

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 20th 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 20th 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.

FINANCE AND ADMINISTRATION COMMITTEE

Proposed Minutes

DATE: January 17, 2012

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Alan Vanderberg, Administrator; Greg Rappleye, Corporation
Counsel; Anne Heerde, Mental Health; Keith VanBeek, Assistant
Administrator; Brad Slagh, Treasurer; Robert Spaman, Fiscal Services
Director; Marcie Verbeek, Human Resources; Justin Roebuck, Deputy
Clerk

SUBJECT: CONSENT ITEMS

FC 12-001 Motion: To approve the agenda of today as presented and to approve the
minutes of the December 20, 2011, meeting as presented.
Moved by: Rycenga **UNANIMOUS**

SUBJECT: ELECTION OF VICE CHAIRPERSON

FC 12-002 Motion: To elect Roger Rycenga as Vice Chairperson of the Finance and
Administration Committee for 2012.
Moved by: Disselkoen **UNANIMOUS**

SUBJECT: BUDGET CALENDAR

FC 12-003 Motion: To approve and forward to the Board of Commissioners the 2013
Budget Calendar.
Moved by: Disselkoen **UNANIMOUS**

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 12-004 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
December 2011.
Moved by: Karsten **UNANIMOUS**

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN
\$50,000

FC 12-005 Motion: To approve budget adjustment numbers 989, 990, 991, 992, 993,
1016, 1017, 1019, 1020, 3 and 4.
Moved by: Karsten UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 12-006 Motion: To approve the Statement of Review for the month of December
2011.
Moved by: Karsten UNANIMOUS

SUBJECT: QUARTERLY TREASURER'S INVESTMENT
REPORT

FC 12-007 Motion: To receive for information the Treasurer's Quarterly Investment
Report as of December 31, 2011.
Moved by: Disselkoen UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 12-008 Motion: To receive for information the Interim Financial Statement for
General Fund, Mental Health and Public Health as of December 31, 2011.
Moved by: Baumann UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL
REQUEST TO CREATE ONE (1) MENTAL
HEALTH CLINICIAN

FC 12-009 Motion: To approve and forward to the Board of Commissioners 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.
Moved by: Disselkoen UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL
REQUEST TO CREATE ONE (1) FTE
OCCUPATIONAL THERAPIST

FC 12-010 Motion: To approve and forward to he Board of Commissioners 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.

Moved by: Baumann

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Commissioners Mileage – There was much discussion on mileage and per diem meetings for Commissioners. Many Committees/Boards indicate in their by-laws that members cannot collect mileage and/or per diem. The County can decide to pay Board members but if State law authorizes no mileage or per diem, then the County cannot.

FC 12-011

Motion: To recommend to the full Board a new per diem rate structure that reflects mileage paid only on meetings approved on the Committees and Rates document.

Moved by: Rycenga

UNANIMOUS

2. Commissioners Health Insurance – Keith VanBeek reviewed what the Officers Compensation Commission recommended in 2010. Administration is currently awaiting a report from a consultant that collects salary and benefit information from the eleven comparable counties. Mr. Swartout asked the Administrator to cover this at the next Board Meeting so the full Board can be brought up to date on what was discussed.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:35 a.m.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 2/21/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Budget Adjustments

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of January 2012.

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:

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 1/01/2012 Thru 1/31/2012

Adjustment Number	G/L Date	Fund	DEPT	Sub DEPT	Account Number	Account Name	Adjustment Amount
<u>SEGREGATE 2012 GRAND</u>							
BA 1	1/18/2012	1010	2250		6080.0000	Departmental Services	149,188.00
BA 1	1/18/2012	1010	2250		7040.0000	Salaries - Regular	51,448.00
BA 1	1/18/2012	1010	2250		7050.0000	Salaries - Temporary	20,372.00
BA 1	1/18/2012	1010	2250		7130.0000	Vacation Payoff	500.00
BA 1	1/18/2012	1010	2250		7150.0000	Social Security	5,494.00
BA 1	1/18/2012	1010	2250		7160.0000	Hospitalization	10,698.00
BA 1	1/18/2012	1010	2250		7160.0020	OPEB - Health Care	240.00
BA 1	1/18/2012	1010	2250		7170.0000	Life Insurance	102.00
BA 1	1/18/2012	1010	2250		7180.0000	Retirement & Sick Leave	4,744.00
BA 1	1/18/2012	1010	2250		7190.0000	Dental Insurance	723.00
BA 1	1/18/2012	1010	2250		7200.0000	Worker'S Compensation	18.00
BA 1	1/18/2012	1010	2250		7220.0000	Unemployment	539.00
BA 1	1/18/2012	1010	2250		7230.0000	Optical Insurance	107.00
BA 1	1/18/2012	1010	2250		7240.0000	Disability Insurance	144.00
BA 1	1/18/2012	1010	2251		6080.0000	Departmental Services	163,463.00
BA 1	1/18/2012	1010	2251		7040.0000	Salaries - Regular	51,448.00
BA 1	1/18/2012	1010	2251		7050.0000	Salaries - Temporary	20,372.00
BA 1	1/18/2012	1010	2251		7130.0000	Vacation Payoff	500.00
BA 1	1/18/2012	1010	2251		7150.0000	Social Security	5,494.00
BA 1	1/18/2012	1010	2251		7160.0000	Hospitalization	10,698.00
BA 1	1/18/2012	1010	2251		7160.0020	OPEB - Health Care	240.00
BA 1	1/18/2012	1010	2251		7170.0000	Life Insurance	102.00
BA 1	1/18/2012	1010	2251		7180.0000	Retirement & Sick Leave	4,744.00
BA 1	1/18/2012	1010	2251		7190.0000	Dental Insurance	723.00
BA 1	1/18/2012	1010	2251		7200.0000	Worker'S Compensation	18.00
BA 1	1/18/2012	1010	2251		7220.0000	Unemployment	539.00
BA 1	1/18/2012	1010	2251		7230.0000	Optical Insurance	107.00
BA 1	1/18/2012	1010	2251		7240.0000	Disability Insurance	144.00
BA 1	1/18/2012	1010	2251		7270.0000	Office Supplies	200.00
BA 1	1/18/2012	1010	2251		7280.0000	Printing & Binding	5,213.00
BA 1	1/18/2012	1010	2251		7300.0000	Postage	650.00
BA 1	1/18/2012	1010	2251		8080.0000	Service Contracts	3,900.00
BA 1	1/18/2012	1010	2251		8300.0000	Memberships & Dues	175.00
BA 1	1/18/2012	1010	2251		8600.0000	Travel - Mileage	4,500.00
BA 1	1/18/2012	1010	2251		8610.0000	Conferences & Other Travel	37.00
BA 1	1/18/2012	1010	2251		9400.0000	Equipment Rental	50.00
BA 1	1/18/2012	1010	2251		9560.0000	Employee Training	300.00

ECN DEV PRJ, CONF, MARR

BA 10	1/18/2012	1010	2010		6995.3900	Rev. (Over)Under Expend.	18,500.00
BA 10	1/18/2012	1010	7211		8010.0000	Consultants	17,200.00
BA 10	1/18/2012	1010	7211		8300.0000	Memberships & Dues	300.00

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>RCN DEV PRJ CONF MABA</u>							
BA 10	1/18/2012	1010	7211		8610.0000	Conferences & Othr Travel	1,000.00
<u>INC SPLS FOR SKI HOUP</u>							
BA 11	1/18/2012	2081	7510		7390.0000	Operational Supplies	13,000.00
<u>ESTABLISH FY12 BUDGET</u>							
BA 12	1/18/2012	2170	1371		6750.0010	Donations	5,000.00-
BA 12	1/18/2012	2170	1371		7390.0000	Operational Supplies	5,000.00
<u>INC IN CIG TAX REVENU</u>							
BA 13	1/18/2012	2210	6010		6990.1011	Trans In - Cigarette Tax	2,196.00-
BA 13	1/18/2012	2210	6012		7210.0000	Longevity	189.00
BA 13	1/18/2012	2210	6020		7090.0000	Overtime	300.00
BA 13	1/18/2012	2210	6020		7210.0000	Longevity	1.00-
BA 13	1/18/2012	2210	6021		7210.0000	Longevity	4.00
BA 13	1/18/2012	2210	6031		7210.0000	Longevity	2.00
BA 13	1/18/2012	2210	6032		7210.0000	Longevity	1.00
BA 13	1/18/2012	2210	6033		7210.0000	Longevity	28.00
BA 13	1/18/2012	2210	6044		7090.0000	Overtime	2.00
BA 13	1/18/2012	2210	6045		7210.0000	Longevity	1.00
BA 13	1/18/2012	2210	6053		7210.0000	Longevity	10.00
BA 13	1/18/2012	2210	6054		7180.0010	457 Plan Contribution	205.00
BA 13	1/18/2012	2210	6054		7210.0000	Longevity	77.00
BA 13	1/18/2012	2210	6310		7210.0000	Longevity	12.00
BA 13	1/18/2012	2210	6311		7210.0000	Longevity	59.00-
<u>EST FY12 SMMOBLE GRN</u>							
BA 21	1/18/2012	2609	3320		5430.0000	St Of MI-Public Safety	2,700.00-
BA 21	1/18/2012	2609	3320		7040.0000	Salaries - Regular	1,100.00
BA 21	1/18/2012	2609	3320		7050.0040	Temp. Salaries-Reserves	267.00
BA 21	1/18/2012	2609	3320		7150.0000	Social Security	108.00
BA 21	1/18/2012	2609	3320		7160.0000	Hospitalization	200.00
BA 21	1/18/2012	2609	3320		7160.0020	OPPB - Health Care	20.00
BA 21	1/18/2012	2609	3320		7170.0000	Life Insurance	5.00
BA 21	1/18/2012	2609	3320		7180.0000	Retirement & Sick Leave	200.00
BA 21	1/18/2012	2609	3320		7190.0000	Dental Insurance	20.00
BA 21	1/18/2012	2609	3320		7200.0000	Worker'S Compensation	20.00
BA 21	1/18/2012	2609	3320		7220.0000	Unemployment	20.00
BA 21	1/18/2012	2609	3320		7230.0000	Optical Insurance	20.00

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 1/01/2012 Thru 1/31/2012

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>EST FY12 SNWMOBILE GRN</u>							
BA 21	1/18/2012	2609	3320		7240.0000	Disability Insurance	20.00
BA 21	1/18/2012	2609	3320		7390.0000	Operational Supplies	500.00
BA 21	1/18/2012	2609	3320		8650.0000	Gas And Oil	200.00
<u>TO ENTR_BDG FOR NEG</u>							
BA 24	1/18/2012	2748	7431	0031	5610.0000	State Of Mich - Welfare	8,196.00-
BA 24	1/18/2012	2748	7431	0031	7040.0000	Salaries - Regular	5,315.00
BA 24	1/18/2012	2748	7431	0031	7150.0000	Social Security	407.00
BA 24	1/18/2012	2748	7431	0031	7160.0000	Hospitalization	1,178.00
BA 24	1/18/2012	2748	7431	0031	7160.0020	OPFB - Health Care	214.00
BA 24	1/18/2012	2748	7431	0031	7170.0000	Life Insurance	18.00
BA 24	1/18/2012	2748	7431	0031	7180.0000	Retirement & Sick Leave	849.00
BA 24	1/18/2012	2748	7431	0031	7180.0010	457 Plan Contribution	25.00
BA 24	1/18/2012	2748	7431	0031	7190.0000	Dental Insurance	61.00
BA 24	1/18/2012	2748	7431	0031	7200.0000	Worker'S Compensation	1.00
BA 24	1/18/2012	2748	7431	0031	7220.0000	Unemployment	4.00
BA 24	1/18/2012	2748	7431	0031	7230.0000	Optical Insurance	14.00
BA 24	1/18/2012	2748	7431	0031	7240.0000	Disability Insurance	23.00
BA 24	1/18/2012	2748	7431	0031	8600.0000	Travel - Mileage	87.00
<u>PAT O'ROURKE NOV-SEPT</u>							
BA 3	1/18/2012	2220	6491	1242	8210.0000	Contractual - Other	27,292.00
BA 3	1/18/2012	2220	6493	3242	8210.0000	Contractual - Other	27,292.00
BA 3	1/18/2012	2220	6493	3256	5170.0050	Medicaid - Capitated	54,584.00-
<u>TO INCR_BDG THRU 3/12</u>							
BA 34	1/18/2012	2890	7297		5720.0000	St Of MI-Energy Coordin.	40,000.00-
BA 34	1/18/2012	2890	7298		7330.0010	WX Mat-Ener.Optimization	40,000.00
<u>REFLECT_WAGE STUDY_RE</u>							
BA 35	1/23/2012	1010	2150		7040.0000	Salaries - Regular	12,302.00
BA 35	1/23/2012	1010	2150		7040.0000	Salaries - Regular	11,565.00
BA 35	1/23/2012	1010	2150		7150.0000	Social Security	941.00
BA 35	1/23/2012	1010	2150		7150.0000	Social Security	885.00
BA 35	1/23/2012	1010	2150		7170.0000	Life Insurance	37.00
BA 35	1/23/2012	1010	2150		7170.0000	Life Insurance	34.00
BA 35	1/23/2012	1010	2150		7180.0000	Retirement & Sick Leave	1,974.00
BA 35	1/23/2012	1010	2150		7180.0000	Retirement & Sick Leave	1,856.00
BA 35	1/23/2012	1010	2150		7200.0000	Worker'S Compensation	3.00

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 1/01/2012 Thru 1/31/2012

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
BA 35	1/23/2012	1010	2150		7200.0000	Worker'S Compensation	2.00
BA 35	1/23/2012	1010	2150		7220.0000	Unemployment	92.00
BA 35	1/23/2012	1010	2150		7220.0000	Unemployment	87.00
BA 35	1/23/2012	1010	2150		7240.0000	Disability Insurance	34.00
BA 35	1/23/2012	1010	2150		7240.0000	Disability Insurance	32.00
BA 35	1/23/2012	1010	2230		7040.0000	Salaries - Regular	16,709.00
BA 35	1/23/2012	1010	2230		7150.0000	Social Security	1,278.00
BA 35	1/23/2012	1010	2230		7170.0000	Life Insurance	50.00
BA 35	1/23/2012	1010	2230		7180.0000	Retirement & Sick Leave	2,682.00
BA 35	1/23/2012	1010	2230		7200.0000	Worker'S Compensation	4.00
BA 35	1/23/2012	1010	2230		7220.0000	Unemployment	125.00
BA 35	1/23/2012	1010	2230		7240.0000	Disability Insurance	47.00
BA 35	1/23/2012	1010	2260		7040.0000	Salaries - Regular	7,450.00
BA 35	1/23/2012	1010	2260		7150.0000	Social Security	570.00
BA 35	1/23/2012	1010	2260		7170.0000	Life Insurance	22.00
BA 35	1/23/2012	1010	2260		7180.0000	Retirement & Sick Leave	1,196.00
BA 35	1/23/2012	1010	2260		7200.0000	Worker'S Compensation	2.00
BA 35	1/23/2012	1010	2260		7220.0000	Unemployment	56.00
BA 35	1/23/2012	1010	2260		7240.0000	Disability Insurance	21.00
BA 35	1/23/2012	1010	2290		7040.0000	Salaries - Regular	7,717.00
BA 35	1/23/2012	1010	2290		7150.0000	Social Security	590.00
BA 35	1/23/2012	1010	2290		7170.0000	Life Insurance	23.00
BA 35	1/23/2012	1010	2290		7180.0000	Retirement & Sick Leave	1,240.00
BA 35	1/23/2012	1010	2290		7200.0000	Worker'S Compensation	3.00
BA 35	1/23/2012	1010	2290		7220.0000	Unemployment	59.00
BA 35	1/23/2012	1010	2290		7240.0000	Disability Insurance	22.00
BA 35	1/23/2012	1010	2360		7040.0000	Salaries - Regular	9,213.00
BA 35	1/23/2012	1010	2360		7150.0000	Social Security	705.00
BA 35	1/23/2012	1010	2360		7170.0000	Life Insurance	27.00
BA 35	1/23/2012	1010	2360		7180.0000	Retirement & Sick Leave	1,479.00
BA 35	1/23/2012	1010	2360		7200.0000	Worker'S Compensation	2.00
BA 35	1/23/2012	1010	2360		7220.0000	Unemployment	69.00
BA 35	1/23/2012	1010	2360		7240.0000	Disability Insurance	26.00
BA 35	1/23/2012	1010	2530		7040.0000	Salaries - Regular	8,166.00
BA 35	1/23/2012	1010	2530		7150.0000	Social Security	625.00
BA 35	1/23/2012	1010	2530		7170.0000	Life Insurance	24.00
BA 35	1/23/2012	1010	2530		7180.0000	Retirement & Sick Leave	1,311.00
BA 35	1/23/2012	1010	2530		7200.0000	Worker'S Compensation	2.00
BA 35	1/23/2012	1010	2530		7220.0000	Unemployment	61.00
BA 35	1/23/2012	1010	2530		7240.0000	Disability Insurance	23.00
BA 35	1/23/2012	1010	2750		7040.0000	Salaries - Regular	9,213.00
BA 35	1/23/2012	1010	2750		7150.0000	Social Security	705.00
BA 35	1/23/2012	1010	2750		7170.0000	Life Insurance	27.00

REFLECT WAGE STUDY RE

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>REFLECT WAGE STUDY RE</u>							
BA 35	1/23/2012	1010	2750		7180.0000	Retirement & Sick Leave	1,479.00
BA 35	1/23/2012	1010	2750		7200.0000	Worker'S Compensation	2.00
BA 35	1/23/2012	1010	2750		7220.0000	Unemployment	69.00
BA 35	1/23/2012	1010	2750		7240.0000	Disability Insurance	26.00
BA 35	1/23/2012	1010	8900		9980.0000	Contingency	102,964.00-
<u>RE-INSTATING THE EPID</u>							
BA 37	1/23/2012	2210	6010		7040.0000	Salaries - Regular	7,452.00
BA 37	1/23/2012	2210	6010		7150.0000	Social Security	570.00
BA 37	1/23/2012	2210	6010		7160.0000	Hospitalization	1,200.00
BA 37	1/23/2012	2210	6010		7160.0020	OPBB - Health Care	51.00
BA 37	1/23/2012	2210	6010		7170.0000	Life Insurance	46.00
BA 37	1/23/2012	2210	6010		7180.0000	Retirement & Sick Leave	2,841.00
BA 37	1/23/2012	2210	6010		7190.0000	Dental Insurance	81.00
BA 37	1/23/2012	2210	6010		7220.0000	Unemployment	48.00
BA 37	1/23/2012	2210	6010		7230.0000	Optical Insurance	12.00
BA 37	1/23/2012	2210	6010		7240.0000	Disability Insurance	21.00
BA 37	1/23/2012	2210	6010		7280.0000	Printing & Binding	150.00
BA 37	1/23/2012	2210	6010		8500.0000	Telephone	420.00
BA 37	1/23/2012	2210	6010		8610.0000	Conferences & Othr Travel	1,301.00
BA 37	1/23/2012	2210	6050		7040.0000	Salaries - Regular	4,388.00-
BA 37	1/23/2012	2210	6050		7150.0000	Social Security	336.00-
BA 37	1/23/2012	2210	6050		7160.0000	Hospitalization	1,205.00-
BA 37	1/23/2012	2210	6050		7160.0020	OPBB - Health Care	52.00-
BA 37	1/23/2012	2210	6050		7170.0000	Life Insurance	9.00-
BA 37	1/23/2012	2210	6050		7180.0000	Retirement & Sick Leave	403.00-
BA 37	1/23/2012	2210	6050		7190.0000	Dental Insurance	81.00-
BA 37	1/23/2012	2210	6050		7200.0000	Worker'S Compensation	15.00-
BA 37	1/23/2012	2210	6050		7220.0000	Unemployment	29.00-
BA 37	1/23/2012	2210	6050		7230.0000	Optical Insurance	12.00-
BA 37	1/23/2012	2210	6050		7240.0000	Disability Insurance	12.00-
BA 37	1/23/2012	2210	6059		7040.0000	Salaries - Regular	5,895.00-
BA 37	1/23/2012	2210	6059		7150.0000	Social Security	451.00-
BA 37	1/23/2012	2210	6059		7160.0000	Hospitalization	1,205.00-
BA 37	1/23/2012	2210	6059		7160.0020	OPBB - Health Care	52.00-
BA 37	1/23/2012	2210	6059		7170.0000	Life Insurance	12.00-
BA 37	1/23/2012	2210	6059		7180.0000	Retirement & Sick Leave	526.00-
BA 37	1/23/2012	2210	6059		7190.0000	Dental Insurance	81.00-
BA 37	1/23/2012	2210	6059		7200.0000	Worker'S Compensation	10.00-
BA 37	1/23/2012	2210	6059		7220.0000	Unemployment	38.00-
BA 37	1/23/2012	2210	6059		7230.0000	Optical Insurance	12.00-
BA 37	1/23/2012	2210	6059		7240.0000	Disability Insurance	17.00-

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>RE-INSTATING THE EPID</u>							
<u>EST. 2012 ORV SFTY GRT</u>							
BA 42	1/23/2012	2609	3321		5430.0000	St Of MI-Public Safety	3,000.00-
BA 42	1/23/2012	2609	3321		7040.0000	Salaries - Regular	1,791.00
BA 42	1/23/2012	2609	3321		7050.0040	Temp. Salaries-Reserves	852.00
BA 42	1/23/2012	2609	3321		7150.0000	Social Security	70.00
BA 42	1/23/2012	2609	3321		7160.0000	Hospitalization	145.00
BA 42	1/23/2012	2609	3321		7160.0020	OPFB - Health Care	6.00
BA 42	1/23/2012	2609	3321		7170.0000	Life Insurance	3.00
BA 42	1/23/2012	2609	3321		7180.0000	Retirement & Sick Leave	105.00
BA 42	1/23/2012	2609	3321		7190.0000	Dental Insurance	9.00
BA 42	1/23/2012	2609	3321		7200.0000	Worker'S Compensation	3.00
BA 42	1/23/2012	2609	3321		7220.0000	Unemployment	10.00
BA 42	1/23/2012	2609	3321		7230.0000	Optical Insurance	3.00
BA 42	1/23/2012	2609	3321		7240.0000	Disability Insurance	3.00
<u>BYRNE JSTC ASST GRANT</u>							
BA 5	1/16/2012	2602	3110		5430.0000	St Of MI-Public Safety	279,285.00
BA 5	1/16/2012	2602	3110		8080.0000	Service Contracts	279,285.00-
<u>ALL REMAIN BDG FORWRD</u>							
BA 50	1/31/2012	2609	3090	0006	5050.0000	Fed. Grants-Public Safety	523.00-
BA 50	1/31/2012	2609	3090	0006	7390.0000	Operational Supplies	523.00
<u>ADJ BDG TO ACTL GRANT</u>							
BA 51	1/31/2012	2661	3150		6990.1010	Oper Trans-General Fund	221.00
BA 51	1/31/2012	2661	3150		7040.0000	Salaries - Regular	1,271.00-
BA 51	1/31/2012	2661	3150		7390.0000	Operational Supplies	1,050.00
<u>TO ADJ BDG TO STATE</u>							
BA 54	1/31/2012	2743	7431	0002	5610.0000	State Of Mich - Welfare	23,286.00
BA 54	1/31/2012	2743	7433	0002	8080.0000	Service Contracts	23,218.00-
BA 54	1/31/2012	2743	7433	0002	9390.0000	Building Rental	68.00-
<u>TO ESTBLSH LCA BUDGET</u>							
BA 55	1/31/2012	2744	7296		5610.0000	State Of Mich - Welfare	11,900.00-
BA 55	1/31/2012	2744	7296		8430.0000	Client Assistance Pymts	11,900.00

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TO ESTBLSH LCA BUDGET</u>							
<u>TO ESTBLSH BAP GRANT</u>							
BA 59	1/31/2012	2870	7294		8430.0000	Client Assistance Pymts	37,400.00
BA 59	1/31/2012	2870	7295		5610.0000	State Of Mich - Welfare	40,214.00-
BA 59	1/31/2012	2870	7295		7040.0000	Salaries - Regular	1,548.00
BA 59	1/31/2012	2870	7295		7150.0000	Social Security	118.00
BA 59	1/31/2012	2870	7295		7160.0000	Hospitalization	424.00
BA 59	1/31/2012	2870	7295		7160.0020	OPPB - Health Care	26.00
BA 59	1/31/2012	2870	7295		7170.0000	Life Insurance	5.00
BA 59	1/31/2012	2870	7295		7180.0000	Retirement & Sick Leave	247.00
BA 59	1/31/2012	2870	7295		7180.0010	457 Plan Contribution	200.00
BA 59	1/31/2012	2870	7295		7190.0000	Dental Insurance	22.00
BA 59	1/31/2012	2870	7295		7200.0000	Worker'S Compensation	10.00
BA 59	1/31/2012	2870	7295		7220.0000	Unemployment	1.00
BA 59	1/31/2012	2870	7295		7230.0000	Optical Insurance	5.00
BA 59	1/31/2012	2870	7295		7240.0000	Disability Insurance	7.00
BA 59	1/31/2012	2870	7295		8600.0000	Travel - Mileage	201.00
<u>USDA RBE GRANT</u>							
BA 9	1/18/2012	1010	7210		5290.0000	Federal Grants-Other	20,000.00-
BA 9	1/18/2012	1010	7210		8010.0000	Consultants	30,000.00

Action Request



Committee: Finance and Administration Committee

Meeting Date: 2/21/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

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

SUGGESTED MOTION:

To approve budget adjustments numbers 46, 47, 48, 49, and 76.

