meeting	26.0	-
-	02:15 PM - 03:00 PM	Board of Commissioners Work Session	.0	-
11/28/2011	12:00 PM - 01:30 PM	Macatawa Area Coordinating Council Policy Board	23.0	\$40.00
-	07:00 PM - 08:00 PM	Ottawa County Planning Commission	26.0	\$30.00
-	-	-	-	-
Total Per Diem:				\$190.00
Total Mileage:			127.0	\$70.49
Total Voucher:				\$260.49

12/05/2011

Revision History

Created by Joseph Baumann on 11/09/2011 11:07:45 PM
Modified by Joseph Baumann on 11/15/2011 09:56:40 PM
Modified by Joseph Baumann on 11/29/2011 12:06:14 AM

Per diem

1010 - 7211	\$30
1010 - 1010	160
	\$ 190

Mileage

26mi =	\$14.43
101mi =	56.06
	\$70.49

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

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

Date	Time	Purpose	Mileage	Per Diem
11/03/2011	07:30 PM - 08:15 PM	polkton township board meeting - mileage only	12.6	-
11/04/2011	07:00 PM - 09:45 PM	Latin american dinner in holland - mileage only	26.0	-
11/08/2011	01:30 PM - 01:45 PM	Board of Commissioners Meeting	32.0	\$40.00
-	01:45 PM - 02:45 PM	Board of Commissioners Work Session	.0	-
-	07:00 PM - 08:00 PM	tallmadge board meeting - mileage only	18.0	-
11/09/2011	08:30 AM - 09:40 AM	Health & Human Services Committee	32.0	\$40.00
-	07:30 PM - 08:15 PM	wright township board meeting - mileage only	13.0	-
11/10/2011	07:00 PM - 08:30 PM	a preservation meeting at fillmore complex - mileage only	22.0	-
11/28/2011	07:00 PM - 07:30 PM	Board meeting with city of coopersville. also allendale board of trustee meeting - mileage only	15.0	-
-	-	-	-	-
-	-	-	-	-
			Total Per Diem:	\$80.00
			Total Mileage:	170.6 \$94.68
			Total Voucher:	\$174.68

12/05/2011

Revision History

Created by Greg DeJong on 12/05/2011 02:08:26 PM
Modified by Elizabeth Lyyski on 12/05/2011 02:57:59 PM

1010 - 1010

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

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

Date	Time	Purpose	Mileage	Per Diem
11/01/2011	09:00 AM - 04:00 PM	MDOT Asset Management Council	.0	\$70.00
11/04/2011	09:00 AM - 10:00 AM	Lakeshore Coordinating Council	23.0	\$40.00
11/08/2011	01:30 PM - 01:45 PM	Board of Commissioners Meeting	23.0	\$40.00
-	01:45 PM - 02:45 PM	Board of Commissioners Work Session	.0	-
11/09/2011	11:30 AM - 01:15 PM	LCC Award Lunch - mileage only	7.0	-
11/10/2011	08:00 AM - 09:30 AM	West Michigan Airport Authority (Tulip City Airport)	6.0	\$40.00
11/14/2011	11:30 AM - 12:45 PM	West Michigan Airport Authority (Tulip City Airport)	12.0	\$40.00
-	01:15 PM - 04:30 PM	Personnel Interview Committee	23.0	\$30.00
11/15/2011	09:30 AM - 10:06 AM	Finance & Administration Committee	23.0	\$40.00
11/18/2011	09:30 AM - 11:30 AM	West Michigan Regional Planning Committee	58.0	\$40.00
11/21/2011	09:00 AM - 10:00 AM	Lakeshore Coordinating Council	6.0	\$40.00
-	01:15 PM - 03:45 PM	Personnel Interview Committee	23.0	\$30.00
11/22/2011	01:00 PM - 01:03 PM	Human Resources Committee	.0	\$40.00
-	01:30 PM - 02:13 PM	Board of Commissioners Meeting	23.0	-
-	02:22 PM - 02:50 PM	Board of Commissioners Work Session	.0	-
11/23/2011	08:00 AM - 09:30 AM	West Michigan Airport Authority (Tulip City Airport)	6.0	\$40.00
11/28/2011	03:00 PM - 04:30 PM	Community Mental Health Board	6.0	\$40.00
11/29/2011	08:30 AM - 01:30 PM	MDOT Asset Management Council	.0	\$70.00
11/30/2011	08:00 AM - 09:15 AM	West Michigan Airport Authority (Tulip City Airport)	6.0	\$40.00
-	01:00 PM - 02:30 PM	Meet at JP's with Michael Brashears & Al Serrano - mileage only	5.0	-
-	-	-	-	-
Total Per Diem:				\$640.00
Total Mileage:			250.0	\$138.75
Total Voucher:				\$778.75

12/06/2011

Revision History

Created by Elizabeth Lyyski on 12/06/2011 11:02:47 AM

Per diem	Mileage
2220-6495 - 5020	3mi = \$1.67
- 5029	3mi = 1.67
1010 - 1010	244mi = 135.41
\$640	\$138.75

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

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

Date	Time	Purpose	Mileage	Per Diem
11/02/2011	08:30 AM - 02:15 PM	Southwest Michigan Alliance of Region Three (SMART)	119.0	\$70.00
11/03/2011	08:30 AM - 09:45 AM	Grand Valley Metro Council	25.0	\$40.00
11/07/2011	08:45 AM - 09:45 AM	Elected Officials Meeting - mileage only	37.0	-
11/08/2011	01:30 PM - 01:45 PM	Board of Commissioners Meeting	37.0	\$40.00
-	01:45 PM - 02:45 PM	Board of Commissioners Work Session	.0	-
11/09/2011	08:30 AM - 09:40 AM	Health & Human Services Committee	37.0	\$40.00
-	11:30 AM - 01:00 PM	CHOOSE awards luncheon - mileage only	16.0	-
11/14/2011	01:15 PM - 04:30 PM	Personnel Interview Committee	37.0	\$40.00
11/17/2011	09:00 AM - 10:00 AM	Breakfast with township officials - mileage only	2.0	-
11/21/2011	01:15 PM - 03:45 PM	Personnel Interview Committee	37.0	\$40.00
11/22/2011	01:00 PM - 01:30 PM	Human Resources Committee	.0	\$40.00
-	01:30 PM - 02:13 PM	Board of Commissioners Meeting	37.0	-
-	02:22 PM - 02:50 PM	Board of Commissioners Work Session	.0	-
-	-	-	-	-
Total Per Diem:				\$310.00
Total Mileage:			384.0	\$213.12
Total Voucher:				\$523.12

12/05/2011

1010 - 1010

Revision History

Created by James Holtrop on 11/02/2011 06:00:42 PM
 Modified by James Holtrop on 11/03/2011 10:46:42 AM
 Modified by James Holtrop on 11/07/2011 11:43:58 AM
 Modified by James Holtrop on 11/09/2011 02:28:02 PM
 Modified by James Holtrop on 11/14/2011 06:47:57 PM
 Modified by James Holtrop on 11/17/2011 09:39:22 AM
 Modified by James Holtrop on 11/21/2011 07:00:56 PM
 Modified by Elizabeth Lyyski on 12/05/2011 03:02:12 PM

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

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

Date	Time	Purpose	Mileage	Per Diem
11/08/2011	01:30 PM - 01:45 PM	Board of Commissioners Meeting	32.0	\$40.00
-	01:45 PM - 02:45 PM	Board of Commissioners Work Session	.0	-
11/09/2011	08:30 AM - 09:40 AM	Health & Human Services Committee	32.0	\$40.00
-	04:00 PM - 06:00 PM	Parks & Recreation Commission	32.0	\$30.00
11/10/2011	09:30 AM - 09:59 AM	Planning and Policy Committee	32.0	\$40.00
11/14/2011	03:30 PM - 05:00 PM	CMH Board QI/Planning/Program Committee	50.0	\$40.00
11/22/2011	01:30 PM - 02:13 PM	Board of Commissioners Meeting	32.0	\$40.00
-	02:22 PM - 02:50 PM	Board of Commissioners Work Session	.0	-
-	03:00 PM - 04:45 PM	Parks & Rec Planning Committee	.0	-
11/28/2011	03:00 PM - 04:10 PM	Community Mental Health Board	50.0	\$40.00
-	-	-	-	-
Total Per Diem:				\$270.00
Total Mileage:			260.0	\$144.30
Total Voucher:				\$414.30

12/05/2011

Revision History

Created by James Holtvliwer on 11/14/2011 06:10:30 PM
Modified by James Holtvliwer on 11/22/2011 08:33:13 PM
Modified by Elizabeth Lyyski on 12/05/2011 04:49:01 PM

Per diem	Mileage
2081-7510 \$30	32mi = \$17.76
2220-6495-5020 40	50mi = 27.75
-5029 40	50mi = 27.75
1010 - 1010 160	128mi = 71.04
\$270	\$144.30

