



# County of Ottawa

## Board of Commissioners

**Philip D. Kuyers**  
*Chairperson*

**James C. Holtrop**  
*Vice-Chairperson*

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January 19, 2012

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, January 24, 2012 at 1:30 p.m.**, for the regular **January** meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Swartout
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments and Communications from County Staff
7. Approval of Agenda
8. Actions and Reports

A. Consent Resolutions:

From the County Clerk

1. Board of Commissioners Meeting Minutes  
Suggested Motion:  
To approve the Minutes of the [December 27, 2011 Board of Commissioners Meeting](#) and the [January 3, 2012 Board of Commissioners Organizational Meeting](#).
2. [Payroll](#)  
Suggested Motion:  
To authorize the payroll of January 24, 2012 in the amount of \$\_\_\_\_\_.

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

3. [Correspondence Log 423](#)  
Suggested Motion:  
To receive for information the Correspondence Log.

From Administration

4. [Monthly Accounts Payable for December 19, 2011 through December 30, 2011](#)  
Suggested Motion:  
To approve the general claims in the amount of \$3,905,791.72 as presented by the summary report for December 19, 2011 through December 30, 2011.
5. [Monthly Accounts Payable for January 1, 2012 through January 13, 2012](#)  
Suggested Motion:  
To approve the general claims in the amount of \$3,190,863.32 as presented by the summary report for January 1, 2012 through January 13, 2012.
6. [Monthly Budget Adjustments](#)  
Suggested Motion:  
To approve the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of December 2011.

B. Action Items:

From Administration

7. [County Administrator's 2013-2015 Contract Revision](#)  
Suggested Motion:  
To approve and authorize the Board Chair and Clerk to sign the County Administrator's 2013-2015 Contract.

From the Finance and Administration Committee

8. [Budget Calendar](#)  
Suggested Motion:  
To approve the 2013 Budget Calendar.
9. [Community Mental Health Personnel Request to Create One \(1\) FTE Mental Health Clinician-Children's Services](#)  
Suggested Motion:  
To approve the request from Community Mental Health to create one (1) FTE Mental Health Clinician-Children's Services (Group T, Paygrade 15, F Step) at a cost of \$81,196. Funding to come from Medicaid Funds.
10. [Community Mental Health Personnel Request to Create One \(1\) FTE Occupational Therapist](#)  
Suggested Motion:  
To approve the request from Community Mental Health to create one (1) FTE Occupational Therapist (Group T, Paygrade 15, F Step) at a cost of \$81,196. Funding to come from Medicaid Funds.
11. [Per Diem Expense and Mileage Policy](#)  
Suggested Motion:  
To adopt the new procedures regarding mileage reimbursements for Commissioners in the Per Diem Expense and Mileage Policy.

12. [2012 Board of Commissioners Approved Committees and Rates](#)

Suggested Motion:

To approve the 2012 Board of Commissioners Approved Committees and Rates.

C. Appointments: None

D. Discussion Items:

From Administration

13. [2011 Business Plan Final Report](#), Al Vanderberg, Ottawa County Administrator

14. Southwest Ottawa County Landfill, Patrick Staskiewicz, P.E., Public Utilities Engineer, Ottawa County Road Commission; Barbara Marczak, Team Leader, Prein & Newhof

15. Closed Session

Suggested Motion:

To go into closed session for the purpose of discussing pending litigation.

(2/3 roll call vote required)

9. Report of the County Administrator

10. General Information, Comments, and Meetings Attended

11. Public Comments

12. Adjournment

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

The Ottawa County Board of Commissioners met on Tuesday, December 27, 2011, at 1:30 p.m. and was called to order by the Chair.

Mr. Holtvluwer pronounced the invocation.

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

Present at roll call: Messrs. Visser, Kuyers, DeJong, Rycenga, Disselkoen, Karsten, Holtrop, Holtvluwer. (8)

Absent: Mr. Swartout, Mrs. Ruiter, Mr. Baumann. (3)

B/C 11-291 Mr. Holtvluwer moved to approve the agenda of today as presented. The motion passed.

B/C 11-292 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the Minutes of the December 13, 2011 Board of Commissioners Meeting.
2. To authorize the payroll of December 27, 2011 in the amount of \$412.82.
3. To approve the general claims in the amount of \$2,878,105.03 as presented by the summary report for December 5, 2011 through December 16, 2011.
4. To approve the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of November 2011.

The motion passed as shown by the following votes: Yeas: Messrs. Holtrop, Holtvluwer, Visser, Disselkoen, Karsten, Rycenga, DeJong, Kuyers. (8)

B/C 11-293 Mr. Holtrop moved to approve and authorize the Board Chair and Clerk to sign the MERS 2010 Restated Uniform Defined Contribution Program Resolution for employee divisions 1, 6, 10, 12, 19 and 60. The motion passed as shown by the following votes: Yeas: Messrs. Karsten, Disselkoen, Holtrop, Visser, Holtvluwer, DeJong, Rycenga, Kuyers. (8)

- B/C 11-294 Mr. Holtrop moved to approve and authorize the Board Chair and Clerk to sign the MERS Restated Defined Contribution Plan Adoption Agreement for employee divisions 1, 6, 10, 12, 19 and 60. The motion passed as shown by the following votes: Yeas: Messrs. Disselkoen, Karsten, DeJong, Holtrop, Visser, Rycenga, Holtvluwer, Kuyers. (8)
- B/C 11-295 Mr. Holtrop moved to approve and authorize the Board Chair and Clerk to sign the Employer Resolution Establishing Uniform Transfer Provision for the Defined Contribution Plan for employee divisions 1, 6, 10, 12, 19 and 60. The motion passed as shown by the following votes: Yeas: Messrs. DeJong, Visser, Holtvluwer, Disselkoen, Holtrop, Karsten, Rycenga, Kuyers. (8)
- B/C 11-296 Mr. Rycenga moved to adopt the proposed changes to the HIPAA Compliance Policy. (Second Reading) The motion passed as shown by the following votes: Yeas: Messrs. Visser, Holtvluwer, Disselkoen, Holtrop, Karsten, DeJong, Rycenga, Kuyers. (8)
- B/C 11-297 Mr. Rycenga moved to adopt the proposed changes to the Honorary Resolution Procedure Policy (formerly named Recognition Program Procedure). (Second Reading) The motion passed as shown by the following votes: Yeas: Messrs. DeJong, Karsten, Holtvluwer, Rycenga, Holtrop, Disselkoen, Visser, Kuyers. (8)
- B/C 11-298 Mr. Rycenga moved to approve 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. The motion passed as shown by the following votes: Yeas: Messrs. DeJong, Rycenga, Disselkoen, Holtvluwer, Visser, Holtrop, Karsten, Kuyers. (8)
- B/C 11-299 Mr. Rycenga moved to approve 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 Deputies, 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. The motion passed as shown by the following votes: Yeas: Messrs. Holtvluwer, Visser, Holtrop, Karsten, Disselkoen, Rycenga, DeJong, Kuyers. (8)
- B/C 11-300 Mr. Holtrop moved to place into nomination the name(s) of (\*indicates recommendation of the Interview Subcommittee):

\*David Van Ginhoven  
Scott Blease

John Burmeister  
\*Thomas Werkman

to fill two (2) vacancies on the Ottawa County Parks and Recreation Commission beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

Roll call vote:

Disselkoen – Van Ginhoven, Werkman  
Holtrop – Van Ginhoven, Werkman  
Rycenga – Van Ginhoven, Werkman  
Disselkoen – Van Ginhoven, Werkman  
Visser – Van Ginhoven, Werkman  
Karsten – Van Ginhoven, Werkman  
DeJong – Van Ginhoven, Werkman  
Kuyers – Van Ginhoven, Werkman

Total votes received: Van Ginhoven – 8, Blease – 0, Burmeister – 0, Werkman – 8.

The Chair declared David Van Ginhoven and Thomas Werkman appointed to the Parks and Recreation Commission.

B/C 11-301 Mr. Holtrop moved to place into nomination the name(s) of (\*indicates recommendation of the Interview Subcommittee):

\*Doug Zylstra  
William Berns

to fill one (1) Business/Industrial/Tourism Vacancy on the Ottawa County Planning Commission beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

Roll call vote:

Visser – Zylstra	Holtvluwer - Zylstra
DeJong – Zylstra	Holtrop - Zylstra
Karsten – Zylstra	Disselkoen - Zylstra
Rycenga – Berns	Kuyers – Zylstra

Total votes received: Zylstra – 7, Berns – 1.

The Chair declared Doug Zylstra appointed to the Ottawa County Planning Commission.

B/C 11-302 Mr. Holtrop moved to place into nomination the name(s) and cast an unanimous ballot of (\*indicates recommendation of the Interview Subcommittee):

\*James Miedema

to fill one (1) Financial, Sociological & Academic vacancy on the Ottawa County Planning Commission beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

\*Dale Sall

to fill one (1) Realtor vacancy on the Remonumentation Committee beginning January 1, 2012 and ending December 31, 2013 (two (2) year term).

\*Brett Laughlin

to fill one (1) Road Commission vacancy on the Remonumentation Committee beginning January 1, 2012 and ending December 31, 2013 (two (2) year term).

\*Matt Nederveld

to fill one (1) Surveyor vacancy on the Remonumentation Committee beginning January 1, 2012 and ending December 31, 2013 (two (2) year term).

\*Ryan Cotton

to fill one (1) Supervisor/Assessor vacancy on the Remonumentation Committee beginning January 1, 2012 and ending December 31, 2013 (two (2) year term).

\*Randal Cope

to fill one (1) War Veteran vacancy on the Veterans Affairs Committee beginning January 1, 2012 and ending December 31, 2015 (four (4) year term).

\*Randall Boss

\*Richard Sibley Jr.

\*James Holtrop

\*Claudia Berry

\*Ervin (Skip) Keeter

\*Carla Wallis

to fill six (6) Business Sector vacancies on the Workforce Development Board beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

\*David Miller

to fill one (1) Community Based vacancy on the Workforce Development Board beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

\*Eric Packer

to fill one (1) Education Sector vacancy on the Workforce Development Board beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

\*Doug Kamphuis

to fill one (1) MI Dept of Corrections/MPRI vacancy on the Workforce Development Board beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

\*Luke Meerman

to fill one (1) Agricultural Member vacancy on the Agricultural Preservation Board beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

\*Dennis Van Dam

to fill one (1) Real Estate/Land Development vacancy on the Agricultural Preservation Board beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

\*Leroy Dell

to fill one (1) vacancy on the Building Authority beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

\*Gary Barton

to fill one (1) Business Community vacancy on the Community Corrections Advisory Board beginning January 1, 2012 and ending December 31, 2013 (two (2) year term).

\*Matthew Messer



to fill one (1) Chief of Police vacancy on the Community Corrections Advisory Board beginning January 1, 2012 and ending December 31, 2013 (two (2) year term).

\*Heath White

to fill one (1) MDOC vacancy on the Community Corrections Advisory Board beginning January 1, 2012 and ending December 31, 2013 (two (2) year term).

\*Glenn Nykamp

to fill one (1) Township Representative vacancy on the Land Bank Authority beginning January 1, 2012 and ending December 31, 2017 (six (6) year term).

\*Jeff Smalla

to fill one (1) Public Sector vacancy on the Community Action Agency Advisory Board beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

\*Field Reichardt

to fill one (1) vacancy on the Ottawa County Officers' Compensation Commission beginning January 1, 2012 and ending December 31, 2015 (four (4) year term).

\*Robert Huff

to fill one (1) vacancy on the Ottawa County Officers' Compensation Commission beginning January 1, 2012 and ending December 31, 2015 (four (4) year term).

\*Mark Kleist

to fill one (1) vacancy on the Ottawa County Officers' Compensation Commission beginning January 1, 2012 and ending December 31, 2015 (two (2) year term).

\*Joan Epperson

to fill one (1) vacancy on the Comprehensive Economic Development Corporation Strategy Committee beginning January 1, 2012 and ending December 31, 2012 (one (1) year term).

\*Doug Zylstra

to fill one (1) vacancy on the West Michigan Regional Planning Commission beginning January 1, 2012 and ending December 31, 2012 (one (1) year term).

The motion passed.

Discussion Items

1. Report of the County Administrator Review Committee/Approval of the County Administrator Contract January 1, 2013 through December 31, 2015.

Chair Kuyers thanked Mr. Vanderberg for his excellent service to Ottawa County.

B/C 11-303 Mr. Kuyers moved to approve the County Administrator's contract beginning January 1, 2013 through December 31, 2015. The motion passed as shown by the following votes: Yeas: Messrs. Holtvluwer, Holtrop, Rycenga, Disselkoen, Visser, Karsten, DeJong, Kuyers. (8)

The County Administrator's report was presented. He thanked the Board for their positive review and said it was an honor to serve.

Several Commissioners commented on meetings attended and future meetings to be held.

B/C 11-304 Mr. Disselkoen moved to adjourn at 1:45 p.m. subject to the call of the Chair. The motion passed.

DANIEL C. KRUEGER, Clerk  
Of the Board of Commissioners

PHILIP KUYERS, Chairman  
Of the Board of Commissioners

**PROPOSED  
PROCEEDINGS OF THE OTTAWA COUNTY  
BOARD OF COMMISSIONS  
JANUARY SESSION – ORGANIZATIONAL MEETING**

The Ottawa County Board of Commissioners met on Tuesday, January 3, 2012, at 1:30 p.m. and was called to order by the County Clerk.

Mr. DeJong pronounced the invocation.

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

Present at roll call: Messrs. Visser, Kuyers, Swartout, DeJong, Rycenga, Baumann, Disselkoen, Karsten, Holtrop, Holtvluwer. (10)

Absent: Mrs. Ruiter. (1)

The Clerk opened the floor for nominations for Temporary Chairperson.

Mr. Kuyers nominated Mr. Baumann.

B/C 12-001 Mr. Disselkoen moved the nominations be closed and the Clerk cast a unanimous ballot for Mr. Baumann. The motion passed.

Mr. Baumann as Temporary Chair opened the floor for nominations for the Chairperson of the Board of Commissioners.

Mr. Holtrop nominated Mr. Kuyers.

B/C 12-002 Mr. Holtrop moved nominations be closed and that the Clerk cast a unanimous ballot for Mr. Kuyers as Chairperson of the Board of Commissioners. The motion passed.

Mr. Kuyers occupied the Chair and called for nominations for the office of Vice-Chair of the Board of Commissioners.

Mr. Holtvluwer nominated Mr. Holtrop

B/C 12-003 Mr. Holtvluwer moved nominations be closed and that the Clerk cast a unanimous ballot for Mr. Holtrop as Vice-Chair of the Board of Commissioners. The motion passed.

The Clerk administered the Oath of Office to the Chair and Vice-Chair.