SUMMARY OF REQUEST:

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

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

Compliance with the Ottawa County Operating Budget Policy.

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

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

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

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

4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

Budget Adjustments Over \$50,000

BA Number	Fund	BA Number	Fund	Adjustment
46	Parks	Parks & Recreation	Carryover unspent 2011 balance of Capital Construction Projects	\$ 1,271,186
47	Parks	Parks & Recreation	Projects not completed in 2011.	\$ 2,066,516
48	Public Improvement	Planning & Performance Improvement	Budget for Robinson Tower Construction.	\$ 175,000
49	9/30 Grant Programs	Michigan Prison Re-entry Initiative	To adjust budget within residential stability cost center.	\$ 79,080
76	Information Technology	Information Technology	T. Archambault programmer position contracted in 2012.	\$ 97,260

Action Request



Committee: Finance and Administration Committee

Meeting Date: 2/21/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Statement of Review for January

SUGGESTED MOTION:

To approve the Statement of Review for the month of January 2012.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 1: 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:

STATEMENT OF REVIEW FOR THE MONTH OF: January

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

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

Commissioner: **Joseph Baumann** For the month beginning January 01, 2012
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/03/2012	01:30 PM - 02:00 PM	Board of Commissioners Meeting	26.0	\$40.00
01/11/2012	02:00 PM - 04:30 PM	Ottawa County Planning Commission	26.0	\$40.00
01/17/2012	09:30 AM - 11:30 AM	Finance & Administration Committee	26.0	\$40.00
01/23/2012	12:00 PM - 01:30 PM	Macatawa Area Coordinating Council Policy Board	4.0	\$40.00
01/24/2012	01:00 PM - 01:30 PM	Human Resources Committee	26.0	\$40.00
-	01:30 PM - 03:00 PM	Board of Commissioners Meeting	.0	-
-	-	-	-	-
Total Per Diem:				\$200.00
Total Mileage:			108.0	\$59.94
Total Voucher:				\$259.94

02/13/2012

Revision History

Created by Joseph Baumann on 02/01/2012 09:31:11 PM

1010-1010

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

Commissioner: **Greg DeJong** For the month beginning January 01, 2012
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/03/2012	01:30 PM - 01:36 PM	Board of Commissioners Meeting	32.0	\$40.00
01/11/2012	08:30 AM - 09:30 AM	Health & Human Services Committee	32.0	\$40.00
-	02:00 PM - 04:30 PM	Ottawa County Planning Commission	32.0	\$30.00
01/16/2012	09:00 AM - 10:45 AM	Ottawa County Planning Commission -Ag Tech Bus Incub Steer	32.0	\$40.00
01/24/2012	01:00 PM - 01:05 PM	Human Resources Committee	.0	\$40.00
-	01:30 PM - 02:55 PM	Board of Commissioners Meeting	32.0	-
01/25/2012	12:00 PM - 01:45 PM	MSU Cooperative Extension Board	64.0	\$40.00
01/26/2012	05:45 PM - 07:00 PM	Agricultural Preservation Board	32.0	\$40.00
-	-	-	-	-
Total Per Diem:				\$270.00
Total Mileage:			256.0	\$142.08
Total Voucher:				\$412.08

02/13/2012

Revision History

Created by Greg DeJong on 02/03/2012 02:14:09 PM
Modified by Elizabeth Lyyski on 02/13/2012 08:36:25 AM

<p><i>Per diem</i></p> <p>1010-7211 \$70</p> <p>1010-1010 200</p> <hr style="width: 50%; margin-left: auto; margin-right: auto;"/> <p style="text-align: right;">\$270</p>	<p><i>Mileage</i></p> <p>64mi = \$35.52</p> <p>192mi = 106.56</p> <hr style="width: 50%; margin-left: auto; margin-right: auto;"/> <p style="text-align: right;">\$142.08</p>
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**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Donald Disselkoen** For the month beginning January 01, 2012
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/03/2012	01:30 PM - 01:36 PM	Board of Commissioners Meeting	23.0	\$40.00
01/04/2012	09:00 AM - 04:00 PM	MDOT Asset Management Council	.0	\$70.00
01/17/2012	09:30 AM - 10:35 AM	Finance & Administration Committee	23.0	\$40.00
01/18/2012	09:30 AM - 11:30 AM	Comprehensive Economic Development Strategy Committee (CEDS)	58.0	\$40.00
01/20/2012	09:30 AM - 11:45 AM	West Michigan Regional Planning Commission (Region 8 Planning Commission)	58.0	\$40.00
-	-	-	-	-
01/23/2012	03:00 PM - 04:00 PM	Community Mental Health Board	6.0	\$40.00
01/24/2012	01:00 PM - 01:05 PM	Human Resources Committee	23.0	\$40.00
-	01:30 PM - 02:55 PM	Board of Commissioners Meeting	.0	-
-	-	-	-	-
			Total Per Diem:	\$310.00
			Total Mileage:	191.0 \$106.01
			Total Voucher:	\$416.01

02/13/2012

Revision History

Created by Elizabeth Lyyski on 02/13/2012 08:38:27 AM

Per diem	Mileage
2220-6495-5020 #20	3mi = \$1.67
- 5029 20	3mi = 1.67
1010 - 1010 270	185mi = 102.67
<u> </u>	<u> </u>
\$310	\$106.01

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

Commissioner: **James Holtrop** For the month beginning January 01, 2012
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/03/2012	01:30 PM - 01:36 PM	Board of Commissioners Meeting	37.0	\$40.00
01/04/2012	09:30 AM - 01:15 PM	Southwest Michigan Alliance of Region Three (SMART)-Keyperson - SMART	37.0	\$40.00
01/18/2012	09:30 AM - 10:00 AM	GVMC Policy Committee	35.0	\$40.00
01/24/2012	01:00 PM - 01:05 PM	Human Resources Committee	.0	\$40.00
-	01:30 PM - 02:55 PM	Board of Commissioners Meeting	37.0	-
-	-	-	-	-
			Total Per Diem:	\$160.00
			Total Mileage:	146.0 \$81.03
			Total Voucher:	\$241.03

02/13/2012

Revision History

Created by James Holtrop on 01/04/2012 03:12:18 PM
 Modified by James Holtrop on 01/18/2012 11:06:21 AM
 Modified by James Holtrop on 01/19/2012 11:37:29 AM
 Modified by James Holtrop on 01/19/2012 05:31:34 PM
 Modified by James Holtrop on 01/31/2012 06:42:44 PM
 Modified by James Holtrop on 01/31/2012 06:44:40 PM
 Modified by Elizabeth Lyyski on 02/13/2012 08:54:22 AM

1010 - 1010

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

Commissioner: **James Holtvluwer** For the month beginning January 01, 2012
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/03/2012	01:30 PM - 01:36 PM	Board of Commissioners Meeting	32.0	\$40.00
01/04/2012	04:00 PM - 05:30 PM	Parks & Recreation Commission	27.0	\$40.00
01/09/2012	03:30 PM - 04:30 PM	CMH Board QI/Planning/Program Committee	48.0	\$40.00
01/11/2012	08:30 AM - 09:30 AM	Health & Human Services Committee	32.0	\$40.00
01/18/2012	02:30 PM - 04:30 PM	Parks & Rec Public Relations Committee	32.0	\$40.00
01/19/2012	03:00 PM - 04:30 PM	CMH Board Community Relations Committee	32.0	\$40.00
01/23/2012	03:00 PM - 04:45 PM	Community Mental Health Board	48.0	\$40.00
01/24/2012	01:30 PM - 02:55 PM	Board of Commissioners Meeting	32.0	\$40.00
01/26/2012	03:00 PM - 05:00 PM	Parks & Rec Planning Committee	32.0	\$40.00
-	-	-	-	-

Total Per Diem:		\$360.00
Total Mileage:	315.0	\$174.83
Total Voucher:		\$534.83

02/13/2012

Revision History

Created by James Holtvluwer on 01/05/2012 03:58:05 PM
Modified by James Holtvluwer on 01/10/2012 03:27:32 PM
Modified by James Holtvluwer on 01/18/2012 05:53:37 PM
Modified by James Holtvluwer on 01/24/2012 11:46:25 AM
Modified by James Holtvluwer on 01/26/2012 08:48:47 PM
Modified by Elizabeth Lyyski on 02/13/2012 08:57:23 AM

Per diem	Mileage
2081-7510 \$120	91mi = \$50.51
2220-6495-5020 60	64mi = 35.52
-5029 60	64mi = 35.52
1010-1010 120	96mi = 53.28
\$360	\$174.83

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

Commissioner: **Robert Karsten** For the month beginning January 01, 2012
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/03/2012	01:30 PM - 01:36 PM	Board of Commissioners Meeting	24.0	\$40.00
01/11/2012	08:30 AM - 09:30 AM	Health & Human Services Committee	24.0	\$40.00
01/16/2012	04:00 PM - 05:00 PM	CMH Board Administrative & Finance Committee	6.0	\$40.00
01/17/2012	09:30 AM - 10:35 AM	Finance & Administration Committee	24.0	\$40.00
01/23/2012	03:00 PM - 04:00 PM	Community Mental Health Board	6.0	\$40.00
01/24/2012	01:30 PM - 02:55 PM	Board of Commissioners Meeting	24.0	\$40.00
-	-	-	-	-
			Total Per Diem:	\$240.00
			Total Mileage:	108.0 \$59.94
			Total Voucher:	\$299.94

02/13/2012

Revision History

Created by Robert Karsten on 01/17/2012 10:06:29 PM
Modified by Robert Karsten on 01/23/2012 06:25:02 PM
Modified by Elizabeth Lyyski on 02/13/2012 08:59:56 AM

Per Diem	Mileage
2220-6495-5020 \$40	6mi = \$3.33
-5029 40	6mi = 3.33
1010-1010 160	96mi = 53.28
<u>\$240</u>	<u>\$59.94</u>

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

Commissioner: **Philip Kuyers** For the month beginning January 01, 2012
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/01/2012	10:00 AM - 11:30 AM	Ottawa County Insurance Authority	2.0	\$40.00
01/03/2012	01:30 PM - 01:36 PM	Board of Commissioners Meeting	2.0	\$40.00
01/04/2012	10:00 AM - 01:30 PM	Southwest Michigan Alliance of Region Three (SMART)	2.0	\$40.00
-	04:00 PM - 05:30 PM	Parks & Recreation Commission	38.0	\$30.00
01/24/2012	01:30 PM - 02:55 PM	Board of Commissioners Meeting	2.0	\$40.00
-	-	-	-	-
Total Per Diem:				\$190.00
Total Mileage:			46.0	\$25.53
Total Voucher:				\$215.53

02/13/2012

Revision History

Created by Philip Kuyers on 01/04/2012 11:22:35 PM
Modified by Philip Kuyers on 02/03/2012 06:12:53 PM
Modified by Elizabeth Lyyski on 02/13/2012 09:01:16 AM

Per diem

2081-7510	\$30
1010-1010	160
	<hr/>
	\$190

Mileage

38 mi =	\$21.09
8 mi =	4.44
	<hr/>
	\$25.53

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

Commissioner: **Jane Ruiter** For the month beginning January 01, 2012
 Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/24/2012	01:00 PM - 01:05 PM	Human Resources Committee	.0	\$40.00
-	01:30 PM - 02:55 PM	Board of Commissioners Meeting	30.0	-
-	-	-	-	-
Total Per Diem:				\$40.00
Total Mileage:			30.0	\$16.65
Total Voucher:				\$56.65

02/13/2012

Revision History

Created by Elizabeth Lyyski on 02/13/2012 09:01:32 AM

1010-1010

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

Commissioner: **Roger Rycenga** For the month beginning January 01, 2012
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/03/2012	01:30 PM - 02:30 PM	Board of Commissioners Meeting	14.0	\$40.00
01/04/2012	09:00 AM - 01:00 PM	Southwest Michigan Alliance of Region Three (SMART)-Keyperson - SMART	14.0	\$40.00
01/09/2012	09:00 AM - 10:00 AM	Veterans' Affairs Committee	14.0	\$40.00
01/17/2012	09:30 AM - 11:00 AM	Finance & Administration Committee	14.0	\$40.00
01/24/2012	01:30 PM - 03:00 PM	Board of Commissioners Meeting	14.0	\$40.00
01/26/2012	10:30 AM - 12:00 PM	West Michigan Enforcement Team	14.0	\$40.00
-	-	-	-	-
Total Per Diem:				\$240.00
Total Mileage:			84.0	\$46.62
Total Voucher:				\$286.62

02/13/2012

Revision History

Created by Roger Rycenga on 02/03/2012 02:42:11 PM
Modified by Elizabeth Lyyski on 02/13/2012 09:04:22 AM

1010-1010

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

Commissioner: **Dennis Swartout** For the month beginning January 01, 2012
 Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/03/2012	01:30 PM - 01:36 PM	Board of Commissioners Meeting	26.0	\$40.00
01/17/2012	09:30 AM - 10:35 AM	Finance & Administration Committee	26.0	\$40.00
-	-	-	-	-
			Total Per Diem:	\$80.00
			Total Mileage:	\$28.86
			Total Voucher:	\$108.86

02/13/2012

Revision History

Created by Elizabeth Lyyski on 02/13/2012 09:04:35 AM

1010 - 1010

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

Commissioner: **Stu Visser** For the month beginning January 01, 2012
 Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
01/03/2012	01:30 PM - 02:30 PM	Board of Commissioners Meeting	28.0	\$40.00
01/09/2012	09:00 AM - 10:00 AM	Veterans' Affairs Committee	28.0	\$40.00
01/11/2012	08:30 AM - 10:00 AM	Health & Human Services Committee	28.0	\$40.00
01/18/2012	10:00 AM - 11:30 AM	Local Emergency Planning Commission (LEPC)	28.0	\$40.00
01/19/2012	09:00 AM - 10:30 AM	Ottawa County Central Dispatch Advisory Policy Board	28.0	\$40.00
01/24/2012	01:30 PM - 03:00 PM	Board of Commissioners Meeting	28.0	\$40.00
-	-	-	-	-
Total Per Diem:				\$240.00
Total Mileage:			168.0	\$93.24
Total Voucher:				\$333.24

02/13/2012

Revision History

Created by Stu Visser on 01/27/2012 10:37:40 AM

1010 - 1010

Action Request



Committee: Finance and Administration Committee

Meeting Date: 2/21/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: 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.

SUMMARY OF REQUEST:

The Certificate of Achievement of Excellence in Financial Reporting has been rewarded to County of Ottawa by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

This is the twenty-eighth consecutive year that the County has received this prestigious award.

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

12/01/2011

NEWS RELEASE

For Information contact:
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **County of Ottawa** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

Connie Vander Schaaf, CMA, CGFM, Budget/Audit Manager

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 02/21/2012

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: 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.

SUMMARY OF REQUEST:

This position to provide clinical services to adult consumers with severe mental illness and/or severe mental illness and cognitive impairments. Services will include psychosocial assessment, treatment planning, individual and group Therapy, and oversight of other services being delivered to consumers.

This position is part of a multidisciplinary treatment team providing a wide range of mandated Medicaid-covered services.

CMHOC has developed a sophisticated clinical matrix. The clinician assigned to this team will be responsible for delivering services that result in improved functioning as measured by the outcome database.

FINANCIAL INFORMATION:

Total Cost: \$41,408.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

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

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

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

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

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

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

COUNTY OF OTTAWA
2012 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 **CBOT FUND/DEPARTMENT NUMBER:** 6493.3256

CHECK ONE: Reclassification:
 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: 15

3. Briefly describe the functions of this position:

To provide clinical services to adult consumers with severe mental illness and/or severe mental illness and cognitive impairment(s). Services will include psychosocial assessment, treatment planning, individual and group therapy, and oversight of other services being delivered to consumers (e.g., community living supports, case management, residential services, etc.). This position is part of a multidisciplinary treatment team providing a wide range of mandated Medicaid-covered services.

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

Due to program growth, increased demand for mandatory Medicaid-covered services, and the re-integration of contractual mental health services to directly operated teams, the Community Based Outreach Team requires additional capacity. This is consistent with the CMH Strategic Plan. This team provides targeted, speciality services to a population with co-morbid conditions, and currently has only one master's level clinician on staff. As additional evidence-based practices are required by the Department of Community Health, the need for professional staff will increase. Adding a clinician to the CBOT team will equalize case loads and ensure that quality services are being delivered to this vulnerable population.

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

To contribute to a healthy physical, economic and community environment. To continually improve the County's

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

Mandatory

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 sophisticated clinical outcome matrix. The clinician assigned to this team will be responsible for delivering services that result in improved functioning as measured by our outcome database.

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

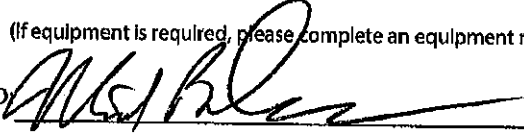
COST INFORMATION:

ESTIMATED SALARY COST FOR THE BUDGET YEAR: \$ 28,265

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$ 11,326

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION: \$ 1,817

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

SIGNED: 

DATE: 2-3-12

BUDGET DATA: _____
Fiscal Services Department Use Only

CONTROL #: _____
Fiscal Services Department Use Only

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
CMH Clinician - C Step (7 months)	13	8833	0.5833	\$28,265	\$2,162	\$5,752	\$140	\$56	\$2,518	\$387	\$46	\$116	\$70	\$79	\$11,326	\$39,591
Increase			0.5833	\$ 28,265	\$ 2,162	\$ 5,752	\$ 140	\$ 56	\$ 2,518	\$ 387	\$ 46	\$ 116	\$ 70	\$ 79	\$ 11,326	\$ 39,591
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
MH Specialist - C Step (7 months)	13	8833	0.5833	\$24,963	\$1,910	\$5,752	\$140	\$49	\$2,224	\$387	\$41	\$102	\$70	\$70	\$10,745	\$35,708
CMH Clinician - C Step (7 months)	13	8833	0.5833	\$28,265	\$2,162	\$5,752	\$140	\$56	\$2,518	\$387	\$46	\$116	\$70	\$79	\$11,326	\$39,591
Increase			0.0000	\$ 3,302	\$ 252	\$ -	\$ -	\$ 7	\$ 294	\$ -	\$ 5	\$ 14	\$ -	\$ 9	\$ 581	\$ 3,883
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
CMH Nurse - C Step (7 months)	13	8833	0.5833	\$26,542	\$2,030	\$5,752	\$140	\$53	\$2,365	\$387	\$43	\$109	\$70	\$74	\$11,023	\$37,565
Increase			0.5833	\$ 26,542	\$ 2,030	\$ 5,752	\$ 140	\$ 53	\$ 2,365	\$ 387	\$ 43	\$ 109	\$ 70	\$ 74	\$ 11,023	\$ 37,565
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
Peer Specialist - C Step (7 months)	13	8833	0.5833	\$17,041	\$1,304	\$5,752	\$140	\$34	\$1,518	\$387	\$28	\$70	\$70	\$48	\$9,351	\$26,392
Increase			0.5833	\$ 17,041	\$ 1,304	\$ 5,752	\$ 140	\$ 34	\$ 1,518	\$ 387	\$ 28	\$ 70	\$ 70	\$ 48	\$ 9,351	\$ 26,392
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
Staff Psychiatrist - C Step (3 months)	15	8833	0.2500	\$45,380	\$2,314	\$2,465	\$60	\$135	\$8,341	\$166	\$74	\$186	\$30	\$127	\$13,898	\$59,278
Increase			0.2500	\$ 45,380	\$ 2,314	\$ 2,465	\$ 60	\$ 135	\$ 8,341	\$ 166	\$ 74	\$ 186	\$ 30	\$ 127	\$ 13,898	\$ 59,278
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
CMH Team Supervisor - C Step (7 months)	15	8833	0.5833	\$32,076	\$2,454	\$5,752	\$140	\$95	\$5,896	\$387	\$52	\$132	\$70	\$90	\$15,068	\$47,144
Increase			0.5833	\$ 32,076	\$ 2,454	\$ 5,752	\$ 140	\$ 95	\$ 5,896	\$ 387	\$ 52	\$ 132	\$ 70	\$ 90	\$ 15,068	\$ 47,144
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
3 x RPC I @ 18 hrs/wk (7 months)	13	8810	0.7875	\$17,526	\$1,341	\$0	\$0	\$0	\$0	\$0	\$4	\$72	\$0	\$0	\$1,417	\$18,943
Increase			0.7875	\$ 17,526	\$ 1,341	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4	\$ 72	\$ -	\$ -	\$ 1,417	\$ 18,943
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

Action Request



Committee: Finance and Administration Committee

Meeting Date: 02/21/2012

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: 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.

SUMMARY OF REQUEST:

This position to provide clinical services to adult consumers with severe mental illness and/or severe mental illness and co-occurring substance abuse disorders. Services will include psychosocial assessment, treatment planning, individual and group therapy, and oversight of other services being delivered to consumers.

This position is part of a multidisciplinary treatment team providing a wide range of mandated Medicaid-covered services.

FINANCIAL INFORMATION:

Total Cost: \$3,883.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

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

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

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

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

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

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

COUNTY OF OTTAWA
2012 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 MDT-2 **FUND/DEPARTMENT NUMBER:** 6493.3253

CHECK ONE: Reclassification:
 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: 15 (Note: this position is being created by converting a vacant MH Specialist position, T13)

3. Briefly describe the functions of this position:

To provide clinical services to adult consumers with severe mental illness and/or severe mental illness and co-occurring substance abuse disorders. Services will include psychosocial assessment, treatment planning, individual and group therapy, and oversight of other services being delivered to consumers (e.g., community living supports, case management, residential services, etc.). This position is part of a multidisciplinary treatment team providing a wide range of mandated Medicaid-covered services.