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

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

Date	Time	Purpose	Mileage	Per Diem
11/03/2011	09:00 AM - 10:00 AM	Lakeshore Coordinating Council	30.0	\$40.00
11/08/2011	01:30 PM - 01:45 PM	Board of Commissioners Meeting	24.0	\$40.00
-	01:45 PM - 02:45 PM	Board of Commissioners Work Session	.0	-
11/09/2011	08:30 AM - 09:40 AM	Health & Human Services Committee	24.0	\$40.00
11/15/2011	09:30 AM - 10:06 AM	Finance & Administration Committee	24.0	\$40.00
11/21/2011	04:00 PM - 05:30 PM	CMH Board Administrative & Finance Committee	6.0	\$40.00
11/22/2011	01:30 PM - 02:13 PM	Board of Commissioners Meeting	24.0	\$40.00
-	02:22 PM - 02:50 PM	Board of Commissioners Work Session	.0	-
11/28/2011	03:00 PM - 04:10 PM	Community Mental Health Board	6.0	\$40.00
-	-	-	-	-
Total Per Diem:				\$280.00
Total Mileage:			138.0	\$76.59
Total Voucher:				\$356.59

12/05/2011

Revision History

Created by Robert Karsten on 11/05/2011 12:20:07 AM
Modified by Robert Karsten on 11/22/2011 08:46:49 AM
Modified by Robert Karsten on 11/28/2011 08:36:25 PM
Modified by Elizabeth Lyyski on 12/05/2011 03:05:40 PM

Per diem	Mileage
2220-6495-5020 \$40	6mi = \$3.33
-5029 40	6mi = 3.33
1010-1010 200	126mi = 69.95
\$280	\$76.59

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

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

Date	Time	Purpose	Mileage	Per Diem
11/08/2011	01:30 PM - 01:45 PM	Board of Commissioners Meeting	2.0	\$40.00
-	01:45 PM - 02:45 PM	Board of Commissioners Work Session	.0	-
11/09/2011	04:00 PM - 05:45 PM	Parks & Recreation Commission	2.0	\$40.00
11/22/2011	01:30 PM - 02:13 PM	Board of Commissioners Meeting	2.0	\$40.00
-	02:22 PM - 02:50 PM	Board of Commissioners Work Session	.0	-
-	-	-	-	-
Total Per Diem:				\$120.00
Total Mileage:			6.0	\$3.33
Total Voucher:				\$123.33

12/05/2011

Revision History

Created by Phillip Kuyers on 11/12/2011 05:28:38 PM
 Modified by Phillip Kuyers on 11/28/2011 02:07 PM
 Modified by Elizabeth Lyyski on 12/05/2011 03:07:43 PM

<p>Per diem</p> <p>2081 - 7510 \$40</p> <p>1010 - 1010 <u>80</u></p> <p style="text-align: right;">\$120</p>	<p>Mileage</p> <p>2mi = \$1.11</p> <p>4mi = <u>2.22</u></p> <p style="text-align: right;">\$3.33</p>
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**Board of Commissioners
Per Diem and Mileage Voucher**

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

Date	Time	Purpose	Mileage	Per Diem
11/08/2011	01:30 PM - 01:45 PM	Board of Commissioners Meeting	30.0	\$40.00
-	01:45 PM - 02:45 PM	Board of Commissioners Work Session	.0	-
11/10/2011	09:30 AM - 10:00 AM	Planning and Policy Committee	30.0	\$40.00
11/21/2011	11:00 AM - 04:30 PM	Rye Study Oversight and Appeal Committee	30.0	\$70.00
11/22/2011	01:00 PM - 01:30 PM	Human Resources Committee	.0	\$40.00
-	01:30 PM - 02:13 PM	Board of Commissioners Meeting	30.0	-
-	02:22 PM - 02:50 PM	Board of Commissioners Work Session	.0	-
-	-	-	-	-
Total Per Diem:				\$190.00
Total Mileage:			120.0	\$66.60
Total Voucher:				\$256.60

12/05/2011

Revision History

Created by Jane Ruiter on 11/10/2011 11:23:37 AM
Modified by Jane Ruiter on 11/21/2011 06:31:35 PM
Modified by Elizabeth Lyyski on 12/05/2011 03:10:30 PM

1010-1010

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

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

Date	Time	Purpose	Mileage	Per Diem
11/02/2011	03:30 PM - 04:30 PM	Mayor Bergman's retirement party in Grand Haven - mileage only	42.0	-
11/03/2011	10:30 AM - 11:45 AM	WEMET - mileage only	14.0	-
11/04/2011	08:30 AM - 02:00 PM	Water Quality Forum - mileage only	14.0	-
11/08/2011	01:30 PM - 01:45 PM	Board of Commissioners Meeting	14.0	\$40.00
-	01:45 PM - 02:45 PM	Board of Commissioners Work Session	.0	-
11/10/2011	09:30 AM - 10:30 AM	Planning and Policy Committee	14.0	\$40.00
11/14/2011	09:00 AM - 10:15 AM	Veterans' Affairs Committee	14.0	\$40.00
11/15/2011	09:30 AM - 10:45 AM	Finance & Administration Committee	14.0	\$40.00
11/22/2011	01:30 PM - 02:13 PM	Board of Commissioners Meeting	14.0	\$40.00
-	02:22 PM - 02:50 PM	Board of Commissioners Work Session	.0	-
11/29/2011	03:00 PM - 04:00 PM	Met with Ken Rizzio, Phil Kuyers and Al Vanderberg - mileage only	14.0	-
-	-	-	-	-
Total Per Diem:				\$200.00
Total Mileage:			154.0	\$85.47
Total Voucher:				\$285.47

12/05/2011

Revision History

Created by Roger Rycenga on 12/02/2011 01:14:12 PM
 Modified by Elizabeth Lyyski on 12/05/2011 03:13:22 PM

1010-1010

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

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

Date	Time	Purpose	Mileage	Per Diem
11/08/2011	01:30 PM - 01:45 PM	Board of Commissioners Meeting	26.0	\$40.00
-	01:45 PM - 02:45 PM	Board of Commissioners Work Session	.0	-
11/10/2011	09:30 AM - 09:59 AM	Planning and Policy Committee	26.0	\$40.00
11/15/2011	09:30 AM - 10:06 AM	Finance & Administration Committee	26.0	\$40.00
11/22/2011	01:30 PM - 02:13 PM	Board of Commissioners Meeting	26.0	\$40.00
-	02:22 PM - 02:50 PM	Board of Commissioners Work Session	.0	-
-	-	-	-	-
Total Per Diem:				\$160.00
Total Mileage:			104.0	\$57.72
Total Voucher:				\$217.72

12/05/2011

Revision History

Created by Elizabeth Lyyski on 12/05/2011 03:09:33 PM

1010 - 1010

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

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

Date	Time	Purpose	Mileage	Per Diem
11/08/2011	01:30 PM - 01:45 PM	Board of Commissioners Meeting	28.0	\$40.00
-	01:45 PM - 02:45 PM	Board of Commissioners Work Session	.0	-
11/09/2011	08:30 AM - 09:45 AM	Health & Human Services Committee	28.0	\$40.00
11/10/2011	09:30 AM - 10:45 AM	Planning and Policy Committee	28.0	\$40.00
11/14/2011	09:00 AM - 10:00 AM	Veterans' Affairs Committee	28.0	\$40.00
11/16/2011	10:00 AM - 11:00 AM	Local Emergency Planning Commission (LEPC)	28.0	\$40.00
11/22/2011	01:30 PM - 02:13 PM	Board of Commissioners Meeting	28.0	\$40.00
-	02:22 PM - 02:50 PM	Board of Commissioners Work Session	.0	-
-	-	-	-	-
Total Per Diem:				\$240.00
Total Mileage:			168.0	\$93.24
Total Voucher:				\$333.24

12/05/2011

1010-1010

Revision History

Created by Stu Visser on 11/25/2011 08:22:32 PM
 Modified by Elizabeth Lyyski on 12/05/2011 03:18:45 PM

Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/20/2011

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Community Mental Health Personnel Request to Create One (1) FTE Team Supervisor - Children's Services

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from Community Mental Health to create one (1) FTE Team Supervisor - Children's Services (Unclassified, Paygrade 06, F Step) at a cost of \$94,658.00 funding to come from Medicaid Funds.

SUMMARY OF REQUEST:

The MH Team Supervisor will be responsible for providing clinical oversight to the staff that provide services to Children with Developmental Disabilities and to SED Children that receive Home Based Services.

As outlined in the CMHOC FY2011-2015 Strategic Plan, Children's Services was elevated to its own division. This division includes the provision of services to both children with DD and SED concerns. Therefore there is additional staff to provide daily support and supervision to which necessitates the additional of a Team Supervisor.

CMHOC has developed a Children's Services Improving Practices Leadership Team (IPLT) charged with the development and monitoring of child-specific outcome measurements. At this time there are several outcome factors that are being closely monitored. The addition of this position will be utilized to further develop outcome measures, as not all consumers of Children's Services have outcome measures directly correlating to their service provisions.