B/C 12-004 Mr. Holtrop moved to approve the following 2012 Committee Assignments:

Health & Human Services

James Holtrop, Chair  
Robert Karsten  
James Holtvluwer  
Stu Visser  
Greg DeJong

Human Resources

Jane Ruiten, Chair  
James Holtrop  
Donald Disselkoen  
Joe Baumann  
Greg DeJong

Planning & Policy

Roger Rycenga, Chair  
Dennis Swartout  
Jane Ruiten  
James Holtvluwer  
Stu Visser

Finance & Administration

Dennis Swartout, Chair  
Roger Rycenga  
Donald Disselkoen  
Robert Karsten  
Joe Baumann

**OTTAWA COUNTY BOARD OF COMMISSIONERS  
BOARD AND COMMISSION ASSIGNMENTS FOR YEAR 2011  
Revised 1/1/2012**

Agriculture Preservation Board	Greg DeJong
Brownfield Redevelopment Authority	Phil Kuyers
Community Corrections Advisory Board	Jane Ruiten
Comprehensive Economic Development Strategy Committee (CEDS)	Don Disselkoen
Drain Board	Phil Kuyers, Denny Swartout
Food Services Appeals Board	Bob Karsten
Grand Valley Metropolitan Council (GVMC)	Jim Holtrop
Kent Ottawa Muskegon Foreign Trade Zone Authority	Phil Kuyers
Lakeshore Coordinating Council (LCC)	Bob Karsten, Don Disselkoen
Land Bank Authority (LBA)	Roger Rycenga
Lloyd's Bayou Lake Board	Jane Ruiten
Local Emergency Planning Commission (LEPC)	Stu Visser
Macatawa Area Coordinating Council Policy Board (MACC)	Joe Baumann
MSU Extension Advisory Board	Phil Kuyers, Greg DeJong
Ottawa County Central Dispatch Authority Policy Board	Stu Visser
Ottawa County Economic Development Corporation	Phil Kuyers
Ottawa County Economic Development Office Board	Phil Kuyers, Roger Rycenga
Ottawa County Insurance Authority	Phil Kuyers, Denny Swartout, Joe Baumann
Ottawa County Community Mental Health Board	Bob Karsten, Don Disselkoen, Jim Holtvluwer
Ottawa County Planning Commission	Greg DeJong, Joe Baumann
Ottawa County Workforce Development Board	Jim Holtrop
Parks and Recreation Commission	Phil Kuyers, Jim Holtvluwer
Remonumentation Committee	Jim Holtvluwer
Solid Waste Planning Committee	Greg DeJong
Spring Lake, Lake Board	Jane Ruiten
Tax Allocation Board	Denny Swartout

Veteran's Affairs Committee  
WEMET  
West Michigan Airport Authority (Tulip City Airport)  
West Michigan Regional Planning Commission

Roger Rycenga, Stu Visser  
Roger Rycenga  
Don Disselkoen  
Don Disselkoen

The motion passed.

B/C 12-005 Mr. Disselkoen moved to approve the 2012 Rules of the Ottawa County Board of Commissioners. The motion passed.

B/C 12-006 Mr. Disselkoen moved to adjourn at 1:36 p.m. subject to the call of the Chair. The motion passed.

DANIEL C. KRUEGER, Clerk  
Of the Board of Commissioners

PHILIP KUYERS, Chairman  
Of the Board of Commissioners

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 1/24/2012

**Requesting Department:** County Clerk

**Submitted By:** Bob Spaman

**Agenda Item:** Payroll

## SUGGESTED MOTION:

To authorize the payroll of January 24, 2012 in the amount of \$\_\_\_\_\_.

## SUMMARY OF REQUEST:

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

## FINANCIAL INFORMATION:

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

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

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated  Non-Mandated  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal:

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

Objective: \_\_\_\_\_

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

County Administrator: \_\_\_\_\_

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

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 1/24/2012

**Requesting Department:** County Clerk

**Submitted By:** Keith Van Beek

**Agenda Item:** Correspondence Log 423

## SUGGESTED MOTION:

To receive for information the Correspondence Log.

## SUMMARY OF REQUEST:

## FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal:

Objective:

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

County Administrator:

Committee/Governing/Advisory Board Approval Date:

### CORRESPONDENCE LOG 423

<b>Date</b>	<b>Correspondent</b>	<b>Content</b>	<b>Referred To</b>
12/8/2011	DEPT OF TRANSPORTATION	PLANNING MEETING	ADMINISTRATOR & COMMISSIONERS
1/3/2012	MICHAEL DALMAN, HOLLAND TWP CLERK	PUBLIC HEARING	ADMINISTRATOR, KUYERS, BAUMANN, KARSTEN
1/11/2012	MICHAEL DALMAN, HOLLAND TWP CLERK	PUBLIC HEARING	ADMINISTRATOR, KUYERS, BAUMANN, KARSTEN
1/11/2012	OC FAIR ASSOCIATION	REQUEST FOR CONTRIBUTION 2011	ADMINISTRATOR, COMMISSIONERS
1/3/2012	KELLI SOBEL, STATE TAX COMMISSION	REQUEST TO REVOKE	ADMINISTRATOR, KUYERS, BAUMANN, KARSTEN

From:	To:
12/6/2011	1/15/2012



# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 1/24/2012

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Monthly Accounts Payable for December 19, 2011 through December 30, 2011

## SUGGESTED MOTION:

To approve the general claims in the amount of \$3,905,791.72 as presented by the summary report for December 19, 2011 through December 30, 2011.

## SUMMARY OF REQUEST:

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

## FINANCIAL INFORMATION:

Total Cost: \$3,905,791.72 | General Fund Cost: \$3,905,791.72 | 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:



# County of Ottawa

*Fiscal Services Department*

**Robert Spaman**  
*Fiscal Services Director*

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

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

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

To: Board of Commissioners

From: Robert Spaman, Fiscal Services Director

Subject: Accounts Payable Listing – December 19, 2011 to December 30, 2011

Date: January 3, 2012

I have reviewed the Accounts Payable Listing for December 19 through December 30, 2011. The following information will give you the detail of some of the purchases made in specific funds during this period:

Fund 6641 – Equipment Pool Fund

ERP Software	\$10,306.86
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Fund 2450 – Public Improvement Fund

Robinson Township Tower 195 Foot Monopole at 12255 Johnson Street	\$4,803.50
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Tower Management Fee – Manley Street Tower	\$1,336.73
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If you have any additional questions, please feel free to contact me.

Total Checks/Automated Clearing House (ACH) 12/19/2011 through 12/30/2011

I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The List of Claims shows the name of claimant, amount of claim, check number, ACH number, check date and ACH date. The net amount of checks/ACH written during the period was \$3,897,270.06. The amount of claims to be approved totals \$3,905,791.72.

\*Adjustments are voided checks or ACH.

  
Robert Spaman, Fiscal Services, Director

1/4/12  
Date

We hereby certify that the Board of Commissioners has approved the claims on this 10<sup>th</sup> day of January, 2012.

\_\_\_\_\_  
Philip Kuyers, Chairperson  
Board of Commissioners

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

ACCOUNTS PAYABLE CHECKS/ACH 12/19/2011 THROUGH 12/30/2011

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2610	COPS-UNIVERSAL	15,492.68	0.00	15,492.68
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	488.49	0.00	488.49
2690	LAW LIBRARY	0.00	0.00	0.00
2740	WIA-ADMIN. COST POOL	2,112.88	0.00	2,112.88
2741	WIA-YOUTH	3,729.58	0.00	3,729.58
2742	WIA-ADULT	4,723.90	0.00	4,723.90
2743	WIA-6/30 GRANT PROGRAMS	14,555.89	0.00	14,555.89
2744	WIA-12/31 GRANT PROGRAMS	5,932.58	0.00	5,932.58
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	131,510.72	0.00	131,510.72
2749	WIA-3/31 GRANT PROGRAMS	0.00	0.00	0.00
2750	GRANT PROGRAMS-PASS THRU	0.00	0.00	0.00
2800	EMERGENCY FEEDING	30.29	0.00	30.29
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	4,045.07	0.00	4,045.07
2870	COMMUNITY ACTION AGENCY (CAA)	1,696.95	0.00	1,696.95
2890	WEATHERIZATION	37,846.88	0.00	37,846.88
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	107.20	0.00	107.20
2920	CHILD CARE - PROBATE	124,679.63	0.00	124,679.63
2921	CHILD CARE - SOCIAL SERVICES	0.00	0.00	0.00
2930	SOLDIER & SAILORS RELIEF	0.00	0.00	0.00

ACCOUNTS PAYABLE CHECKS/ACH 12/19/2011 THROUGH 12/30/2011

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
1010	GENERAL FUND	454,450.14	(440.11)	454,010.03
1500	CEMETERY TRUST	686.89	0.00	686.89
2081	PARKS & RECREATION	283,143.13	0.00	283,143.13
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	4,854.39	0.00	4,854.39
2170	9/30 JUDICIAL GRANTS	922.01	0.00	922.01
2210	HEALTH	30,965.54	0.00	30,965.54
2220	MENTAL HEALTH	1,517,152.29	0.00	1,517,152.29
2271	SOLID WASTE CLEAN-UP	50,057.29	0.00	50,057.29
2272	LANDFILL TIPPING FEES	10,262.30	0.00	10,262.30
2320	TRANSPORTATION SYSTEM	0.00	0.00	0.00
2420	PLANNING COMMISSION	0.00	0.00	0.00
2430	BROWNFIELD REDEVELOPMENT	0.00	0.00	0.00
2444	INFRASTRUCTURE FUND	0.00	0.00	0.00
2450	PUBLIC IMPROVEMENT	6,140.23	0.00	6,140.23
2550	HOMESTEAD PROPERTY TAX	0.00	0.00	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	3,195.02	0.00	3,195.02
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	245.89	0.00	245.89
2602	WEMET	33,736.95	0.00	33,736.95
2603	WEED AND SEED	0.00	0.00	0.00
2605	COPS-AHEAD-GEORGETOWN	0.00	0.00	0.00
2606	COPS-FAST-GEORGETOWN	0.00	0.00	0.00
2608	COPS-FAST-ALLENDALE	0.00	0.00	0.00
2609	SHERIFF GRANT PROGRAMS	19,928.46	0.00	19,928.46

ACCOUNTS PAYABLE CHECKS/ACH 12/19/2011 THROUGH 12/30/2011

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2940	VETERANS TRUST	0.00	0.00	0.00
2941	VETERANS TRUST	1,548.60	0.00	1,548.60
2970	DB/DC CONVERSION	0.00	0.00	0.00
5160	DELINQUENT TAXES	9,828.20	0.00	9,828.20
6360	INFORMATION TECHNOLOGY	50,735.69	0.00	50,735.69
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	38.88	0.00	38.88
6550	TELECOMMUNICATIONS	10,306.40	0.00	10,306.40
6641	EQUIPMENT POOL	10,306.86	0.00	10,306.86
6770	PROTECTED SELF-FUNDED INSURANCE	0.00	0.00	0.00
6771	PROTECTED SELF-FUNDED HEALTH INS.	662,338.02	0.00	662,338.02
6772	PROTECTED SELF-FUNDED UNEMPL INS.	170.19	0.00	170.19
6775	LONG-TERM DISABILITY INSURANCE	0.00	0.00	0.00
6776	PROTECTED SELF-FUNDED DENTAL INS.	0.00	0.00	0.00
6777	PROTECTED SELF-FUNDED VISION	0.00	0.00	0.00
6782	PROTECTED SELF-FUNDED INS PROG M.H.	0.00	0.00	0.00
7010	AGENCY	344,310.32	(8,081.55)	336,228.77
7040	IMPREST PAYROLL	18,411.46	0.00	18,411.46
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
7360	OPEB TRUST	35,103.83	0.00	35,103.83
		<u>\$3,905,791.72</u>	<u>(\$8,521.66)</u>	<u>\$3,897,270.06</u>

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 1/24/2012

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Monthly Accounts Payable for January 1, 2012 through January 13, 2012

## SUGGESTED MOTION:

To approve the general claims in the amount of \$3,190,863.32 as presented by the summary report for January 1, 2012 through January 13, 2012.

## SUMMARY OF REQUEST:

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

## FINANCIAL INFORMATION:

Total Cost: \$3,190,863.32 | General Fund Cost: \$3,190,863.32 | 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:



# County of Ottawa

*Fiscal Services Department*

**Robert Spaman**  
*Fiscal Services Director*

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

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

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

To: Board of Commissioners  
From: Robert Spaman, Fiscal Services Director  
Subject: Accounts Payable Listing – January 1, 2012 to January 13, 2012  
Date: January 18, 2012

I have reviewed the Accounts Payable Listing for January 1 through January 13, 2012. The following information will give you the detail of some of the purchases made in specific funds during this period:

Fund 2450 – Public Improvement Fund

Robinson Township Tower Construction	
195' Pole on Johnson Street	\$7,931.60

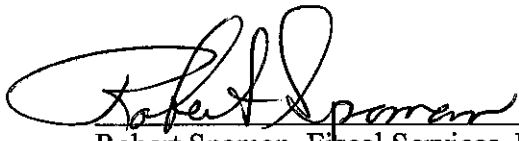
If you have any additional questions, please feel free to contact me.



Total Checks/Automated Clearing House (ACH) 01/01/2012 through 01/13/2012

I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The List of Claims shows the name of claimant, amount of claim, check number, ACH number, check date and ACH date. The net amount of checks/ACH written during the period was \$3,190,060.59. The amount of claims to be approved totals \$3,190,863.32.

\*Adjustments are voided checks or ACH.

  
\_\_\_\_\_  
Robert Spaman, Fiscal Services, Director

\_\_\_\_\_  
Date 1/18/12

We hereby certify that the Board of Commissioners has approved the claims on this 24<sup>th</sup> day of January, 2012.

\_\_\_\_\_  
Philip Kuyers, Chairperson  
Board of Commissioners

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

ACCOUNTS PAYABLE CHECKS/ACH 01/01/2012 THROUGH 01/13/2012

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
1010	GENERAL FUND	493,479.75	0.00	493,479.75
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	157,299.36	0.00	157,299.36
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	4,784.27	0.00	4,784.27
2170	9/30 JUDICIAL GRANTS	2,465.46	0.00	2,465.46
2210	HEALTH	21,186.22	0.00	21,186.22
2220	MENTAL HEALTH	963,426.12	(579.30)	962,846.82
2271	SOLID WASTE CLEAN-UP	27,653.98	0.00	27,653.98
2272	LANDFILL TIPPING FEES	1,832.33	0.00	1,832.33
2320	TRANSPORTATION SYSTEM	0.00	0.00	0.00
2420	PLANNING COMMISSION	0.00	0.00	0.00
2430	BROWNFIELD REDEVELOPMENT	0.00	0.00	0.00
2444	INFRASTRUCTURE FUND	0.00	0.00	0.00
2450	PUBLIC IMPROVEMENT	7,931.60	0.00	7,931.60
2550	HOMESTEAD PROPERTY TAX	0.00	0.00	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	1,190.48	0.00	1,190.48
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	97.68	0.00	97.68
2602	WEMET	6,447.30	0.00	6,447.30
2603	WEED AND SEED	0.00	0.00	0.00
2605	COPS-AHEAD-GEORGETOWN	0.00	0.00	0.00
2606	COPS-FAST-GEORGETOWN	0.00	0.00	0.00
2608	COPS-FAST-ALLENDALE	0.00	0.00	0.00
2609	SHERIFF GRANT PROGRAMS	0.00	0.00	0.00

ACCOUNTS PAYABLE CHECKS/ACH 01/01/2012 THROUGH 01/13/2012

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2610	COPS-UNIVERSAL	14,960.58	0.00	14,960.58
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	979.20	0.00	979.20
2690	LAW LIBRARY	0.00	0.00	0.00
2740	WIA-ADMIN. COST POOL	1,638.46	0.00	1,638.46
2741	WIA-YOUTH	50,545.69	0.00	50,545.69
2742	WIA-ADULT	29,020.01	0.00	29,020.01
2743	WIA-6/30 GRANT PROGRAMS	99,440.86	(21.31)	99,419.55
2744	WIA-12/31 GRANT PROGRAMS	0.00	0.00	0.00
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	110,485.29	(5.33)	110,479.96
2749	WIA-3/31 GRANT PROGRAMS	2,184.00	0.00	2,184.00
2750	GRANT PROGRAMS-PASS THRU	0.00	0.00	0.00
2800	EMERGENCY FEEDING	469.32	0.00	469.32
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	328.31	0.00	328.31
2870	COMMUNITY ACTION AGENCY (CAA)	430.52	0.00	430.52
2890	WEATHERIZATION	64,796.12	0.00	64,796.12
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	2,868.93	0.00	2,868.93
2920	CHILD CARE - PROBATE	57,555.70	0.00	57,555.70
2921	CHILD CARE - SOCIAL SERVICES	0.00	0.00	0.00
2930	SOLDIER & SAILORS RELIEF	0.00	0.00	0.00