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

Due to program growth, increased demand for Medicaid-covered services (which are mandatory), and the re-integration of contractual mental health services to directly operated teams, a new Holland Multidisciplinary Team is being formed. This is consistent with the CMH Strategic Plan. The current Holland MDT is being divided into two teams; however, current staffing is not sufficient to absorb the additional consumers. Budgeted Medicaid dollars currently allocated to contractual providers will be re-allocated to this team.

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

To contribute to a healthy physical, economic and community environment. To continually improve the County's

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

Mandatory

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 sophisticated clinical outcome matrix. The clinician assigned to this team will be responsible for delivering services that result in improved functioning as measured by our outcome database.

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:

\$ 3,302⁰⁰

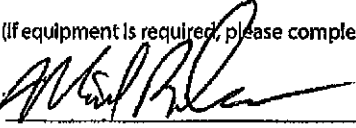
ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

\$ 581⁰⁰

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION:

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

SIGNED:



DATE:

2-3-12

BUDGET DATA:

Fiscal Services Department Use Only

CONTROL #:

Fiscal Services Department Use Only

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
CMH Clinician - C Step (7 months)	13	8833	0.5833	\$28,265	\$2,162	\$5,752	\$140	\$56	\$2,518	\$387	\$46	\$116	\$70	\$79	\$11,326	\$39,591
Increase			0.5833	\$ 28,265	\$ 2,162	\$ 5,752	\$ 140	\$ 56	\$ 2,518	\$ 387	\$ 46	\$ 116	\$ 70	\$ 79	\$ 11,326	\$ 39,591
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
MH Specialist - C Step (7 months)	13	8833	0.5833	\$24,963	\$1,910	\$5,752	\$140	\$49	\$2,224	\$387	\$41	\$102	\$70	\$70	\$10,745	\$35,708
CMH Clinician - C Step (7 months)	13	8833	0.5833	\$28,265	\$2,162	\$5,752	\$140	\$56	\$2,518	\$387	\$46	\$116	\$70	\$79	\$11,326	\$39,591
Increase			0.0000	\$ 3,302	\$ 252	\$ -	\$ -	\$ 7	\$ 294	\$ -	\$ 5	\$ 14	\$ -	\$ 9	\$ 581	\$ 3,883
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
CMH Nurse - C Step (7 months)	13	8833	0.5833	\$26,542	\$2,030	\$5,752	\$140	\$53	\$2,365	\$387	\$43	\$109	\$70	\$74	\$11,023	\$37,565
Increase			0.5833	\$ 26,542	\$ 2,030	\$ 5,752	\$ 140	\$ 53	\$ 2,365	\$ 387	\$ 43	\$ 109	\$ 70	\$ 74	\$ 11,023	\$ 37,565
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
Peer Specialist - C Step (7 months)	13	8833	0.5833	\$17,041	\$1,304	\$5,752	\$140	\$34	\$1,518	\$387	\$28	\$70	\$70	\$48	\$9,351	\$26,392
Increase			0.5833	\$ 17,041	\$ 1,304	\$ 5,752	\$ 140	\$ 34	\$ 1,518	\$ 387	\$ 28	\$ 70	\$ 70	\$ 48	\$ 9,351	\$ 26,392
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
Staff Psychiatrist - C Step (3 months)	15	8833	0.2500	\$45,380	\$2,314	\$2,465	\$60	\$135	\$8,341	\$166	\$74	\$186	\$30	\$127	\$13,898	\$59,278
Increase			0.2500	\$ 45,380	\$ 2,314	\$ 2,465	\$ 60	\$ 135	\$ 8,341	\$ 166	\$ 74	\$ 186	\$ 30	\$ 127	\$ 13,898	\$ 59,278
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
CMH Team Supervisor - C Step (7 months)	15	8833	0.5833	\$32,076	\$2,454	\$5,752	\$140	\$95	\$5,896	\$387	\$52	\$132	\$70	\$90	\$15,068	\$47,144
Increase			0.5833	\$ 32,076	\$ 2,454	\$ 5,752	\$ 140	\$ 95	\$ 5,896	\$ 387	\$ 52	\$ 132	\$ 70	\$ 90	\$ 15,068	\$ 47,144
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
3 x RPC I @ 18 hrs/wk (7 months)	13	8810	0.7875	\$17,526	\$1,341	\$0	\$0	\$0	\$0	\$0	\$4	\$72	\$0	\$0	\$1,417	\$18,943
Increase			0.7875	\$ 17,526	\$ 1,341	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4	\$ 72	\$ -	\$ -	\$ 1,417	\$ 18,943
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

Action Request



Committee: Finance and Administration Committee

Meeting Date: 02/21/2012

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: 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.

SUMMARY OF REQUEST:

This position will provide nursing services including nursing/health assessments, education on psychiatric and physical health medication/conditions, case management, and injections to adults with severe mental illness. It will assist consumers in obtaining medication refills, free/reduce-cost medications and respond to other medication-related needs/questions.

Due to program growth, increased demand for mandatory Medicaid services, and the re-integration of contractual mental health services to directly operated teams, a new Holland Multidisciplinary Team is being formed. The current Holland MDT is being divided into two teams; however, current staffing is not sufficient to absorb the additional consumers. MDCH's increasing emphasis on integrated mental/physical health care makes this nursing position critical.

FINANCIAL INFORMATION:

Total Cost: \$39,382.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

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

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 3: To Contribute to a healthy Physical, Economic and Community Environment

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

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

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

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

COUNTY OF OTTAWA
2012 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION
REQUEST FORM

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: MH Nurse -- MI Services

FUND/DEPARTMENT NUMBER: 6493.3253

CHECK ONE: Reclassification:
 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: 14

3. Briefly describe the functions of this position:

This individual will provide nursing services including nursing/health assessments, education on psychiatric and physical health medication/conditions, case management, and injections to adults with severe mental illness. They will assist consumers in obtaining medication refills, free/reduce-cost medications, and respond to other medication-related needs/questions (e.g., side effects). They will also provide wellness education and potentially, integrated health care services.

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

Due to program growth, increased demand for mandatory Medicaid services, and the re-integration of contractual mental health services to directly operated teams, a new Holland Multidisciplinary Team is being formed. This is consistent with the CMH Strategic Plan. The current Holland MDT is being divided into two teams; however, current staffing is not sufficient to absorb the additional consumers. MDCH's increasing emphasis on integrated mental/physical health care makes this nursing position especially critical.

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

To contribute to a healthy physical, economic and community environment. To continually improve the County's

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

Mandatory

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

Consumers' clinical/recovery outcomes will be collected and monitored on a regular basis. It is anticipated that consumers' progress through the stages of treatment/recovery will be accelerated, with fewer crisis contacts, crisis residential admissions, and psychiatric inpatient stays. Budgeting for these consumers will be simplified. The agency will be able to more efficiently leverage resources by redeploying personnel among programs/teams as dictated by fluctuating state funding.

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:

\$ 26,542⁰⁰

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

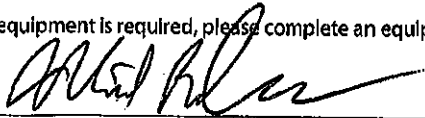
\$ 11,023⁰⁰

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION:

\$ 1,817

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

SIGNED:



DATE:

2-3-12

BUDGET DATA:

Fiscal Services Department Use Only

CONTROL #:

Fiscal Services Department Use Only

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
CMH Clinician - C Step (7 months)	13	8833	0.5833	\$28,265	\$2,162	\$5,752	\$140	\$56	\$2,518	\$387	\$46	\$116	\$70	\$79	\$11,326	\$39,591
Increase			0.5833	\$ 28,265	\$ 2,162	\$ 5,752	\$ 140	\$ 56	\$ 2,518	\$ 387	\$ 46	\$ 116	\$ 70	\$ 79	\$ 11,326	\$ 39,591
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
MH Specialist - C Step (7 months)	13	8833	0.5833	\$24,963	\$1,910	\$5,752	\$140	\$49	\$2,224	\$387	\$41	\$102	\$70	\$70	\$10,745	\$35,708
CMH Clinician - C Step (7 months)	13	8833	0.5833	\$28,265	\$2,162	\$5,752	\$140	\$56	\$2,518	\$387	\$46	\$116	\$70	\$79	\$11,326	\$39,591
Increase			0.0000	\$ 3,302	\$ 252	\$ -	\$ -	\$ 7	\$ 294	\$ -	\$ 5	\$ 14	\$ -	\$ 9	\$ 581	\$ 3,883
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
CMH Nurse - C Step (7 months)	13	8833	0.5833	\$26,542	\$2,030	\$5,752	\$140	\$53	\$2,365	\$387	\$43	\$109	\$70	\$74	\$11,023	\$37,565
Increase			0.5833	\$ 26,542	\$ 2,030	\$ 5,752	\$ 140	\$ 53	\$ 2,365	\$ 387	\$ 43	\$ 109	\$ 70	\$ 74	\$ 11,023	\$ 37,565
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County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
Peer Specialist - C Step (7 months)	13	8833	0.5833	\$17,041	\$1,304	\$5,752	\$140	\$34	\$1,518	\$387	\$28	\$70	\$70	\$48	\$9,351	\$26,392
Increase			0.5833	\$ 17,041	\$ 1,304	\$ 5,752	\$ 140	\$ 34	\$ 1,518	\$ 387	\$ 28	\$ 70	\$ 70	\$ 48	\$ 9,351	\$ 26,392
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
Staff Psychiatrist - C Step (3 months)	15	8833	0.2500	\$45,380	\$2,314	\$2,465	\$60	\$135	\$8,341	\$166	\$74	\$186	\$30	\$127	\$13,898	\$59,278
Increase			0.2500	\$ 45,380	\$ 2,314	\$ 2,465	\$ 60	\$ 135	\$ 8,341	\$ 166	\$ 74	\$ 186	\$ 30	\$ 127	\$ 13,898	\$ 59,278
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County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

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Increase			0.5833	\$ 32,076	\$ 2,454	\$ 5,752	\$ 140	\$ 95	\$ 5,896	\$ 387	\$ 52	\$ 132	\$ 70	\$ 90	\$ 15,068	\$ 47,144
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County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
3 x RPC I @ 18 hrs/wk (7 months)	13	8810	0.7875	\$17,526	\$1,341	\$0	\$0	\$0	\$0	\$0	\$4	\$72	\$0	\$0	\$1,417	\$18,943
Increase			0.7875	\$ 17,526	\$ 1,341	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4	\$ 72	\$ -	\$ -	\$ 1,417	\$ 18,943
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

Action Request



Committee: Finance and Administration Committee

Meeting Date: 02/21/2012

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: 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.

SUMMARY OF REQUEST:

This position will provide peer specialist services to consumers served by the Community Based Outreach team; orienting consumers to services, assisting consumers to achieve their mental health recovery goals; providing Recovery and WRAP (Wellness Recovery Action Planning) services; mentoring and encouraging consumers in recovery and participating in community integration activities with consumers.

This new position is a continuation of the CMH Strategic Plan to embed peer specialist services into all programming for mentally ill consumers.

FINANCIAL INFORMATION:

Total Cost: \$28,209.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

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

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

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

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

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

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

COUNTY OF OTTAWA
2012 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION
REQUEST FORM

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Peer Specialist

FUND/DEPARTMENT NUMBER: 6493.3256

CHECK ONE: Reclassification:
 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: 7

3. Briefly describe the functions of this position:

Provide peer specialist services as defined by the Medicaid Provider manual to consumers served by the Community Based Outreach team; orienting consumers to services, assisting consumers to achieve their mental health recovery goals; providing Recovery and WRAP (Wellness Recovery Action Planning) services; mentoring and encouraging consumers in recovery; participating in community integration activities with consumers.

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

Provide peer specialist services as defined by the Medicaid Provider manual to consumers served by the Assertive Community Treatment/Integrated Dual Disorder Treatment Team; orienting consumers to ACT/IDDT services, assisting consumers to achieve their mental health recovery goals; providing Recovery and WRAP (Wellness Recovery Action Planning) services; mentoring and encouraging consumers toward recovery; participating in community integration activities with consumers. This new position is a continuation of the CMH Strategic Plan to embed peer specialist services into all programming for mentally ill consumers.

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

To contribute to a healthy physical, economic and community environment. To continually improve the County's

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

Mandatory

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

We will achieve our targets as identified in the ARR as described above. Consumer satisfaction with CMH services will continue to be monitored, with specific questions related to availability and quality of Peer Specialist services. Recovery outcomes will be collected and monitored on a quarterly basis.

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:

\$ 17,047.⁰⁰

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

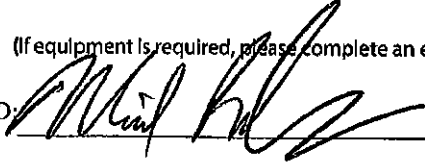
\$ 9,351.⁰⁰

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION:

\$ 1,817

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

SIGNED:



DATE:

2-3-12

BUDGET DATA:

Fiscal Services Department Use Only

CONTROL #:

Fiscal Services Department Use Only

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
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County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

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Increase			0.0000	\$ 3,302	\$ 252	\$ -	\$ -	\$ 7	\$ 294	\$ -	\$ 5	\$ 14	\$ -	\$ 9	\$ 581	\$ 3,883
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County of Ottawa
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County of Ottawa
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Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
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Increase			0.5833	\$ 17,041	\$ 1,304	\$ 5,752	\$ 140	\$ 34	\$ 1,518	\$ 387	\$ 28	\$ 70	\$ 70	\$ 48	\$ 9,351	\$ 26,392
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County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

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Increase			0.2500	\$ 45,380	\$ 2,314	\$ 2,465	\$ 60	\$ 135	\$ 8,341	\$ 166	\$ 74	\$ 186	\$ 30	\$ 127	\$ 13,898	\$ 59,278
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
CMH Team Supervisor - C Step (7 months)	15	8833	0.5833	\$32,076	\$2,454	\$5,752	\$140	\$95	\$5,896	\$387	\$52	\$132	\$70	\$90	\$15,068	\$47,144
Increase			0.5833	\$ 32,076	\$ 2,454	\$ 5,752	\$ 140	\$ 95	\$ 5,896	\$ 387	\$ 52	\$ 132	\$ 70	\$ 90	\$ 15,068	\$ 47,144
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
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Increase			0.7875	\$ 17,526	\$ 1,341	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4	\$ 72	\$ -	\$ -	\$ 1,417	\$ 18,943
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

Action Request



Committee: Finance and Administration Committee

Meeting Date: 02/21/2012

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: 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.

SUMMARY OF REQUEST:

This position will provide mandated Medicaid psychiatric services to consumers with severe mental illness, severe emotional disturbance, or developmental disabilities. This position will be a member of one or more multidisciplinary treatment teams providing a range of specialty mental health services, and will act as a consultant to ancillary treatment teams such as Crisis Team and Access, etc.

Due to program growth and the increased demand for mandatory Medicaid services and the re-integration of contractual mental health services directly to operated teams, additional psychiatric capacity is needed. Psychiatric services represent the core treatment for the severely mentally ill population; embedding physicians into directly operated teams provides higher quality services than CMH's current configuration of contractual providers and temporary physicians.

FINANCIAL INFORMATION:

Total Cost: \$61,095.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

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

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

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

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

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

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

COUNTY OF OTTAWA
2012 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION
REQUEST FORM

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Staff Psychiatrist

FUND/DEPARTMENT NUMBER: 6493.3244

CHECK ONE: Reclassification:
 New Position: Number of hours per week requested: 40
 Expansion of Existing Hours: From: _____ TO: _____ per week

GENERAL INFORMATION:

1. Bargaining Unit: Unclassified

2. Proposed Pay Grade: 19

3. Briefly describe the functions of this position:

To provide mandated Medicaid psychiatric services to consumers with severe mental illness, severe emotional disturbance, or developmental disabilities. Will be a member of one or more multidisciplinary treatment teams providing a range of specialty mental health services, and will act as a consultant to ancillary treatment teams (e.g., Crisis Team, Access, etc.).

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

Due to program growth, increased demand for mandatory Medicaid services, and the re-integration of contractual mental health services to directly operated teams, additional psychiatric capacity is needed. This is consistent with the CMH Strategic Plan. Psychiatric services represent the core treatment for the severely mentally ill population; embedding physicians into directly operated teams provides higher quality services than CMH's current configuration of contractual providers and temporary locum tenens physicians. Budget allocated to contractual/locum tenens will be re-allocated to this position.

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

To contribute to a healthy physical, economic and community environment. To continually improve the County's

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

Mandatory

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

Consumers' clinical/recovery outcomes will be collected and monitored on a regular basis. It is anticipated that consumers' progress through the stages of treatment/recovery will be accelerated, with fewer crisis contacts, crisis residential admissions, and psychiatric inpatient stays. Budgeting for these consumers will be simplified. The agency will be able to more efficiently leverage resources by redeploying personnel among programs/teams as dictated by fluctuating state funding.

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:

\$ 45,380.⁰⁰

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

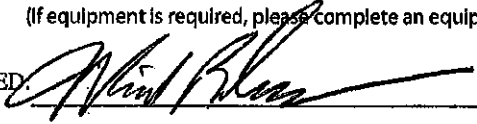
\$ 13,898.⁰⁰

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION:

\$ 1,817.⁰⁰

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

SIGNED:



DATE:

2-3-12

BUDGET DATA:

_____ Fiscal Services Department Use Only

CONTROL #:

_____ Fiscal Services Department Use Only

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
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Increase			0.5833	\$ 28,265	\$ 2,162	\$ 5,752	\$ 140	\$ 56	\$ 2,518	\$ 387	\$ 46	\$ 116	\$ 70	\$ 79	\$ 11,326	\$ 39,591
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County of Ottawa
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County of Ottawa
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 2012 Budget - with final rates

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County of Ottawa
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 2012 Budget - with final rates

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County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
Staff Psychiatrist - C Step (3 months)	15	8833	0.2500	\$45,380	\$2,314	\$2,465	\$60	\$135	\$8,341	\$166	\$74	\$186	\$30	\$127	\$13,898	\$59,278
Increase			0.2500	\$ 45,380	\$ 2,314	\$ 2,465	\$ 60	\$ 135	\$ 8,341	\$ 166	\$ 74	\$ 186	\$ 30	\$ 127	\$ 13,898	\$ 59,278
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
CMH Team Supervisor - C Step (7 months)	15	8833	0.5833	\$32,076	\$2,454	\$5,752	\$140	\$95	\$5,896	\$387	\$52	\$132	\$70	\$90	\$15,068	\$47,144
Increase			0.5833	\$ 32,076	\$ 2,454	\$ 5,752	\$ 140	\$ 95	\$ 5,896	\$ 387	\$ 52	\$ 132	\$ 70	\$ 90	\$ 15,068	\$ 47,144
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
3 x RPC I @ 18 hrs/wk (7 months)	13	8810	0.7875	\$17,526	\$1,341	\$0	\$0	\$0	\$0	\$0	\$4	\$72	\$0	\$0	\$1,417	\$18,943
Increase			0.7875	\$ 17,526	\$ 1,341	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4	\$ 72	\$ -	\$ -	\$ 1,417	\$ 18,943
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

Action Request



Committee: Finance and Administration Committee

Meeting Date: 02/21/2012

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: 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.

SUMMARY OF REQUEST:

This position will direct the clinical and administrative duties of a group of professionals delivering specialized mental health services to adults with severe mental illness. This position will provide clinical supervision and case consultation; administrative oversight (budget, hiring/coaching/discipline, ensuring quality services are delivered, ensuring that clinical outcomes are achieved, monitoring utilization management cost, etc.) and other duties consistent with existing MH Team Supervisors in the MI Adult Services Department.

Due to program growth, increased demand for Medicaid-covered services (which are mandatory) and the re-integration of contractual mental health services to directly operated teams, a new Holland Multidisciplinary Team is being formed. This is consistent with the CMH Strategic Plan. The current Holland MDT is being divided into two teams; however, current staffing is not sufficient to absorb the additional consumers. Budgeted Medicaid dollars currently allocated to contractual providers will be re-allocated to this team.

FINANCIAL INFORMATION:

Total Cost: \$48,961.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

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

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

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

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

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

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

COUNTY OF OTTAWA
2012 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION
REQUEST FORM

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: MH Team Supervisor - MDT

FUND/DEPARTMENT NUMBER: 6493.3253

CHECK ONE: Reclassification:
 New Position: Number of hours per week requested: 40
 Expansion of Existing Hours: From: _____ TO: _____ per week

GENERAL INFORMATION:

1. Bargaining Unit: Unclassified

2. Proposed Pay Grade: U06

3. Briefly describe the functions of this position:

The team supervisor will direct the clinical and administrative duties of a group of professionals delivering specialized mental health services to adults with severe mental illness. This individual will provide clinical supervision and case consultation; administrative oversight (budget, hiring/coaching/discipline, ensuring quality services are delivered, ensuring that clinical outcomes are achieved, monitoring utilization management/cost, etc.), and other duties consistent with existing MH Team Supervisors in the MI Adult Services Department.

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

Due to program growth, increased demand for Medicaid-covered services (which are mandatory), and the re-integration of contractual mental health services to directly operated teams, a new Holland Multidisciplinary Team is being formed. This is consistent with the CMH Strategic Plan. The current Holland MDT is being divided into two teams; however, current staffing is not sufficient to absorb the additional consumers. Budgeted Medicaid dollars currently allocated to contractual providers will be re-allocated to this team.

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

To contribute to a healthy physical, economic and community environment. To continually improve the County's

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

Mandatory

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

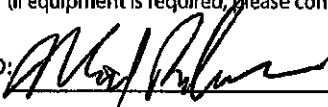
Consumers' clinical/recovery outcomes will be collected and monitored on a regular basis. It is anticipated that consumers' progress through the stages of treatment/recovery will be accelerated, with fewer crisis contacts, crisis residential admissions, and psychiatric inpatient stays. Budgeting for these consumers will be simplified. The agency will be able to more efficiently leverage resources by redeploying personnel among programs/teams as dictated by fluctuating state funding.

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: \$ 32,076⁰⁰
ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$ 15,068⁰⁰
ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION: \$ 1,817

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

SIGNED: 

DATE: 2-3-12

BUDGET DATA: _____

CONTROL #: _____

Fiscal Services Department Use Only

Fiscal Services Department Use Only

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospi- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
CMH Clinician - C Step (7 months)	13	8833	0.5833	\$28,265	\$2,162	\$5,752	\$140	\$56	\$2,518	\$387	\$46	\$116	\$70	\$79	\$11,326	\$39,591
Increase			0.5833	\$ 28,265	\$ 2,162	\$ 5,752	\$ 140	\$ 56	\$ 2,518	\$ 387	\$ 46	\$ 116	\$ 70	\$ 79	\$ 11,326	\$ 39,591
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospi- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
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CMH Clinician - C Step (7 months)	13	8833	0.5833	\$28,265	\$2,162	\$5,752	\$140	\$56	\$2,518	\$387	\$46	\$116	\$70	\$79	\$11,326	\$39,591
Increase			0.0000	\$ 3,302	\$ 252	\$ -	\$ -	\$ 7	\$ 294	\$ -	\$ 5	\$ 14	\$ -	\$ 9	\$ 581	\$ 3,883
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

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Increase			0.5833	\$ 26,542	\$ 2,030	\$ 5,752	\$ 140	\$ 53	\$ 2,365	\$ 387	\$ 43	\$ 109	\$ 70	\$ 74	\$ 11,023	\$ 37,565
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County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

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Peer Specialist - C Step (7 months)	13	8833	0.5833	\$17,041	\$1,304	\$5,752	\$140	\$34	\$1,518	\$387	\$28	\$70	\$70	\$48	\$9,351	\$26,392
Increase			0.5833	\$ 17,041	\$ 1,304	\$ 5,752	\$ 140	\$ 34	\$ 1,518	\$ 387	\$ 28	\$ 70	\$ 70	\$ 48	\$ 9,351	\$ 26,392
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County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

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Staff Psychiatrist - C Step (3 months)	15	8833	0.2500	\$45,380	\$2,314	\$2,465	\$60	\$135	\$8,341	\$166	\$74	\$186	\$30	\$127	\$13,898	\$59,278
Increase			0.2500	\$ 45,380	\$ 2,314	\$ 2,465	\$ 60	\$ 135	\$ 8,341	\$ 166	\$ 74	\$ 186	\$ 30	\$ 127	\$ 13,898	\$ 59,278
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

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Increase			0.5833	\$ 32,076	\$ 2,454	\$ 5,752	\$ 140	\$ 95	\$ 5,896	\$ 387	\$ 52	\$ 132	\$ 70	\$ 90	\$ 15,068	\$ 47,144
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospi- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
3 x RPC I @ 18 hrs/wk (7 months)	13	8810	0.7875	\$17,526	\$1,341	\$0	\$0	\$0	\$0	\$0	\$4	\$72	\$0	\$0	\$1,417	\$18,943
Increase			0.7875	\$ 17,526	\$ 1,341	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4	\$ 72	\$ -	\$ -	\$ 1,417	\$ 18,943
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

Action Request



Committee: Finance and Administration Committee

Meeting Date: 02/21/2012

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: 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.