FINANCIAL INFORMATION:

Total Cost: \$94,658.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source: CMH Budget

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, systems, and services for potential efficiencies.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

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

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Mental Health Team Supervisor - Children's Services

FUND/DEPARTMENT NUMBER: 2220 (4244 - 50%; 5522 - 50%)

CHECK ONE: New Position (Reclassification 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:
The MH Team Supervisor will be responsible for providing clinical oversight to the staff that provide services to Children with Developmental Disabilities and to SED Children that receive Home Based Services.
4. Describe the justification for this position (Provide supporting documentation if appropriate.)
As outlined in the CMHOC FY2011-2015 Strategic Plan, Children's Services was elevated to its own division. This division includes the provision of services to both children with DD and SED concerns. Therefore there is additional staff to provide daily support and supervision to which necessitates the additional of a Team Supervisor.
5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.
1: To Maintain and Improve the Strong Financial Position of the County. (Advocate on legislative issues to maintain and improve the financial position of the County.); 3: To Contribute to a Healthy Physical, Economic, & Community Environment. (Continue initiatives to positively impact the community.) 4: To continually Improve the County's Organization and Services. (Review and evaluate the organization, contracts, programs, and services for potential efficiencies; Prioritize mandated and discretionary services; Examine opportunities for service-delivery with local units of government.
6. Will the job functions of this position be for mandated or discretionary functions of the department?
Mandated
7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?
CMHOC has developed a Children's Services Improving Practices Leadership Team (IPLT) charged with the development and monitoring of child-specific outcome measurements. At this time there are several outcome factors that are being closely monitored. The addition of this position will be utilized to further develop outcome measures, as not all consumers of Children's Services have outcome measures directly correlating to their service provisions.

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

COST INFORMATION:

ESTIMATED SALARY COST FOR THE BUDGET YEAR:

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

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

Michael Brashears

SIGNED:

_____ DATE: _____

BUDGET DATA:

Fiscal Services Department Use Only

CONTROL #:

Fiscal Services Department Use Only

County of Ottawa Estimated Personnel Costs 2220 2012 Budget

	Union code	W/C code	FTE	Salaries * Permanent	FICA	Hospi- talization	OPEB	Life	Retirement	Dental	W/C	Unemployen	Optical	Disability	Total Fringes	Total Salaries & fringes
Team Supervisor - F Step	15	8835	1.0000	\$64,193	\$4,911	\$10,323	\$438	\$191	\$10,996	\$698	\$215	\$417	\$104	\$180	\$28,473	\$92,666
				\$64,193	\$4,911	\$10,323	\$438	\$191	\$10,996	\$698	\$215	\$417	\$104	\$180	\$28,473	\$92,666
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/20/2011

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: 2010-2011 Wage and Classification Study

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the 2010-2011 Wage and Classification Study including the Unclassified Group and Group T employees for Community Mental Health, the Prosecutor's Office, the Clerk's Office, Administration and the four Chief Deputy Clerks, to be effective January 1, 2012. Total cost is \$279,747 in Medicaid Funds and \$102,964 in General Fund. The 2011 Medicaid Funds and General Fund contains sufficient funds for this purpose.

SUMMARY OF REQUEST:

The County has conducted wage and classification studies of county positions for over 30 years. The purpose is to assure that the County's position in terms of total employee compensation is sufficient to be competitive to ensure that the County is able to attract and retain a well-qualified workforce to provide services to the citizens of and visitors to the county.

FINANCIAL INFORMATION:

Total Cost: \$382,711.00 | General Fund Cost: \$102,964.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source: 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: 5: Continue the effective and efficient management of human resources.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:



County of Ottawa

Administrator's Office

Alan G. Vanderberg
County Administrator

Keith A. Van Beek
Assistant County Administrator

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

West Olive (616) 738-4898

e-mail: avanderberg@miottawa.org

e-mail: kvanbeek@miottawa.org

www.miottawa.org

DATE: December 15, 2011
TO: Ottawa County Board of Commissioners
FROM: Alan G. Vanderberg, County Administrator
SUBJECT: Ottawa County Wage and Classification Study

I am pleased to present the 2010-2011 Ottawa County Wage & Classification Study and recommendation to the Board of Commissioners. The study consists of the report, the results of the Appeals Committee and the listing of classifications and final results from the study.

Background:

In 2008, after William Rye of Rye & Associates notified the County that he was no longer conducting large scale wage studies, the County took the opportunity to review the different methodology's and vendors that conduct these types of studies, and the Board of Commissioners approved contracting with West Michigan Compensation Consultants. The Ottawa County 2008 Classification Project, conducted by Elizabeth Hawkins of West Michigan Compensation Consultants, consisted of two parts: a classification study, including the design and implementation of a point factor system for evaluating and classifying jobs that the County can maintain independently, and a salary market study covering all employee groups.

With that study and the current one, we continued the level of understanding and trust with open communication that had begun in the previous study. Throughout the process information was shared with all employees through a link on the Front Page updating questions and answers raised by employees.

Evaluation Process:

In 2010, based upon the recommendation of the study completed in 2009, the Human Resources Training Coordinator trained additional employees to join the Evaluation Team. Throughout the remainder of 2010, job descriptions were revised and interviews were conducted by Human Resources. In 2011 the Evaluation Team worked on evaluating job classifications for those positions and classifications that were not studied in 2009. I want to thank these employees for their dedication and hard work, who devoted a tremendous amount of time to this project, in addition to their everyday workload.

Members of the Evaluation Team:

Dave Hulst – Information Technology
Tina McConnell – Information Technology
Lynne Doyle – Community Mental Health
Thom Lattig – Juvenile Services

David Prout – Corrections
Sherri Sayles – Clerk’s Office
Rick Taylor – Juvenile Services
Kathy Winston – Friend of the Court

In addition, I wish to thank Marie Waalkes, Marcie VerBeek, Kathy Kuck and Laura Mousseau from Human Resources who spent many hours providing support to both the Evaluation Team and the Appeals Committee during this endeavor.

A total of 83 job classifications were reviewed and evaluated affecting 214 individual positions. As a result of the initial study, prior to appeals, 36 classifications remained status quo, 42 classifications were upgraded and 5 classifications were downgraded.

Appeals Process:

Upon completion of the job classification evaluations and publishing of the points, all employees in this study had the opportunity to appeal their results. Information was provided to employees about the process and format to appeal their classification result. This appeals process began in the last two wage studies to maintain an atmosphere of an open and transparent process and to give employees the opportunity to present their arguments, if they believed they were not adequately evaluated, to a panel of individuals who did not conduct the initial evaluation.

The Appeals Committee consisted of the following individuals: Kevin Bowling, Circuit Court Administrator; Sheriff Gary Rosema, Jane Ruitter, County Commissioner, Lisa Stefanovsky, Health Officer, Al Vanderberg, County Administrator and Marie Waalkes, Chair - Human Resources Director. I also want to thank my fellow committee members for their time and input to this project.

A total of 11 appeals were filed affecting 77 employees. The Appeals Committee recommended 4 classifications (affecting 4 employees) that were downgraded be reinstated to their current level, 6 classifications (affecting 36 employees) remain status quo; and 1 classification (affecting 37 employees) be upgraded.

County Administrator’s Recommendation:

1. To approve the 2010-2011 Ottawa County Wage and Classification Study Report with an effective date of January 1, 2012.

Implementation Date and Cost:

It is recommended that the results of this study be effective January 1, 2012. The estimated salary and fringe cost of the 2010-2011 Wage and Classification Study is \$279,747 (Medicaid funds) and \$102,964 (General Fund), resulting in a total of \$382,711. The 2011 Medicaid Funds and General Fund contain sufficient funds for this study.

2010-2011 OTTAWA COUNTY WAGE & CLASSIFICATION STUDY

The Ottawa County 2011 Wage & Classification Project consists of two parts: a classification study, including the design and implementation of a point factor system for evaluating and classifying jobs that the County can maintain independently, and a salary market study covering all employee groups.

OTTAWA COUNTY CLASSIFICATION SYSTEM

Evaluation/Classification Study

The point-factor system devised for the County is designed to quantify the value of jobs in order to establish internal equity among diverse occupations and to define the relation between job value and market price. The point factor systems assign point values to a job's compensable factors, i.e. those properties of the job which provide its value to the organization. The system defines four basic categories of compensable factors: (1) knowledge and skills, which are the initial building block of the point factor evaluation, (2) critical thinking, which values the intensity and the creativity with which knowledge and skills must be applied in normal performance of job functions, (3) accountability, the responsibility of a position for final outcomes/overall success of the unit in which it operates, and (4) working conditions, the adverse conditions and exposure to risk which are a critical part of the day-to-day work of the position. The evaluation tool developed for Ottawa County takes into account that each of these factors is multi-dimensional, and assesses point values using a matrix of values for each factor. The project deliverables include the evaluation chart for each of the four factors and supporting definitions and instructions. Ottawa County Human Resources participated in development of the explanatory and instructional materials. The Training and Development Coordinator also developed the training program in the use of the system to train additional Evaluation Committee members. The set of charts, definitions, explanations, and instructional guides have been compiled into binders for use by present and future Evaluation Committee members.

The position classification project covered two hundred and fourteen (214) individual positions. Employees participated in the project both as a primary source of information used to develop new position descriptions, and as job evaluators. All employees were encouraged to complete Job Analysis Questionnaires and were given the option to participate in individual and group interviews. The process resulted in new job descriptions for eighty-three (83) position classifications, including both existing and new classification titles. The new position descriptions provided the job content documentation on which point-factor position evaluations were based.

