

**Agenda**  
**Finance and Administration Committee**  
**West Olive Administration Building**  
**12220 Fillmore, West Olive, MI 49460**  
**Tuesday, February 21, 2012**  
**9:30 a.m.**

**Consent Items:**

1. Approval of the Agenda
2. [Approval of Minutes from the January 17, 2012 Finance and Administration Committee Meeting.](#)

**Action Items:**

3. [Monthly Budget Adjustments](#)  
Suggested Motion:  
To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of January 2012.
4. [Budget Adjustments Greater than \\$50,000](#)  
Suggested Motion:  
To approve budget adjustment numbers 46, 47, 48, 49, and 76.
5. [Statement of Review for January](#)  
Suggested Motion:  
To approve the Statement of Review for the month of January 2012.
6. [Government Finance Officers Association Certificate for Excellence in Financial Reporting](#)  
Suggested Motion:  
To receive and forward to the Board of Commissioners the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for the County of Ottawa's December 31, 2010 Comprehensive Annual Financial Report.
7. [Personnel Request from Community Mental Health to Create One \(1\) FTE Mental Health Clinician – CBOT](#)  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request to create one (1) FTE Mental Health Clinician - CBOT (Group T, Paygrade 15) at a cost of \$41,408.00. Funding to come from Medicaid funds.
8. [Personnel Request from Community Mental Health to Reclassify One \(1\) Mental Health Specialist to One \(1\) FTE Mental Health Clinician - MDT2](#)  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request to reclassify one (1) FTE Mental Health Specialist (Group T, Paygrade 13) to one (1) FTE Mental Health Clinician - MDT2 (Group T, Paygrade 15) at a cost of \$3,883.00. Funding to come from Medicaid funds.
9. [Personnel Request from Community Mental Health to Create One \(1\) FTE Mental Health Nurse](#)  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request to create one (1) FTE Mental Health Nurse (Group T, Paygrade 14) at a cost of \$39,382.00. Funding to come from Medicaid funds.

10. [Personnel Request from Community Mental Health to Create One \(1\) FTE Peer Specialist](#)  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request to create one (1) FTE Peer Specialist (Group T, Paygrade 07) at a cost of \$28,209.00. Funding to come from Medicaid funds.
11. [Personnel Request from Community Mental Health to Create One \(1\) FTE Staff Psychiatrist](#)  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request to create one (1) FTE Staff Psychiatrist (Unclassified, Paygrade 19) at a cost of \$61,095.00. Funding to come from Medicaid funds.
12. [Personnel Request from Community Mental Health to Create One \(1\) FTE Team Supervisor – MDT](#)  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request to create one (1) FTE Team Supervisor - MDT (Unclassified, Paygrade 06) at a cost of \$48,961.00. Funding to come from Medicaid funds.
13. [Personnel Request from Community Mental Health to Create Three Temporary, Unbenefitted RPC I positions](#)  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request to create three (3) Temporary Unbenefitted Records Processing Clerk I positions at a cost of \$20,760.00. Funding to come from Medicaid funds.
14. [Personnel Request from 20<sup>th</sup> Circuit Court to Reclassify a .8 FTE Legal Self-Help Center Director to 1 FTE Legal Self-Help Center Director](#)  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request from the 20<sup>th</sup> Circuit Court, Friend of the Court, to reclassify a .8 FTE (Unclassified Paygrade 05) to a 1 FTE (Unclassified Paygrade 12) Legal Self-Help Center Director at the cost of \$31,164.00. Funding to come from existing grants. The sunset status of the position would continue and extend to the full FTE.
15. [To Reinstate the Tuition Reimbursement Program effective August 2012](#)  
Suggested Motion:  
To approve and forward to the Board of Commissioners the request to reinstate the Tuition Reimbursement Program (HR Policy 13), effective August 2012.
16. [Participation in the Holland-Zeeland Service Sharing Initiative and Related Cost Share](#)  
Suggested Motion:  
To approve and forward to the Board of Commissioners the resolution approving participation in the Holland–Zeeland Service Sharing Initiative and related cost share of the Economic Vitality Incentive Program (EVIP) grant at a total cost of \$14,804.00.

#### **Discussion Items:**

17. [Treasurer's Financial Month End Update for January 2012](#)
18. [Health Insurance for Commissioners](#)

#### **Adjournment**

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