SUMMARY OF REQUEST:

These positions will provide front desk reception services at the CMHOC Fulton Street Office.

The creation of the Holland MDT Team will result in one FTE MH Clerk being reassigned from Grand Haven to Holland, which will result in a gap in front-desk services at the Grand Haven office. Creating three PT/Temp positions will replicate the reception services that are provided at the Holland office and will ensure adequate coverage at all times.

There will be an ongoing need for this position.

Progress to determine the need for the position will be by assuring that consumers, families, and visitors are greeted promptly and professionally when visiting CMH offices and that incoming phone calls are answered by a "live" person as required by MDCH mandates.

FINANCIAL INFORMATION:

Total Cost: \$20,760.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

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

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

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

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

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

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

COUNTY OF OTTAWA
2011 NEW TEMPORARY (UNBENEFITED) POSITION REQUEST FORM

Please Return Form to the Fiscal Services Department

POSITION TITLE: Records Processing Clerk I (3 positions) **FUND/DEPARTMENT NUMBER:** 6495 5020

CHECK ONE: New Positions: Number of hours per week requested: 18 (each)
 Expansion of Existing Hours: From: _____ To: _____ per week

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

GENERAL INFORMATION:

1. Description of help being requested:
Provide front desk reception services at the CMHOC Fulton Street Office
2. Briefly explain why the help is being requested and the specific effect on your performance measures and outcomes:
The creation of the Holland MDT Team will result in one FTE MH Clerk being reassigned from Grand Haven to Holland, which will result in a gap in front-desk services at the Grand Haven office. Creating three PT/Temp positions will replicate the reception services that are provided at the Holland office and will ensure adequate coverage at all times.
3. Estimated duration that help is needed:
Ongoing
4. What is the projected duration of the need for this position?
Ongoing
5. How will progress to meet or eliminate the need for the position be measured?
By assuring that consumers, families, and visitors are greeted promptly and professionally when visiting CMH offices and that incoming phone calls are answered by a "live" person as required by MDCH mandates

COST INFORMATION:

ESTIMATED SALARY COST FOR THE BUDGET YEAR: \$17,526.00

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$1,417.00

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION: \$1817.00
(If equipment is required, please complete an equipment request form and indicate it is for a new position.)

SIGNED: Michael Broshaus, Psy.D. DATE: 2/8/2012

BUDGET DATA: _____
Fiscal Services Department Use Only

CONTROL #: _____
Fiscal Services Department Use Only

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
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Increase			0.5833	\$ 28,265	\$ 2,162	\$ 5,752	\$ 140	\$ 56	\$ 2,518	\$ 387	\$ 46	\$ 116	\$ 70	\$ 79	\$ 11,326	\$ 39,591
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

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County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

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County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

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County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
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Increase			0.2500	\$ 45,380	\$ 2,314	\$ 2,465	\$ 60	\$ 135	\$ 8,341	\$ 166	\$ 74	\$ 186	\$ 30	\$ 127	\$ 13,898	\$ 59,278
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
CMH Team Supervisor - C Step (7 months)	15	8833	0.5833	\$32,076	\$2,454	\$5,752	\$140	\$95	\$5,896	\$387	\$52	\$132	\$70	\$90	\$15,068	\$47,144
Increase			0.5833	\$ 32,076	\$ 2,454	\$ 5,752	\$ 140	\$ 95	\$ 5,896	\$ 387	\$ 52	\$ 132	\$ 70	\$ 90	\$ 15,068	\$ 47,144
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County of Ottawa
 Estimated Personnel Costs
 2012 Budget - with final rates

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospitalization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes
3 x RPC I @ 18 hrs/wk (7 months)	13	8810	0.7875	\$17,526	\$1,341	\$0	\$0	\$0	\$0	\$0	\$4	\$72	\$0	\$0	\$1,417	\$18,943
Increase			0.7875	\$ 17,526	\$ 1,341	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4	\$ 72	\$ -	\$ -	\$ 1,417	\$ 18,943
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

Action Request



Committee: Finance and Administration Committee

Meeting Date: 02/21/2012

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Personnel Request from 20th 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 20th 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.

SUMMARY OF REQUEST:

This request is to reclassify and increase the hours for an existing Legal Self Help Center Director. This position recruits, trains and evaluates volunteer staff attorneys and law students; creates legal documents as needed for judicial approval and develops yearly marketing strategies. In addition, this position is responsible for researching and writing grants, and serving as a liaison between the Judges and the Center.

Since the opening of the Legal Self-Help Center in 2010, they have served over 6,000 people. The Center has an agreement with Cooley Law School which requires that the students be supervised by an attorney. The Center hired an attorney part time to provide some of the supervision, initially 20 hours/week increasing to 32 hours/week. Since that time, legal issues areas have expanded justifying this increase in the position.

FINANCIAL INFORMATION:

Total Cost: \$31,164.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source: Funding for this program comes from existing grants.

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

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

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

COUNTY OF OTTAWA
2012 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION
REQUEST FORM

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Director - Legal Self-Help Center **FUND/DEPARTMENT NUMBER:** 1010-1370

CHECK ONE: Reclassification:
 New Position: Number of hours per week requested: 40
 Expansion of Existing Hours: From: _____ TO: _____ per week

GENERAL INFORMATION:

1. Bargaining Unit: Unclassified

2. Proposed Pay Grade: UC 12

3. Briefly describe the functions of this position:

Recruit, train and evaluate a volunteer staff of attorneys and law students. Create legal documents as needed for judicial approval. Develop yearly marketing strategies. Develop and manage the Center's budget. Research and write grants. Develop and maintain working relationship with the Ottawa Co. Bar Assoc. and State Bar of Michigan. Serve as liaison between the Judges and the Center. Develop curriculum and staff for annual Citizen's Law School. Assist other counties with the planning and development of similar centers as requested.

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

Since opening in 2010, the Legal Self-Help Center has served well over 6000 people. In the beginning, the Leader of the 20th Circuit and Probate Courts' Strategic Team #2-Access to Courts, recruited trained and evaluated an all volunteer staff of practicing attorneys and Cooley Law students. In essence, the Leader was performing two full time positions, Director of the Legal Self-Help Center and Assistant Friend of the Court. The Center has an agreement with Cooley Law School which requires that the students be supervised by an attorney. The Center hired an attorney part-time to provide some of supervision; initially 20 hours per week, increasing to 32. Over time, legal issue areas have expanded as well.

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

A key goal is to continually improve the County's organization and services.

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

While a Center is not mandated, the assistance provided by the Center is mandated, for example providing assistance with forms completion and information about court procedures and processes. The Center centralizes these responsibilities and

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

This position impacts the performance measures required of the Court as measured annually by the Michigan Trial Court Case File Management Standards. The Center is tracking a sampling of divorce cases who are using the Center v. those who don't to determine number of adjournments, timeliness which impact the costs of cases moving through the system.

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:

\$ 22,969

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

\$ 8,195

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION:

-0-

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

SIGNED:

Sherry Lee Bunnell

DATE:

2-8-12

BUDGET DATA:

Fiscal Services Department Use Only

CONTROL #:

Fiscal Services Department Use Only

County of Ottawa
 Estimated Personnel Costs
 Circuit Court - 2012 Budget

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospi- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
Szymcyk (UC05-B&C) .8 FTE	14	8810	0.8000	\$27,707	\$2,191	\$8,558	\$192	\$85	\$4,596	\$578	\$7	\$215	\$86	\$80	\$17,518	\$45,225
Szymcyk (UC12-A&B) 1.0 FTE	14	8810	1.0000	\$50,676	\$3,953	\$10,698	\$240	\$153	\$8,294	\$723	\$12	\$388	\$107	\$145	\$25,713	\$76,389
Increase			0.2000	\$ 22,969	\$ 1,762	\$ 2,140	\$ 48	\$ 68	\$ 3,698	\$ 145	\$ 5	\$ 173	\$ 21	\$ 65	\$ 8,195	\$ 31,164
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

Action Request



Committee: Finance and Administration Committee

Meeting Date: 02/21/2012

Requesting Department: Administration

Submitted By: Marie Waalkes

Agenda Item: 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.

SUMMARY OF REQUEST:

Through the Unemployment Insurance Fund, the County has provided a tuition reimbursement program for all eligible full-time and (benefitted) part-time employees at the per credit hour rate of Grand Valley State University. While the money did not come from the General Fund, it did impact the General Fund by taking monies away from available funds to cover unemployment costs.

In 2010 and 2011 this discretionary program was suspended due to budgetary constraints. The Board of Commissioners discussed partial or full reinstatement of the program for FY 2012 during the budget process.

The staff recommendation is to fully reinstate the Tuition Reimbursement Program beginning in the Fall Term of 2012. Timing was not good to reinstate the program for Winter Term 2012.

The Tuition Reimbursement Program is a valuable partner to the GOLD Leadership Program in assisting employees to reach their highest potential.

FINANCIAL INFORMATION:

Total Cost: \$127,000.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source: Funding for this program comes from the Unemployment Insurance Fund

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

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

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:



COUNTY OF OTTAWA

DEPARTMENT:

Human Resources

Mandated Discretionary

PROGRAM/ACTIVITY:

Tuition Reimbursement

TOTAL COST OF PROGRAM/ACTIVITY: \$126,918

ASSOCIATED REVENUE (IF ANY): NONE

Account 6672-8700

Funding
Federal: _____
State: _____
County: _____
Other: \$126,918

SERVICE PROVIDED:

Through the Unemployment Insurance Fund, the County provides a tuition reimbursement program for all eligible full-time and (benefited) part-time employees at the per credit hour rate of Grand Valley State University. While this money does not come from the General Fund, it does impact the General Fund by taking monies away from available funds to cover unemployment costs. If the money were used only for unemployment costs, it would provide a benefit to the General Fund by decreasing the amount charged for the benefit of all employees.

IMPACT OF DECREASING THE LEVEL OF SERVICE:

Employees would not be reimbursed for any costs associated with pursuing a degree related to their current position. This could discourage current employees from furthering their education.

What constituencies are served by this program/activity?

- All eligible County employees.

ACTION IS RELATED TO STRATEGIC PLAN:

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

PERFORMANCE MEASURES:

PROGRAM EVALUATION:



County of Ottawa

TUITION REIMBURSEMENT POLICY

I. Policy

The purpose of this policy is to establish a written, uniform policy and procedure throughout the County with regard to requests for reimbursement for tuition. Ottawa County has long maintained a tuition reimbursement program to allow eligible, interested employees financial support in encouraging them to participate in furthering their education outside of work hours. The intent of this policy is to supplement, not replace tuition reimbursement provisions that may be contained in any existing collective bargaining agreement(s).

II. STATUTORY REFERENCES

None

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Resolution Number and Policy Adoption Date:

Board of Commissioners Resolution Number and Policy Review Date:

Name and Date of Last Committee Review:

Last Review by Internal Policy Review Team:



County of Ottawa

IV. Procedure

1. Prior to beginning a course or courses the employee must make application for reimbursement by completing the top portion of the Ottawa County Tuition Reimbursement Request Form and submitting it for consideration to their Department Head along with a detailed course description. The Department Head shall review the application and course description and if he/she agrees the course qualifies for reimbursement he/she shall complete their portion of the request form and forward it to the Human Resources Director for review and approval. The Human Resources Director will have full discretion to approve or deny any request for tuition reimbursement.
2. Upon successful completion of the course (with at least a 2.0 grade or equivalent for undergraduate school and at least a 3.0 grade or equivalent for graduate school), based on a 4.0 grade scale, the employee must present the receipt for tuition reimbursement and the grade report to the Department Head who will then forward it to the Human Resources Director for reimbursement. The Human Resources Director shall approve those tuition reimbursements which are eligible and forward them to the Accounting Department for payment.
3. Eligibility and Restrictions:
 - a. In order for an employee to be eligible for tuition reimbursement he/she must be a regular full-time or regular part-time employee (eligible for benefits) at the time the eligible course is taken.
 - b. Employees beginning a course without prior written approval will not be eligible for tuition reimbursement for that course.
 - c. In accordance with IRS Rules and Regulations, in order for a course to be eligible for reimbursement it must be job related. Tuition will only be approved for courses that will provide an employee with training directly related to maintaining or improving the skills required by their current position. The requesting employee must be able to clearly define how the course will benefit them in their current position. Tuition reimbursement will not be approved for courses which prepare or qualify the employee for another job or future advancement.
 - d. Course attendance and study must be during non-working hours.
 - e. Courses must be part of an accredited, County recognized, college curriculum as determined by the Human Resources Director.
 - f. Costs of books, registration, travel, supplies, etc. are not reimbursable. Only tuition is reimbursable.



County of Ottawa

- g. If reimbursement is allowed, the employee agrees to remain in the County's employment for at least one year after the completion of the course. If the employee leaves the County's employment before such time, the employee shall repay the County a proportionate share of the reimbursed expenses.
- 4. Tuition Reimbursement Limits:
 - a. Subject to the availability of funds and the above described eligibility criteria, the County will provide tuition reimbursement at a maximum amount which is the per credit cost at Grand Valley State University at the time the course is taken.
- 5. The Ottawa County Tuition Reimbursement Forms are available on the Front Page under forms or in the Human Resources Department.

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: Finance and Administration Committee

Meeting Date: 2/21/2012

Requesting Department: Administration

Submitted By: Keith Van Beek

Agenda Item: 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.

SUMMARY OF REQUEST:

The County is a participating member of the recently formed Area Service Delivery Committee of the Macatawa Area Coordinating Council (MACC). The committee is comprised of the two counties, two cities, and seven townships of the Holland-Zeeland region. A main focus of the committee is to develop an inventory and cost tool that can be used to assist with discussion and analysis of collaborative service provisions in the area.

The resolution would authorize the County not only to participate in a state grant to develop the detailed inventory of services, but also a cost share of up to \$14,804 for a proportional share of the costs of the program. The other municipal partners are also acting on this participation and cost share currently.

Administration recommends approval as these types of programs help advance the Board goal of examining possibilities for collaborative services that can be pursued. A similar project, you will recall, is ongoing with the City of Grand Haven where the County contributed \$10,000 towards the cost of a study to evaluate various shared service delivery options.

FINANCIAL INFORMATION:

Total Cost: \$14,804.00 General Fund Cost: \$14,804.00 Included in Budget: Yes No

If not included in budget, recommended funding source: Contingency

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

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

Resolution of the County of Ottawa approving participation in *the Holland –Zeeland Service Sharing Initiative* and related cost share of the Economic Vitality Incentive Program (EVIP) grant.

WHEREAS, 97 leaders from all sectors of the community came together for 2½ days as part of *Future Search 2011* to create a shared vision for 21st Century Governance in the Greater Holland-Zeeland area; and

WHEREAS, the Macatawa Area Coordinating Council (MACC) established the MACC Area Service Delivery Committee, comprised of all the local governmental units in the MACC as well as Ottawa and Allegan counties, to continue the work begun at *Future Search 2011*; and

WHEREAS, a main focus of the Delivery Committee is to develop a detailed inventory of services delivered by the committee’s members and to determine the costs of providing such services; and

WHEREAS, the committee determined that outside data compilation and reporting assistance would expedite the inventory process; and

WHEREAS, the committee submitted a request for funding from the Economic Vitality Incentive Program to help defray the costs of an assistant and other costs associated with the initiative and received funding in the amount of \$14,804; and

WHEREAS, the EVIP grant did not cover all the initiative’s costs thus requiring a local contribution that is being split among the committee members; and

WHEREAS, the County of Ottawa’s share of the local match based on population is \$10,438.54; and

WHEREAS, the County of Ottawa acknowledges that it:

1. Has filed its annual financial report (F65) or audit per the Uniform Budgeting and Accounting Act or the Uniform System of Accounting Act
2. Has filed its financial plan (deficit elimination plan) per the Glenn Steil State Revenue Sharing Act
3. Is not delinquent in making payments that are due on loans issued pursuant to the Emergency Municipal Loan Act
4. Does not have a payment due and owing to the state

And thus is eligible to participate in an EVIP grant-funded project

NOW, THEREFORE, BE IT RESOLVED that the County of Ottawa agrees to participate in the *Holland –Zeeland Service Sharing Initiative* and provide its share of the cost as noted above.

RESOLUTION ADOPTED:

Chairperson, Ottawa County
Board of Commissioners

Ottawa County Clerk



County of Ottawa

Office of the Treasurer

Bradley J. Slagh
County Treasurer

Cheryl Clark
Chief Deputy Treasurer

Steven Brower
Deputy Treasurer

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

bslagh@miottawa.org

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

Fax: (616) 994-4509

Web Site: www.miOttawa.org

Report To: Ottawa County Finance & Administration Committee

From: Bradley Slagh

Date: February 10, 2012

Re: Financial month end update for January 31, 2012

Attached are the graphs representing an overview of the status of the General Fund portfolio for the County as of January 31, 2012. As depicted in the graphs the asset distribution of the General Pooled Funds by percentage and maturity, except for percentage of US Treasuries meet the requirements of the County's Investment Policy. The investment policy calls for 15% in Treasuries, one of ours matured in January and was not replaced before the close of the month. The US Treasury purchase and rebalancing of the portfolio will be completed in the first half of February.

As a change of pace over the past several years the FDIC has not closed any banks to this date in 2012. I have included a graph below that shows the total bank closing and associated FDIC costs for the past 5 years. This graph comes from the following web site, which also includes descriptions of the FDIC closure activities.

http://www.calculatorplus.com/savings/advice_failed_banks.html

Year	No. of Failed Banks	Total Assets of Failed Banks	Loss to FDIC's DIF
2007	3	\$2,602,500,000	\$113,000,000
2008	25	\$373,588,780,000	\$15,708,200,000
2009	140	\$170,867,000,000	\$36,432,500,000
2010	157	\$96,514,000,000	\$22,355,300,000
2011	92	\$36,012,200,000	\$7,175,200,000
Total	417	\$679,584,480,000	\$81,784,200,000

I have included a copy of the publication Eye On The Market by JP Morgan, this issue is done very creatively using the perspective of a medical doctor performing a patient evaluation, the patient in this case is the US (and somewhat the world) financial market.

I unfortunately will not be at the Finance Committee meeting, as the Michigan County Treasurers will be in conference that day and I serve as secretary for the organization. Please feel free to call or email me if you have any questions before or after your review of this material or your meeting.

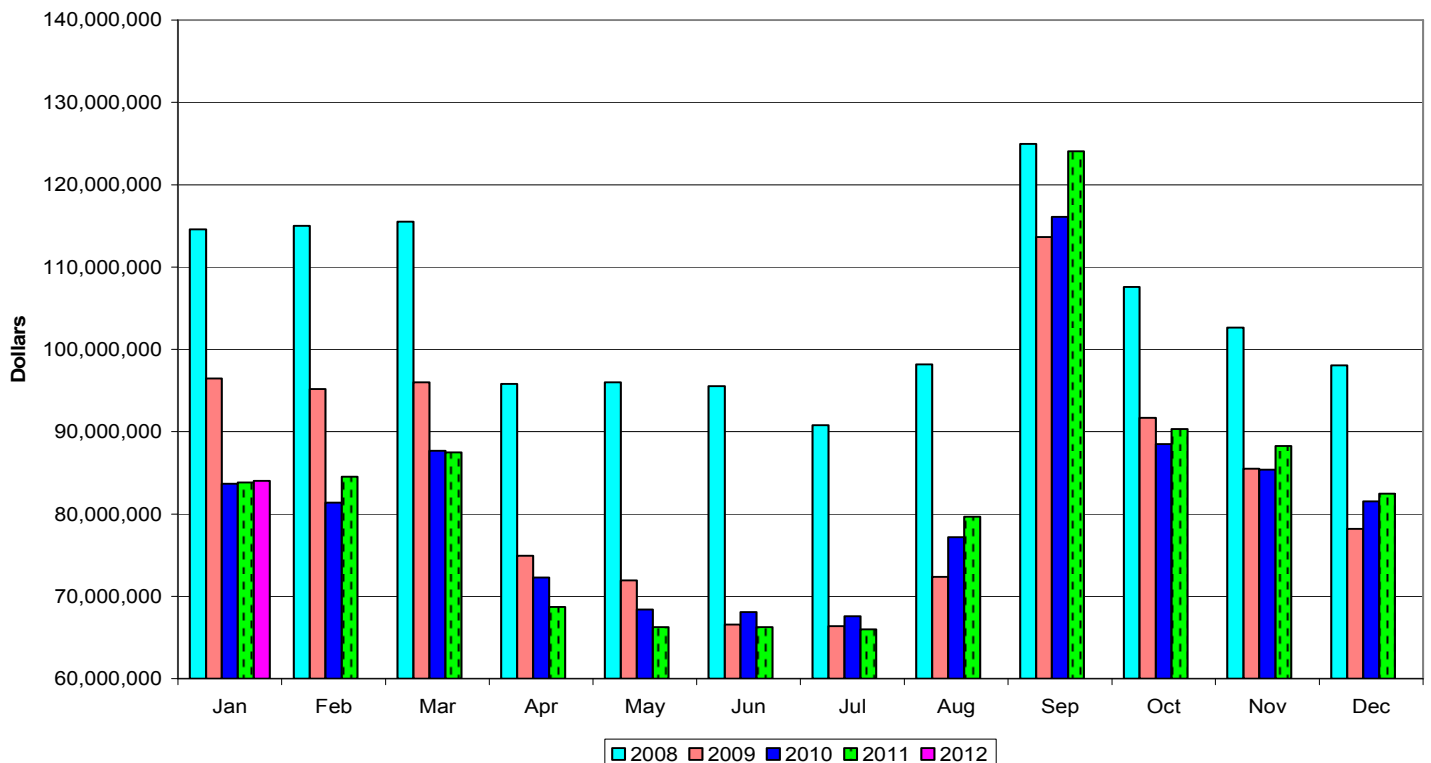
Ottawa County General Pooled Funds

Current Portfolio Size

January 31, 2012

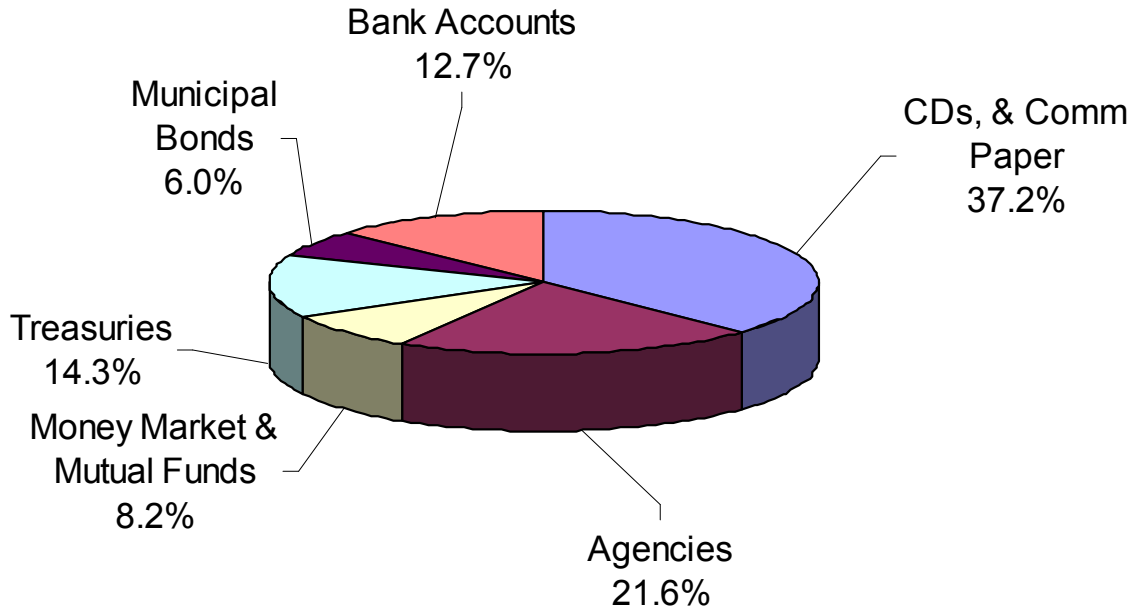
<i>CDs, & Comm Paper</i>	\$31,279,666.59
<i>Agencies</i>	\$18,159,551.23
<i>Money Market & Mutual Funds</i>	\$6,867,142.37
<i>Treasuries</i>	\$12,050,296.99
<i>Municipal Bonds</i>	\$5,087,931.51
<i>Bank Accounts</i>	\$10,723,721.07
<i>Total</i>	\$84,168,309.76