ACCOUNTS PAYABLE CHECKS/ACH 01/01/2012 THROUGH 01/13/2012

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2940	VETERANS TRUST	0.00	0.00	0.00
2941	VETERANS TRUST	0.00	0.00	0.00
2970	DB/DC CONVERSION	0.00	0.00	0.00
5160	DELINQUENT TAXES	0.00	0.00	0.00
6360	INFORMATION TECHNOLOGY	14,910.42	0.00	14,910.42
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	949.61	0.00	949.61
6550	TELECOMMUNICATIONS	230.51	0.00	230.51
6641	EQUIPMENT POOL	0.00	0.00	0.00
6770	PROTECTED SELF-FUNDED INSURANCE	0.00	0.00	0.00
6771	PROTECTED SELF-FUNDED HEALTH INS.	0.00	0.00	0.00
6772	PROTECTED SELF-FUNDED UNEMPL INS.	82.09	0.00	82.09
6775	LONG-TERM DISABILITY INSURANCE	0.00	0.00	0.00
6776	PROTECTED SELF-FUNDED DENTAL INS.	0.00	0.00	0.00
6777	PROTECTED SELF-FUNDED VISION	0.00	0.00	0.00
6782	PROTECTED SELF-FUNDED INS PROG M.H.	0.00	0.00	0.00
7010	AGENCY	796,900.57	(196.79)	796,703.78
7040	IMPREST PAYROLL	254,292.58	0.00	254,292.58
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
7360	OPEB TRUST	0.00	0.00	0.00
		<u>\$3,190,863.32</u>	<u>(802.73)</u>	<u>\$3,190,060.59</u>

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 1/24/2012

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Monthly Budget Adjustments

## SUGGESTED MOTION:

To approve the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of December 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: Finance and Administration Committee 1/17/2012

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 12/01/2011 Thru 12/31/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>CVR_EXP_FOR_SERVICES</u>							
BA 1002	12/28/2011	1010	6480		7300.0000	Postage	5.00
BA 1002	12/28/2011	1010	6480		7390.0000	Operational Supplies	125.00-
BA 1002	12/28/2011	1010	6480		8350.0000	Health Services	16,703.00
BA 1002	12/28/2011	1010	6480		8370.0000	Laboratory Services	3,252.00
BA 1002	12/28/2011	1010	6480		8590.0000	Transportation Charges	1,849.00
BA 1002	12/28/2011	1010	6480		9560.0000	Employee Training	500.00-
<u>GEO THERMAL TESTING</u>							
BA 1003	12/28/2011	2081	7510		8080.0000	Service Contracts	16,750.00
<u>ADJ FOR VARIOUS EXP/EV</u>							
BA 1004	12/28/2011	2081	7510		6070.0110	Reservation Fees	1,500.00-
BA 1004	12/28/2011	2081	7510		6750.0010	Donations	1,920.00-
BA 1004	12/28/2011	2081	7510		7290.0000	Other Supplies	2,300.00
BA 1004	12/28/2011	2081	7510		7390.0000	Operational Supplies	1,920.00
BA 1004	12/28/2011	2081	7510		7640.0000	Program Activity Expense	2,000.00
<u>ADJ FO ACTL FY12 CNTR</u>							
BA 1005	12/28/2011	2170	1493		5410.0040	State of MI - Judicial	22,939.00
BA 1005	12/28/2011	2170	1493		7040.0000	Salaries - Regular	1,900.00-
BA 1005	12/28/2011	2170	1493		7150.0000	Social Security	100.00-
BA 1005	12/28/2011	2170	1493		7160.0000	Hospitalization	7,427.00-
BA 1005	12/28/2011	2170	1493		7180.0010	457 Plan Contribution	65.00-
BA 1005	12/28/2011	2170	1493		7190.0000	Dental Insurance	698.00-
BA 1005	12/28/2011	2170	1493		7230.0000	Optical Insurance	104.00-
BA 1005	12/28/2011	2170	1493		7390.0000	Operational Supplies	7,170.00-
BA 1005	12/28/2011	2170	1493		8600.0000	Travel - Mileage	4,800.00-
BA 1005	12/28/2011	2170	1493		8610.0000	Conferences & Othr Travel	675.00-
<u>NATL HEALTHCARE CNSLT</u>							
BA 1012	12/28/2011	2220	6495	5020	6710.0000	Other Revenue	20,000.00-
BA 1012	12/28/2011	2220	6495	5020	8210.0000	Contractual - Other	10,000.00
BA 1012	12/28/2011	2220	6495	5029	8210.0000	Contractual - Other	10,000.00
<u>2ND HALF 2010 TELERAD</u>							
BA 1013	12/28/2011	2450	5990		8080.0000	Service Contracts	1,272.00

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 12/01/2011 Thru 12/31/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ROLL FRWRD REMAIN BDG</u>							
<u>ROLL FRWRD REMAIN BDG</u>							
BA 1014	12/28/2011	2609	3094	0006	5050.0000	Fed. Grants-Public Safety	1,183.00-
BA 1014	12/28/2011	2609	3094	0006	7390.0000	Operational Supplies	1,183.00
<u>ADJ_BDG_TO_ACTL_FY_12</u>							
BA 1015	12/28/2011	2609	3117		5050.0000	Fed. Grants-Public Safety	24,984.00-
BA 1015	12/28/2011	2609	3117		7090.0000	Overtime	10,180.00
BA 1015	12/28/2011	2609	3117		7150.0000	Social Security	783.00
BA 1015	12/28/2011	2609	3117		7180.0000	Retirement & Sick Leave	1,540.00
BA 1015	12/28/2011	2609	3117		7200.0000	Worker'S Compensation	26.00
BA 1015	12/28/2011	2609	3117		7220.0000	Unemployment	24.00
BA 1015	12/28/2011	2609	3117		8080.0000	Service Contracts	12,431.00
<u>MOVE TO_NEW_ACCOUNT</u>							
BA 912	12/20/2011	2220	6493	3246	8210.0050	Psychiatrist	55,530.00-
BA 912	12/20/2011	2220	6493	3253	8210.0050	Psychiatrist	55,530.00
<u>ADJ_BDG_FOR_STATE_RPT</u>							
BA 913	12/20/2011	2748	7433	0040	8080.0000	Service Contracts	61,665.00-
BA 913	12/20/2011	2748	7433	0040	8440.0040	Other Training	61,665.00
<u>TO_ADJUST_COUNTY_BUDG</u>							
BA 914	12/20/2011	2870	7470		5610.0060	Comm. Serv. Block Grant	50,056.00-
BA 914	12/20/2011	2870	7471		7160.0000	Hospitalization	1,029.00
BA 914	12/20/2011	2870	7471		7390.0000	Operational Supplies	50.00
BA 914	12/20/2011	2870	7471		8600.0000	Travel - Mileage	300.00
BA 914	12/20/2011	2870	7471		9010.0000	Advertising	1,000.00-
BA 914	12/20/2011	2870	7471		9390.0000	Building Rental	1.00-
BA 914	12/20/2011	2870	7471		9400.0000	Equipment Rental	2.00
BA 914	12/20/2011	2870	7472		7040.0000	Salaries - Regular	28,840.00
BA 914	12/20/2011	2870	7472		7150.0000	Social Security	2,136.00
BA 914	12/20/2011	2870	7472		7150.0000	Hospitalization	18,431.00
BA 914	12/20/2011	2870	7472		7160.0020	OPFB - Health Care	813.00
BA 914	12/20/2011	2870	7472		7170.0000	Life Insurance	64.00
BA 914	12/20/2011	2870	7472		7180.0000	Retirement & Sick Leave	2,653.00
BA 914	12/20/2011	2870	7472		7180.0010	457 Plan Contribution	50.00
BA 914	12/20/2011	2870	7472		7190.0000	Dental Insurance	690.00
BA 914	12/20/2011	2870	7472		7200.0000	Worker'S Compensation	3.00
BA 914	12/20/2011	2870	7472		7210.0000	Longevity	.00

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TO ADJUST COUNTY BUDG</u>							
BA 914	12/20/2011	2870	7472		7220.0000	Unemployment	28.00-
BA 914	12/20/2011	2870	7472		7230.0000	Optical Insurance	159.00
BA 914	12/20/2011	2870	7472		7240.0000	Disability Insurance	125.00
BA 914	12/20/2011	2870	7472		7270.0000	Office Supplies	1,000.00-
BA 914	12/20/2011	2870	7472		7390.0000	Operational Supplies	2,994.00-
BA 914	12/20/2011	2870	7472		8080.0000	Service Contracts	987.00-
BA 914	12/20/2011	2870	7472		8100.0000	Bank Service Charges	100.00
BA 914	12/20/2011	2870	7472		8300.0000	Memberships & Dues	621.00
BA 914	12/20/2011	2870	7472		9310.0000	Equipment Repair	10.00-
BA 914	12/20/2011	2870	7472		9400.0000	Equipment Rental	10.00
<u>CORRECT OVERBUDGETS</u>							
BA 933	12/06/2011	1010	1360		5440.0010	Drunk Driving CaseFlowAst	8,987.00-
BA 933	12/06/2011	1010	1360		6020.0000	Misc Court Costs & Fees	7,013.00-
BA 933	12/06/2011	1010	1360		6580.0000	Bond Forfeitures	8,000.00
BA 933	12/06/2011	1010	1360		7120.0030	Transcript Fees	1,500.00
BA 933	12/06/2011	1010	1360		7300.0000	Postage	6,500.00
BA 933	12/06/2011	1010	1360		8030.0020	Juror Fees	6,000.00-
BA 933	12/06/2011	1010	1360		8030.0021	Juror Fees - State Reimb.	2,000.00-
BA 933	12/06/2011	1010	1360		8100.0000	Bank Service Charges	6,000.00
BA 933	12/06/2011	1010	1360		9300.0000	Equipment Repairs	2,000.00
<u>ADDL FURNITURE COSTS</u>							
BA 936	12/06/2011	1010	1480		8080.0000	Service Contracts	1,200.00
BA 936	12/06/2011	1010	1490		9800.0000	Office Furniture & Equip.	2,550.00
BA 936	12/06/2011	1010	2530		5740.0000	State Revenue Sharing	11,450.00-
BA 936	12/06/2011	1010	2654		9370.0000	Building Repairs	7,700.00
<u>EST BURIAL REIMBRSMT</u>							
BA 939	12/06/2011	1010	6810		9660.0000	Project Costs	10,000.00
<u>CLN SWEEP CNTRCT ADJ</u>							
BA 940	12/06/2011	2210	6020		5550.0230	Clean Sweep Pesticide Col	2,000.00
BA 940	12/06/2011	2210	6020		8210.0000	Contractual - Other	2,000.00-
<u>ADJ FOR ADDL WIA FDS</u>							
BA 943	12/06/2011	2740	7430		5610.0020	Cost Pool Revenue	9,555.00-
BA 943	12/06/2011	2740	7431	1120	8080.0000	Service Contracts	9,555.00



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<u>ADJ FOR ADDL WIA FDS</u>							
<u>EST BDG FOR WASH ACT</u>							
BA 945	12/06/2011	2743	7460		5610.0000	State Of Mich - Welfare	15,000.00-
BA 945	12/06/2011	2743	7460		8210.0000	Contractual - Other	15,000.00
<u>EST CAPACTY BLDG FND</u>							
BA 946	12/06/2011	2743	7491	0012	5610.0000	State Of Mich - Welfare	16,000.00-
BA 946	12/06/2011	2743	7491	0012	7390.0000	Operational Supplies	320.00
BA 946	12/06/2011	2743	7491	0012	8080.0000	Service Contracts	15,680.00
<u>ADJ EQUP_RPR EXPENSE</u>							
BA 947	12/06/2011	2744	7479		5610.0000	State Of Mich - Welfare	30,000.00-
BA 947	12/06/2011	2744	7479		9300.0000	Equipment Repairs	30,000.00
<u>SHERIFF OFFICE CARPET</u>							
BA 951	12/20/2011	1010	2530		5740.0000	State Revenue Sharing	90,000.00-
BA 951	12/20/2011	1010	3020		9750.0000	Building & Improvements	90,000.00
<u>ADJ FOR ADDL \$ FRM ST</u>							
BA 952	12/20/2011	2742	7430		5610.0030	II A Revenue	53,850.00-
BA 952	12/20/2011	2742	7433	2320	8080.0000	Service Contracts	53,850.00
<u>ADJ FOR ADDL \$ FRM ST</u>							
BA 953	12/20/2011	2743	7430		5610.0090	Title III Revenue	82,101.00-
BA 953	12/20/2011	2743	7433	1320	8440.0040	Other Training	50,000.00
BA 953	12/20/2011	2743	7433	2320	8080.0000	Service Contracts	32,101.00
<u>ADJ NEG ALW SBCNTRCTR</u>							
BA 954	12/20/2011	2748	7432	0031	8080.0000	Service Contracts	62,000.00
BA 954	12/20/2011	2748	7433	0031	8440.0040	Other Training	62,000.00-
<u>EST CONTINUATN BUDGET</u>							
BA 955	12/20/2011	2748	7446		5610.0000	State Of Mich - Welfare	558,690.00-
BA 955	12/20/2011	2748	7446		8080.0000	Service Contracts	55,740.00
BA 955	12/20/2011	2748	7447		7270.0000	Office Supplies	5,500.00

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<u>EST CONTINUATN BUDGET</u>							
BA 955	12/20/2011	2748	7447		7280.0000	Printing & Binding	2,000.00
BA 955	12/20/2011	2748	7447		7390.0000	Operational Supplies	500.00
BA 955	12/20/2011	2748	7447		8080.0000	Service Contracts	473,950.00
BA 955	12/20/2011	2748	7447		8590.0000	Transportation Charges	4,500.00
BA 955	12/20/2011	2748	7447		8610.0000	Conferences & Othr Travel	10,500.00
BA 955	12/20/2011	2748	7447		9010.0000	Advertising	6,000.00
<u>REFLECT MOVE OF HUSDO</u>							
BA 956	12/20/2011	1010	3113		5820.0000	Contrib Local-Pub. Safety	27,561.00
BA 956	12/20/2011	1010	3113		7040.0000	Salaries - Regular	15,191.00
BA 956	12/20/2011	1010	3113		7050.0000	Salaries - Temporary	917.00
BA 956	12/20/2011	1010	3113		7090.0000	Overtime	1,026.00
BA 956	12/20/2011	1010	3113		7100.0000	Holiday	684.00
BA 956	12/20/2011	1010	3113		7110.0000	Court Time	432.00
BA 956	12/20/2011	1010	3113		7130.0000	Vacation Payoff	409.00
BA 956	12/20/2011	1010	3113		7150.0000	Social Security	1,418.00
BA 956	12/20/2011	1010	3113		7160.0000	Hospitalization	3,636.00
BA 956	12/20/2011	1010	3113		7160.0020	OPBB - Health Care	267.00
BA 956	12/20/2011	1010	3113		7170.0000	Life Insurance	23.00
BA 956	12/20/2011	1010	3113		7180.0000	Retirement & Sick Leave	2,463.00
BA 956	12/20/2011	1010	3113		7190.0000	Dental Insurance	276.00
BA 956	12/20/2011	1010	3113		7200.0000	Worker'S Compensation	43.00
BA 956	12/20/2011	1010	3113		7220.0000	Unemployment	76.00
BA 956	12/20/2011	1010	3113		7230.0000	Optical Insurance	96.00
BA 956	12/20/2011	1010	3113		7240.0000	Disability Insurance	141.00
BA 956	12/20/2011	1010	3113		7390.0000	Operational Supplies	2,001.00
BA 956	12/20/2011	1010	3113		8500.0000	Telephone	176.00
BA 956	12/20/2011	1010	3113		8650.0000	Gas And Oil	768.00
BA 956	12/20/2011	1010	3113		8650.0000	Vehicle Repairs & Maint.	480.00
BA 956	12/20/2011	1010	3113		9560.0000	Employee Training	200.00
BA 956	12/20/2011	1010	3119		5820.0000	Contrib Local-Pub. Safety	156,079.00
BA 956	12/20/2011	1010	3119		7040.0000	Salaries - Regular	78,605.00
BA 956	12/20/2011	1010	3119		7050.0000	Salaries - Temporary	692.00
BA 956	12/20/2011	1010	3119		7090.0000	Overtime	2,678.00
BA 956	12/20/2011	1010	3119		7100.0000	Holiday	1,727.00
BA 956	12/20/2011	1010	3119		7110.0000	Court Time	2,797.00
BA 956	12/20/2011	1010	3119		7130.0000	Vacation Payoff	3,516.00
BA 956	12/20/2011	1010	3119		7150.0000	Social Security	7,160.00
BA 956	12/20/2011	1010	3119		7160.0000	Hospitalization	12,794.00
BA 956	12/20/2011	1010	3119		7160.0020	OPBB - Health Care	1,509.00
BA 956	12/20/2011	1010	3119		7170.0000	Life Insurance	140.00
BA 956	12/20/2011	1010	3119		7180.0000	Retirement & Sick Leave	15,324.00