Eight employees representative of the County workforce and employee groups, were appointed to the Evaluation Committee and were trained as evaluators. The Assistant Human Resources Director, Human Resources Assistant, and Human Resources Training & Development Coordinator were also trained, and served as Evaluation Committee and Appeals Committee facilitators. One member of the Appeals Committee was also fully trained in the application of the point-factor evaluation tool. The Evaluation Committee evaluated all covered jobs over several months, beginning in late 2010 and ending in October 2011. Appeals were heard in November, and the final evaluation results are summarized below.

Summary of Classification Study

Employee Group	Total Number of Classifications	No Change in Grade	Increase in Grade	Decrease in Grade
Group T	47	16	30	1
Unclassified	36	23	13	0
TOTAL NUMBER OF CLASSIFICATIONS	83	39	43	1

In order to maintain the classification system, and internal equity among Ottawa County positions, new positions and requested reclassification of existing positions should be evaluated by the Committee. Each department should be reviewed on a multi-year schedule to ensure that the descriptions and classifications accurately reflect the changes that occur in jobs over time, both by design and to accommodate changes in the structure and work of County departments. The County has now developed its internal structure and has in place 367 benchmark evaluations to provide a framework for placing new and revised positions into the structure. Committee members can be rotated on a staggered schedule to ensure that there are always trained evaluators to assess jobs and to help in the experiential training of new Committee members.

OTTAWA COUNTY WAGES

Market Study

The market study consisted of a survey questionnaire covering 125 positions in all employee groups. The questionnaire was sent to the eleven comparable counties established in previous studies. The eleven comparable counties are, Allegan, Berrien, Ingham, Jackson, Kalamazoo, Kent, Livingston, Muskegon, Saginaw, St. Clair, and Washtenaw. The eleven comparable counties provided responses covering enough positions and employees to be included in the survey results. A separate survey covering employee benefits was compiled from seven of the participating counties of the West Michigan Strategic Alliance.

The salary survey covered 125 positions in all employee groups and departments. The County's pay ranges vary in relation to market rates both between and within bargaining units/employee groups. The aggregate pay ranges for each employee group are generally competitive, averaging at least 95% of the reported median market values for range minimums and maximums for most groups. However, within each employee group there are jobs that are below the reported market median pay ranges and jobs that are above the reported ranges. Taking the employee group as a whole the following illustrates where the groups place in relation to the survey median.

**Comparison of Ottawa County Pay Scales to Median Survey Scales
Ottawa County as % Survey Median**

	Scale Minimum	Scale Midpoint	Scale Maximum
Group T	98.04%	97.30%	93.22%
Unclassified	99.74%	96.78%	99.48%

OTTAWA COUNTY EMPLOYEE BENEFITS

HEALTH AND OTHER BENEFITS

Ottawa County leads its comparable counties in the provision of health benefits to its employees. In 2011 Ottawa County's average monthly premium was 34% lower than the comparable counties. Ottawa County contributes 93.4% to the cost of medical insurance premiums for employees, compared to a median contribution of 88% by the seven responding counties. Ottawa County employees pay an average of 6.6% of the premium cost, as compared to a median of 12% for employees of the responding counties.

Because of variability in reporting format, and variations in benefits among employee groups within each county participating in the survey, it is difficult to analyze paid time off, income replacement, and retirement benefits in terms of median market statistics. It would appear that the County's position in terms of total employee compensation is sufficient to be competitive to ensure that the County is able to attract and retain a well-qualified workforce to provide services to the citizens of and visitors to the county.

SUMMARY AND RECOMMENDATIONS

A complete listing of the recommended changes to positions and classifications is attached in a separate table.

Unclassified

Current Title	Current Grade	Department	New Title	KS	CT	ACC	WC	Total	New Grade
Administrative Assistant	U03	Mental Health	Administrative Assistant	152	33	50	0	235	U03
Administrative Secretary	U02	Mental Health	Clinical Office Manager	115	22	29	0	166	U02
Assistant County Administrator	U10	County Administrator	Assistant County Administrator	920	528	608	0	2056	U11A
Asst. Chief Deputy County Clerk	U04	County Clerk	Asst. Chief Deputy County Clerk	264	76	87	0	427	U06
Asst. Prosecuting Attorney I	U07	Prosecutor	Asst. Prosecuting Attorney I	350	132	175	0	657	U07
Asst. Prosecuting Attorney II	U10	Prosecutor	Asst. Prosecuting Attorney II	800	460	528	0	1788	U10
Chief Deputy County Clerk	U05A	County Clerk	Chief Deputy County Clerk	460	200	200	0	860	U07A
Chief Deputy County Treasurer	U05A	County Treasurer	Chief Deputy County Treasurer	400	152	200	0	752	U07
Chief Deputy Drain Commissioner	U05A	Drain Commission	Chief Deputy Drain Commissioner	350	152	175	0	677	U07
Chief Deputy Register of Deeds	U05A	Register of Deeds	Chief Deputy Register of Deeds	350	152	175	0	677	U07
Child Support Investigator	U03	Prosecutor	Child Support Investigator	175	38	50	0	263	U03A
Clinical Nurse Specialist	U08A	Mental Health	Clinical Nurse Specialist	528	230	264	0	1022	U08A
Compliance Mngr/Medical Rec Supv	U05	Mental Health	Compliance Mngr/Medical Rec Supv	304	100	115	0	519	U06
Deputy Director	U10	Mental Health	Deputy Director	800	528	400	0	1728	U10
Director of QI & Planning	U07	Mental Health	Director of QI & Planning	400	152	200	0	752	U07
Elections Coordinator	U03	County Clerk	Elections Coordinator	175	43	50	0	268	U03A
Employee & Labor Relations Manager	U08	Human Resources	Assistant Human Resources Director	528	304	400	0	1232	U09
Mental Health Nurse Supervisor	U07	Mental Health	Mental Health Nurse Supervisor	400	132	152	0	684	U07
Mental Health Specialist	T12	Mental Health	CBS Team Leader	230	57	76	0	363	U04
Office Administrator	U05A	Prosecutor	Office Administrator	350	100	115	0	565	U06
Program Coordinator	U07	Mental Health	Program Coordinator (Residential Comp & Dev)	400	132	152	0	684	U07
Program Coordinator	U07	Mental Health	Program Coordinator (Access)	400	132	152	0	684	U07
Program Supervisor	U08	Mental Health	Program Supervisor	528	230	175	0	933	U08
Recipient Rights Officer	U04	Mental Health	Recipient Rights Officer	230	50	57	0	337	U04
Recipient Rights Offr/Trng. Coordinator	U06	Mental Health	Director of Recipient Rights	264	87	76	0	427	U06
Senior Attorney	U10A	Prosecutor	Senior Attorney	920	460	528	0	1908	U10A
Staff Psychiatrist	U25	Mental Health	Staff Psychiatrist	Market Exception					U25
Team Supervisor	U06	Mental Health	Team Supervisor (Access)	350	100	132	0	582	U06
Team Supervisor	U06	Mental Health	Team Supervisor (Children's Service)	350	100	132	0	582	U06
Team Supervisor	U06	Mental Health	Team Supervisor (MI Services/Clubhouse)	350	100	132	0	582	U06
Team Supervisor	U06	Mental Health	Team Supervisor (MI-ACT)	350	100	132	0	582	U06
Team Supervisor	U06	Mental Health	Team Supervisor (MI Services/MDT)	350	100	132	0	582	U06
Team Supervisor	U06	Mental Health	Team Supervisor (Crisis Services)	350	100	132	0	582	U06
Team Supervisor	U06	Mental Health	Team Supervisor (DD Services)	350	100	132	0	582	U06
Victim Rights Coordinator	U04	Prosecutor	Victim Rights Coordinator	230	50	57	0	337	U04
Vital Records Supervisor	U02	County Clerk	Vital Records Supervisor	132	22	25	0	179	U03