Historical Comparison By Month

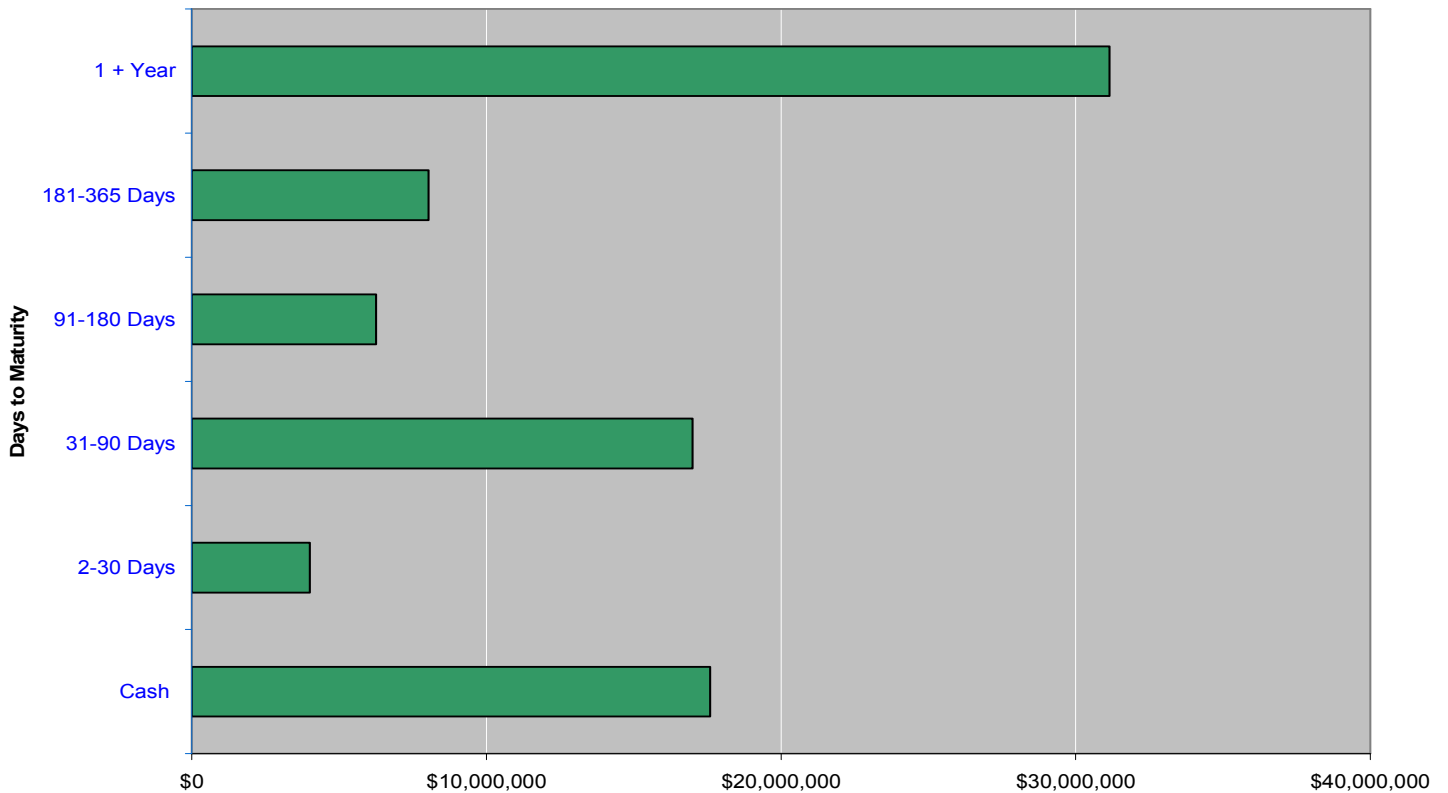


Ottawa County General Pooled Funds

Diversification by Investment January 31, 2012



Diversification By Maturity Date - January 31, 2012



A brief Q1 2012 medical check-up on the United States; The Shooting Party



Patient Name: United States of America Address: 1600 Pennsylvania Avenue, Washington DC

Notes: patient came in for routine check up. In a replay of Q1 2011 visit, pulse of patient's expansion is improving. Patient's job prospects (see Note A), confidence and delinquency rates all looking better. Flow of credit rising, along with increased automobile, rail and freight activity. Patient's inclination to spend picking up, but this appears more a function of lower savings than rising earned income. An improving manufacturing outlook in Asia (new orders up, inventories and inflation down) helps as well.

Vehicle sales

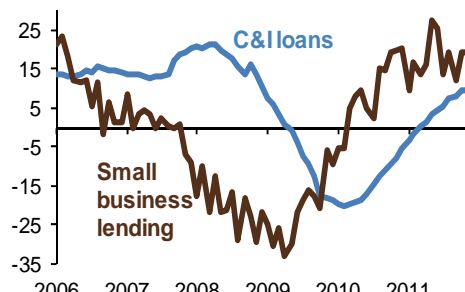
Millions, saar



Source: Bloomberg.

Loan growth

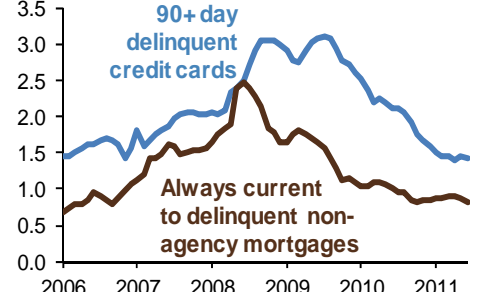
Percent change, YoY



Source: Federal Reserve Board, Haver, Thomson Reuters, PayNet.

Credit card & mortgage delinquencies

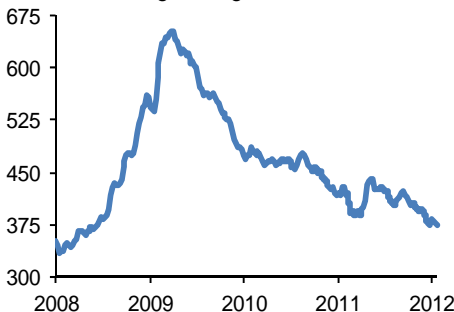
Percent



Source: Bloomberg, J.P. Morgan Securities LLC, Loan Performance.

Initial jobless claims

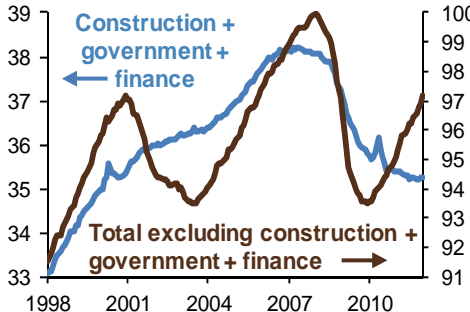
4-week moving average, Thousands, sa



Source: US Department of Labor.

Improving "cyclical" payrolls

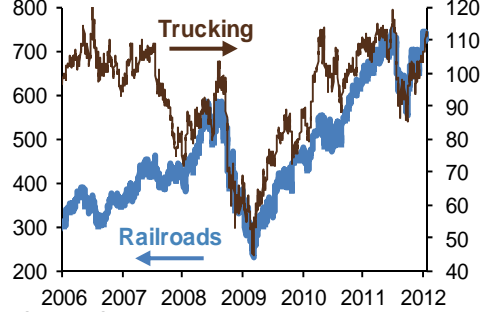
Millions



Source: BLS.

Railroad and Trucking stocks

Index



Source: Standard and Poor's, Bloomberg.

Manufacturing - export / new orders

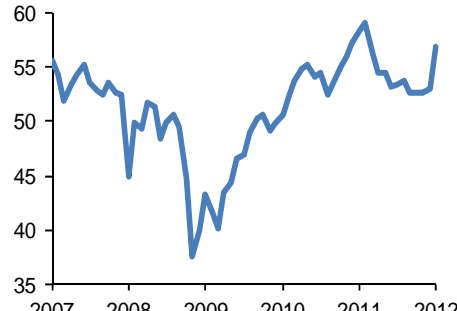
ISM Index, sa



Source: ISM.

Economy-wide service sector survey

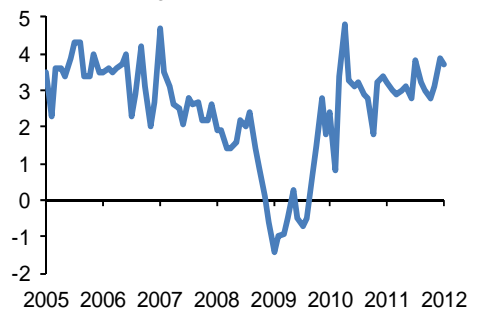
ISM Index, sa



Source: ISM.

US retail chain store sales

Percent change, YoY, sa



Source: ICSC - Goldman Sachs.

Current prescription medications:

- *Xenical*, for weight loss; as per the OECD, the US is the world's most obese country (34% of all adults)
- *Anti-hyperlipidemics (e.g., Lipitor)*; as per the CDC, 11.4% of the US population takes cholesterol reducing agents, the largest percentage for any prescription medication
- *Antibiotics (e.g., Zithromax)*: the US ranks in the top 5 countries regarding per capita antibiotic prescriptions

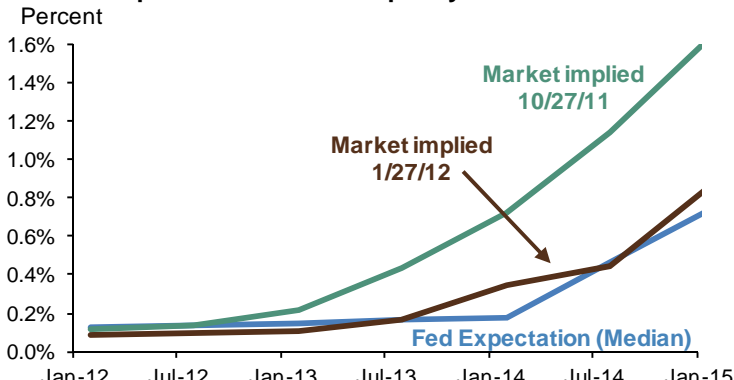
A brief Q1 2012 medical check-up on the United States; The Shooting Party



Patient Name: United States of America Address: 1600 Pennsylvania Avenue, Washington DC

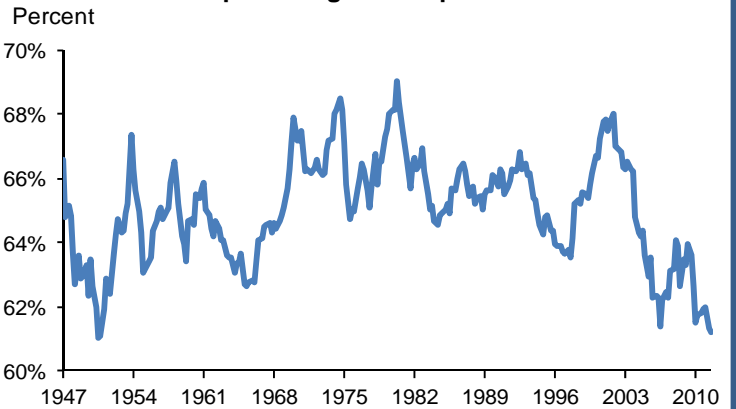
Addictions: Patient still heavily addicted to free money from the Federal Reserve, cheap labor to boost corporate profits, government transfers to households, and imported energy. Patient also too reliant on apples (see below). If inflation were to rise, patient would have to undergo monetary bed-rest. On energy, while patient is now a small net exporter of *refined* petroleum products, patient still imports 8-9 million bpd of *crude oil*, and is also a large net importer of natural gas, electricity and uranium oxide.

Market expectations of future policy rates



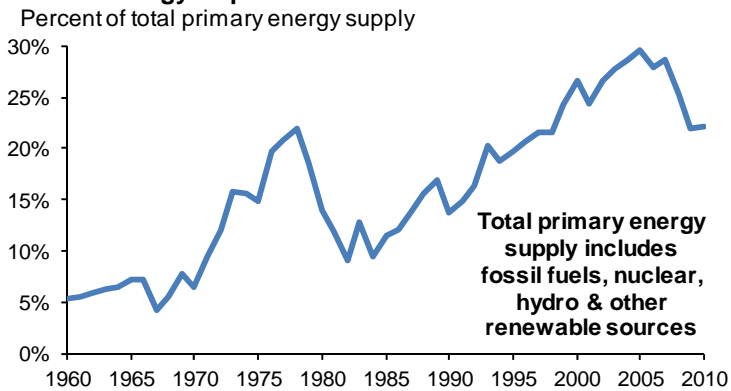
Source: FRB, Bloomberg.

Labor costs as a percentage of corporate sales



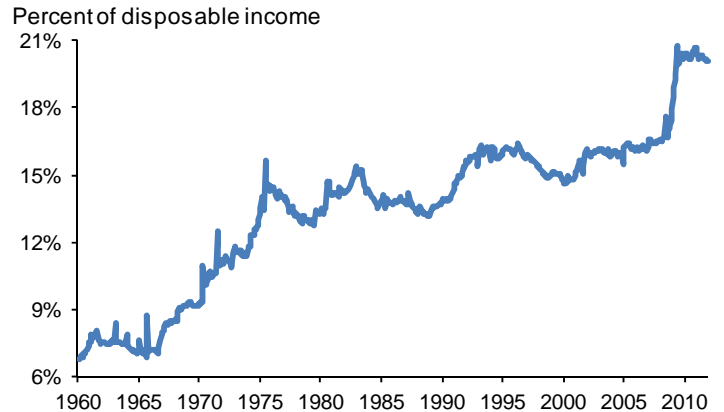
Source: Bureau of Economic Analysis.

US net energy imports



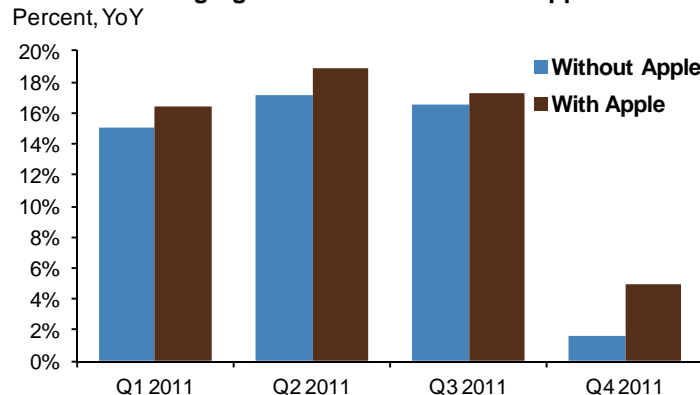
Source: International Energy Agency.

Government transfers to households



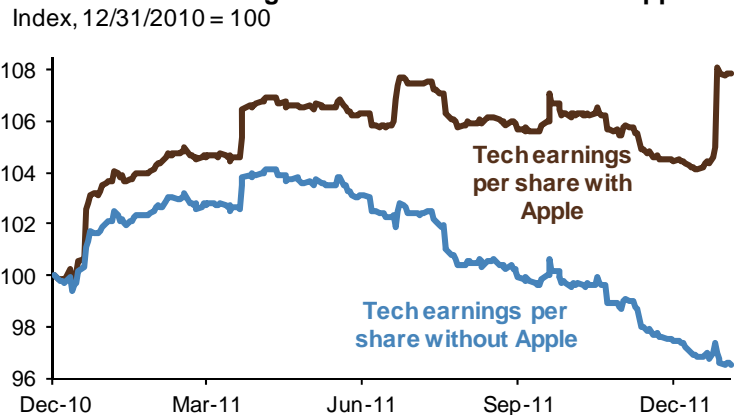
Source: Bureau of Economic Analysis.

S&P 500 earnings growth with and without Apple



Source: S&P, Compustat, Thomson Financial, FactSet, Haver, UBS.

S&P 500 tech earnings outlook with and without Apple



Source: FactSet, Barclays Capital.

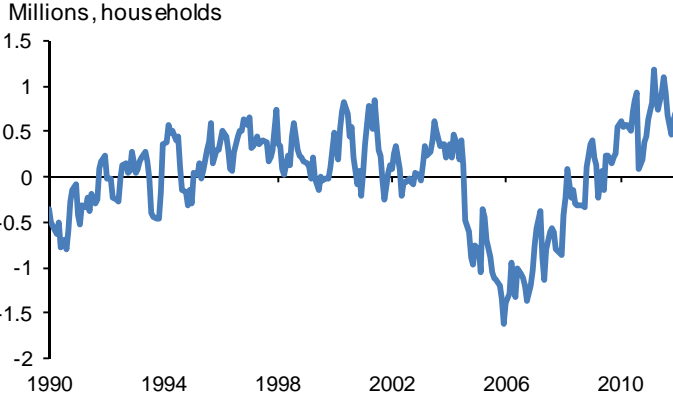
A brief Q1 2012 medical check-up on the United States; The Shooting Party



Patient Name: United States of America Address: 1600 Pennsylvania Avenue, Washington DC

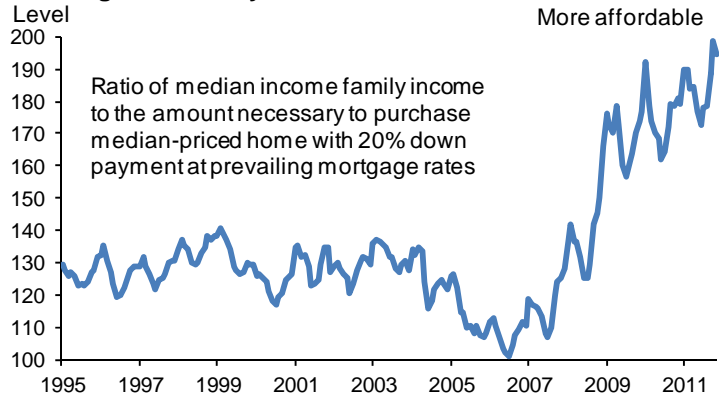
The Home Front: Patient exhibits significant pent-up demand to buy a new home given how cheap they are. However, patient (a) fears impact of shadow inventory on existing home prices, (b) is stuck in a home with negative equity, and (c) is struggling with the increase in average FICO scores on new prime mortgages (from 725 to 775). After stripping out distressed sales and the 4 housing disaster states, home prices are stabilizing, but that's a subset of a subset. At least new home sales and housing starts have bottomed. Consumer durable purchases as a share of GDP are at a 50-year low and are likely to rise.

Pent-up demand (household formation vs. trend)



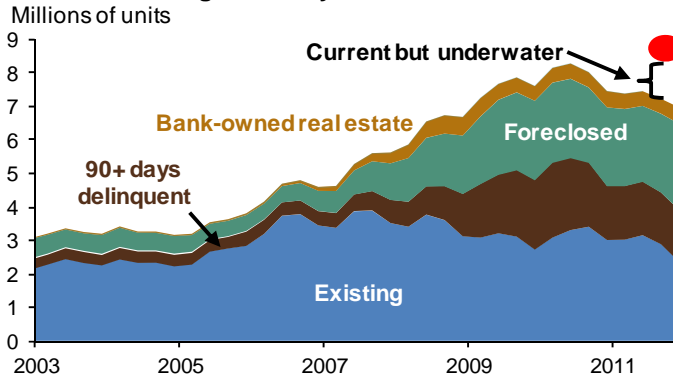
Source: Census Bureau, J.P. Morgan Private Bank.

Housing affordability Index



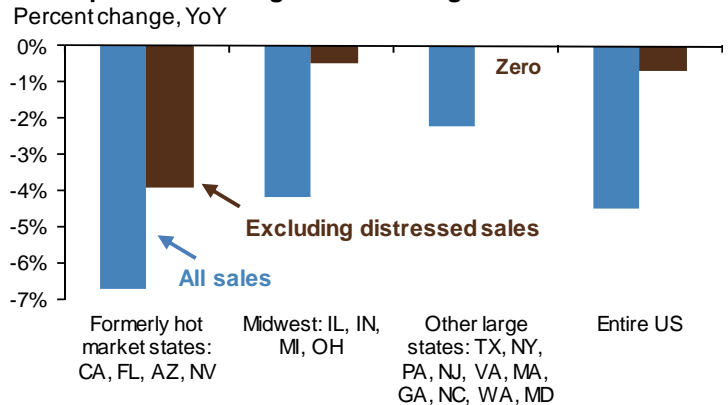
Source: National Association of Realtors.

Shadow housing inventory



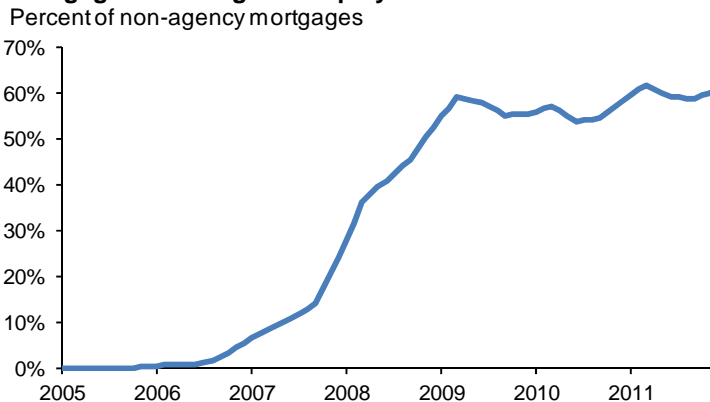
Source: National Association of Realtors, J.P. Morgan Securities LLC, Amherst Securities, Mortgage Bankers Association.