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BA 956	12/20/2011	1010	3119		7190.0000	Dental Insurance	1,952.00-
BA 956	12/20/2011	1010	3119		7200.0000	Worker's Compensation	211.00-
BA 956	12/20/2011	1010	3119		7210.0000	Longevity	2,000.00-
BA 956	12/20/2011	1010	3119		7220.0000	Unemployment	349.00-
BA 956	12/20/2011	1010	3119		7230.0000	Optical Insurance	566.00-
BA 956	12/20/2011	1010	3119		7240.0000	Disability Insurance	760.00-
BA 956	12/20/2011	1010	3119		7390.0000	Operational Supplies	4,379.00-
BA 956	12/20/2011	1010	3119		8500.0000	Telephone	124.00-
BA 956	12/20/2011	1010	3119		8650.0000	Gas And Oil	7,335.00-
BA 956	12/20/2011	1010	3119		8660.0000	Vehicle Repairs & Maint.	6,007.00-
BA 956	12/20/2011	1010	3119		9300.0000	Equipment Repairs	463.00-
BA 956	12/20/2011	1010	3119		9400.0000	Equipment Rental	1,734.00-
BA 956	12/20/2011	1010	3119		9560.0000	Employee Training	200.00-
BA 956	12/20/2011	1010	3120		5820.0000	Contrib Local-Pub. Safety	172,636.00
BA 956	12/20/2011	1010	3120		7040.0000	Salaries - Regular	86,251.00-
BA 956	12/20/2011	1010	3120		7050.0000	Salaries - Temporary	484.00-
BA 956	12/20/2011	1010	3120		7090.0000	Overtime	1,901.00-
BA 956	12/20/2011	1010	3120		7100.0000	Holiday	4,187.00-
BA 956	12/20/2011	1010	3120		7110.0000	Court Time	1,415.00-
BA 956	12/20/2011	1010	3120		7130.0000	Vacation Payoff	7,173.00-
BA 956	12/20/2011	1010	3120		7150.0000	Social Security	7,956.00-
BA 956	12/20/2011	1010	3120		7160.0000	Hospitalization	16,959.00-
BA 956	12/20/2011	1010	3120		7160.0020	OPEB - Health Care	1,548.00-
BA 956	12/20/2011	1010	3120		7170.0000	Life Insurance	150.00-
BA 956	12/20/2011	1010	3120		7180.0000	Retirement & Sick Leave	15,682.00-
BA 956	12/20/2011	1010	3120		7190.0000	Dental Insurance	1,622.00-
BA 956	12/20/2011	1010	3120		7200.0000	Worker's Compensation	230.00-
BA 956	12/20/2011	1010	3120		7210.0000	Longevity	1,100.00-
BA 956	12/20/2011	1010	3120		7220.0000	Unemployment	400.00-
BA 956	12/20/2011	1010	3120		7230.0000	Optical Insurance	573.00-
BA 956	12/20/2011	1010	3120		7240.0000	Disability Insurance	863.00-
BA 956	12/20/2011	1010	3120		7390.0000	Operational Supplies	7,069.00-
BA 956	12/20/2011	1010	3120		8500.0000	Telephone	92.00-
BA 956	12/20/2011	1010	3120		8650.0000	Gas And Oil	6,824.00-
BA 956	12/20/2011	1010	3120		8660.0000	Vehicle Repairs & Maint.	5,512.00-
BA 956	12/20/2011	1010	3120		9400.0000	Equipment Rental	512.00-
BA 956	12/20/2011	1010	3120		9560.0000	Employee Training	243.00-
BA 956	12/20/2011	1010	3170		5820.0000	Contrib Local-Pub. Safety	13,466.00-
BA 956	12/20/2011	1010	3170		7040.0000	Salaries - Regular	16,029.00-
BA 956	12/20/2011	1010	3170		7090.0000	Overtime	515.00-
BA 956	12/20/2011	1010	3170		7110.0000	Court Time	253.00-
BA 956	12/20/2011	1010	3170		7130.0000	Vacation Payoff	683.00-
BA 956	12/20/2011	1010	3170		7150.0000	Social Security	1,362.00-

REFLECT MOVE OF HUSDO

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>REFLECT MOVE OF HUSDO</u>							
BA 956	12/20/2011	1010	3170		7160.0000	Hospitalization	3,767.00-
BA 956	12/20/2011	1010	3170		7160.0020	OPBB - Health Care	281.00-
BA 956	12/20/2011	1010	3170		7170.0000	Life Insurance	23.00-
BA 956	12/20/2011	1010	3170		7180.0000	Retirement & Sick Leave	2,610.00-
BA 956	12/20/2011	1010	3170		7190.0000	Dental Insurance	285.00-
BA 956	12/20/2011	1010	3170		7200.0000	Worker'S Compensation	44.00-
BA 956	12/20/2011	1010	3170		7210.0000	Longevity	750.00-
BA 956	12/20/2011	1010	3170		7220.0000	Unemployment	71.00-
BA 956	12/20/2011	1010	3170		7230.0000	Optical Insurance	97.00-
BA 956	12/20/2011	1010	3170		7240.0000	Disability Insurance	153.00-
<u>ADJUST PERSONNEL SERV</u>							
BA 957	12/31/2011	1010	1010		7070.0000	Per Diem	4,243.00-
BA 957	12/31/2011	1010	1010		7150.0000	Social Security	1,014.00-
BA 957	12/31/2011	1010	1010		7160.0000	Hospitalization	8,736.00-
BA 957	12/31/2011	1010	1010		7160.0020	OPBB - Health Care	211.00
BA 957	12/31/2011	1010	1010		7180.0000	Retirement & Sick Leave	373.00-
BA 957	12/31/2011	1010	1010		7190.0000	Dental Insurance	1,732.00-
BA 957	12/31/2011	1010	1010		7230.0000	Optical Insurance	770.00-
BA 957	12/31/2011	1010	1310		7040.0000	Salaries - Regular	3,257.00
BA 957	12/31/2011	1010	1310		7050.0000	Salaries - Temporary	5,774.00-
BA 957	12/31/2011	1010	1310		7120.0030	Transcript Fees	2,539.00-
BA 957	12/31/2011	1010	1310		7150.0000	Social Security	2,314.00-
BA 957	12/31/2011	1010	1310		7160.0000	Hospitalization	2,973.00-
BA 957	12/31/2011	1010	1310		7160.0020	OPBB - Health Care	51.00-
BA 957	12/31/2011	1010	1310		7170.0000	Life Insurance	292.00-
BA 957	12/31/2011	1010	1310		7180.0000	Retirement & Sick Leave	684.00-
BA 957	12/31/2011	1010	1310		7180.0010	457 Plan Contribution	30.00
BA 957	12/31/2011	1010	1310		7190.0000	Dental Insurance	2,049.00-
BA 957	12/31/2011	1010	1310		7210.0000	Longevity	494.00-
BA 957	12/31/2011	1010	1310		7220.0000	Unemployment	668.00-
BA 957	12/31/2011	1010	1310		7230.0000	Optical Insurance	1,123.00-
BA 957	12/31/2011	1010	1310		7240.0000	Disability Insurance	943.00-
BA 957	12/31/2011	1010	1360		7040.0000	Salaries - Regular	33,029.00-
BA 957	12/31/2011	1010	1360		7050.0000	Salaries - Temporary	5,673.00
BA 957	12/31/2011	1010	1360		7090.0000	Overtime	3,579.00-
BA 957	12/31/2011	1010	1360		7100.0000	Holiday	5.00
BA 957	12/31/2011	1010	1360		7150.0000	Social Security	22,129.00-
BA 957	12/31/2011	1010	1360		7160.0000	Hospitalization	43,564.00-
BA 957	12/31/2011	1010	1360		7160.0020	OPBB - Health Care	701.00-
BA 957	12/31/2011	1010	1360		7170.0000	Life Insurance	815.00-
BA 957	12/31/2011	1010	1360		7180.0000	Retirement & Sick Leave	5,715.00-

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BA 957	12/31/2011	1010	1360		7180.0010	457 Plan Contribution	3,000.00-
BA 957	12/31/2011	1010	1360		7190.0000	Dental Insurance	9,207.00-
BA 957	12/31/2011	1010	1360		7210.0000	Longevity	1,601.00-
BA 957	12/31/2011	1010	1360		7220.0000	Unemployment	199.00-
BA 957	12/31/2011	1010	1360		7230.0000	Optical Insurance	3,684.00-
BA 957	12/31/2011	1010	1360		7240.0000	Disability Insurance	4,907.00-
BA 957	12/31/2011	1010	1370		7040.0000	Salaries - Regular	7,119.00-
BA 957	12/31/2011	1010	1370		7050.0000	Salaries - Temporary	1,175.00-
BA 957	12/31/2011	1010	1370		7150.0000	Social Security	197.00-
BA 957	12/31/2011	1010	1480		7040.0000	Salaries - Regular	1,334.00
BA 957	12/31/2011	1010	1480		7090.0000	Overtime	1,994.00-
BA 957	12/31/2011	1010	1480		7120.0030	Transcript Fees	734.00-
BA 957	12/31/2011	1010	1480		7150.0000	Social Security	1,436.00-
BA 957	12/31/2011	1010	1480		7160.0000	Hospitalization	5,383.00
BA 957	12/31/2011	1010	1480		7170.0000	Life Insurance	120.00-
BA 957	12/31/2011	1010	1480		7180.0000	Retirement & Sick Leave	920.00-
BA 957	12/31/2011	1010	1480		7190.0000	Dental Insurance	655.00-
BA 957	12/31/2011	1010	1480		7220.0000	Unemployment	524.00-
BA 957	12/31/2011	1010	1480		7230.0000	Optical Insurance	427.00-
BA 957	12/31/2011	1010	1480		7240.0000	Disability Insurance	984.00-
BA 957	12/31/2011	1010	1490		7040.0000	Salaries - Regular	2,580.00-
BA 957	12/31/2011	1010	1490		7050.0000	Salaries - Temporary	142.00-
BA 957	12/31/2011	1010	1490		7120.0030	Transcript Fees	207.00-
BA 957	12/31/2011	1010	1490		7150.0000	Social Security	1,598.00-
BA 957	12/31/2011	1010	1490		7160.0000	Hospitalization	3,417.00-
BA 957	12/31/2011	1010	1490		7160.0020	OPBB - Health Care	570.00-
BA 957	12/31/2011	1010	1490		7170.0000	Life Insurance	157.00-
BA 957	12/31/2011	1010	1490		7180.0000	Retirement & Sick Leave	1,838.00-
BA 957	12/31/2011	1010	1490		7190.0000	Dental Insurance	1,687.00-
BA 957	12/31/2011	1010	1490		7230.0000	Optical Insurance	572.00-
BA 957	12/31/2011	1010	1490		7240.0000	Disability Insurance	643.00-
BA 957	12/31/2011	1010	1910		7040.0000	Salaries - Regular	408.00
BA 957	12/31/2011	1010	1910		7120.0020	Election Day Maintenance	280.00
BA 957	12/31/2011	1010	1910		7150.0000	Social Security	58.00
BA 957	12/31/2011	1010	1910		7160.0000	Hospitalization	1,034.00-
BA 957	12/31/2011	1010	1910		7160.0020	OPBB - Health Care	4.00
BA 957	12/31/2011	1010	1910		7180.0000	Retirement & Sick Leave	146.00
BA 957	12/31/2011	1010	1910		7190.0000	Dental Insurance	100.00-
BA 957	12/31/2011	1010	1910		7220.0000	Unemployment	5.00
BA 957	12/31/2011	1010	2010		7040.0000	Salaries - Regular	3,384.00
BA 957	12/31/2011	1010	2010		7090.0000	Overtime	494.00-
BA 957	12/31/2011	1010	2010		7150.0000	Social Security	1,730.00-
BA 957	12/31/2011	1010	2010		7160.0000	Hospitalization	637.00-

ADJUST PERSONNEL SERV

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<b>ADJUST PERSONNEL SERV</b>							
BA 957	12/31/2011	1010	2010		7170.0000	Life Insurance	236.00-
BA 957	12/31/2011	1010	2010		7180.0000	Retirement & Sick Leave	460.00-
BA 957	12/31/2011	1010	2010		7180.0010	457 Plan Contribution	489.00-
BA 957	12/31/2011	1010	2010		7190.0000	Dental Insurance	1,418.00-
BA 957	12/31/2011	1010	2010		7210.0000	Longevity	949.00-
BA 957	12/31/2011	1010	2010		7220.0000	Unemployment	28.00
BA 957	12/31/2011	1010	2010		7230.0000	Optical Insurance	995.00-
BA 957	12/31/2011	1010	2010		7240.0000	Disability Insurance	1,196.00-
BA 957	12/31/2011	1010	2100		7040.0000	Salaries - Regular	4,900.00-
BA 957	12/31/2011	1010	2100		7150.0000	Social Security	253.00
BA 957	12/31/2011	1010	2100		7160.0000	Hospitalization	131.00
BA 957	12/31/2011	1010	2100		7180.0000	Retirement & Sick Leave	778.00
BA 957	12/31/2011	1010	2100		7190.0000	Dental Insurance	163.00-
BA 957	12/31/2011	1010	2100		7210.0000	Longevity	46.00
BA 957	12/31/2011	1010	2100		7220.0000	Unemployment	26.00
BA 957	12/31/2011	1010	2100		7230.0000	Optical Insurance	111.00-
BA 957	12/31/2011	1010	2100		7240.0000	Disability Insurance	224.00-
BA 957	12/31/2011	1010	2150		7040.0000	Salaries - Regular	16,314.00-
BA 957	12/31/2011	1010	2150		7050.0000	Salaries - Temporary	5,209.00
BA 957	12/31/2011	1010	2150		7070.0000	Per Diem	80.00
BA 957	12/31/2011	1010	2150		7090.0000	Overtime	962.00-
BA 957	12/31/2011	1010	2150		7150.0000	Social Security	1,821.00-
BA 957	12/31/2011	1010	2150		7160.0000	Hospitalization	22,191.00-
BA 957	12/31/2011	1010	2150		7160.0020	OPFB - Health Care	1,538.00-
BA 957	12/31/2011	1010	2150		7170.0000	Life Insurance	380.00-
BA 957	12/31/2011	1010	2150		7180.0000	Retirement & Sick Leave	2,625.00-
BA 957	12/31/2011	1010	2150		7180.0010	457 Plan Contribution	411.00
BA 957	12/31/2011	1010	2150		7190.0000	Dental Insurance	4,486.00-
BA 957	12/31/2011	1010	2150		7210.0000	Longevity	995.00-
BA 957	12/31/2011	1010	2150		7220.0000	Unemployment	304.00-
BA 957	12/31/2011	1010	2150		7230.0000	Optical Insurance	1,943.00-
BA 957	12/31/2011	1010	2150		7240.0000	Disability Insurance	1,834.00-
BA 957	12/31/2011	1010	2230		7040.0000	Salaries - Regular	377.00
BA 957	12/31/2011	1010	2230		7050.0000	Salaries - Temporary	10,004.00-
BA 957	12/31/2011	1010	2230		7150.0000	Social Security	1,030.00-
BA 957	12/31/2011	1010	2230		7160.0000	Hospitalization	2,624.00-
BA 957	12/31/2011	1010	2230		7180.0000	Retirement & Sick Leave	536.00-
BA 957	12/31/2011	1010	2230		7190.0000	Dental Insurance	293.00-
BA 957	12/31/2011	1010	2230		7220.0000	Unemployment	401.00-
BA 957	12/31/2011	1010	2230		7230.0000	Optical Insurance	199.00-
BA 957	12/31/2011	1010	2230		7240.0000	Disability Insurance	446.00-
BA 957	12/31/2011	1010	2250		7040.0000	Salaries - Regular	26,136.00-
BA 957	12/31/2011	1010	2250		7050.0000	Salaries - Temporary	3,161.00-