Group T

Current Title	Current Grade	Department	New Title	KS	CT	ACC	WC	Total	New Grade
Account Clerk	T07	County Clerk	Case Records Processor I	87	16	25	0	128	T06A
Case Records Processor I	T06A	County Clerk	Case Records Processor I	87	16	25	0	128	T06A
Case Records Processor II	T09	County Clerk	Case Records Processor II	100	22	29	0	151	T09
Case Records Specialist	T10	County Clerk	Case Records Specialist	132	29	33	0	194	T10
Community Dev. & Relations Coord.	T13	Mental Health	Consumer Services Coordinator	230	66	76	0	372	T14
Contract Manager	T14	Mental Health	Contract Manager	400	115	132	0	647	T15
Domestic Violence Intervention Offr.	T14	Prosecutor	Domestic Violence Intervention Offr.	230	57	76	8	371	T14
Legal Assistant I	T08	Prosecutor	Legal Assistant I	100	16	25	0	141	T08
Legal Assistant II	T09	Prosecutor	Legal Assitant II	115	22	29	0	166	T09
Legal Assitant III	T10	Prosecutor	Legal Assistant III	152	33	38	0	223	T10
Legal Clerk	T06	Prosecutor	Legal Clerk	87	12	19	0	118	T06
Medical Assistant	T07	Mental Health	Medical Assistant	132	25	29	0	186	T10
Medical Records Assistant	T10	Mental Health	Compliance Assistant	132	25	29	0	186	T10
Mental Health Aide	T06	Mental Health	Mental Health Aide	87	14	19	10	130	T07
Mental Health Clinician	T14	Mental Health	Mental Health Clinician (Children's Services)	304	87	115	0	506	T15
Mental Health Clinician	T14	Mental Health	Mental Health Clinician (Access)	304	87	115	0	506	T15
Mental Health Clinician	T14	Mental Health	Mental Health Clinician (DD Psychologist)	304	87	115	0	506	T15
Mental Health Clinician	T14	Mental Health	Mental Health Clinician (MI - Multidisciplinary Team)	304	87	115	0	506	T15
Mental Health Clinician	T14	Mental Health	Mental Health Clinician (Crisis Services)	304	87	115	8	514	T15
Mental Health Clinician	T14	Mental Health	Mental Health Clinician (ACT)	304	87	115	8	514	T15
Mental Health Nurse	T13	Mental Health	Mental Health Nurse (MI Services)	230	57	66	10	363	T14
Mental Health Nurse	T13	Mental Health	Mental Health Nurse (MI Services - ACT/IDDT)	230	57	66	10	363	T14
Mental Health Nurse	T13	Mental Health	Mental Health Nurse (DD Clinical Support Services)	230	57	66	10	363	T14
Mental Health Specialist	T12	Mental Health	Mental Health Specialist (MI Employment)	200	43	50	0	293	T13
Mental Health Specialist	T12	Mental Health	Mental Health Specialist (DD Employment)	200	43	50	0	293	T13
Mental Health Specialist	T12	Mental Health	Mental Health Specialist (Housing & Quality Improvement)	200	43	50	0	293	T13
Mental Health Specialist	T12	Mental Health	Mental Health Specialist (Clubhouse)	200	43	50	0	293	T13
Mental Health Specialist	T12	Mental Health	Mental Health Specialist (Access)	200	43	50	0	293	T13
Mental Health Specialist	T12	Mental Health	Mental Health Specialist (ACT/IDDT)	200	43	50	0	293	T13
Mental Health Specialist	T12	Mental Health	Mental Health Specialist (Children's Services)	230	57	66	0	353	T13
Mental Health Specialist	T12	Mental Health	Mental Health Specialist (DD Supports Coordination)	230	57	66	0	353	T13
Mental Health Specialist	T12	Mental Health	Mental Health Specialist (Multi-Disciplinary Team)	230	57	66	0	353	T13
Mental Health Specialist	T12	Mental Health	Mental Health Specialist (DD Behavior Specialist)	230	57	66	0	353	T13
Mental Health Specialist	T12	Mental Health	Mental Health Specialist - DD Residential	264	66	76	0	406	T14
Occupational Therapist	T15	Mental Health	Occupational Therapist	400	152	115	0	667	T15
Peer Specialist	T06	Mental Health	Peer Specialist	87	14	19	10	130	T07
Program Evaluator	T12	Mental Health	Program Evaluator	230	66	76	0	372	T14
QI Specialist	T12	Mental Health	QI Specialist	230	66	76	0	372	T14
Records Processing Clerk I	T04	County Clerk	Case Records Processor I	87	16	25	0	128	T06A
Records Processing Clerk II	T06	Mental Health	Mental Health Clerk	87	12	19	0	118	T06
Records Processing Clerk II	T06	Mental Health	Quality Improvement Clerk	87	12	19	0	118	T06
Records Processing Clerk II	T06	Mental Health	Access Center Clerk	87	12	19	0	118	T06
Records Processing Clerk III	T07	Mental Health	Training Center Clerk	100	14	29	0	143	T08
Speech Language Pathologist	T15	Mental Health	Speech Language Pathologist	400	152	115	0	667	T15
Victim Advocate	T09	Prosecutor	Victim Advocate	115	22	38	0	175	T09
Vital Records Clerk I	T06	County Clerk	Vital Records Clerk I	87	10	22	0	119	T06



County of Ottawa

Bradley J. Slagh
County Treasurer

Cheryl Clark
Chief Deputy Treasurer

Steven Brower
Deputy Treasurer

Office of the Treasurer

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Report To: Ottawa County Finance & Administration Committee

From: Bradley Slagh

Date: December 7, 2011

Re: Financial month end update for November 30, 2011

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

As of this date, the FDIC has shuttered 90 banks in 2011, at a FDIC cost of \$7,106,400,000. These closures are down significantly in both number and cost from the prior year. You will remember that in 2010, closures reached 157 and an FDIC cost of \$22,355,300,000. A bright note for our state is that only two banks have failed in Michigan in 2011. Related to that is our continuing review of financial institutions that we do or can do business with. The latest bank ratings sheet is attached for your review. As a reminder, this is also being sent out to those local unit leaders that have requested to receive it.

I have included a single page out of the publication Eye On The Market by JP Morgan, which is provided to their clients and is specifically related to the bond market. The lower 2/3 of the page describes the shadow inventory of homes on the market and the impact that it will have on the overall pricing and housing turnaround. I appreciated the lower set of graphs to help me see what I have heard about before on the news.

I anticipate being at the Finance Committee meeting to answer any questions, but please feel free to call or email me if you have any questions outside of that meeting.