Home prices including and excluding distressed sales



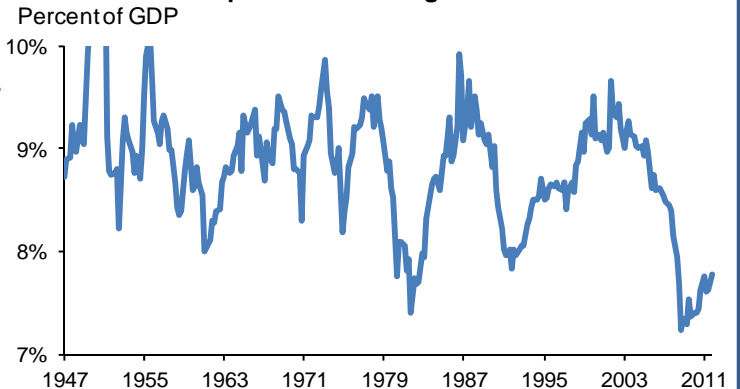
Source: First American Core Logic, Empirical Research Partners Analysis.

Mortgages with negative equity



Source: J. P. Morgan Securities LLC, LoanPerformance.

Personal consumption of durable goods



Source: Bureau of Economic Analysis.

A brief Q1 2012 medical check-up on the United States; The Shooting Party



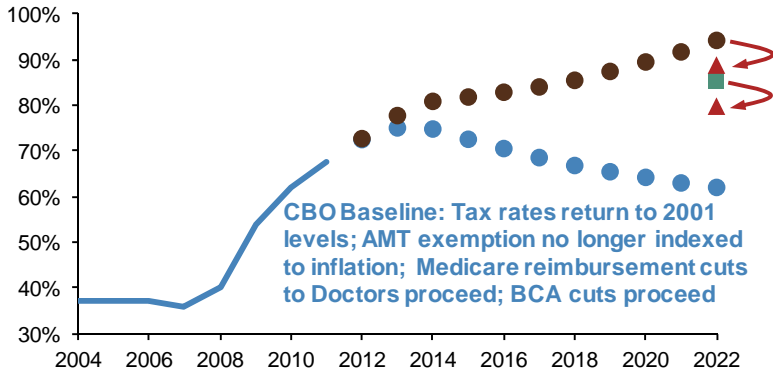
Patient Name: United States of America

Address: 1600 Pennsylvania Avenue, Washington DC

Long-term prognosis: still concerning, as patient combines European welfare state with libertarian tax policy. Doctors at the CBO outline a possible healthy baseline case, but only if patient allows all Bush tax cuts to expire, ends the AMT inflation patch (a move that would subject an extra 28 million taxpayers to higher taxes), and cuts Medicare reimbursements to doctors like myself. Adequate official and private sector demand for Treasuries, even at an ~8% deficit, make this a recessive gene rather than an active one.

US long-term debt scenarios

Net debt to GDP, percent



● CBO Alternative Case: Realistic Case below, PLUS:

- * Shelving of planned automatic BCA cuts
- * Extension of expiring business and household tax incentives and relief (there are ~80 different credits)

▲ Tax the Rich, as per administration's proposals:

- * Tax rates return to 2001 levels for AGI > \$250k
 - * Carried interest is taxed as ordinary income
 - * Taxpayers with AGI > \$1 million are subject to a minimum 30% effective tax rate on AGI
- Note: proposals shown relative to both Alternative and Realistic Cases, and include associated interest savings

■ "Realistic" Case:

- * All 2001-2003 income tax cuts extended
 - * AMT exemption continues to be indexed to inflation
 - * No Medicare reimbursement cuts, but BCA cuts proceed
- Note: CBO estimate of the first two items has increased by 700 billion since its August 2011 report

Source: CBO, OMB, IRS, J.P. Morgan Private Bank. AGI is adjusted gross income.

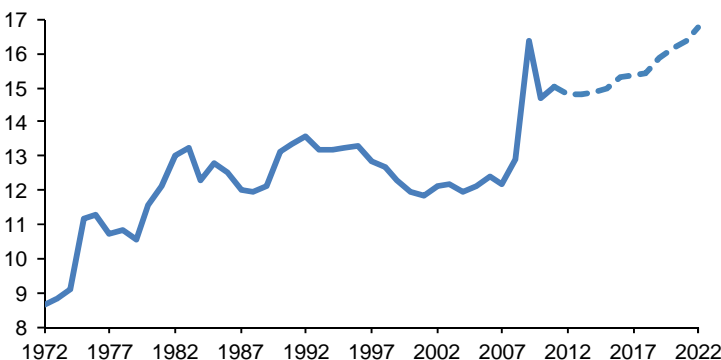
**** CBO physicians also laid out patient's fiscal future if baseline decisions are *not* made**, if automatic "sequestered" Budget Control Act cuts are shelved, and if business and household tax relief is extended (**Alternative Case**). Some medical experts advocate a tax-the-rich strategy, but on its own, it wouldn't stabilize the Federal debt. Assume Bush tax cuts expire on the wealthy (AGI > \$250k), a minimum effective tax rate of 30% on AGI > \$1 million, and carried interest taxed as ordinary income; the fiscal future only looks modestly better. As an alternative to the **explicit** tax-the-rich approach shown above, patient could instead enact an **implicit** one by ending deductibility of state/local taxes and mortgage interest for everyone. However, CBO doctors estimate that these steps would save roughly the same amount as the explicit tax-the-rich approach, leaving the long-term deficit outlook still unresolved.

**** Other options:** increase income tax rates across all brackets, reduce entitlements (since as shown below, discretionary spending is *already* scheduled to be cut to a 40-year low), or make a Krugman-esque leap into the unknown, hoping that growth solves the problem, and if it doesn't, have the Fed monetize deficits if necessary. The Fed is getting a head start: since "Operation Twist" began last October, the Fed has effectively monetized 90% of all 20y-30y Treasury issuance.

**** Current Treasury demand is more than sufficient to finance patient's 2012 fiscal deficit**, given interest from Asian and Middle Eastern Central Banks, US commercial banks flooded with deposits, pension buyers looking to immunize long-duration liabilities, and the Federal Reserve. However, this is a recessive gene that may mutate without much warning.

Mandatory spending and interest costs

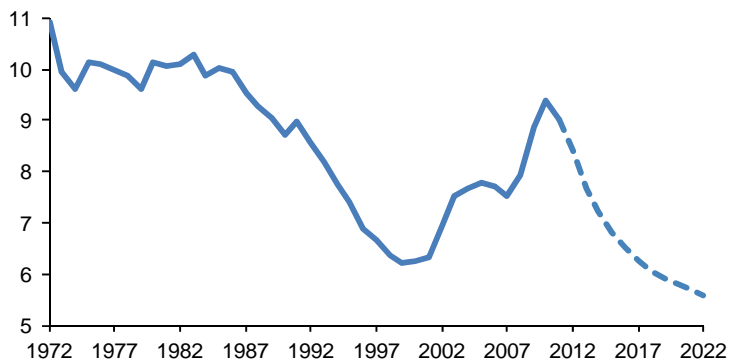
Percent of GDP



Source: Congressional Budget Office. Forecasts assume Baseline Case.

Discretionary spending

Percent of GDP



Source: Congressional Budget Office. Forecasts assume Baseline Case.

A brief Q1 2012 medical check-up on the United States; The Shooting Party



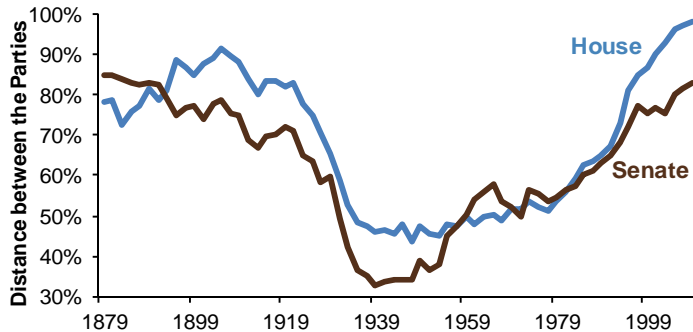
Patient Name: United States of America

Address: 1600 Pennsylvania Avenue, Washington DC

Psychiatric evaluation: patient exhibits multiple personality disorder, characterized by increasingly visible strains between left and right sides of the brain. Patient struggles with conflict resolution, and no longer exhibits inclination toward compromise, unlike more conciliatory post-war period. **Note to self:** schedule app't for patient's cousin, the ECB, which faces possible GI failure from 170 bn in exposure to Greece.

Congressional polarization at an all time high

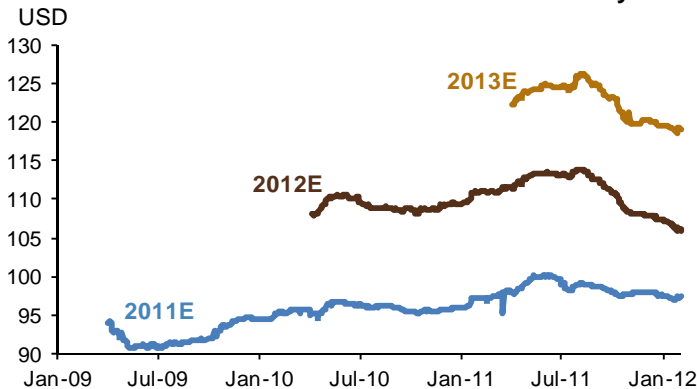
Degree of partisanship as measured through analysis of all Congressional roll calls, 1879-2010



Source: Keith T. Poole, University of California - San Diego, January 2011.

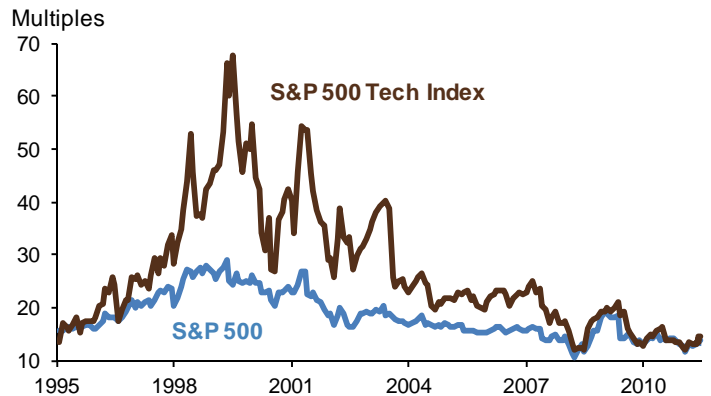
Summary: improved pulse of economic activity could not have come at a better time. Patient's earnings growth and breadth weakened into year-end, and Q4 2011 saw highest ratio of negative-to-positive earnings guidance in several quarters. Positive economic momentum will need to be sustained for multiple expansion to offset decline in earnings expectations. It looks like we may get it, but we cannot rule out possible infection from shock therapy treatments being applied in Southern Europe. Tech stocks look attractive, given the lack of any premium to the market, and improved free cash flow and capital efficiency metrics. A modestly better world could unleash decade-high levels of US corporate cash. **For now, maintain regional overweight to US equities; monitor spring labor reports for signs of follow-through.**

S&P 500 consensus EPS estimates as of February 2012



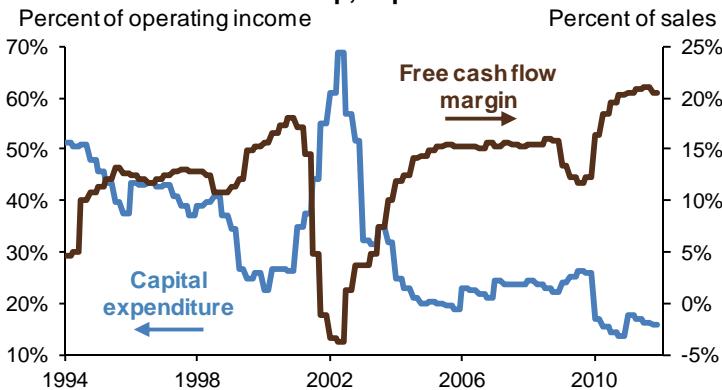
Source: FactSet.

Forward P/E of S&P 500 and S&P 500 Tech Index



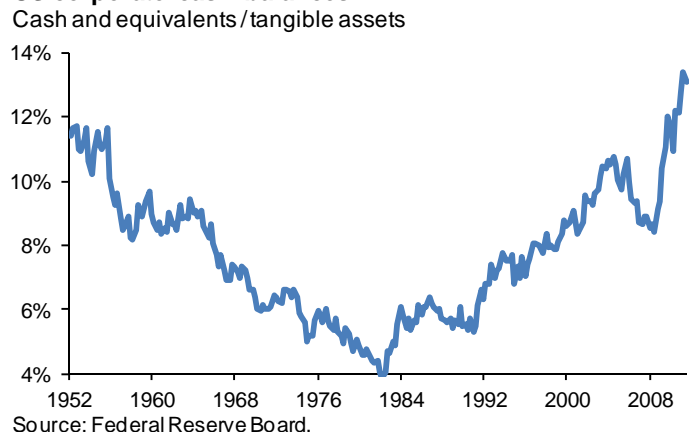
Source: FactSet.

S&P 500 Tech cash flow up, capex down



Source: FactSet.

US corporate cash balances



Source: Federal Reserve Board.

A brief Q1 2012 medical check-up on the United States; The Shooting Party

The Shooting Party

We had dinner for eight to celebrate my wife's birthday. The discussion veered towards politics, and rather than go along with the other seven, I mentioned that I was not planning to support their candidate in the next Presidential election. Warning: **do not try this at home**, particularly with those very active in their party. As per the chart above, there's no oxygen left in the political middle any more. The fiscal conservatism of Nunn and Robb and the moderate Republicanism of Danforth and Hatfield are almost extinct, subjecting the politically outnumbered to howls of derision from one's astonished counterparts, who having occupied the moral high ground, cannot really hear you from that far away, and assume that opposing views are not just ill-advised but immoral. I believe our guests left wondering whether my wife would have grounds for annulment. The good news is that according to Article 9 of the New York State Domestic Relations Law (§§ 140-146), she would not qualify. Note to spouse: I should have known better; next time, let's go dancing instead.

Note A: On the January payroll report

A lot of internet ink was spilled last weekend regarding both seasonal and census adjustments to the January payroll report. In the hopes of simplifying this:

- The 10-year census data finally found its way into BLS estimates of the US population, with additions to young and old cohorts. The resulting further decline in the labor force participation rate is a long-term concern, given the related negative consequences for what potential output might be, and increased future entitlement costs not supported by active workers. It is not, however, a real-time measure of the employment cycle, and not a sign that a bunch of people decided to suddenly drop out of the labor force.
- The January seasonal payroll adjustment was large, and converted an actual loss of 2.7 million jobs into a 243k seasonally adjusted gain. But it was consistent with seasonal adjustments in prior years, and in a very transparent way. I find it difficult to believe that seasonal adjustment factors are influenced by anything other than agnostic BLS models run by people who watch Doctor Who and Big Bang Theory.

The bottom line is that there are structural problems with the labor force, but there are also cyclical improvements that are corroborated by other data/surveys. The January payroll report was, in our view, a positive.

Sources and Acronyms

- Tax Policy Center, Alternative Minimum Tax Projections: 2011-2022 (Table T11-0147), June 3, 2011
- Congressional Budget Office, Reducing the Deficit: Spending and Revenue Options, March 2011
- Barclays Capital, Fed's Treasury Purchases/Sales as of February 2, 2012, February 2, 2012

AGI = Adjusted gross income; AMT = Alternative minimum tax; BCA = Budget Control Act

BLS = Bureau of Labor Statistics; CBO = Congressional Budget Office; CDC = Centers for Disease Control

ECB = European Central Bank; GI = Gastro-intestinal; NAIRU = Non-accelerating inflation rate of unemployment

OMB = Office of Management and Budget; OECD = Organization for Economic Cooperation and Development

PMI = Purchasing Manager's Index; SOTU = State of the Union

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County of Ottawa

Office of the Treasurer

Bradley J. Slagh
County Treasurer

Steven Brower
Chief Deputy Treasurer

Cheryl Clark
Deputy Treasurer

12220 Fillmore St., P.O. Box 310, West Olive, MI 49460-0310

Phone: (616) 994-4501
1-800-764-4111, ext. 4501
Fax: (616) 994-4509

Web Site: www.miOttawa.org

Report To: Ottawa County Finance Committee & County Board

From: Bradley Slagh

Date: January 27, 2012

Re: Investment Reports – General Fund, 12 months ending December 31, 2011

Attached are multiple reports detailing much of the investment information for calendar/fiscal year 2011 as of December 31, 2011. Some of this material is a duplicate of that presented at the January Finance and Administration Committee meeting while some of these reports or detail was not completed or available prior to the meeting.

The Open Investments report shows all of the Ottawa County funds on December 31 detailing the type of investment, coupon interest rate, maturity date, purchase date, yield to maturity along with a lot of other information. The chart at the end of the Open Investments report provides graphic information on the breakdown of investment type and their percentage to the General Fund portfolio. The asset distribution by percentage met the requirements specified in the Investment Policy. The two (2) figures below are found on the GASB 31 report.

\$ 82,782,040.46	Par Value (6 th column from the right)
83,400,092.91	Market Value (4 th column from the right)

An overview of some of the other reports provided are summarized below: The net change in fair market value representing unrealized capital loss for calendar year 2010 was **(\$61,229.80)**. The interest yield earned after considering the unrealized capital loss was 1.0319 % as compared to 1.2421% in 2010 and 1.096% in 2009. The interest yield earned before the unrealized capital loss was 1.059% as compared to 1.454% in 2010 and 2.052% in 2009. The yield to maturity on the open investments at December 31 is 1.097%. Total gross interest dollars earned on the portfolio in 2011 was \$ 880,337.36 as compared to \$1,187,878.63 in 2010. At the time of this report, the distribution breakdown of interest has not been calculated.

Approximately \$37.1 million of the portfolio is laddered over a seven-year period with an average portfolio maturity of 3.61 years. We will continue to ladder the investments, changing the weight of the ladder to take advantage of the yield curve as the trends change.

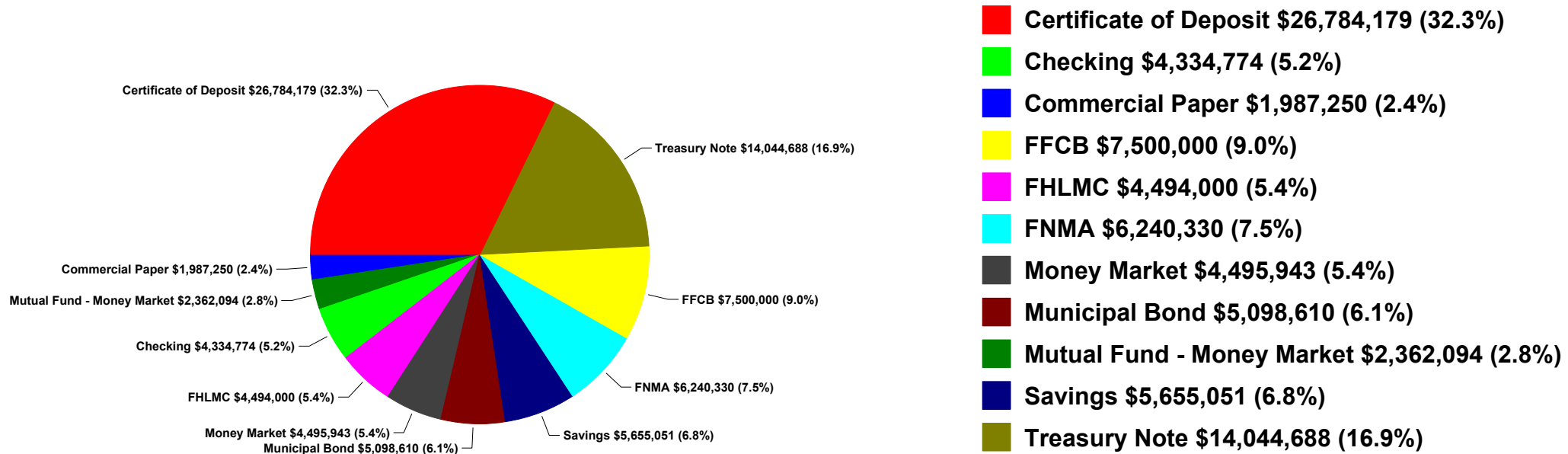
I apologize for not having all of this available for the January meeting.