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ADJUST_PERSONNEL_SERV</u>							
BA 957	12/31/2011	1010	2250		7150.0000	Social Security	3,832.00-
BA 957	12/31/2011	1010	2250		7160.0000	Hospitalization	5,439.00
BA 957	12/31/2011	1010	2250		7160.0020	OPeB - Health Care	337.00-
BA 957	12/31/2011	1010	2250		7170.0000	Life Insurance	239.00-
BA 957	12/31/2011	1010	2250		7180.0000	Retirement & Sick Leave	2,279.00-
BA 957	12/31/2011	1010	2250		7180.0010	457 Plan Contribution	236.00
BA 957	12/31/2011	1010	2250		7190.0000	Dental Insurance	2,446.00-
BA 957	12/31/2011	1010	2250		7230.0000	Optical Insurance	1,055.00-
BA 957	12/31/2011	1010	2250		7240.0000	Disability Insurance	1,207.00-
BA 957	12/31/2011	1010	2251		7040.0000	Salaries - Regular	18,377.00
BA 957	12/31/2011	1010	2251		7050.0000	Salaries - Temporary	3,163.00-
BA 957	12/31/2011	1010	2251		7150.0000	Social Security	1,485.00
BA 957	12/31/2011	1010	2251		7160.0000	Hospitalization	999.00
BA 957	12/31/2011	1010	2251		7170.0000	OPeB - Health Care	123.00
BA 957	12/31/2011	1010	2251		7170.0000	Life Insurance	17.00
BA 957	12/31/2011	1010	2251		7180.0000	Retirement & Sick Leave	1,789.00
BA 957	12/31/2011	1010	2251		7180.0010	457 Plan Contribution	7.00
BA 957	12/31/2011	1010	2251		7190.0000	Dental Insurance	67.00
BA 957	12/31/2011	1010	2251		7200.0000	Worker's Compensation	11.00
BA 957	12/31/2011	1010	2251		7220.0000	Unemployment	84.00
BA 957	12/31/2011	1010	2251		7230.0000	Optical Insurance	10.00
BA 957	12/31/2011	1010	2251		7240.0000	Disability Insurance	43.00
BA 957	12/31/2011	1010	2260		7150.0000	Salaries - Regular	5,300.00-
BA 957	12/31/2011	1010	2260		7150.0000	Social Security	483.00-
BA 957	12/31/2011	1010	2260		7160.0000	Hospitalization	2,769.00-
BA 957	12/31/2011	1010	2260		7170.0000	Life Insurance	111.00-
BA 957	12/31/2011	1010	2260		7180.0000	Retirement & Sick Leave	1,008.00-
BA 957	12/31/2011	1010	2260		7180.0010	457 Plan Contribution	800.00
BA 957	12/31/2011	1010	2260		7190.0000	Dental Insurance	1,455.00-
BA 957	12/31/2011	1010	2260		7230.0000	Optical Insurance	460.00-
BA 957	12/31/2011	1010	2260		7240.0000	Disability Insurance	484.00-
BA 957	12/31/2011	1010	2290		7040.0000	Salaries - Regular	41,621.00-
BA 957	12/31/2011	1010	2290		7150.0000	Social Security	4,897.00-
BA 957	12/31/2011	1010	2290		7160.0000	Hospitalization	6,575.00-
BA 957	12/31/2011	1010	2290		7160.0020	OPeB - Health Care	181.00-
BA 957	12/31/2011	1010	2290		7170.0000	Life Insurance	768.00-
BA 957	12/31/2011	1010	2290		7180.0000	Retirement & Sick Leave	8,024.00-
BA 957	12/31/2011	1010	2290		7190.0000	Dental Insurance	4,130.00-
BA 957	12/31/2011	1010	2290		7210.0000	Longevity	1,142.00-
BA 957	12/31/2011	1010	2290		7220.0000	Unemployment	425.00-
BA 957	12/31/2011	1010	2290		7230.0000	Optical Insurance	2,054.00-
BA 957	12/31/2011	1010	2290		7240.0000	Disability Insurance	3,714.00-
BA 957	12/31/2011	1010	2360		7040.0000	Salaries - Regular	17,018.00-

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BA 957	12/31/2011	1010	2360		7090.0000	Overtime	286.00-
BA 957	12/31/2011	1010	2360		7150.0000	Social Security	2,284.00-
BA 957	12/31/2011	1010	2360		7160.0000	Hospitalization	4,835.00-
BA 957	12/31/2011	1010	2360		7160.0020	OPBB - Health Care	391.00-
BA 957	12/31/2011	1010	2360		7170.0000	Life Insurance	178.00-
BA 957	12/31/2011	1010	2360		7180.0000	Retirement & Sick Leave	1,572.00-
BA 957	12/31/2011	1010	2360		7180.0010	457 Plan Contribution	1,005.00
BA 957	12/31/2011	1010	2360		7190.0000	Dental Insurance	1,183.00-
BA 957	12/31/2011	1010	2360		7210.0000	Longevity	787.00-
BA 957	12/31/2011	1010	2360		7220.0000	Unemployment	350.00-
BA 957	12/31/2011	1010	2360		7230.0000	Optical Insurance	672.00-
BA 957	12/31/2011	1010	2360		7240.0000	Disability Insurance	952.00-
BA 957	12/31/2011	1010	2450		7040.0000	Salaries - Regular	390.00-
BA 957	12/31/2011	1010	2450		7150.0000	Social Security	4.00
BA 957	12/31/2011	1010	2450		7180.0000	Retirement & Sick Leave	5.00
BA 957	12/31/2011	1010	2470		7070.0000	Per Diem	880.00-
BA 957	12/31/2011	1010	2470		7150.0000	Social Security	199.00-
BA 957	12/31/2011	1010	2470		7160.0000	Hospitalization	203.00-
BA 957	12/31/2011	1010	2470		7160.0020	OPBB - Health Care	5.00
BA 957	12/31/2011	1010	2470		7180.0000	Retirement & Sick Leave	162.00-
BA 957	12/31/2011	1010	2470		7220.0000	Unemployment	109.00-
BA 957	12/31/2011	1010	2530		7040.0000	Salaries - Regular	4,557.00
BA 957	12/31/2011	1010	2530		7050.0000	Salaries - Temporary	1,840.00-
BA 957	12/31/2011	1010	2530		7090.0000	Overtime	199.00-
BA 957	12/31/2011	1010	2530		7150.0000	Social Security	137.00-
BA 957	12/31/2011	1010	2530		7170.0000	Life Insurance	120.00-
BA 957	12/31/2011	1010	2530		7180.0000	Retirement & Sick Leave	619.00
BA 957	12/31/2011	1010	2530		7180.0010	457 Plan Contribution	522.00
BA 957	12/31/2011	1010	2530		7190.0000	Dental Insurance	1,554.00-
BA 957	12/31/2011	1010	2530		7220.0000	Unemployment	260.00-
BA 957	12/31/2011	1010	2530		7230.0000	Optical Insurance	724.00-
BA 957	12/31/2011	1010	2530		7240.0000	Disability Insurance	905.00-
BA 957	12/31/2011	1010	2570		7040.0000	Salaries - Regular	1,333.00
BA 957	12/31/2011	1010	2570		7150.0000	Social Security	270.00-
BA 957	12/31/2011	1010	2570		7160.0000	Hospitalization	1,067.00
BA 957	12/31/2011	1010	2570		7180.0000	Retirement & Sick Leave	214.00
BA 957	12/31/2011	1010	2570		7180.0010	457 Plan Contribution	1,000.00
BA 957	12/31/2011	1010	2570		7190.0000	Dental Insurance	309.00-
BA 957	12/31/2011	1010	2570		7220.0000	Unemployment	8.00
BA 957	12/31/2011	1010	2570		7230.0000	Optical Insurance	210.00-
BA 957	12/31/2011	1010	2570		7240.0000	Disability Insurance	199.00-
BA 957	12/31/2011	1010	2590		7040.0000	Salaries - Regular	6,363.00-
BA 957	12/31/2011	1010	2590		7050.0000	Salaries - Temporary	206.00-

ADJUST PERSONNEL SERV



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BA 957	12/31/2011	1010	2590		7150.0000	Social Security	3,968.00-
BA 957	12/31/2011	1010	2590		7160.0000	Hospitalization	7,812.00-
BA 957	12/31/2011	1010	2590		7160.0020	OPBB - Health Care	704.00-
BA 957	12/31/2011	1010	2590		7170.0000	Life Insurance	258.00-
BA 957	12/31/2011	1010	2590		7180.0000	Retirement & Sick Leave	7,383.00-
BA 957	12/31/2011	1010	2590		7180.0010	457 Plan Contribution	685.00-
BA 957	12/31/2011	1010	2590		7190.0000	Dental Insurance	974.00-
BA 957	12/31/2011	1010	2590		7210.0000	Longevity	398.00-
BA 957	12/31/2011	1010	2590		7220.0000	Unemployment	197.00-
BA 957	12/31/2011	1010	2590		7230.0000	Optical Insurance	422.00-
BA 957	12/31/2011	1010	2590		7240.0000	Disability Insurance	653.00-
BA 957	12/31/2011	1010	2651		7040.0000	Salaries - Regular	1,679.00
BA 957	12/31/2011	1010	2651		7150.0000	Social Security	54.00
BA 957	12/31/2011	1010	2651		7160.0000	Hospitalization	975.00-
BA 957	12/31/2011	1010	2651		7160.0020	OPBB - Health Care	38.00
BA 957	12/31/2011	1010	2651		7180.0000	Retirement & Sick Leave	83.00
BA 957	12/31/2011	1010	2651		7180.0010	457 Plan Contribution	178.00
BA 957	12/31/2011	1010	2651		7200.0000	Worker'S Compensation	5.00
BA 957	12/31/2011	1010	2651		7210.0000	Longevity	52.00
BA 957	12/31/2011	1010	2652		7040.0000	Salaries - Regular	2,040.00-
BA 957	12/31/2011	1010	2652		7150.0000	Social Security	255.00-
BA 957	12/31/2011	1010	2652		7160.0000	Hospitalization	1,253.00
BA 957	12/31/2011	1010	2652		7180.0000	Retirement & Sick Leave	326.00-
BA 957	12/31/2011	1010	2652		7180.0010	457 Plan Contribution	2.00
BA 957	12/31/2011	1010	2652		7190.0000	Dental Insurance	159.00-
BA 957	12/31/2011	1010	2652		7230.0000	Optical Insurance	100.00-
BA 957	12/31/2011	1010	2652		7240.0000	Disability Insurance	106.00-
BA 957	12/31/2011	1010	2653		7040.0000	Salaries - Regular	652.00-
BA 957	12/31/2011	1010	2653		7160.0000	Hospitalization	1,564.00
BA 957	12/31/2011	1010	2653		7180.0010	457 Plan Contribution	210.00
BA 957	12/31/2011	1010	2654		7040.0000	Salaries - Regular	4,832.00-
BA 957	12/31/2011	1010	2654		7150.0000	Social Security	650.00-
BA 957	12/31/2011	1010	2654		7160.0000	Hospitalization	3,140.00-
BA 957	12/31/2011	1010	2654		7180.0000	Retirement & Sick Leave	754.00-
BA 957	12/31/2011	1010	2654		7190.0000	Dental Insurance	718.00
BA 957	12/31/2011	1010	2654		7230.0000	Optical Insurance	432.00-
BA 957	12/31/2011	1010	2654		7240.0000	Disability Insurance	267.00-
BA 957	12/31/2011	1010	2655		7040.0000	Salaries - Regular	303.00-
BA 957	12/31/2011	1010	2655		7150.0000	Social Security	2,188.00-
BA 957	12/31/2011	1010	2655		7160.0000	Hospitalization	268.00-
BA 957	12/31/2011	1010	2655		7180.0000	Retirement & Sick Leave	1,122.00
BA 957	12/31/2011	1010	2655		7180.0010	457 Plan Contribution	352.00-
BA 957	12/31/2011	1010	2655		7180.0010	457 Plan Contribution	2.00

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<b>ADJUST PERSONNEL SERV</b>							
BA 957	12/31/2011	1010	2655		7190.0000	Dental Insurance	164.00-
BA 957	12/31/2011	1010	2655		7240.0000	Disability Insurance	109.00-
BA 957	12/31/2011	1010	2656		7040.0000	Salaries - Regular	3,948.00-
BA 957	12/31/2011	1010	2656		7150.0000	Social Security	563.00-
BA 957	12/31/2011	1010	2656		7160.0000	Hospitalization	691.00
BA 957	12/31/2011	1010	2656		7180.0000	Retirement & Sick Leave	427.00-
BA 957	12/31/2011	1010	2656		7190.0000	Dental Insurance	163.00-
BA 957	12/31/2011	1010	2656		7230.0000	Optical Insurance	105.00-
BA 957	12/31/2011	1010	2656		7240.0000	Disability Insurance	111.00-
BA 957	12/31/2011	1010	2658		7040.0000	Salaries - Regular	549.00-
BA 957	12/31/2011	1010	2658		7160.0000	Hospitalization	1,168.00
BA 957	12/31/2011	1010	2659		7180.0010	457 Plan Contribution	216.00
BA 957	12/31/2011	1010	2659		7040.0000	Salaries - Regular	1,945.00-
BA 957	12/31/2011	1010	2659		7150.0000	Social Security	263.00-
BA 957	12/31/2011	1010	2659		7160.0000	Hospitalization	230.00-
BA 957	12/31/2011	1010	2659		7180.0000	Retirement & Sick Leave	308.00-
BA 957	12/31/2011	1010	2659		7180.0010	457 Plan Contribution	3.00
BA 957	12/31/2011	1010	2659		7190.0000	Dental Insurance	186.00-
BA 957	12/31/2011	1010	2659		7230.0000	Optical Insurance	120.00-
BA 957	12/31/2011	1010	2659		7240.0000	Disability Insurance	121.00-
BA 957	12/31/2011	1010	2660		7040.0000	Salaries - Regular	3,763.00-
BA 957	12/31/2011	1010	2660		7150.0000	Social Security	305.00-
BA 957	12/31/2011	1010	2660		7160.0000	Hospitalization	1,760.00-
BA 957	12/31/2011	1010	2660		7180.0000	Retirement & Sick Leave	397.00-
BA 957	12/31/2011	1010	2660		7210.0000	Longevity	104.00-
BA 957	12/31/2011	1010	2665		7040.0000	Salaries - Regular	321.00
BA 957	12/31/2011	1010	2665		7150.0000	Social Security	385.00-
BA 957	12/31/2011	1010	2665		7160.0000	Hospitalization	1,182.00-
BA 957	12/31/2011	1010	2665		7180.0000	Retirement & Sick Leave	222.00-
BA 957	12/31/2011	1010	2665		7180.0010	457 Plan Contribution	1.00
BA 957	12/31/2011	1010	2665		7190.0000	Dental Insurance	378.00-
BA 957	12/31/2011	1010	2665		7230.0000	Optical Insurance	240.00-
BA 957	12/31/2011	1010	2665		7240.0000	Disability Insurance	252.00-
BA 957	12/31/2011	1010	2667		7040.0000	Salaries - Regular	4,231.00-
BA 957	12/31/2011	1010	2667		7150.0000	Social Security	848.00-
BA 957	12/31/2011	1010	2667		7160.0000	Hospitalization	359.00
BA 957	12/31/2011	1010	2667		7180.0000	Retirement & Sick Leave	738.00-
BA 957	12/31/2011	1010	2667		7190.0000	Dental Insurance	442.00-
BA 957	12/31/2011	1010	2667		7230.0000	Optical Insurance	279.00-
BA 957	12/31/2011	1010	2667		7240.0000	Disability Insurance	285.00-
BA 957	12/31/2011	1010	2668		7040.0000	Salaries - Regular	4,207.00-
BA 957	12/31/2011	1010	2668		7150.0000	Social Security	469.00-
BA 957	12/31/2011	1010	2668		7160.0000	Hospitalization	2,109.00-