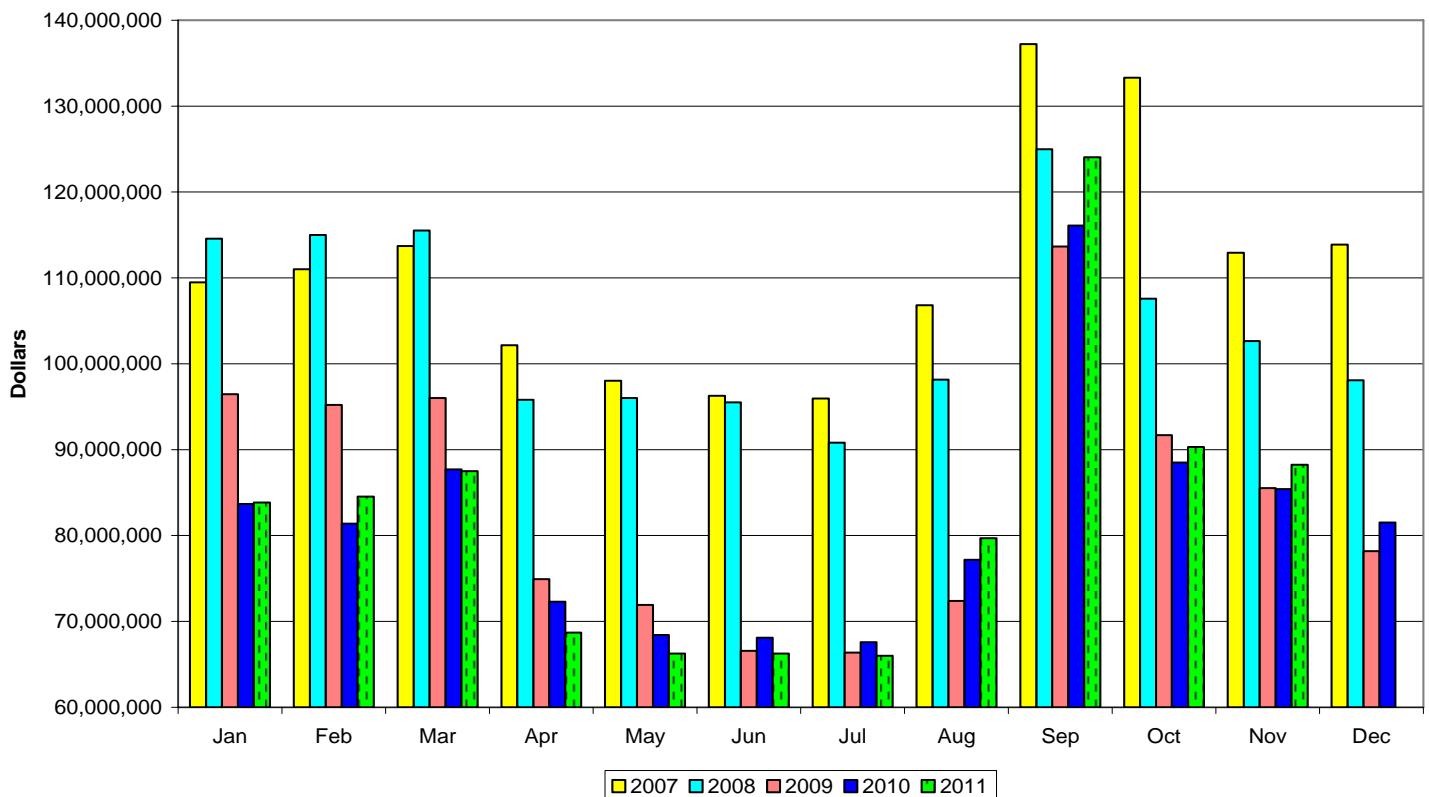
Ottawa County General Pooled Funds

Current Portfolio Size

November 30, 2011

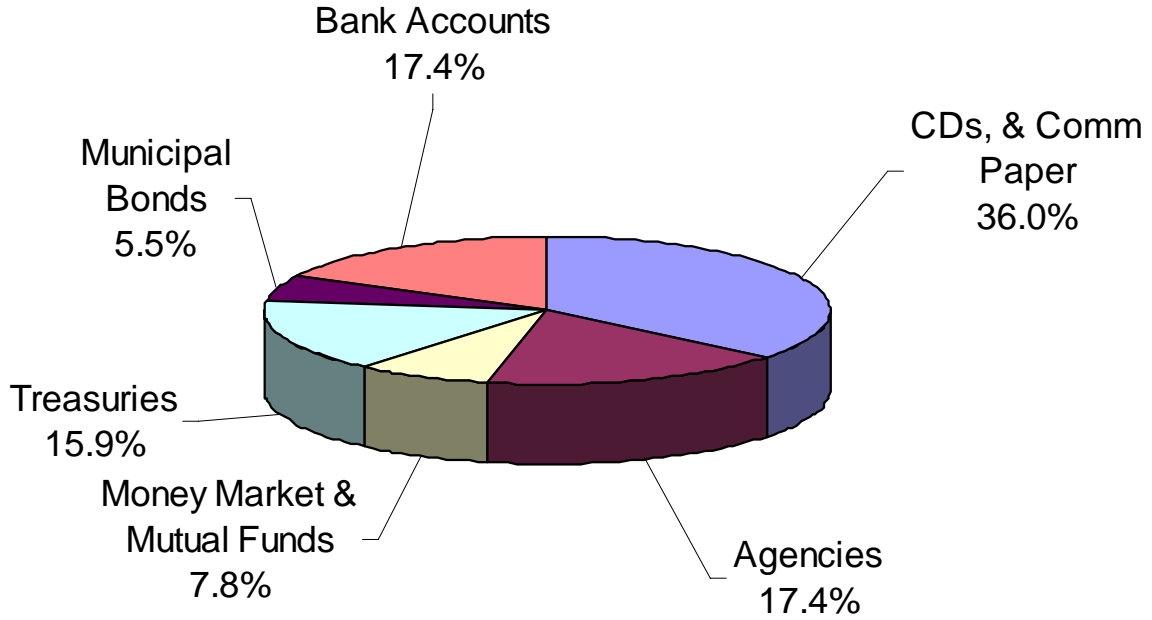
<i>CDs, & Comm Paper</i>	\$31,794,522.42
<i>Agencies</i>	\$15,419,527.43
<i>Money Market & Mutual Funds</i>	\$6,919,130.10
<i>Treasuries</i>	\$14,052,904.91
<i>Municipal Bonds</i>	\$4,866,883.55
<i>Bank Accounts</i>	\$15,346,189.75
<i>Total</i>	\$88,399,158.16