Open Investments
Ottawa County Treasurer
 Unamortized Book Value
 Receipts in Period
 12/31/11

CUSIP	Invest Number	Security Description	Invest Class	Purchase Date	Call Date	Purchase Institut	SafeKeep Institut	Issuing Institut	Yield Matur	Yield Call	Original Unit Cost	Original Par Val/Shares	Original Princ/Cost	Orig Prem Discount	Ending Unit Price	Ending Par Val/Shares	Ending Amor Val/Cost	Unamor Prem/Dscnt		
912828HV5	08-0068	Treasury Note 2.50		03/31/13		09/22/08	Open 1012	2000	1012	2.8634	2.8634	0.984688	3,000,000.00	2,954,062.50	45,937.50	0.984688	3,000,000.00	2,954,062.50	45,937.50	
912828KN9	10-0162	Treasury Note 1.875		04/30/14		09/21/10	Open 1012	2000	1012	0.9310	0.9310	1.033420	2,000,000.00	2,066,840.00	-66,840.00	1.033420	2,000,000.00	2,066,840.00	-66,840.00	
912828KN9	11-0041	Treasury Note 1.875		04/30/14		02/11/11	Open 1015	2000	1015	<u>1.4252</u>	<u>1.4252</u>	<u>1.014080</u>	<u>2,000,000.00</u>	<u>2,028,160.00</u>	<u>-28,160.00</u>	<u>1.014080</u>	<u>2,000,000.00</u>	<u>2,028,160.00</u>	<u>-28,160.00</u>	
Treasury Note Total											<u>2.1572</u>	<u>2.1572</u>	<u>1.003192</u>	<u>14,000,000.00</u>	<u>14,044,687.50</u>	<u>-44,687.50</u>	<u>1.003192</u>	<u>14,000,000.00</u>	<u>14,044,687.50</u>	<u>-44,687.50</u>
1010 - General Fund Total											<u>1.0970</u>	<u>1.0970</u>	<u>1.002696</u>	<u>79,692,897.30</u>	<u>79,907,774.53</u>	<u>-214,877.23</u>	<u>1.002596</u>	<u>82,782,040.46</u>	<u>82,996,917.69</u>	<u>-214,877.23</u>

Open Investments
Ottawa County Treasurer
Unamortized Book Value
Receipts in Period
12/31/11

1010 - General Fund (Open Investments): \$82,996,918



GASB 31 Compliance
Ottawa County Treasurer
Unamortized Book Value
Receipts for Period
01/01/11 - 12/31/11

CUSIP	Invest Number	Security Description	Purchase Date	Sale Date	Valuation Method	Yield Earned	Price Source 01/01/11	Beginning Unit Price	Par Value On 01/01/11	Reported Value 01/01/11	Purchase Cost	Sales Proceeds	Ending Unit Price	Par Value On 12/31/11	Price Source 12/31/11	Reported Value 12/31/11	Change in Fair Value	Interest	Net Investment Income
Municipal Bond Total						<u>5.1904</u>		<u>0.000000</u>	<u>0.00</u>	<u>0.00</u>	<u>5,098,609.50</u>	<u>0.00</u>	<u>1.028126</u>	<u>5,015,000.00</u>		<u>5,156,053.60</u>	<u>57,444.10</u>	<u>51,549.07</u>	<u>108,993.17</u>
Mutual Fund - Money Market																			
1010-	-	-0090.0010	AR-0041		GF Ambassador 112580018	0.0533	Manual	1.000000	2,360,835.29	2,360,835.29	0.00	-1,258.96	1.000000	2,362,094.25	Manual	2,362,094.25	0.00	1,258.96	1,258.96
Mutual Fund - Money Market Total						<u>0.0533</u>		<u>1.000000</u>	<u>2,360,835.29</u>	<u>2,360,835.29</u>	<u>0.00</u>	<u>-1,258.96</u>	<u>1.000000</u>	<u>2,362,094.25</u>		<u>2,362,094.25</u>	<u>0.00</u>	<u>1,258.96</u>	<u>1,258.96</u>
Savings																			
1010-	-	-0020.0040	AR-0067		GF Svgs CCU 91100037689	0.0000	Manual	1.000000	25.00	25.00	0.00	0.00	1.000000	25.00	Manual	25.00	0.00	0.00	0.00
1010-	-	-0020.0010	AR-0002		SET Sav-Chase 3003350075	0.0519	Manual	1.000000	201,739.64	201,739.64	0.00	29,451.82	1.000000	172,287.82	Manual	172,287.82	0.00	1,150.24	1,150.24
1010-	-	-0020.0000	AR-0045		GF Svgs 2 HB 1153001324	0.3606	Manual	1.000000	7,460,813.33	7,460,813.33	0.00	1,978,074.75	1.000000	5,482,738.58	Manual	5,482,738.58	0.00	21,925.25	21,925.25
Savings Total						<u>0.2781</u>		<u>1.000000</u>	<u>7,662,577.97</u>	<u>7,662,577.97</u>	<u>0.00</u>	<u>2,007,526.57</u>	<u>1.000000</u>	<u>5,655,051.40</u>		<u>5,655,051.40</u>	<u>0.00</u>	<u>23,075.49</u>	<u>23,075.49</u>
Treasury Note																			
912828ES5		07-0050-01			Treasury Note 4.25 01/15/11	0.9520	FTI	1.001250	2,000,000.00	2,002,500.00	0.00	2,000,000.00	0.000000	0.00		0.00	-2,500.00	3,233.70	733.70
912828AU4		07-0081			Treasury Note 3.875 02/15/13 3.875 02/15/13	1.1170	FTI	1.068520	1,000,000.00	1,068,520.00	0.00	0.00	1.041170	1,000,000.00	FTI	1,041,170.00	-27,350.00	38,750.00	11,400.00
912828HV5		08-0068			Treasury Note 2.50 03/31/13	1.2740	FTI	1.040940	3,000,000.00	3,122,820.00	0.00	0.00	1.028520	3,000,000.00	FTI	3,085,560.00	-37,260.00	74,895.29	37,635.29
912828KN9		11-0041			Treasury Note 1.875 04/30/14	4.3079		0.000000	0.00	0.00	2,028,160.00	0.00	1.036250	2,000,000.00	FTI	2,072,500.00	44,340.00	33,217.47	77,557.47
912828KK5		09-0049			Treasury Note 1.375 04/15/12	0.4758	FTI	1.012770	2,000,000.00	2,025,540.00	0.00	0.00	1.003790	2,000,000.00	FTI	2,007,580.00	-17,960.00	27,467.80	9,507.80
912828KN9		10-0162			Treasury Note 1.875 04/30/14	3.1209	FTI	1.022730	2,000,000.00	2,045,460.00	0.00	0.00	1.036250	2,000,000.00	FTI	2,072,500.00	27,040.00	37,464.71	64,504.71
912828AP5		07-0039			Treasury Note 4.00 11/15/12	0.8769	FTI	1.064610	2,000,000.00	2,129,220.00	0.00	0.00	1.033320	2,000,000.00	FTI	2,066,640.00	-62,580.00	79,942.93	17,362.93
912828KB5		09-0003			Treasury Note 1.125 01/15/12	0.3596	FTI	1.008010	2,000,000.00	2,016,020.00	0.00	0.00	1.000350	2,000,000.00	FTI	2,000,700.00	-15,320.00	22,500.00	7,180.00
Treasury Note Total						<u>1.6258</u>		<u>1.029291</u>	<u>14,000,000.00</u>	<u>14,410,080.00</u>	<u>2,028,160.00</u>	<u>2,000,000.00</u>	<u>1.024761</u>	<u>14,000,000.00</u>		<u>14,346,650.00</u>	<u>-91,590.00</u>	<u>317,471.90</u>	<u>225,881.90</u>
Investment Total						<u>1.0319</u>		<u>1.007316</u>	<u>81,096,460.07</u>	<u>81,689,722.82</u>	<u>89,731,758.09</u>	<u>87,960,158.20</u>	<u>1.007466</u>	<u>82,782,040.46</u>		<u>83,400,092.91</u>	<u>-61,229.80</u>	<u>880,337.36</u>	<u>819,107.56</u>

GASB 40 Compliance
Ottawa County Treasurer
Unamortized Book Value
Receipts for Period
01/01/11 - 12/31/11

Security Description	CUSIP	Invest Number	Issuing Institution	S & P Rating	Yield Matur	Beginning Par Val/Shares	Maturity Date	Ending Market Val	Change in Fair Value	Macaulay Duration	Modified Duration	Days to Maturity	% of Port
C.D. 0.35 04/11/12		11-0133	Huntington Bank		0.3500	2,000,000.00	04/11/12	2,000,000.00	0.00	0.2787	0.2782	226	1.24
C.D. 365 0.40 04/11/12		11-0134	Bank of Holland		0.4000	250,000.00	04/11/12	250,000.00	0.00	0.2787	0.2781	226	0.15
C.D. 365 0.35 04/11/12		11-0135	Chemical Bank		0.3500	250,000.00	04/11/12	250,000.00	0.00	0.2787	0.2782	226	0.15
C.D. 365 0.50 04/11/12		11-0136	ChoiceOne Bank		0.5007	250,000.00	04/11/12	250,000.00	0.00	0.2787	0.2780	226	0.15
C.D. 0.30 04/11/12		11-0137	Citizens Bank		0.3000	250,000.00	04/11/12	250,000.00	0.00	0.2787	0.2783	226	0.15
C.D. 0.70 04/11/12		11-0138	Flagstar Bank		0.7000	250,000.00	04/11/12	250,000.00	0.00	0.2787	0.2777	226	0.15
C.D. 0.40 04/11/12		11-0139	The Private Bank		0.4000	250,000.00	04/11/12	250,000.00	0.00	0.2787	0.2781	226	0.15
C.D. 365 0.30 04/11/12		11-0140	United Bank		0.3002	250,000.00	04/11/12	250,000.00	0.00	0.2787	0.2783	226	0.15
C.D. 365 0.55 04/11/12		11-0141	West Michigan Community Bank		0.5500	250,000.00	04/11/12	250,000.00	0.00	0.2787	0.2779	226	0.15
C.D. 1.10 06/14/12		11-0144	First National Bank of America		1.1000	1,000,000.00	06/14/12	1,000,000.00	0.00	0.4536	0.4511	280	0.62
C.D. 365 0.30 01/26/12		11-0145	Bank of Holland		0.3000	250,400.00	01/26/12	250,400.00	0.00	0.0707	0.0705	126	0.15
C.D. 365 0.20 01/26/12		11-0146	Chemical Bank		0.2000	250,300.00	01/26/12	250,300.00	0.00	0.0707	0.0706	126	0.15
C.D. 365 0.50 01/26/12		11-0147	ChoiceOne Bank		0.5003	250,500.40	01/26/12	250,500.40	0.00	0.0707	0.0705	126	0.15
C.D. 0.50 01/26/12		11-0148	Flagstar Bank		0.5000	250,405.56	01/26/12	250,405.56	0.00	0.0707	0.0705	126	0.15
C.D. 0.40 01/26/12		11-0149	Independent Bank		0.4000	200,324.44	01/26/12	200,324.44	0.00	0.0707	0.0705	126	0.12
C.D. 0.33 01/26/12		11-0150	Macatawa Bank		0.3300	100,170.33	01/26/12	100,170.33	0.00	0.0707	0.0705	126	0.06
C.D. 0.34 01/26/12		11-0151	Mercantile Bank of W. Mich.		0.3400	200,397.44	01/26/12	200,397.44	0.00	0.0707	0.0705	126	0.12
C.D. 0.30 01/26/12		11-0152	The Private Bank		0.3000	250,405.56	01/26/12	250,405.56	0.00	0.0707	0.0705	126	0.15
C.D. 365 0.55 01/26/12		11-0153	West Michigan Community Bank		0.5500	250,250.06	01/26/12	250,250.06	0.00	0.0707	0.0705	126	0.15
C.D. 0.34 02/09/12		11-0154	Bank of America		0.3400	250,000.00	02/09/12	250,000.00	0.00	0.1087	0.1085	132	0.15
C.D. 365 0.40 02/09/12		11-0155	Bank of Holland		0.4000	250,000.00	02/09/12	250,000.00	0.00	0.1087	0.1085	132	0.15
C.D. 365 0.30 02/09/12		11-0156	Chemical Bank		0.3000	250,000.00	02/09/12	250,000.00	0.00	0.1087	0.1085	132	0.15
C.D. 365 0.50 02/09/12		11-0157	ChoiceOne Bank		0.5003	250,000.00	02/09/12	250,000.00	0.00	0.1087	0.1084	132	0.15
C.D. 0.40 02/09/12		11-0158	First National Bank of America		0.4000	250,000.00	02/09/12	250,000.00	0.00	0.1087	0.1085	132	0.15
C.D. 0.50 02/09/12		11-0159	Flagstar Bank		0.5000	250,000.00	02/09/12	250,000.00	0.00	0.1087	0.1084	132	0.15
C.D. 0.35 02/09/12		11-0160	Huntington Bank		0.3500	250,000.00	02/09/12	250,000.00	0.00	0.1087	0.1085	132	0.15
C.D. 365 0.25 02/09/12		11-0161	Talmer Bank		0.2500	250,000.00	02/09/12	250,000.00	0.00	0.1087	0.1086	132	0.15
C.D. 0.34 02/23/12		11-0162	Bank of America		0.3400	250,000.00	02/23/12	250,000.00	0.00	0.1467	0.1465	146	0.15
C.D. 365 0.40 02/23/12		11-0163	Bank of Holland		0.4000	250,000.00	02/23/12	250,000.00	0.00	0.1467	0.1464	146	0.15
C.D. 365 0.30 02/23/12		11-0164	Chemical Bank		0.3000	250,000.00	02/23/12	250,000.00	0.00	0.1467	0.1465	146	0.15
C.D. 365 0.50 02/23/12		11-0165	ChoiceOne Bank		0.5004	250,000.00	02/23/12	250,000.00	0.00	0.1467	0.1464	146	0.15
C.D. 0.40 02/23/12		11-0166	First National Bank of America		0.4000	250,000.00	02/23/12	250,000.00	0.00	0.1467	0.1464	146	0.15
C.D. 0.50 02/23/12		11-0167	Flagstar Bank		0.5000	250,000.00	02/23/12	250,000.00	0.00	0.1467	0.1464	146	0.15
C.D. 0.35 02/23/12		11-0168	Huntington Bank		0.3500	250,000.00	02/23/12	250,000.00	0.00	0.1467	0.1465	146	0.15
C.D. 365 0.25 02/23/12		11-0169	Talmer Bank		0.2500	250,000.00	02/23/12	250,000.00	0.00	0.1467	0.1466	146	0.15
C.D. 0.36 03/08/12		11-0170	Bank of America		0.3600	250,000.00	03/08/12	250,000.00	0.00	0.1868	0.1865	160	0.15
C.D. 365 0.40 03/08/12		11-0171	Bank of Holland		0.4000	250,000.00	03/08/12	250,000.00	0.00	0.1868	0.1864	160	0.15
C.D. 365 0.30 03/08/12		11-0172	Chemical Bank		0.3000	250,000.00	03/08/12	250,000.00	0.00	0.1868	0.1865	160	0.15
C.D. 365 0.50 03/08/12		11-0173	ChoiceOne Bank		0.5004	250,000.00	03/08/12	250,000.00	0.00	0.1868	0.1863	160	0.15
C.D. 0.40 03/08/12		11-0174	First National Bank of America		0.4000	250,000.00	03/08/12	250,000.00	0.00	0.1868	0.1864	160	0.15
C.D. 0.50 03/08/12		11-0175	Flagstar Bank		0.5000	250,000.00	03/08/12	250,000.00	0.00	0.1868	0.1863	160	0.15
C.D. 0.35 03/08/12		11-0176	Huntington Bank		0.3500	250,000.00	03/08/12	250,000.00	0.00	0.1868	0.1865	160	0.15
C.D. 0.35 03/08/12		11-0177	The Private Bank		0.3500	250,000.00	03/08/12	250,000.00	0.00	0.1868	0.1865	160	0.15
C.D. 365 0.20 03/22/12		11-0178	Chemical Bank		0.2000	250,000.00	03/22/12	250,000.00	0.00	0.2253	0.2250	170	0.15
C.D. 365 0.50 03/22/12		11-0179	ChoiceOne Bank		0.5005	250,000.00	03/22/12	250,000.00	0.00	0.2253	0.2247	170	0.15
C.D. 0.20 03/22/12		11-0180	Citizens Bank		0.2000	250,000.00	03/22/12	250,000.00	0.00	0.2253	0.2250	170	0.15
C.D. 0.23 03/22/12		11-0181	Comerica Bank		0.2300	250,000.00	03/22/12	250,000.00	0.00	0.2253	0.2250	170	0.15
C.D. 0.25 03/22/12		11-0182	First National Bank of America		0.2500	250,000.00	03/22/12	250,000.00	0.00	0.2253	0.2250	170	0.15

GASB 40 Compliance
Ottawa County Treasurer
Unamortized Book Value
Receipts for Period
01/01/11 - 12/31/11

Security Description	CUSIP	Invest Number	Issuing Institution	S & P Rating	Yield Matur	Beginning Par Val/Shares	Maturity Date	Ending Market Val	Change in Fair Value	Macaulay Duration	Modified Duration	Days to Maturity	% of Port
Muni-GRAFAC 5.125 12/01/14	386186FK1	11-0220	Huntington Investment Group		0.9252	200,000.00	12/01/14	219,336.00	-5,346.00	2.7467	2.7233	1075	0.14
Municipal Bond Total					2.1006	5,015,000.00		5,156,053.60	57,444.10	3.8601	3.8239	1649	3.15
Mutual Fund - Money Market													
GF Ambassador 112580018	1010- - -0090.0010	AR-0041	Ambassador Capital Management		0.0500	2,360,835.29	Open	2,362,094.25	0.00	0.0000	0.0000	1	1.46
Mutual Fund - Money Market Total					0.0500	2,360,835.29		2,362,094.25	0.00	0.0000	0.0000	1	1.46
Savings													
SET Sav-Chase 3003350075	1010- - -0020.0010	AR-0002	JPMorgan Chase		0.2200	201,739.64	Open	172,287.82	0.00	0.0000	0.0000	1	0.11
GF Svgs 2 HB 1153001324	1010- - -0020.0000	AR-0045	Huntington Bank		0.3000	7,460,813.33	Open	5,482,738.58	0.00	0.0000	0.0000	1	3.39
GF Svgs CCU 91100037689	1010- - -0020.0040	AR-0067	Consumers Credit Union		0.0000	25.00	Open	25.00	0.00	0.0000	0.0000	1	0.00
Savings Total					0.2786	7,662,577.97		5,655,051.40	0.00	0.0000	0.0000	1	3.49
Treasury Note													
Treasury Note 4.00 11/15/12	912828AP5	07-0039	UBS Financial Services		4.2144	2,000,000.00	11/15/12	2,066,640.00	-62,580.00	0.8640	0.8632	684	1.22
Treasury Note 4.25 01/15/11	912828ES5	07-0050-01	PNC Capital Markets		4.0962	2,000,000.00	01/15/11	2,000,000.00	-2,500.00	0.0000	0.0000	14	1.24
Treasury Note 3.875 02/15/13 3.875 02/15/13	912828AU4	07-0081	PNC Capital Markets		3.4389	1,000,000.00	02/15/13	1,041,170.00	-27,350.00	1.0975	1.0963	776	0.63
Treasury Note 2.50 03/31/13	912828HV5	08-0068	UBS Financial Services		2.8634	3,000,000.00	03/31/13	3,085,560.00	-37,260.00	1.2305	1.2292	820	1.83
Treasury Note 1.125 01/15/12	912828KB5	09-0003	PNC Capital Markets		1.1842	2,000,000.00	01/15/12	2,000,700.00	-15,320.00	0.0408	0.0407	379	1.23
Treasury Note 1.375 04/15/12	912828KK5	09-0049	PNC Capital Markets		1.4039	2,000,000.00	04/15/12	2,007,580.00	-17,960.00	0.2896	0.2895	470	1.24
Treasury Note 1.875 04/30/14	912828KN9	10-0162	UBS Financial Services		0.9310	2,000,000.00	04/30/14	2,072,500.00	27,040.00	2.2874	2.2839	1215	1.28
Treasury Note 1.875 04/30/14	912828KN9	11-0041	Multi-Bank Securities		1.4252	2,000,000.00	04/30/14	2,072,500.00	44,340.00	2.2874	2.2839	1174	1.25
Treasury Note Total					2.1800	16,000,000.00		16,346,650.00	-91,590.00	1.1496	1.1481	784	9.92
1010 - General Fund Total					1.1497	168,742,198.66		162,221,192.81	-61,229.80	0.6127	0.6091	500	100.00

Earnings and Yields Summary

Ottawa County Treasurer

Effective Interest - Actual Life
Receipts for Period
01/01/11 - 12/31/11

Security Description	01/01/11 01/31/11	02/01/11 02/28/11	03/01/11 03/31/11	04/01/11 04/30/11	05/01/11 05/31/11	06/01/11 06/30/11	07/01/11 07/31/11	08/01/11 08/31/11	09/01/11 09/30/11	10/01/11 10/31/11	11/01/11 11/30/11	12/01/11 12/31/11	01/01/11 12/31/11
Combined Port													
Certificate o	12,552.44	11,710.44	13,053.40	10,067.80	9,118.78	8,309.98	6,472.47	6,547.18	8,360.37	12,720.28	11,360.40	10,262.65	120,536.19
Checking	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Commercial Pa	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.58	50.58
FFCB	290.88	6,387.89	6,636.39	6,636.39	4,853.39	8,229.39	7,245.83	8,912.50	8,912.50	8,912.50	8,912.50	10,690.28	86,620.44
FHLB	9,024.91	6,997.13	6,032.74	6,149.99	5,896.03	5,159.28	4,047.61	4,674.64	3,553.22	3,553.22	5,353.84	0.00	60,442.61
FHLMC	10,000.01	10,000.00	10,000.00	2,333.33	0.00	0.00	0.00	0.00	1,041.67	2,083.33	2,083.33	3,981.88	41,523.55
FNMA	13,944.03	12,607.93	12,607.93	10,704.10	9,246.58	9,246.58	10,079.91	6,642.41	8,385.47	11,585.59	11,572.33	11,520.25	128,143.11
Money Market	1,864.03	1,521.92	1,954.97	1,885.32	3,375.39	2,120.48	2,256.82	4,375.86	4,608.80	3,287.16	2,770.96	2,596.16	32,617.87
Municipal Bon	0.00	0.00	0.00	0.00	1,064.03	3,983.59	4,779.91	4,779.91	4,779.91	6,264.21	8,474.41	8,618.86	42,744.83
Mutual Fund -	118.40	123.77	121.77	68.61	45.61	46.07	53.26	134.60	143.28	193.45	108.14	102.00	1,258.96
Savings	2,737.05	2,146.61	2,903.09	1,952.25	1,626.36	1,574.55	1,638.11	1,757.14	1,958.27	1,966.35	1,369.99	1,445.72	23,075.49
Treasury Note	<u>26,534.88</u>	<u>22,624.65</u>	<u>25,956.04</u>	<u>25,083.87</u>	<u>25,771.89</u>	<u>24,892.37</u>	<u>25,704.31</u>	<u>25,659.86</u>	<u>24,808.79</u>	<u>25,649.04</u>	<u>24,895.59</u>	<u>25,765.11</u>	<u>303,346.40</u>
Port Total	<u>77,066.63</u>	<u>74,120.34</u>	<u>79,266.33</u>	<u>64,881.66</u>	<u>60,998.06</u>	<u>63,562.29</u>	<u>62,278.23</u>	<u>63,484.10</u>	<u>66,552.28</u>	<u>76,215.13</u>	<u>76,901.49</u>	<u>75,033.49</u>	<u>840,360.03</u>
Combined Port													
Certificate o	0.5174	0.5210	0.5170	0.4846	0.4507	0.4428	0.4359	0.4116	0.4294	0.4058	0.4172	0.4112	0.4540
Checking	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Commercial Pa	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.9184	0.9184
FFCB	1.7484	1.9238	1.9299	1.9299	1.8312	3.1208	2.4843	1.9445	1.9445	1.9445	1.9445	1.9536	2.0442
FHLB	2.0829	1.9086	1.6306	1.4192	1.4017	1.3493	1.4167	1.5672	2.1357	2.1357	5.6787	0.0000	1.7687
FHLMC	4.0000	4.0000	4.0000	4.0000	0.0000	0.0000	0.0000	0.0000	1.0000	1.0000	1.0000	1.2059	2.5024
FNMA	2.3689	2.4414	2.4414	2.5399	2.6514	2.6514	2.4265	2.3206	2.0812	1.8716	1.8709	1.8730	2.2491
Money Market	0.1440	0.1471	0.1544	0.1548	0.3616	0.2845	0.2196	0.4330	0.3381	0.2076	0.3502	0.6826	0.2579
Municipal Bon	0.0000	0.0000	0.0000	0.0000	2.0146	2.0625	1.9927	1.9927	1.9927	2.0461	2.0887	2.0456	2.0366
Mutual Fund -	0.0590	0.0683	0.0607	0.0354	0.0227	0.0237	0.0266	0.0671	0.0738	0.0964	0.0557	0.0508	0.0533
Savings	0.4123	0.3875	0.3851	0.3440	0.3497	0.3495	0.3365	0.2427	0.1611	0.1365	0.2808	0.2960	0.2781
Treasury Note	<u>2.4139</u>	<u>2.2106</u>	<u>2.1728</u>	<u>2.1691</u>	<u>2.1581</u>	<u>2.1538</u>	<u>2.1523</u>	<u>2.1487</u>	<u>2.1468</u>	<u>2.1472</u>	<u>2.1554</u>	<u>2.1586</u>	<u>2.1806</u>
Port Total	<u>1.1208</u>	<u>1.1654</u>	<u>1.0866</u>	<u>1.0445</u>	<u>1.0566</u>	<u>1.1673</u>	<u>1.1359</u>	<u>1.0763</u>	<u>0.9277</u>	<u>0.8743</u>	<u>1.0908</u>	<u>1.0636</u>	<u>1.0592</u>

Days Remaining to Maturity
Ottawa County Treasurer
 Effective Interest - Actual Life
 Receipts in Period
 12/31/11