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BA 957	12/31/2011	1010	2668		7180.0000	Retirement & Sick Leave	674.00-
BA 957	12/31/2011	1010	2668		7180.0010	457 Plan Contribution	6.00
BA 957	12/31/2011	1010	2668		7190.0000	Dental Insurance	239.00-
BA 957	12/31/2011	1010	2668		7230.0000	Optical Insurance	144.00-
BA 957	12/31/2011	1010	2668		7240.0000	Disability Insurance	166.00-
BA 957	12/31/2011	1010	2750		7040.0000	Salaries - Regular	18,074.00
BA 957	12/31/2011	1010	2750		7050.0000	Salaries - Temporary	12,582.00-
BA 957	12/31/2011	1010	2750		7150.0000	Social Security	463.00-
BA 957	12/31/2011	1010	2750		7160.0000	Hospitalization	3,702.00
BA 957	12/31/2011	1010	2750		7160.0020	OPEB - Health Care	727.00
BA 957	12/31/2011	1010	2750		7180.0000	Retirement & Sick Leave	1,627.00
BA 957	12/31/2011	1010	2750		7180.0010	457 Plan Contribution	1,127.00
BA 957	12/31/2011	1010	2750		7190.0000	Dental Insurance	256.00-
BA 957	12/31/2011	1010	2750		7220.0000	Unemployment	210.00-
BA 957	12/31/2011	1010	2750		7230.0000	Optical Insurance	424.00-
BA 957	12/31/2011	1010	2750		7240.0000	Disability Insurance	750.00-
BA 957	12/31/2011	1010	3020		7040.0000	Salaries - Regular	19,758.00-
BA 957	12/31/2011	1010	3020		7050.0000	Salaries - Temporary	30,689.00-
BA 957	12/31/2011	1010	3020		7050.0040	Temp. Salaries-Reserves	4,649.00-
BA 957	12/31/2011	1010	3020		7090.0000	Overtime	18,400.00-
BA 957	12/31/2011	1010	3020		7100.0000	Holiday	1,227.00-
BA 957	12/31/2011	1010	3020		7110.0000	Court Time	10,012.00-
BA 957	12/31/2011	1010	3020		7150.0000	Social Security	20,804.00-
BA 957	12/31/2011	1010	3020		7160.0000	Hospitalization	10,390.00-
BA 957	12/31/2011	1010	3020		7160.0020	OPEB - Health Care	1,496.00-
BA 957	12/31/2011	1010	3020		7170.0000	Life Insurance	1,009.00-
BA 957	12/31/2011	1010	3020		7180.0000	Retirement & Sick Leave	25,417.00-
BA 957	12/31/2011	1010	3020		7180.0010	457 Plan Contribution	454.00-
BA 957	12/31/2011	1010	3020		7190.0000	Dental Insurance	9,631.00-
BA 957	12/31/2011	1010	3020		7200.0000	Worker'S Compensation	531.00-
BA 957	12/31/2011	1010	3020		7210.0000	Longevity	1,612.00-
BA 957	12/31/2011	1010	3020		7220.0000	Unemployment	1,302.00-
BA 957	12/31/2011	1010	3020		7230.0000	Optical Insurance	5,347.00-
BA 957	12/31/2011	1010	3020		7240.0000	Disability Insurance	8,154.00-
BA 957	12/31/2011	1010	3100		7040.0000	Salaries - Regular	21,012.00-
BA 957	12/31/2011	1010	3100		7110.0000	Court Time	666.00-
BA 957	12/31/2011	1010	3100		7150.0000	Social Security	1,769.00-
BA 957	12/31/2011	1010	3100		7160.0000	Hospitalization	16,341.00-
BA 957	12/31/2011	1010	3100		7160.0020	OPEB - Health Care	404.00-
BA 957	12/31/2011	1010	3100		7180.0000	Retirement & Sick Leave	1,492.00-
BA 957	12/31/2011	1010	3100		7190.0000	Dental Insurance	2,080.00-
BA 957	12/31/2011	1010	3100		7230.0000	Optical Insurance	639.00-
BA 957	12/31/2011	1010	3100		7240.0000	Disability Insurance	708.00-

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<b>ADJUST PERSONNEL SERV</b>							
BA 957	12/31/2011	1010	3310		7150.0000	Social Security	425.00-
BA 957	12/31/2011	1010	3310		7170.0000	Life Insurance	2.00
BA 957	12/31/2011	1010	3310		7180.0000	Retirement & Sick Leave	1,305.00
BA 957	12/31/2011	1010	3310		7190.0000	Dental Insurance	12.00
BA 957	12/31/2011	1010	3310		7220.0000	Unemployment	45.00
BA 957	12/31/2011	1010	3510		7040.0000	Salaries - Regular	19,383.00-
BA 957	12/31/2011	1010	3510		7100.0000	Holiday	749.00
BA 957	12/31/2011	1010	3510		7110.0000	Court Time	256.00-
BA 957	12/31/2011	1010	3510		7150.0000	Social Security	14,271.00-
BA 957	12/31/2011	1010	3510		7160.0000	Hospitalization	5,895.00-
BA 957	12/31/2011	1010	3510		7160.0020	OPPB - Health Care	2,402.00-
BA 957	12/31/2011	1010	3510		7170.0000	Life Insurance	770.00-
BA 957	12/31/2011	1010	3510		7180.0000	Retirement & Sick Leave	7,147.00-
BA 957	12/31/2011	1010	3510		7180.0010	457 Plan Contribution	253.00-
BA 957	12/31/2011	1010	3510		7190.0000	Dental Insurance	11,918.00-
BA 957	12/31/2011	1010	3510		7220.0000	Unemployment	155.00-
BA 957	12/31/2011	1010	3510		7230.0000	Optical Insurance	5,965.00-
BA 957	12/31/2011	1010	3510		7240.0000	Disability Insurance	6,844.00-
BA 957	12/31/2011	1010	4260		7040.0000	Salaries - Regular	561.00
BA 957	12/31/2011	1010	4260		7150.0000	Social Security	478.00-
BA 957	12/31/2011	1010	4260		7160.0000	Hospitalization	2,439.00-
BA 957	12/31/2011	1010	4260		7160.0020	OPPB - Health Care	244.00-
BA 957	12/31/2011	1010	4260		7170.0000	Life Insurance	104.00-
BA 957	12/31/2011	1010	4260		7180.0000	Retirement & Sick Leave	413.00-
BA 957	12/31/2011	1010	4260		7180.0010	457 Plan Contribution	1,216.00-
BA 957	12/31/2011	1010	4260		7190.0000	Dental Insurance	690.00-
BA 957	12/31/2011	1010	4260		7210.0000	Longevity	635.00-
BA 957	12/31/2011	1010	4260		7230.0000	Optical Insurance	219.00-
BA 957	12/31/2011	1010	4260		7240.0000	Disability Insurance	263.00-
BA 957	12/31/2011	1010	4262		7040.0000	Salaries - Regular	2,962.00-
BA 957	12/31/2011	1010	4262		7150.0000	Social Security	206.00-
BA 957	12/31/2011	1010	4262		7160.0000	Hospitalization	854.00-
BA 957	12/31/2011	1010	4262		7180.0000	Retirement & Sick Leave	266.00-
BA 957	12/31/2011	1010	4263		7040.0000	Salaries - Regular	1,525.00-
BA 957	12/31/2011	1010	4263		7150.0000	Social Security	329.00-
BA 957	12/31/2011	1010	4263		7160.0000	Hospitalization	3,583.00-
BA 957	12/31/2011	1010	4263		7160.0020	OPPB - Health Care	150.00-
BA 957	12/31/2011	1010	4263		7180.0000	Retirement & Sick Leave	330.00-
BA 957	12/31/2011	1010	4263		7190.0000	Dental Insurance	138.00-
BA 957	12/31/2011	1010	4265		7040.0000	Salaries - Regular	23,551.00-
BA 957	12/31/2011	1010	4265		7150.0000	Social Security	2,251.00-
BA 957	12/31/2011	1010	4265		7160.0000	Hospitalization	2,519.00-
BA 957	12/31/2011	1010	4265		7160.0020	OPPB - Health Care	336.00-

County of Ottawa  
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Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 12/01/2011 Thru 12/31/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ADJUST PERSONNEL SERV</u>							
BA 957	12/31/2011	1010	4265		7180.0000	Retirement & Sick Leave	2,131.00-
BA 957	12/31/2011	1010	4265		7180.0010	457 Plan Contribution	346.00-
BA 957	12/31/2011	1010	4265		7190.0000	Dental Insurance	285.00-
BA 957	12/31/2011	1010	4265		7240.0000	Disability Insurance	135.00-
BA 957	12/31/2011	1010	4300		7040.0000	Salaries - Regular	4,802.00
BA 957	12/31/2011	1010	4300		7090.0000	Overtime	213.00-
BA 957	12/31/2011	1010	4300		7150.0000	Social Security	253.00-
BA 957	12/31/2011	1010	4300		7160.0000	Hospitalization	1,072.00
BA 957	12/31/2011	1010	4300		7180.0000	Retirement & Sick Leave	195.00
BA 957	12/31/2011	1010	4300		7190.0000	Dental Insurance	309.00-
BA 957	12/31/2011	1010	4300		7200.0000	Worker'S Compensation	837.00-
BA 957	12/31/2011	1010	4300		7220.0000	Unemployment	3.00
BA 957	12/31/2011	1010	4300		7230.0000	Optical Insurance	210.00-
BA 957	12/31/2011	1010	4300		7240.0000	Disability Insurance	214.00-
BA 957	12/31/2011	1010	6480		7040.0000	Salaries - Regular	10.00
BA 957	12/31/2011	1010	6480		7050.0000	Salaries - Temporary	1,194.00
BA 957	12/31/2011	1010	6480		7180.0000	Retirement & Sick Leave	5.00
BA 957	12/31/2011	1010	6480		7220.0000	Unemployment	3.00
BA 957	12/31/2011	1010	7211		7040.0000	Salaries - Regular	10,977.00-
BA 957	12/31/2011	1010	7211		7050.0000	Salaries - Temporary	8,002.00-
BA 957	12/31/2011	1010	7211		7070.0000	Per Diem	39.00
BA 957	12/31/2011	1010	7211		7090.0000	Overtime	42.00
BA 957	12/31/2011	1010	7211		7150.0000	Social Security	3,435.00-
BA 957	12/31/2011	1010	7211		7160.0000	Hospitalization	4,428.00-
BA 957	12/31/2011	1010	7211		7160.0020	OPEB - Health Care	300.00-
BA 957	12/31/2011	1010	7211		7170.0000	Life Insurance	193.00-
BA 957	12/31/2011	1010	7211		7180.0000	Retirement & Sick Leave	4,489.00-
BA 957	12/31/2011	1010	7211		7180.0010	457 Plan Contribution	244.00-
BA 957	12/31/2011	1010	7211		7190.0000	Dental Insurance	812.00-
BA 957	12/31/2011	1010	7211		7210.0000	Longevity	25.00
BA 957	12/31/2011	1010	7211		7230.0000	Optical Insurance	443.00-
BA 957	12/31/2011	1010	7211		7240.0000	Disability Insurance	702.00-
<u>TO CVR EXP THRU EOY</u>							
BA 959	12/13/2011	1010	1490		6010.0000	Court Filing Fees	2,000.00-
BA 959	12/13/2011	1010	1490		6070.0000	Chrgs. For Serv. - Fees	300.00-
BA 959	12/13/2011	1010	1490		7040.0000	Salaries - Regular	5,000.00-
BA 959	12/13/2011	1010	1490		7160.0000	Hospitalization	5,000.00-
BA 959	12/13/2011	1010	1490		7180.0010	457 Plan Contribution	310.00
BA 959	12/13/2011	1010	1490		8030.0060	Interpreter Fees	1,140.00
BA 959	12/13/2011	1010	1490		8070.0000	Legal/Trial Ct Apt Att Fe	10,000.00
BA 959	12/13/2011	1010	1490		8100.0000	Bank Service Charges	150.00

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TO CVR EXP THRU EOY</u>							
BA 959	12/13/2011	1010	1490		8600.0000	Travel - Mileage	700.00
<u>RFLCT WRK ON HOPE COL</u>							
BA 969	12/13/2011	1010	2010		6999.3900	Rev. (Over) Under Expend.	18,500.00
BA 969	12/13/2011	1010	7211		6760.0000	Reimbursements	20,565.00-
BA 969	12/13/2011	1010	7211		8010.0000	Consultants	1,500.00
<u>J. CULLOM CHILD GRANT</u>							
BA 971	12/13/2011	2220	6491	5401	7390.0000	Operational Supplies	4,400.00
BA 971	12/13/2011	2220	6493	3242	5180.0000	Federal Block Grant	8,520.00
BA 971	12/13/2011	2220	6493	3243	8210.0000	Contractual - Other	20,000.00
BA 971	12/13/2011	2220	6493	3256	5170.0050	Medicaid - Capitalated	9,306.00-
BA 971	12/13/2011	2220	6494	4245	5180.0000	Federal Block Grant	43,214.00-
BA 971	12/13/2011	2220	6495	5020	8210.0000	Contractual - Other	4,800.00
BA 971	12/13/2011	2220	6495	5020	9800.0000	Office Furniture & Equip.	5,000.00
BA 971	12/13/2011	2220	6495	5029	8210.0000	Contractual - Other	4,800.00
BA 971	12/13/2011	2220	6495	5029	9800.0000	Office Furniture & Equip.	5,000.00
<u>NEW PEER SPRT POSITIN</u>							
BA 972	12/13/2011	2220	6495	5024	5180.0000	Federal Block Grant	42,806.00-
BA 972	12/13/2011	2220	6495	5024	7040.0000	Salaries - Regular	26,454.00
BA 972	12/13/2011	2220	6495	5024	7150.0000	Social Security	2,039.00
BA 972	12/13/2011	2220	6495	5024	7160.0000	Hospitalization	10,284.00
BA 972	12/13/2011	2220	6495	5024	7160.0020	OPEB - Health Care	435.00
BA 972	12/13/2011	2220	6495	5024	7170.0000	Life Insurance	53.00
BA 972	12/13/2011	2220	6495	5024	7180.0000	Retirement & Sick Leave	2,517.00
BA 972	12/13/2011	2220	6495	5024	7190.0000	Dental Insurance	695.00
BA 972	12/13/2011	2220	6495	5024	7200.0000	Worker'S Compensation	44.00
BA 972	12/13/2011	2220	6495	5024	7220.0000	Unemployment	106.00
BA 972	12/13/2011	2220	6495	5024	7230.0000	Optical Insurance	104.00
BA 972	12/13/2011	2220	6495	5024	7240.0000	Disability Insurance	75.00
<u>INCR INTRNT FEE ACTVT</u>							
BA 976	12/13/2011	6360	2580		6080.0060	e-Comm.- Convenience Fees	5,000.00-
BA 976	12/13/2011	6360	2580		7180.0010	457 Plan Contribution	351.00
<u>TOTALLED_VEH RESTRICT</u>							
BA 977	12/13/2011	6641	9010		6710.0000	Other Revenue	23,000.00-