Historical Comparison By Month

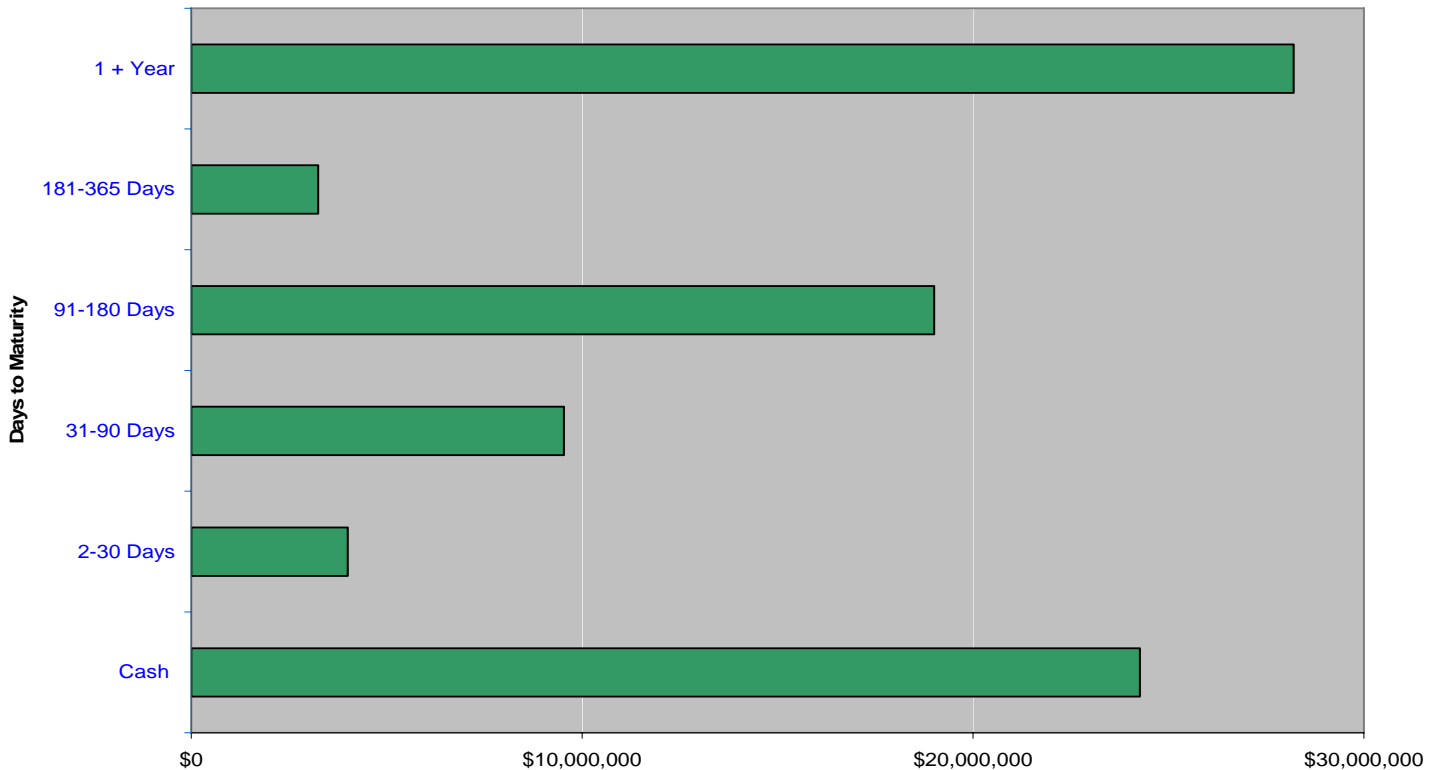


Ottawa County General Pooled Funds

Diversification by Investment November 30, 2011



Diversification By Maturity Date - November 30, 2011



FALL 2011 BANK RATINGS

Institution Name	Average Assets	Recieved TARP	06/30/11	09/30/11	06/30/11	09/30/11			09/30/11			12/6/2011	12/6/2011	Concentration
			Ambassador	Bauer Financial	Bankrate	Return on Assests	Non-Current	Core Capital	Short Term Deposit					
			Rating in Financial Strength	Star Rating	Star Composite Rate	Better if # is above 0.70%	Loans to Loans is below 2.00%	(Leverage) Ratio Better if # is above 6.00%	Moody's	Standard & Poor's	Fitch			
Bank of America Charlotte, NC	\$ 1,466,416,588,000	Yes Paid	C	3	3	0.65	7.25	8.59	P-1	A-1	F1+	\$ 2,250,157		\$ 10,000,000
Bank of Holland Holland, MI (Lake Michigan Financial Corp.)	\$ 652,692,000	No	C+	4	3	1.04	1.40	8.99				\$ 3,536,742		\$ 10,000,000
Bank of Michigan Farmington Hills, MI (Capital Bancorp Ltd.)	\$ 83,396,000	No	Under Michigan Commerce	2	2	0.43	2.54	8.36						\$ 4,000,000
Charter One (RBS Citizens) Providence Rhode Island	\$ 107,564,179,000	No	B+	4	4	0.34	2.07	9.86						\$ 10,000,000
Chemical Bank Midland, MI	\$ 5,432,418,000	No	B-	3.5	3	0.84	2.49	8.49				\$ 3,002,124		\$ 10,000,000
ChoiceOne Sparta, MI	\$ 486,755,000	No	C+	4	4	0.70	1.74	8.16				\$ 3,460,236		\$ 10,000,000
Citizen's Bank Flint, MI	\$ 9,354,691,000	Yes still owe	B+	3	3	-0.04	2.07	8.14				\$ 1,750,484		\$ 10,000,000
Comerica Dallas, TX	\$ 60,805,570,000	Yes Paid	B-	4	4	0.81	2.58	11.37				\$ 1,000,000		\$ 10,000,000
Community Shores Bank Muskegon MI	\$ 218,751,000	No	F	0	1	-0.90	5.12	3.78						\$ 10,000,000
Consumers Credit Union Oshtemo, MI	\$ 357,634			3	2							\$ 251,870	\$ 300	\$ 10,000,000
Fifth Third, Cincinnati OH Grand Rapids, MI	\$ 112,475,494,000	Yes still owe	B	3.5	4	1.25	2.88	11.36	P-2	A-2	F1	\$ 251,000	\$ 3,743,545	\$ 10,000,000
First National Bank of America East Lansing, MI	\$ 587,884,000	No	C+	3	4	1.35	6.45	11.97				\$ 2,750,000		\$ 10,000,000
Flagstar Bank Troy, MI		Yes												
Fed Svg Bank-No FDIC info avail	\$ 12,648,357,000	still owe	C-	3	2							\$ 1,750,658		\$ 10,000,000
Founders Bank & Trust Grand Rapids, MI	\$ 433,424,000	No	B-	5	4	1.01	0.59	8.60				\$ 2,768,222	\$ 3,218,857	\$ 10,000,000
Huntington National Bank Columbus, OH	\$ 54,760,015,000	Yes still owe	B+	4	4	1.00	1.79	7.79				\$ 9,731,930	\$ 81,087	\$ 10,000,000
Independent Bank Ionia, MI	\$ 2,318,168,000	Yes still owe	C-	2	2	-0.54	3.07	7.07				\$ 200,324		\$ 10,000,000
JPMorgan Chase Columbus, OH	\$ 116,988,373,000	Yes Paid	B	3.5	3	3.42	1.31	11.65	P-1	A-1	F1+	\$ 9,811,725	\$ 10,762,079	\$ 10,000,000
Lake Michigan Credit Union Grand Rapids, MI	\$ 2,289,129,000			4	3									
Macatawa Bank Holland, MI	\$ 1,514,356,000	No	C	2	3	0.55	3.22	8.23				\$ 100,170		\$ 10,000,000
Mercantile Grand Rapids MI	\$ 1,476,951,000	Yes still owe	C+	3	2	0.74	3.61	10.86				\$ 702,203		\$ 10,000,000
Mich. Commerce Bank (G.H. Bank) Grand Haven, MI (Capital Bancorp Ltd.)	\$ 822,543,000	No	F	0	1	-2.93	13.61	2.14						\$ 10,000,000
PNC Bank Wilmington, DE	\$ 261,235,837,000	Yes Paid	B+	3.5	4	1.12	5.08	10.35	P-1	A-1	F1+			\$ 10,000,000
Talmer Bank & Trust (Formerly First Mich. Bank) Troy, MI	\$ 2,150,963,000	No	B	5	5	2.39	12.81	12.58				\$ 1,750,000		\$ 10,000,000
The PrivateBank & Trust (Chicago) Bloomfield Hills, MI	\$ 11,989,640,000	No	C	3.5	3	0.56	3.64	9.89				\$ 2,501,047		\$ 10,000,000
United Bank of Michigan Byron Center, MI (United Community Financial Corp.)	\$ 445,965,000	No	C+	3.5	3	0.61	1.73	9.36				\$ 500,371		\$ 10,000,000
United Federal Credit Union Saint Joseph, MI	\$ 1,285,078,000			5	3							\$ 376,122		\$ 10,000,000
West Michigan Community Bank Hudsonville, MI (Fentura Financial Inc.)	\$ 121,077,000	No	B	3.5	5	0.32	0.37	11.54				\$ 500,250		\$ 6,000,000
Wolverine Bank Midland, MI														
Fed Svg Bank-No FDIC info avail	\$ 305,949,000	No	C	4	3							\$ -		\$ 10,000,000

\$ 48,945,635 \$ 17,805,868

0=Troubled & Problematic
5=Superior
1=Low
5=Superior

Compiled: 12/6/2011

CONCENTRATION LIMITS

	Net Worth*	5%	Limit
Bank of America	\$ 1,466,416,588,000	\$ 73,320,829,400	\$ 10,000,000
Bank of Holland	\$ 652,692,000	\$ 32,634,600	\$ 10,000,000
Bank of Michigan	\$ 83,396,000	\$ 4,169,800	\$ 4,000,000
Charter One (RBS Citizens)	\$ 107,564,179,000	\$ 5,378,208,950	\$ 10,000,000
Chemical Bank	\$ 5,432,418,000	\$ 271,620,900	\$ 10,000,000
Choice One	\$ 486,755,000	\$ 24,337,750	\$ 10,000,000
Citizen's Bank	\$ 9,354,691,000	\$ 467,734,550	\$ 10,000,000
Comerica	\$ 60,805,570,000	\$ 3,040,278,500	\$ 10,000,000
Community Shores	\$ 218,751,000	\$ 10,937,550	\$ 10,000,000
Consumers Credit Union	\$ 357,634	\$ 17,882	\$ 10,000,000
Fifth Third	\$ 112,475,494,000	\$ 5,623,774,700	\$ 10,000,000
First National Bank of America	\$ 587,884,000	\$ 29,394,200	\$ 10,000,000
Flagstar	\$ 12,648,357,000	\$ 632,417,850	\$ 10,000,000
Founders Bank & Trust	\$ 433,424,000	\$ 21,671,200	\$ 10,000,000
Huntington National Bank	\$ 54,760,015,000	\$ 2,738,000,750	\$ 10,000,000
Independent Bank	\$ 2,318,168,000	\$ 115,908,400	\$ 10,000,000
JPMorgan Chase Bank	\$ 116,988,373,000	\$ 5,849,418,650	\$ 10,000,000
Macatawa Bank	\$ 1,514,356,000	\$ 75,717,800	\$ 10,000,000
Mercantile	\$ 1,476,951,000	\$ 73,847,550	\$ 10,000,000
Michigan Commerce Bank	\$ 822,543,000	\$ 41,127,150	\$ 10,000,000
PNC Bank	\$ 261,235,837,000	\$ 13,061,791,850	\$ 10,000,000
Talmer Bank	\$ 2,150,963,000	\$ 107,548,150	\$ 10,000,000
The PrivateBank	\$ 11,989,640,000	\$ 599,482,000	\$ 10,000,000
United Bank	\$ 445,965,000	\$ 22,298,250	\$ 10,000,000
United Federal Credit Union	\$ 1,285,078,000	\$ 64,253,900	\$ 10,000,000
West Michigan Community Bank	\$ 121,077,000	\$ 6,053,850	\$ 6,000,000
Wolverine Bank	\$ 305,949,000	\$ 15,297,450	\$ 10,000,000

*Average Assessts were used for Net Worth

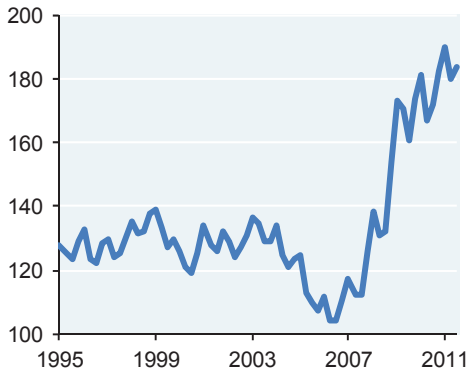
Updated

12/6/2011

Topic: Fig leaves preceding the ECB bonanza, better US data, and the US residential housing outlook (still flat/down)

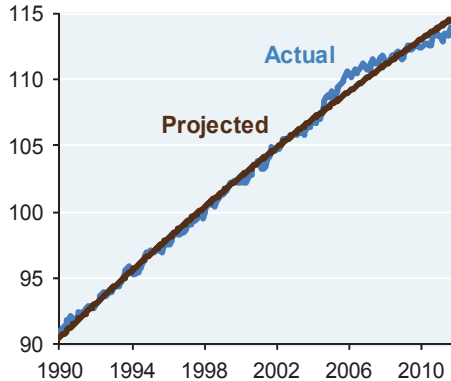
On a more fundamental level, perhaps housing bulls are looking at “Housing Affordability”, an index computed by the National Association of Realtors measuring the ability of a typical family to buy a median priced home, using prevailing mortgage rates. In an environment of tightening underwriting standards, and the fact that the prior cycle exhausted a lot of demand for home ownership, this might be a **very misleading chart**. A measure of pent-up demand tells a similar story, by looking at the pace of household formation vs long term trends. It looks like there is a lot of pent-up demand to tap when conditions normalize.

Housing affordability
Index



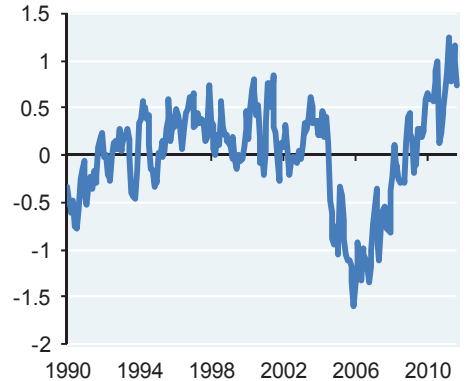
Source: National Association of Realtors.

Pent-up demand
Millions, households



Source: Census Bureau, J.P. Morgan Private Bank.

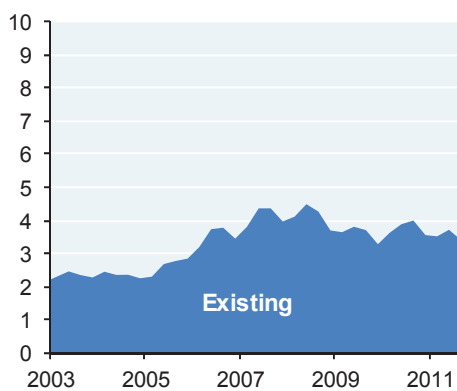
Pent-up demand as a residual
Millions, households



Source: Census Bureau, J.P. Morgan Private Bank.