CUSIP	Invest Number	Security Description	Purchase Date	Days to Maturity	Yield Amort	Ending Par	Ending Val/Shares	Ending Amor	Ending Val/Cost	Unamor Prem/Dscnt	WAM
Certificate of Deposit											
	11-0096	C.D. 365 0.40 01/12/12	05/14/11	12	0.4000	1,529,365.50		1,529,365.50		0.00	0.0019
	11-0145	C.D. 365 0.30 01/26/12	09/22/11	26	0.3000	250,400.00		250,400.00		0.00	0.0007
	11-0146	C.D. 365 0.20 01/26/12	09/22/11	26	0.2000	250,300.00		250,300.00		0.00	0.0007
	11-0147	C.D. 365 0.50 01/26/12	09/22/11	26	0.5003	250,500.40		250,500.40		0.00	0.0007
	11-0148	C.D. 0.50 01/26/12	09/22/11	26	0.5000	250,405.56		250,405.56		0.00	0.0007
	11-0149	C.D. 0.40 01/26/12	09/22/11	26	0.4000	200,324.44		200,324.44		0.00	0.0005
	11-0150	C.D. 0.33 01/26/12	09/22/11	26	0.3300	100,170.33		100,170.33		0.00	0.0003
	11-0151	C.D. 0.34 01/26/12	09/22/11	26	0.3400	200,397.44		200,397.44		0.00	0.0005
	11-0152	C.D. 0.30 01/26/12	09/22/11	26	0.3000	250,405.56		250,405.56		0.00	0.0007
	11-0153	C.D. 365 0.55 01/26/12	09/22/11	26	0.5500	250,250.06		250,250.06		0.00	0.0007
	11-0154	C.D. 0.34 02/09/12	09/30/11	40	0.3400	250,000.00		250,000.00		0.00	0.0010
	11-0155	C.D. 365 0.40 02/09/12	09/30/11	40	0.4000	250,000.00		250,000.00		0.00	0.0010
	11-0156	C.D. 365 0.30 02/09/12	09/30/11	40	0.3000	250,000.00		250,000.00		0.00	0.0010
	11-0157	C.D. 365 0.50 02/09/12	09/30/11	40	0.5003	250,000.00		250,000.00		0.00	0.0010
	11-0158	C.D. 0.40 02/09/12	09/30/11	40	0.4000	250,000.00		250,000.00		0.00	0.0010
	11-0159	C.D. 0.50 02/09/12	09/30/11	40	0.5000	250,000.00		250,000.00		0.00	0.0010
	11-0160	C.D. 0.35 02/09/12	09/30/11	40	0.3500	250,000.00		250,000.00		0.00	0.0010
	11-0161	C.D. 365 0.25 02/09/12	09/30/11	40	0.2500	250,000.00		250,000.00		0.00	0.0010
	11-0162	C.D. 0.34 02/23/12	09/30/11	54	0.3400	250,000.00		250,000.00		0.00	0.0014
	11-0163	C.D. 365 0.40 02/23/12	09/30/11	54	0.4000	250,000.00		250,000.00		0.00	0.0014
	11-0164	C.D. 365 0.30 02/23/12	09/30/11	54	0.3000	250,000.00		250,000.00		0.00	0.0014
	11-0165	C.D. 365 0.50 02/23/12	09/30/11	54	0.5004	250,000.00		250,000.00		0.00	0.0014
	11-0166	C.D. 0.40 02/23/12	09/30/11	54	0.4000	250,000.00		250,000.00		0.00	0.0014
	11-0167	C.D. 0.50 02/23/12	09/30/11	54	0.5000	250,000.00		250,000.00		0.00	0.0014
	11-0168	C.D. 0.35 02/23/12	09/30/11	54	0.3500	250,000.00		250,000.00		0.00	0.0014
	11-0169	C.D. 365 0.25 02/23/12	09/30/11	54	0.2500	250,000.00		250,000.00		0.00	0.0014
	11-0170	C.D. 0.36 03/08/12	09/30/11	68	0.3600	250,000.00		250,000.00		0.00	0.0017
	11-0171	C.D. 365 0.40 03/08/12	09/30/11	68	0.4000	250,000.00		250,000.00		0.00	0.0017
	11-0172	C.D. 365 0.30 03/08/12	09/30/11	68	0.3000	250,000.00		250,000.00		0.00	0.0017
	11-0173	C.D. 365 0.50 03/08/12	09/30/11	68	0.5004	250,000.00		250,000.00		0.00	0.0017
	11-0174	C.D. 0.40 03/08/12	09/30/11	68	0.4000	250,000.00		250,000.00		0.00	0.0017
	11-0175	C.D. 0.50 03/08/12	09/30/11	68	0.5000	250,000.00		250,000.00		0.00	0.0017
	11-0176	C.D. 0.35 03/08/12	09/30/11	68	0.3500	250,000.00		250,000.00		0.00	0.0017
	11-0177	C.D. 0.35 03/08/12	09/30/11	68	0.3500	250,000.00		250,000.00		0.00	0.0017
	11-0178	C.D. 365 0.20 03/22/12	10/04/11	82	0.2000	250,000.00		250,000.00		0.00	0.0021
	11-0179	C.D. 365 0.50 03/22/12	10/04/11	82	0.5005	250,000.00		250,000.00		0.00	0.0021
	11-0180	C.D. 0.20 03/22/12	10/04/11	82	0.2000	250,000.00		250,000.00		0.00	0.0021
	11-0181	C.D. 0.23 03/22/12	10/04/11	82	0.2300	250,000.00		250,000.00		0.00	0.0021
	11-0182	C.D. 0.25 03/22/12	10/04/11	82	0.2500	250,000.00		250,000.00		0.00	0.0021
	11-0183	C.D. 0.35 03/22/12	10/04/11	82	0.3500	250,000.00		250,000.00		0.00	0.0021
	11-0184	C.D. 0.40 03/22/12	10/04/11	82	0.4000	250,000.00		250,000.00		0.00	0.0021
	11-0185	C.D. 365 0.25 03/22/12	10/04/11	82	0.2500	250,000.00		250,000.00		0.00	0.0021
	11-0186	C.D. 365 0.20 04/05/12	10/04/11	96	0.2000	250,000.00		250,000.00		0.00	0.0025
	11-0187	C.D. 365 0.50 04/05/12	10/04/11	96	0.5005	250,000.00		250,000.00		0.00	0.0025
	11-0188	C.D. 0.20 04/05/12	10/04/11	96	0.2000	250,000.00		250,000.00		0.00	0.0025
	11-0189	C.D. 0.25 04/05/12	10/04/11	96	0.2500	250,000.00		250,000.00		0.00	0.0025
	11-0190	C.D. 0.40 04/05/12	10/04/11	96	0.4000	250,000.00		250,000.00		0.00	0.0025

Days Remaining to Maturity

Ottawa County Treasurer

Effective Interest - Actual Life
Receipts in Period
12/31/11

CUSIP	Invest Number	Security Description	Purchase Date	Days to Maturity	Yield Amort	Ending Par Val/Shares	Ending Amor Val/Cost	Unamor Prem/Dscnt	WAM
6323A0JRO	11-0228	C.P. - Natixis US Fin 0.00 09/25/12	12/30/11	265	0.8705	2,000,000.00	1,987,300.58	12,699.42	0.7266
Commercial Paper Total				265	0.8705	2,000,000.00	1,987,300.58	12,699.42	0.7266
FFCB									
31331KTC4	11-0104	Agency-FFCB 1.00 08/01/14	08/01/11	931	1.0000	2,000,000.00	2,000,000.00	0.00	0.6802
31331KKU3	11-0094	Agency-FFCB 1.93 05/13/15	05/13/11	1213	1.9300	1,500,000.00	1,500,000.00	0.00	0.6647
31331K3K4	11-0223	Agency-FFCB 2.00 03/15/18	12/15/11	2235	2.0000	2,000,000.00	2,000,000.00	0.00	1.6329
31331JXH1	11-0101	Agency-FFCB 2.90 08/02/18	06/27/11	2372	2.9000	2,000,000.00	2,000,000.00	0.00	1.7330
FFCB Total				1719	1.9593	7,500,000.00	7,500,000.00	0.00	4.7108
FHLMC									
3134G2F80	11-0142	Agency-FHLMC 1.00 06/16/15	09/16/11	1246	1.0000	2,500,000.00	2,500,000.00	0.00	1.8990
3134G26T4	11-0222	Agency-FHLMC 1.50 05/23/17	12/09/11	1943	1.5575	2,000,000.00	1,994,065.21	5,934.79	2.3620
FHLMC Total				1555	1.2474	4,500,000.00	4,494,065.21	5,934.79	4.2610
FNMA									
3136F9DU4	08-0099	Agency - FNMA 4.00 04/15/13	12/05/08	465	2.7900	2,135,000.00	2,167,462.26	-32,462.26	0.4477
3136FR2J1	11-0131	Agency-FNMA 1.625 09/20/16	09/20/11	1700	1.6250	2,000,000.00	2,000,000.00	0.00	1.5104
3136FR3Z4	11-0143	Agency-FNMA 1.35 09/21/16	09/21/11	1701	1.3500	2,000,000.00	2,000,000.00	0.00	1.5112
FNMA Total				1266	1.9460	6,135,000.00	6,167,462.26	-32,462.26	3.4693
Money Market									
1010- - -0080.0400	AR-0003	PF#40-GF MBIA MI-01-004-0001	12/31/98	1	0.0700	251,368.81	251,368.81	0.00	0.0002
1010- - -0080.0410	AR-0004	PF#41-Lib MBIA MI-01-0046-0002	08/04/00	1	0.0700	192,911.91	192,911.91	0.00	0.0001
1010- - -0080.0010	AR-0027	PF#1-GF Chase 280000010300S	03/28/05	1	0.0500	46,444.60	46,444.60	0.00	0.0000
1010- - -0080.0050	AR-0060	PF #5-GF AIM/UBS 10729	10/06/08	1	0.0050	276,625.53	276,625.53	0.00	0.0002
1010- - -0080.0070	AR-0068	PF#7-GF CCU 9100037697	01/08/10	1	0.2000	251,888.23	251,888.23	0.00	0.0002
1010- - -0080.0080	AR-0069	PF#8-GF UFCU 166179-S66	01/08/10	1	0.3000	254,155.52	254,155.52	0.00	0.0002
1010- - -0080.0100	AR-0116	PF#10-GF ChoiceOne 51006163	03/16/11	1	0.3000	451,986.64	451,986.64	0.00	0.0003
1010- - -0080.0030	AR-0117	PF#3-GF Founders Bank 301004507	04/29/11	1	1.0000	2,770,561.37	2,770,561.37	0.00	0.0017
Money Market Total				1	0.6821	4,495,942.61	4,495,942.61	0.00	0.0029
Municipal Bond									
386186FK1	11-0220	Muni-GRAFAC 5.125 12/01/14	12/06/11	1051	0.9252	200,000.00	224,114.64	-24,114.64	0.1268
914455KX7	11-0093	Muni UoFM-BAB 1.754 04/01/15	05/10/11	1171	1.7138	565,000.00	565,714.50	-714.50	0.3566
5946106T9	11-0100	Muni MI State-TXB-SCH LN 2.65 04/15/15	06/14/11	1185	1.7001	1,250,000.00	1,287,815.91	-37,815.91	0.8214
5946106U6	11-0095	Muni MI State-TXB-SCH LN 3.00 04/15/16	05/24/11	1545	2.5902	1,000,000.00	1,016,532.42	-16,532.42	0.8454
5946107J0	11-0211	Muni MI State-REF-B-TXB 2.65 12/01/17	10/19/11	2131	2.4558	2,000,000.00	1,995,627.79	4,372.21	2.2891
Municipal Bond Total				1620	2.1413	5,015,000.00	5,089,805.26	-74,805.26	4.4393
Mutual Fund - Money Market									
1010- - -0090.0010	AR-0041	GF Ambassador 112580018	06/14/04	1	0.0500	2,362,094.25	2,362,094.25	0.00	0.0027
Mutual Fund - Money Market Total				1	0.0500	2,362,094.25	2,362,094.25	0.00	0.0027
Savings									
1010- - -0020.0010	AR-0002	SET Sav-Chase 3003350075	01/31/98	1	0.2200	172,287.82	172,287.82	0.00	0.0001
1010- - -0020.0000	AR-0045	GF Svgs 2 HB 1153001324	11/19/04	1	0.3000	5,482,738.58	5,482,738.58	0.00	0.0027
1010- - -0020.0040	AR-0067	GF Svgs CCU 91100037689	01/08/10	1	0.0000	25.00	25.00	0.00	0.0000
Savings Total				1	0.2976	5,655,051.40	5,655,051.40	0.00	0.0028
Treasury Note									
912828KB5	09-0003	Treasury Note 1.125 01/15/12	01/29/09	15	1.1842	2,000,000.00	1,999,955.23	44.77	0.0058
912828KK5	09-0049	Treasury Note 1.375 04/15/12	07/16/09	106	1.4039	2,000,000.00	1,999,835.62	164.38	0.0413
912828AP5	07-0039	Treasury Note 4.00 11/15/12	08/27/07	320	4.2144	2,000,000.00	1,996,374.71	3,625.29	0.1246
912828AU4	07-0081	Treasury Note 3.875 02/15/13 3.875 02/15/13	11/27/07	412	3.4389	1,000,000.00	1,004,757.44	-4,757.44	0.0807
912828HV5	08-0068	Treasury Note 2.50 03/31/13	09/22/08	456	2.8634	3,000,000.00	2,986,760.47	13,239.53	0.2655

Days Remaining to Maturity
Ottawa County Treasurer
 Effective Interest - Actual Life
 Receipts in Period
 12/31/11

CUSIP	Invest Number	Security Description		Purchase Date	Days to Maturity	Yield Amort	Ending Par Val/Shares	Ending Amor Val/Cost	Unamor Prem/Dscnt	WAM
912828KN9	10-0162	Treasury Note	1.875	04/30/14	851	0.9310	2,000,000.00	2,043,405.88	-43,405.88	0.3391
912828KN9	11-0041	Treasury Note	1.875	04/30/14	<u>851</u>	<u>1.4252</u>	<u>2,000,000.00</u>	<u>2,020,538.80</u>	<u>-20,538.80</u>	<u>0.3353</u>
Treasury Note Total					<u>435</u>	<u>2.1616</u>	<u>14,000,000.00</u>	<u>14,051,628.15</u>	<u>-51,628.15</u>	<u>1.1923</u>
Investment Total					<u>545</u>	<u>1.0964</u>	<u>82,782,040.46</u>	<u>82,922,301.92</u>	<u>-140,261.46</u>	<u>1.4932</u>

Ottawa County, Michigan - OPEB Section 115 Trust

Greenleaf Trust
2011 Year to Date Cash Flow

Report Month	Total Receipts	Disbursements	Withdrawals & Distributions	Administrative Expenses	Total Disbursements	Interest & Income	Dividends & Other Income	Total Investment Income	Cash Flow Month	Cash flow YTD
JAN	\$0.00	-\$2,879.31	\$0.00	-\$2,399.43	-\$5,278.74	\$2,904.56	\$1,331.37	\$4,235.93	-\$1,042.81	-\$1,042.81
FEB	\$0.00	\$0.00	\$0.00	-\$2,414.71	-\$2,414.71	\$3,472.00	\$99.28	\$3,571.28	\$1,156.57	\$113.76
MAR	\$0.00	\$0.00	\$0.00	-\$2,462.31	-\$2,462.31	\$1,200.33	\$3,249.61	\$4,449.94	\$1,987.63	\$2,101.39
APR	\$0.00	-\$2,973.67	\$0.00	-\$2,478.06	-\$5,451.73	\$1,730.66	\$754.11	\$2,484.77	-\$2,966.96	-\$865.57
MAY	\$186,513.87	\$0.00	\$0.00	-\$2,530.00	-\$2,530.00	\$3,696.30	\$359.27	\$4,055.57	\$188,039.44	\$187,173.87
JUN	\$84.91	\$0.00	\$0.00	-\$2,635.22	-\$2,635.22	\$2,003.92	\$7,092.80	\$9,096.72	\$6,546.41	\$193,720.28
JUL	\$161,248.10	-\$3,184.04	\$0.00	-\$2,603.70	-\$5,787.74	\$2,818.41	\$858.80	\$3,677.21	\$159,137.57	\$352,857.85
AUG	\$300.00	\$0.00	\$0.00	-\$2,691.26	-\$2,691.26	\$3,500.38	\$351.71	\$3,852.09	\$1,460.83	\$354,318.68
SEP	\$0.00	\$0.00	\$0.00	-\$2,609.43	-\$2,609.43	\$2,104.10	\$7,184.95	\$9,289.05	\$6,679.62	\$360,998.30
OCT	\$217,674.53	-\$2,999.64	\$0.00	-\$2,450.40	-\$5,450.04	\$1,897.32	\$535.44	\$2,432.76	\$214,657.25	\$575,655.55
NOV	\$0.00	\$0.00	\$0.00	-\$2,755.10	-\$2,755.10	\$2,897.27	\$217.82	\$3,115.09	\$359.99	\$576,015.54
DEC	\$194,490.53	\$0.00	\$0.00	-\$2,726.37	-\$2,726.37	\$3,320.32	\$17,123.21	\$20,443.53	\$212,207.69	\$788,223.23
								<u>\$70,703.94</u>		

Ottawa County, Michigan - OPEB Section 115 Trust

Greenleaf Trust

Portfolio Asset Allocation
From Monthly Statement

December 31, 2011

Asset	<u>Market Values at 1/1/2011</u>		<u>Market Values at 12/31/2011</u>		Transactions Impacting Market Value	Month to Date Impact	Year to Date Impact
	Dollar Amount	Percentage	Dollar Amount	Percentage			
		0.00%		0.00%			
Exchange Traded Fds- Equity	\$715,717.23	24.86%	\$717,978.77	20.36%	Receipts	\$194,490.53	\$760,311.94
		0.00%		0.00%	Payments		
Mutual Fund - Equity	\$1,106,092.34	38.42%	\$1,441,093.16	40.86%	Disbursements	\$0.00	(\$12,036.66)
		0.00%		0.00%	Withdrawals & Distributions	\$0.00	\$0.00
Global Real Estate	\$56,872.29	1.98%	\$68,886.54	1.95%	Administrative Expenses	(\$2,726.37)	(\$30,755.99)
		0.00%		0.00%	Investment Income	20,443.53	\$70,703.94
Corporate Bonds	\$261,240.55	9.07%	\$448,544.82	12.72%			
		0.00%		0.00%	Investment Change (+/-)	(\$25,116.40)	(\$140,892.78)
Certificate of Deposit - Local	\$175,000.00	6.08%		0.00%			
		0.00%		0.00%	MTD fee or income increase/decrease	187,091.29	
Exchange Traded Fds - Fixed Inc	\$65,049.60	2.26%	\$70,597.45	2.00%			
		0.00%		0.00%	YTD Fee or Income Increase / Decrease		\$647,330.45
Mutual Fund - Fixed Income	\$86,289.43	3.00%	\$105,195.87	2.98%			
		0.00%		0.00%			
US Government Notes & Bonds	\$31,083.40	1.08%	\$15,692.58	0.44%			
		0.00%		0.00%			
US Government Agency Bonds	\$284,498.46	9.88%	\$423,024.43	12.00%			
		0.00%		0.00%			
Money Market Funds - Taxable	\$97,469.39	3.39%	\$235,629.52	6.68%			
		0.00%		0.00%			
		0.00%		0.00%			
		0.00%		0.00%			
		0.00%		0.00%			
		0.00%		0.00%			
		0.00%		0.00%			
TOTAL PORTFOLIO	\$2,879,312.69	100.00%	\$3,526,643.14	100.00%	Verify YTD Change		\$647,330.45
					YTD gross value change %		22.48%

PORTFOLIO ASSET ALLOCATION PARAMETERS

	Current	Target
Equities	20.36%	65%
Total Fixed Income	60.52%	30%
Cash & Equivalents	12.44%	5%
	0.9331859	100%



County of Ottawa Memorandum

DATE: February 15, 2012
TO: Chair Swartout and the Finance and Administration Committee
FROM: Keith Van Beek, Assistant County Administrator
SUBJECT: Discussion on Health Insurance for Commissioners

There were some questions regarding health insurance for Commissioners at and following the January Finance and Administration Committee meeting. The first meeting of the Officers' Compensation Commission is on Thursday, February 23. Board Chair Kuyers requested that County Administration outline the issues and some options to bring to the Board.

Background Information – Retiree Health and Medicare Benefits

Because in the past there have been questions regarding health insurance benefits for Commissioners and possible interaction with Medicare benefits, I thought it might be helpful to once again outline those issues.

- Some retirees are eligible for a County contribution towards their health coverage through the County between the ages of 55 and 65 (this program has been eliminated for employees hired after January 1, 2008).
- Retirees over the age of 65 can buy health insurance coverage through the County which comes at the full cost of the retiree. After communications with retirees in 2006 and 2007, only 6 retirees currently use this option as less expensive alternatives for the retiree seem to be available on the private market. The cost factor is not viewed as an issue for the County as the full cost of this program has and continues to be borne by the retiree. This program does treat Medicare as the primary payer for services and this supplemental program as secondary.
- Current employees, including Commissioners, that are over 65 and eligible for Medicare cannot have County health coverage and utilize Medicare as the primary payer for services. Rather, the only way Medicare can be primary is if the current employee opts out of the County coverage. It was additionally found that no employer can create any type of targeted incentive or other vehicle to encourage current employees that are over 65 to opt out of the employer health coverage, as this would transfer costs to Medicare.
- The net impact for Commissioners is that, currently, Commissioners can either participate in the County health coverage or opt out of the coverage, which is set for all employees at \$2,400 annually.

Background Information – Employee Classifications and Commissioners

Discussing the term “employee” can be both confusing and frustrating, as it may mean different things in different contexts.

- For IRS and liability purposes, Commissioners are clearly employees for tax purposes and also in order to protect the County and Commissioners legally.
- For pension purposes relating to the MERS retiree system, Commissioners are currently classified as full-time status employees. In order to retain MERS pension benefits, an employee must work 80 hours in a calendar month.
- For health coverage purposes, the employee status is one of several factors vital to the question of if Commissioners can purchase health insurance from the County at their own

cost if it is not provided as a benefit. Currently Commissioners are “employees” and are thus eligible for health care coverage. If the Commission would decide that health insurance is not offered as a benefit, for health coverage purposes Commissioners may not be classified as employees. It appears that this classification issue may preclude Commissioners from purchasing health insurance from the County, even if paid at their own cost.

- It should be noted that if health insurance benefits would cease for Commissioners, this would cause a termination of benefits that would allow a Commissioner to purchase COBRA coverage for up to 18 months.
- The impending Federal Health Care changes in 2014 cast further confusion in this area. Depending on the classification/definition of employee, and employer could be required to either provide health insurance benefits or an amount of money to an “employee” in order to obtain health insurance. It has not been made clear as to how this might impact the situation being discussed relating to Commissioners as an employee.

Options for the Board of Commissioners to Consider

The Officers’ Compensation Commission will begin their deliberations later this week and make their determination in March. This creates a timeline by which action should be taken by the full Board of Commissioners. In order to facilitate the discussions on this topic to meet the timeline, County Administration suggests two options;

1. **Retain Health Insurance Coverage As Is** – this approach would retain the current status of health insurance options for Commissioners and the classification of Commissioners as employees for health insurance purposes. It can be assumed, as outlined in communications from 2010, that the Officers’ Compensation Commission would hold the base salary constant or could reduce the base salary in the determination made and forwarded to the Board.
2. **Eliminate Health Insurance Coverage** – this approach would not only eliminate health insurance for Commissioners, but might also remove the opportunity for Commissioners to purchase health insurance from the County. As outlined in communications from 2010, the Officers’ Compensation Commission would likely consider an increase of the base salary in the determination made and forwarded to the Board. Administration would recommend including a statement in the proposed motion, should you pursue this option, indicating an approach to either allow or disallow Commissioners to purchase health insurance from the County at the full cost of the Commissioner, should that opportunity be legally available.

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