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 12/01/2011 Thru 12/31/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TOTALLED VEH RESTRICTR</u>							
BA 977	12/13/2011	6641	9010		7040.0000	Salaries - Regular	2,313.00
BA 977	12/13/2011	6641	9010		7150.0000	Social Security	151.00
BA 977	12/13/2011	6641	9010		7180.0010	457 Plan Contribution	99.00
BA 977	12/13/2011	6641	9010		7220.0000	Unemployment	78.00
<u>REVENUE FOR MI SIDS</u>							
BA 982	12/20/2011	1010	6480		5550.0000	State Of MI - Health	800.00-
BA 982	12/20/2011	1010	6480		8370.0000	Laboratory Services	800.00
<u>FY12 OWI/HVE CONTRACT</u>							
BA 983	12/20/2011	2609	3091		5050.0000	Fed. Grants-Public Safety	23,003.00-
BA 983	12/20/2011	2609	3091		7090.0000	Overtime	18,594.00
BA 983	12/20/2011	2609	3091		7150.0000	Social Security	1,422.00
BA 983	12/20/2011	2609	3091		7180.0000	Retirement & Sick Leave	2,876.00
BA 983	12/20/2011	2609	3091		7200.0000	Worker'S Compensation	46.00
BA 983	12/20/2011	2609	3091		7220.0000	Unemployment	65.00
<u>ADJUST_BUDGET TO ACTL</u>							
BA 984	12/20/2011	2609	3140		5050.0000	Fed. Grants-Public Safety	12,002.00
BA 984	12/20/2011	2609	3140		7090.0000	Overtime	9,673.00-
BA 984	12/20/2011	2609	3140		7150.0000	Social Security	734.00-
BA 984	12/20/2011	2609	3140		7180.0000	Retirement & Sick Leave	1,488.00-
BA 984	12/20/2011	2609	3140		7200.0000	Worker'S Compensation	25.00-
BA 984	12/20/2011	2609	3140		7220.0000	Unemployment	82.00-
<u>ADJ_BUDGET TO STATE</u>							
BA 985	12/20/2011	2743	7460		5610.0000	State Of Mich - Welfare	12,476.00
BA 985	12/20/2011	2743	7460	1120	7040.0000	Salaries - Regular	8,000.00-
BA 985	12/20/2011	2743	7460	1120	7160.0000	Hospitalization	2,476.00-
BA 985	12/20/2011	2743	7460	1120	7180.0000	Retirement & Sick Leave	2,000.00-
<u>EST_JET_SUPPORTIVE_BDG</u>							
BA 986	12/20/2011	2748	7438	0003	5610.0100	Most-Allegan DSS Revenue	25,000.00-
BA 986	12/20/2011	2748	7438	0007	8590.0000	Transportation Charges	25,000.00
<u>ADJ_FOR_2ND_HALF_2011</u>							
BA 995	12/28/2011	1010	2010		8080.0000	Service Contracts	1,656.00

Date 1/11/12  
Time 10:53:07

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 12/01/2011 Thru 12/31/2011

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<u>Adjustment</u>	<u>G/L</u>	<u>Date</u>	<u>Fund</u>	<u>Dept</u>	<u>Sub</u>	<u>Account</u>	<u>Account</u>	<u>Name</u>	<u>Adjustment</u>
<u>Number</u>				<u>Dept</u>	<u>Dept</u>	<u>Number</u>	<u>Number</u>		<u>Amount</u>

ADJ FOR 2ND HALF 2011



# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 1/24/2012

**Requesting Department:** Administration

**Submitted By:** Al Vanderberg

**Agenda Item:** County Administrator's 2013-2015 Contract Revision

## SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the County Administrator's 2013-2015 Contract.

## SUMMARY OF REQUEST:

See Attached Memo

## 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: All

Objective: All

**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  
12220 Fillmore Street, Room 331,  
West Olive, Michigan 49460  
(616) 738-4068  
e-mail: avanderberg@miottawa.org

**DATE:** January 18, 2011  
**TO:** Chair Kuyers and Board of Commissioners  
**FROM:** Al Vanderberg, County Administrator  
**SUBJECT:** County Administrator Employment Agreement

On December 27, 2011, the Board of Commissioners renewed the County Administrator employment agreement for the period January 1, 2013 through December 31, 2015. The agreement contains two errors that I thought it best to correct at this time. Both are included in Section 4. COMPENSATION.

The agreement states that the first year, beginning January 1, 2013 be the same as the 2012 wage. This is in error as it reflects the thought behind the 2010 contract when staff proposed a wage freeze for all County positions including my own with any increases in my wage equal to percentage increases if any granted to the Unclassified Group. From 2011 on, wage increases should simply be equal to increases granted to Unclassified Group employees.

The second correction, also in Section 4. COMPENSATION, involves the performance pay range. The first line states that a 1 percent performance pay increase will be granted if the performance rating scores within 4.0 to 3.994 percent which obviously in error. It should state that a 1 percent performance pay increase will be granted if the performance rating scores within 4.0 to 4.39 percent.

The actual contract language with track changes follows below:

**4. COMPENSATION:** As of the initial effective date of this Agreement, Alan G. Vanderberg's annualized salary shall be \$145,382.~~56 through December 31, 2013. Thereafter,~~  
~~During the remaining twothree (32)~~ (32) years of the contract, increases in Alan G. Vanderberg's annualized salary shall be equal to the percentage increase, if any, granted to the Unclassified Group. Alan G. Vanderberg's annualized salary will be paid bi-weekly, in accordance with the standard Ottawa County policies therefore.

Alan G. Vanderberg will also be eligible for Performance Pay at the end of each year of the three (3) year term depending on the score that he receives on his annual evaluation.

Performance Pay will be calculated by multiplying the percentage score received (based on 100

percent scale) on Alan G. Vanderberg's annual performance evaluation by the total Performance Pay percentage applicable according to the range of performance achievement and then multiplying this total by the base salary applicable each year of the contract. The resulting Performance Pay, if any, will represent a one-time annual payment and will not accrue to the base salary. Performance Pay will be awarded based on the following performance achievement:

- 4.0 to ~~3.99~~4.39 1 percent
- ~~4.0~~4.4 to 4.69 2 percent
- 4.7 – higher 3 percent

The County Administrator's performance evaluation consists of a rating on a 5 point scale with 5 being highest.

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 1/24/2012

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Budget Calendar

## SUGGESTED MOTION:

To approve the Board of Commissioners the 2013 Budget Calendar.

## SUMMARY OF REQUEST:

The budget process is one of the most important activities of the government. Adoption of the budget calendar gives guidance to the process for all stake holders.

## 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: Finance and Administration Committee 1/17/2012

# County of Ottawa

## 2013 Budget Calendar

March 1, 2012	Equipment and Personnel Request Forms sent to department heads.
March 31, 2012	Department requests for 2013 equipment requests should all be submitted through the equipment requisition process  Personnel requests for 2013 should be submitted to Fiscal Services
April 1, 2012	Performance Measures sent to department heads for updating
April 30, 2012	Performance Measures returned to Planning and Performance Improvement for review
May 8, 2012	Finance Committee approves the Resolutions of Intent to Increase Millage Rate. <i>The County operating levy under consideration is for the 2012 levy and 2012 budget year. The 911 and Parks levies under consideration are for the 2012 levy and the 2013 budget year</i>  Board reviews Truth-in-Taxation Calculation, the Resolutions of Intent to Increase Millage Rate and sets the date for public hearing (if necessary).
May 14, 2012	2013 Budget information session to be held in conjunction with the management meeting. (Packets to be distributed May 21)
May 15, 2012	Finance Committee approves the Resolutions to Approve the Millage Rate and forwards them to the Board
May 16, 2012	Deadline for the publication of the public hearing notice on the 2012 tax levy (if necessary)
May 21, 2012	Budget packets distributed to departments.
May 21, 2012- June 8, 2012	Fiscal Services Department available to provide any needed assistance in completing budget documents
May 22, 2012	Board holds public hearing (if necessary) and approves the 2012 millage rates
June 8, 2012	Departments submit completed budget requests and narratives to the Fiscal Services Department.
June 8, 2012 - July 31, 2012	Fiscal Services Department summarizes budgets and prepares documents for Administrative review.

July 16, 2012 - August 10, 2012	Administration meets with Department Heads in preparation of a proposed budget.
August 14, 2012	Preliminary General Fund budget presented at Board Work Session and discussion of balancing methods (if necessary)
August 28, 2012	Board Work session to discuss balancing options for the 2013 General Fund budget (if necessary)
September 11, 2012	Board Work session on the 2013 General Fund budget and balancing recommendations proposed by Administration
September 18, 2012	Finance Committee final review of the total 2013 budget and approval of the resolutions regarding the Distribution of the Convention Facility Tax and Distribution of the Cigarette Tax.; approval of the Salary and Fringe Benefits Adjustments.
	Deadline for publication of the public hearing notice on the 2013 Community Mental Health budget
September 24, 2012	Community Mental Health board holds the public hearing for the Mental Health budget and adopts the budget
September 25, 2012	Board approves the resolutions regarding the Distribution of the Convention Facility Tax and Distribution of the Cigarette Tax, and approves the Salary and Fringe Benefit Adjustments. Board sets the date for the public hearing on the County Budget for October 9, 2012
	Board receives final overview of 2013 budget
October 3, 2012	Deadline for the publication of the public hearing notice on the 2013 budget
October 9, 2012	Board holds the public hearing on the budget and receives the formal Budget Presentation.
October 16, 2012	Finance Committee reviews Resolution to Approve 2013 County Budget, Insurance Authority Budget and the Apportionment Report
October 23, 2012	Board adopts the 2013 County Budget, the Insurance Authority Budget and the Apportionment Report

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 1/24/2012

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

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

## SUGGESTED MOTION:

To approve the request from Community Mental Health to create one (1) FTE Mental Health Clinician-Children's Services (Group T, Paygrade 15, F Step) at a cost of \$81,196. Funding to come from Medicaid Funds.

## SUMMARY OF REQUEST:

The Mental Health Clinician will provide in home services to infants, children, adolescents and their families. Families eligible for this level of care receive a minimum of two hours per week of case management, individual therapy, family therapy and advocacy.

MDCH has parameters upon the number of families that can be assigned to a Home Based Mental Health Clinician. For the past couple of months the staff that is currently in this type of position has been maintaining full case loads. We are also struggling with capacity for our Infant Mental Health services as the Health Department's staff, with which we contract to provide this level of care, are also at capacity. The result of having staff at capacity is that we are assigning families to a lower level of care even though the necessity for a higher level of care is present. Due to state regulations we are unable to create waiting lists for Home Based services so those families must receive services within a timely manner. As well the needs of these families necessitate that they are provided with services immediately.

CMHOC has developed a Children's Services Improving Practices Leadership Team (IPLT) charged with the development and monitoring of child-specific outcome measurements. This position will result in a greater number of families being provided with a more appropriate level of care. The CAFAS system and the Children's Services Outcome measures system in AVATAR will be utilized.

## FINANCIAL INFORMATION:

Total Cost: \$81,196.00 | 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: 1: To Maintain and Improve the Strong Financial Position of the County, 3: To Contribute to a Healthy Physical, Economic, & Community Environment, & 4: To Continually Improve the County's Organization and Services.

Objective: 1. Maintain and improve the financial position of the County through legislative advocacy. 4. Continue initiatives to positively impact the community. 1: Review and evaluate the organization, contracts, programs, systems, and services for potential

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

County Administrator:

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 1/17/2012

**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 Clinician - Children's Services

**FUND/DEPARTMENT NUMBER:** 2220 (4244 - 100%)

**CHECK ONE:**       New Position (Reclassification Number of hours per week requested: 40 (1 FTE)  
                          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 Mental Health Clinician will provide in home services to infants, children, adolescents and their families. Families eligible for this level of care receive a minimum of two hours per week of case management, individual therapy, family therapy and advocacy.

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

MDCH has parameters upon the number of families that can be assigned to a Home Based Mental Health Clinician. For the past couple of months the staff that is currently in this type of position has been maintaining full case loads. We are also struggling with capacity for our Infant Mental Health services as the Health Department's staff, with which we contract to provide this level of care, are also at capacity. The result of having staff at capacity is that we are assigning families to a lower level of care even though the necessity for a higher level of care is present. Due to state regulations we are unable to create waiting lists for Home Based services so those families must receive services within a timely manner. As well the needs of these families necessitate that they are provided with services immediately.

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

1: To Maintain and Improve the Strong Financial Position of the County. (Advocate on legislative issues to maintain and improve the financial position of the County.); 3: To Contribute to a Healthy Physical, Economic, & Community Environment. (Continue initiatives to positively impact the community.) 4: To continually Improve the County's Organization and Services. (Review and evaluate the organization, contracts, programs, and services for potential efficiencies; Prioritize mandated and discretionary services; Examine opportunities for service-delivery with local units of government.

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

Mandated

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

CMHOC has developed a Children's Services Improving Practices Leadership Team (IPLT) charged with the development and monitoring of child-specific outcome measurements. This position will result in a greater number of families being provided with a more appropriate level of care. The CAFAS system and the Children's Services Outcome measures system in AVATAR will be utilized.

(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.)*

1992

SIGNED: Michael Brosheus DATE: \_\_\_\_\_

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

County of Ottawa
Estimated Personnel Costs
2220 Mental Health      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
MH Clinician - 15F	13	8833	1.0000	\$58,831	\$4,501	\$10,323	\$438	\$116	\$5,542	\$698	\$96	\$382	\$104	\$165	\$22,365	\$81,196
Occupational Therapist - 15F	13	8833	1.0000	\$58,831	\$4,501	\$10,323	\$438	\$116	\$5,542	\$698	\$96	\$382	\$104	\$165	\$22,365	\$81,196
Net Change				\$117,662	\$9,002	\$20,646	\$876	\$232	\$11,084	\$1,396	\$192	\$764	\$208	\$330	\$44,730	\$162,392
				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:** Board of Commissioners

**Meeting Date:** 1/24/2012

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** Community Mental Health Personnel Request to Create One (1) FTE Occupational Therapist

## SUGGESTED MOTION:

To approve the request from Community Mental Health to create one (1) FTE Occupational Therapist (Group T, Paygrade 15, F Step) at a cost of \$81,196. Funding to come from Medicaid Funds.

## SUMMARY OF REQUEST:

The Occupational Therapist position will be responsible for evaluating developmentally disabled consumers in the areas of neuromotor, perceptual motor, pre-vocational skills, activities of daily living, and sensory integration. This position develops programs of therapeutic activities designed to assist consumers develop appropriate interpersonal relationships and daily living skills to achieve an optimum level of independence.

The .5 FTE currently serving the children, cannot serve all 72 adults currently served, and leaves no capacity for future referral. There have been 14 referrals for adult OT 1/1/11 to date. There is a need to increase Occupational Therapy support to the day program sites, in the form of individual service plans, staff training and consultation, and group services.