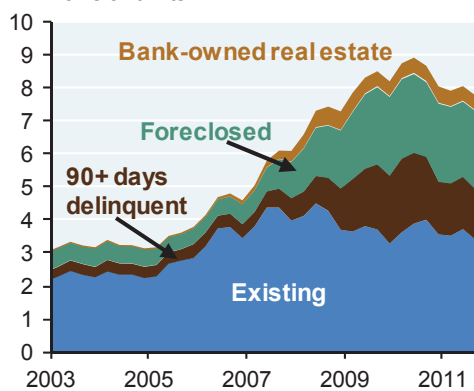
Unfortunately, one can't look at housing without considering **potential shadow inventory**. Our research suggests a tough road ahead for parts of the US housing market. Let's start with the concept of inventory. The first chart shows 3.5 million units of homes for sale. The second chart adds homes that are 90+ days delinquent, in the process of foreclosure, or already owned by banks on their balance sheets. Not every 90+ DQ loan will default and be sold, but it's important to include this category as a potential source of future supply. The last chart makes another adjustment: let's add a lower-bound estimate for mortgages that **are and have always been current**, but which are underwater (current loan to value above 100%). We're getting close to 10 million homes, and have not yet added in mortgages that were modified and are now current (they have been re-defaulting at a 40%-50% pace). You get the picture; **existing homes for sale understate the potential selling pressure**.

US existing housing inventory
Millions of units

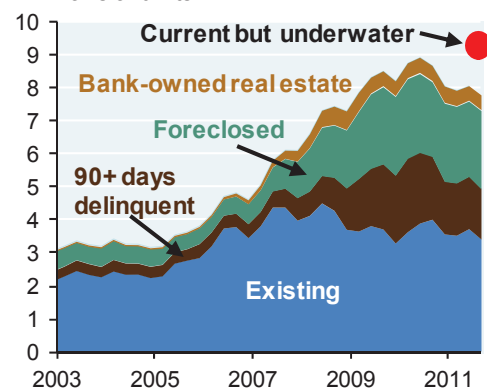


Source: National Association of Realtors, J.P. Morgan Securities, LLC, Amherst Securities, Mortgage Bankers Association.

Plus shadow inventory
Millions of units



Plus underwater mortgages
Millions of units



It is important to note that the bad news is somewhat concentrated. Underwater homes are concentrated in 6 states: Nevada, Arizona, Florida, Michigan, Georgia and California (according to CoreLogic, New York ranks the best out of 50 states in terms of underwater homes). Furthermore, many “current and underwater” households may be helped by both private sector banks and US agencies relaxing underwriting criteria for refinancing². The concept of shadow inventory is a very inexact one; selling pressure will be regional rather than national; and a lot will depend on government policy, particularly from the US Agencies.

² HARP 2.0 was launched last week. The idea: make it easier for underwater homeowners whose mortgages have been guaranteed by GSEs to refinance. New features: no more loan-to-value caps; lower refinancing fees; limited liability for refinancing banks, reducing exposure to original loan docs; and a relaxation in credit score, appraisal, income and payment history requirements. The FHFA is hoping that by the end of 2013, HARP refinancings will double from their current level of 900,000, which was around 20% of their original target. Expected consumption gains of ~\$20 billion (from Macroeconomic Advisers LLC) do not move the needle much in terms of a boost to growth.



County of Ottawa Memorandum

DATE: December 13, 2011
TO: Chair Swartout and the Finance and Administration Committee
FROM: Keith Van Beek, Assistant County Administrator
SUBJECT: Information Regarding Discussion on Mileage for Commissioners

It has been requested that the Finance and Administration Committee have on their agenda in December a discussion item regarding the mileage policy of Commissioners. To assist with that discussion this memorandum is intended to provide a background on the matter, including the existing policies that speak to the matter and where it might be appropriate to reflect any policy changes the Board might wish to consider.

As a frame of reference, the mileage paid for commissioner travel in 2010 was \$13,756 and so far in 2011 has been \$12,700.

In checking with other counties we found the following in regards to policies and procedures for mileage paid to commissioners;

Kent County – mileage paid to commissioners for “county business”, and the reimbursements for commissioners approved by the Board Chair, while the Vice Chair approves the reimbursements for the Chair

Allegan County – mileage paid as required to travel for work or work related training

Each year the Board holds an organizational meeting on the first business day after January 1, at which a set of Board Rules are typically adopted for that year. Within those Board Rules is Section 4.5(b), which reads:

“The members of all Special Committees who are members of the Board of Commissioners shall be paid for work done by authority of the Board of Commissioners at the same rate of pay allowed Commissioners for meetings of the Board of Commissioners, together with the necessary mileage allowance as provided by law, in accordance with the provisions of the Ottawa County Per Diem Policy.”

The referenced per diem policy is actually titled the “Per Diem Expense and Mileage Policy” within the adopted set of policies of the Board. That policy is attached to this memorandum, and establishes the process by which annually the Board approves the list of committees for which Board members are compensated, namely the “Board of Commissioners Approved Committees and Rates” document that has been reviewed by the Planning and Policy Committee and will be forwarded to the full Board at the January organizational meeting.

Additionally, the policy has a clause that addresses mileage. The rate is to be the current rate allowed by the IRS and submitted through the monthly voucher system. The matter for discussion is apparently the current phrase in the policy that states, “Mileage is payable for any travel determined by the Board of Commissioners to be “county business”.” The procedure that

currently exists that would allow Commissioners to determine what would or would not qualify as “county business” is the statement of review approved monthly on Finance and Administration and Board agendas. If the Board wishes to further define “county business”, the Per Diem Expense and Mileage Policy would be the appropriate place to capture and reflect that definition.

Please contact me at (616) 738-4642 with any questions or concerns regarding this matter.



County of Ottawa

PER DIEM EXPENSE AND MILEAGE POLICY

I. POLICY

It is the policy of the Ottawa County Board of Commissioners to compensate members of the Board and to reimburse Board member expenses related to County business pursuant to a fixed and predetermined schedule. The list of committees, boards and other public bodies for which Board members will be compensated will be approved on an annual basis by the Board of Commissioners. The Board may, by resolution, add to or subtract from the list at any time.

II. STATUTORY REFERENCES

The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See: MCL 46.11(m); 46.71, Act 156 of 1851, as amended.

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Policy Adoption Date and Resolution Number: May 27, 2008; 08-123

Board of Commissioners Review Date and Resolution Number: May 13, 2008; 08-110

Name and Date of Last Committee Review: Planning and Policy Committee, May 8, 2008

Last Review by the Internal Policy Review Team: April 25, 2011

Related Policies:



County of Ottawa

IV. PROCEDURES

A. Annual Salaries of Board Members

1. The annual salaries of the Chairperson, vice-Chairperson, and members of the Board of Commissioners will be determined by the Ottawa County Compensation Commission.

B. Board and Committee Meetings

1. To assure the presence of a quorum, if members of the Board of Commissioners are unable to attend a Board of Commissioner's meeting, or a meeting of a Board Committee, they should notify the Administrator's Office.

C. Per Diem

1. The maximum per diem payable per day shall be \$70, calculated as follows: \$40.00 per half day, where the start of the first meeting until completion of the last meeting is 4 ½ or less consecutive hours elapsed time, regardless of the number of assignments. \$70.00 per full day maximum, where assignments involve more than 4 ½ consecutive hours elapsed time, regardless of the number of assignments.

D. Mileage

1. Mileage is payable for any travel determined by the Board of Commissioners to be "county business." Mileage is payable at the current rate allowed by Internal Revenue Service regulations and may be taxable. Mileage should be electronically transmitted to the Fiscal Services Department, on the monthly Per Diem and Mileage Voucher maintained on the County computer system. Records of attendance at meetings of the Board of Commissioners will be submitted to the Accounting Department by the Clerk's Office, on forms to be developed by the Fiscal Services Department.

E. Telephone and Communication Costs

1. Long distance telephone costs pertaining to County business, including the cost of maintaining a County approved second telephone line for access to the County computer system, are reimbursable. The date the call was made, who was called, the cost, and a copy of the telephone bill or Internet cable service bill must be submitted to the Fiscal Services Department on the reimbursement voucher, either electronically or by hard copy.



County of Ottawa

F. Franking Privileges

1. County stationary for correspondence and mailing pertaining to County business is available at the County Clerk's Office. Commissioners may be reimbursed for postal costs pertaining to county business. Receipts for those costs must be submitted on the reimbursement voucher.

G. Newspaper and Magazine Subscriptions

1. Commissioners are entitled to subscriptions to any one of the following newspapers: The Grand Haven Tribune, the Grand Rapids Press, the Muskegon Chronicle, the Holland Sentinel, or the Zeeland Record.
2. Commissioners may subscribe to any governmental magazine up to \$75.00 value per year.

V. 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.