Health and Safety will be monitored, range of motion (increase/decrease,) swallow studies to prevent aspiration or other feeding issues. Increased communication between parties and use of team model.

## FINANCIAL INFORMATION:

Total Cost: \$81,196.00 | 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: 3: To Contribute to a Healthy Physical, Economic, & Community Environment.

Objective: 4: Continue initiatives to positively impact the community.

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

County Administrator:

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 1/17/2012

**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:** Occupational Therapist

**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: Group T

2. Proposed Pay Grade: Pay Grade 15-F Step

3. Briefly describe the functions of this position:

This is a professional position responsible for evaluating developmentally disabled consumers in the areas of neuromotor, perceptual motor, pre-vocational skills, activities of daily living, and sensory integration; and develops a program of therapeutic activities designed to assist consumers develop appropriate interpersonal relationships and daily living skills to achieve an optimum level of independence.

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

The .5 FTE currently serving the children, cannot serve all 72 adults currently served, and leaves no capacity for future referral. There have been 14 referrals for adult OT 1/1/11 to date. There is a need to increase Occupational Therapy support to the day program sites, in the form of individual service plans, staff training and consultation, and group services.

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

Increased satisfaction and providing required quality servicest to our consumers. As people age they will require more and more OT services in order to stay healthy and avoid any decline. Adding this position ties along with providing best practices in DD services.

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?

Health and Safety will be monitored, range of motion (increase/decrease,) swallow studies to prevent aspiration or other feeding issues. Increased communication between parties and use of team model.

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

**COST INFORMATION:**

ESTIMATED SALARY COST FOR THE BUDGET YEAR: \$58,832.00

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$22,215.00

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION: 0.00

*(If equipment is required, please complete an equipment request form and indicate it is for a new position.)*

SIGNED: Michael Broshears, psy.1 DATE: 1/9/2012

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

County of Ottawa
Estimated Personnel Costs
2220 Mental Health      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
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Net Change				\$117,662	\$9,002	\$20,646	\$876	\$232	\$11,084	\$1,396	\$192	\$764	\$208	\$330	\$44,730	\$162,392
				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:** Board of Commissioners

**Meeting Date:** 1/24/2012

**Requesting Department:** Administration

**Submitted By:** Keith Van Beek

**Agenda Item:** Per Diem Expense and Mileage Policy

## SUGGESTED MOTION:

To adopt the new procedures regarding mileage reimbursements for Commissioners in the Per Diem Expense and Mileage Policy.

## SUMMARY OF REQUEST:

The Finance and Administration Committee reviewed and recommends a change as outlined in the attached Per Diem and Expense Mileage Policy. The recommended change limits mileage reimbursements to those meetings on the "Board of Commissioners Approved Committees and Rates" document that is annually approved by the Board. This would replace the current system that allows mileage reimbursement for "county business".

Technically the Board does not need to approve this change, as the policy is not being altered but only the procedure to implement the policy. Administration recommends, however, the Board formally approves this change as this is a policy and procedure that directly impacts Commissioners.

## FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 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: Finance and Administration Committee 1/17/2012



# 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 ~~payments are limited to~~ payments are limited to ~~payable for~~ payable for any travel ~~determined by the Board of Commissioners to be "county business."~~ associated to the list of committees, boards and other public bodies that is approved on an annual basis by the Board of Commissioners. 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.

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 1/24/2012

**Requesting Department:** Administration

**Submitted By:** Keith Van Beek

**Agenda Item:** 2012 Board of Commissioners Approved Committees and Rates

## SUGGESTED MOTION:

To approve the 2012 Board of Commissioners Approved Committees and Rates.

## SUMMARY OF REQUEST:

At the organizational meeting on the first business day after January 1, the Board of Commissioners organize the committees of the board and adopt the Board Rules for that year. The document "Board of Commissioners Approved Committees and Rates" is periodically reviewed and adopted by the Board to authorize which committees are approved for per diem payments.

Although this document was just approved earlier in January, the Finance and Administration Committee has reviewed and recommends changes as follows;

→ Add Kent Ottawa Muskegon Foreign Trade Zone Authority, Land Bank Authority, Economic Development Corporation, and WEMET as approved committees.

→ Subtract Drain Board PA 20 and West Michigan Airport Authority, as state statute does not permit the Board to pay per diems for these committees.

For informational purposes, per diem payments in 2010 totaled \$32,540 and has totaled \$30,080 so far in 2011.

## FINANCIAL INFORMATION:

Total Cost: \$33,000.00 | General Fund Cost: \$33,000.00 | 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: All

Objective: All

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

County Administrator:

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 12/8/2011

Finance and Administration Committee 1/17/2012

Board of Commissioners Approved Committees and Rates

Effective date: 01/01/2012

Reviewer: Bob Spaman/County of Ottawa

Full day rate: \$70.00 Half day rate: \$40.00

Mileage rate: \$0.555

Agricultural Preservation Board

Administrator's Evaluation Committee

Board of Commissioners Meeting

Board of Commissioners Work Session

Community Corrections Advisory Board

Community Mental Health Board

CMH Annual State Conference

CMH Executive Committee

CMH Board Finance Committee

CMH Board Program Planning and Quality Improvement Committee

CMH Board Community Relations Committee

CMH Michigan Assoc for CMH Boards (MACMHB)

Economic Development Corporation

Finance & Administration Committee

Food Advisory Committee

Food Services Appeals Board

Grand Valley Metro Council

GVMC Policy Committee

GVMC Technical Committee

Health & Human Services Committee

Human Resources Committee

Personnel Interview Committee

Kent Ottawa Muskegon Foreign Trade Zone Authority

Labor Management Cooperation Committee

Lakeshore Coordinating Council

Land Bank Authority

Legislative Work Session

Lloyd's Bayou Lake Board (not active)

Local Emergency Planning Commission (LEPC)

Macatawa Area Coordinating Council Policy Board

MDOT Asset Management Council

Michigan Assoc for Local Public Health (MALPH)

Michigan Assoc of Counties - Conference

Michigan Assoc of Counties - Steering

MSU Cooperative Extension Board

National Assoc of Counties - Conference

National Assoc of Counties - Steering

Ottawa County Central Dispatch Advisory Policy Board

Ottawa County Economic Development Office Board (Qtrly)

Ottawa County Insurance Authority

Ottawa County Jail Diversion Task Force

Ottawa County Planning Commission

Parks & Recreation Commission

Parks & Rec Finance & Personnel Committee

Parks & Rec Planning Committee

Parks & Rec Public Relations Committee

Planning and Policy Committee

Remonumentation Plan Committee

Solid Waste Planning Committee

Southwest Michigan Alliance of Region Three (SMART) - Keyperson - SMART

Spring Lake Lake Board

Tax Allocation Board

Veterans' Affairs Committee

Wage Study Appeals Committee

**West Michigan Enforcement Team**

**West Michigan Regional Planning Commission (Region 8 Planning Commission)  
Comprehensive Economic Development Strategy Committee (CEDS)**



# **Ottawa County Board of Commissioners**

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## *2011 Business Plan: Final Report*

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

**Objective 1:** Maintain and improve the financial position of the County through legislative advocacy.

- *Advocate to achieve full funding of mandates.*
- *Advocate to achieve the full reinstatement of revenue sharing.*
- *Identify other legislation that impacts our financial position and develop clear position statements on those issues.*
- *Work with our legislative delegation to make our positions clear.*
- *Develop improved communication methods regarding our position statements, including a Dashboard, Dollars and Sense Report and other items requested by the Governor.*
- *Evaluate the value of the lobbyist contract.*

The Board renewed the lobbyist contract for three years, an indicator of the value of the lobbyist in turbulent times in Lansing. The County Dashboard and Dollars and Sense Report have been completed as part of a continuing effort to maintain and improve the overall position of the County with legislators and the Governor.

While little has been accomplished to correct past shortcomings of fully funding mandates, there were fewer instances of unfunded mandates in 2011.

**Objective 2:** Implement processes and strategies to address operational budget deficits with pro-active, balanced approaches.

- *Adopt a budget calendar and provide information to the Board necessary to make key decisions.*
- *Identify financial threats and approve strategies to mitigate those threats.*
- *Maintain the health of the County financing tools.*
- *Eliminate operational budget deficits, adopting the budget by the end of October.*

The Board successfully adopted a budget for 2012 by the end of October that was able to avoid significant cuts to services and maintain the strong financial position of the County. The financing tools continue to positively contribute to the long-term finances of the County and keep the tax rate for citizens lower than most counties.

**Objective 3:** Approve strategies to reduce the negative impact of rising employee benefit costs on the budget.

- *Approve a strategy to move to a defined contribution (DC) plan for new hires.*
- *Report on the possibility to move out of the MERS retirement system.*
- *Approve strategies to contain health benefit costs.*
- *Implement a health management plan.*

The Board approved a new financing tool to assist with the transition to a defined contribution plan for new hires. The transition becomes effective in 2012 for unclassified and Group T, and all but one union contract allows the transition at the discretion of the County.

The 2011 changes in health plans realized over \$2 million in general fund savings. Work on the health management plan and other cost containment strategies continue.

**Objective 4:** Maintain or improve bond ratings.

- *Continue to address budget deficits with pro-active, balanced approaches.*
- *Present thorough, high-quality information to bond rating agencies.*

Adopted 2011 budget addresses budget deficits. Maintained two triple bond ratings and continue to pursue a third.

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

### Objective 1: Continue to improve the County website.

- Increase and improve the services that citizens can access and receive through the website.
- Continue to evaluate the expanded use of social networking options that are linked to the website.
- Evaluate the value of the website contract.

The website continues to expand online service and payment options, and metrics demonstrate increased citizen use. A social network employee committee continues to monitor and explore new possibilities. The website contract was again approved by the Board.

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

- Increase focus on receiving coverage on local radio and community television stations.
- Develop a report on the benefit of County property tax dollars.
- Evaluate the use of citizen budget meetings.

Citizen budget meetings again gained input to the budget process. County administration hopes to discuss a new strategic direction regarding communications with the Board early in 2012. A citizen survey is scheduled for 2012.

### Objective 3: Continue to develop and implement methods of communicating with employee groups.

- Continue using the Front Page and all-staff e-mails to communicate important information to employees.
- Continue the Labor-Management Cooperation Committee.
- Continue and improve employee-edited newsletter.
- Continue brown-bag lunches and other information sessions.

All listed methods of communication continued in 2011, along with new initiatives including Al's blog and the Health Management Committee. The 2011 employee survey demonstrated increases of 4% or more from the 2009 survey regarding communication from administration.

### Objective 4: Continue to improve communication with Commissioners.

- Continue departmental annual report process.
- Evaluate use of paperless packets and other communication tools with Commissioners.

A survey of the Board indicates continued satisfaction in this area. A new strategic direction will be shared with the Board early in 2012 regarding communications.

### Objective 5: Evaluate communication with other key stakeholders.

- Develop and implement a legislative action plan.
- Continue to evaluate the role of Commissioners and staff in national, state and regional professional organizations and define the specific purpose of what we are to accomplish in those roles.
- Evaluate communications with local units of government, including the use of quadrant meetings.

A survey of our legislative delegation indicates support for the communication and legislative efforts by the County. Quadrant meetings were consistently held, and feedback gained regarding potential changes to the format for 2012.

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

What will we do to get there?

**Objective 1:** Discuss and act upon road policy issues as appropriate.

- Regularly contact legislators and road officials on relevant road-related legislation and project status of the US-231 project.
- Communicate and coordinate with the road commission on relevant issues and to improve public understanding on roles.

Regular meetings were held with the road commission and MDOT, with updates on those meetings distributed in AI's digest. The US-231 project has commenced.

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

- Work with existing partners on regional economic development efforts.
- Continue work on developing an agriculture incubator.
- Work to maintain MSU Extension services in the County.
- Look for ways to support agricultural tourism.

The MEDC recently established a new collaborative to promote joint economic development in West Michigan, of which the County will become an active participant. We received a \$20,000 USDA grant to complete a formal needs assessment, feasibility study and business plan for the agricultural technology business incubator. A brief report was supplied to the Board on agri-tourism.

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

- Continue efforts related to water quality.
- Complete a groundwater resources inventory.
- Develop a comprehensive sustainability plan.
- Continue to support completion of the Parks and Recreation Commission Parks and Recreation Plan.

The water quality forum was well-attended, highly rated by attendees, and is used to demonstrate the continued progress of many efforts to improve water quality. Some of those efforts include work of the Parks and Recreation Commission and energy conservation projects by the County.

**Objective 4:** Continue initiatives to positively impact the community.

- Continue work with the Agricultural Preservation Board.
- Complete Urban Smart Growth demonstration project.
- Conduct build-out analysis for local government units.
- The Board of Commissioners will review the strategic plans of County departments and agencies, as requested by those entities, that provide direct services to the residents of the County.

The Agricultural Preservation Board has established several endowed and non-endowed funds for the Purchase of Development Rights Program. The Downtown Zoning Ordinance was completed for the Urban Smart Growth Program and the city-wide Master Plan process commenced. Budget cuts have slowed the process of the build-out analysis, but interns continue to make progress.

**Objective 5:** Provide quality County facilities throughout the County.

- Analyze the potential use of County land for additional communication tower leasing.
- Effectively maintain the existing facilities in the County.
- Investigate providing power to County facilities with wind, solar and other alternative energy options.

A new communications tower was approved by Robinson Township and will be erected in 2012. A federal grant was used to improve the energy efficiency of county facilities, and a new facilities director will be tasked with further analysis of opportunities in 2012 and beyond.



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

What will we do to get there?

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

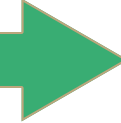
- Continue work on providing the most effective administration and funding for co-occurring mental health/substance abuse services.
- Conduct organizational efficiency and structure reviews, including:
  - Public Utilities
  - Boards and Commissions
  - ERP System
- Complete evaluations of various programs and services, including:
  - CBT
  - CHOOSE
  - SWAP
  - Drug Courts
  - Jail Mental Health Task Force



Steady progress continues with the evaluation of the organization to secure efficiencies. Specific examples include; choice of new ERP System and Board approval to purchase and implement, evaluation of the SWAP program, CHOOSE program, E-Ticketing and E-Crash modules. Evaluations are in progress for the following programs; Inmate Case Management and Treatment (ICMT), Drug Courts and Cognitive Behavioral Therapy (CBT).

**Objective 2:** Prioritize mandated and discretionary services.

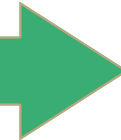
- Communicate results of discretionary services ranking to funding recipients.
- Continue work towards a report on mandated services and service-levels and prioritize those results.



While the mandated/discretionary ranking was used in the budget process, the mandated services study has hit a roadblock, locally and statewide.

**Objective 3:** Continue implementation of outcome-based performance measurement systems incorporated within the budget.

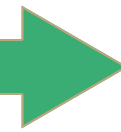
- Continue to work with departments to improve performance measurement systems to be able to demonstrate quality outcomes with funding investments.



The 2012 budget again includes performance measures and the process and content is regularly reviewed and continues to be refined and improved.

**Objective 4:** Examine opportunities for service-delivery with local units of government.

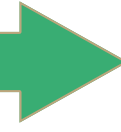
- Examine possibilities for collaboration on service delivery with other local units of government.
- Make cost-effective services available to local units of government.



Collaborations continue and further options examined. Examples of projects in 2011 include; MACC Area Service Delivery, assessing with City of Grand Haven, and study of options with northwest communities.

**Objective 5:** Continue the effective and efficient management of human resources.

- Complete labor negotiations with applicable employee groups.
- Maintain a wage study system for employees.



All labor contracts were completed before the expiration of the prior contract. The wage study was updated and approved by the Board.