



County of Ottawa

Board of Commissioners

Philip D. Kuyers
Chairperson

James C. Holtrop
Vice-Chairperson

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February 23, 2012

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, February 28, 2012 at 1:30 p.m.**, for the regular **February** meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Rycenga
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments and Communications from County Staff
 - A. Agriculture in the Classroom, Betty Blase, District Coordinator, Michigan State University Extension and Brenda Raterink, Agriculture in the Classroom Teacher
7. Approval of Agenda
8. Actions and Reports
 - A. Consent Resolutions:

From the County Clerk

1. Board of Commissioners Meeting Minutes
Suggested Motion:
To approve the Minutes of the [February 14, 2012 Board of Commissioners Strategic Planning Meeting](#) and the [February 14, 2012 Board of Commissioners Meeting](#).
2. [Payroll](#)
Suggested Motion:
To authorize the payroll of February 28, 2012 in the amount of \$_____.

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

From Administration

3. [Monthly Accounts Payable for February 6, 2012 through February 17, 2012](#)
Suggested Motion:
To approve the general claims in the amount of \$3,660,385.77 as presented by the summary report for February 6, 2012 through February 17, 2012.
4. [Monthly Budget Adjustments](#)
Suggested Motion:
To approve the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of January 2012.

B. Action Items:

From Administration

5. [Resolution to Declare March 4-10, 2012 as “Agricultural Week in Ottawa County”](#)
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the resolution declaring March 4-10, 2012 as “Agricultural Week in Ottawa County.”

From the Finance and Administration Committee

6. [Government Finance Officers Association Certificate for Excellence in Financial Reporting](#)
Suggested Motion:
To receive 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 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 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 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 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 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 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 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 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 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 authorize the Board Chair and Clerk to sign 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 \$10,438.54.

C. Appointments: None

D. Discussion Items:

From the Finance and Administration Committee

17. [Health Insurance for Commissioners](#)
9. Report of the County Administrator
10. General Information, Comments, and Meetings Attended
11. Public Comments
12. Adjournment

OTTAWA COUNTY BOARD OF COMMISSIONERS
ADDITION TO AGENDA
Tuesday, February 28, 2012
1:30 PM

6. Public Comments and Communications from County Staff
 - B. 2012 State of the County Address, Alan G. Vanderberg, County Administrator

**PROPOSED
PROCEEDINGS OF THE OTTAWA COUNTY
BOARD OF COMMISSIONERS
FEBRUARY SESSION – STRATEGIC PLANNING**

The Ottawa County Board of Commissioners met on Tuesday, February 14, 2012, at 8:00 a.m. at Hemlock Crossing Park and was called to order by the Chair.

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

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

Absent: Mr. Rycenga (1)

The Administrator welcomed the Commissioners and gave a brief overview of the day's activities.

Mr. Rycenga arrived at 8:03 a.m.

Improved Hiring, Teamwork, and Performance

- a. 3 Legged Stool – The Administrator explained the three components of the human mind in traditional psychology. The three components consist of cognitive, conative and affective. Using the three legged stool helps in the hiring process, team assignment, process improvement and customer service.
- b. Myers Briggs – The Commissioners were asked to take the Myers Briggs prior to the meeting. The Administrator went over their results and what it means.
- c. Kolbe - Mari Martin, Master Kolbe Consultant, explained Kolbe and went over the Commissioners results.

Mr. Vanderberg introduced the new Facilities Director, Richard Vandekerkhoff.

Future Focus

Mr. Vanderberg talked about “The Ottawa County Way”; the history, tradition and DNA. He talked about the Four C’s; Communication, Customer Services, Continuous Improvement, and Cultural Competency. These are areas in the County which need improvement.

Greg Rappleye, Corporate Counsel, prepared and read an essay on the Ottawa Way.

A break was taken from 10:30 – 10:45 a.m.

2012 Business Plan

Mr. Vanderberg gave a brief review of the Strategic Plan including the main components; the Vision, the Mission, and the Goals.

Keith VanBeek, Assistant Administrator, reviewed the Strengths, Weaknesses, Opportunities and Threats (SWOT) with the Board. The Board added several additional goals to the list.

The Commissioners ranked the objectives for the 2012 Business Plan. Administration will list the rankings on a grid and send out the results.

The Legislative Action Plan was presented by Mark Knudsen. He reviewed the Lobbyist Protocols and how this governs what the county does. He explained how to read the Legislative Activity Report which is found on Lotus Notes Front Page. A brief update on the 2012 Legislative Priorities was presented.

General Q & A

Mr. Baumann questioned the Commissioner's mileage reimbursement and what is appropriate and what is not. The Chair would like to leave it as is at the present time until after the Officers' Compensation Commission has met.

Mrs. Ruiter asked for clarification on the PA2 funding of CMH money for treatment of substance abuse and dual diagnosis. Keith VanBeek stated that clearly there is no interest for less money for substance abuse. They are looking at options to deliver in a more coordinated way, who would administrator the funds, etc. Karen Youngs-Hartley is no longer serving as the LCC Executive Director. The new Interim Director is Kori White-Bissot.

The meeting adjourned at 12:21 p.m.

**PROPOSED
PROCEEDINGS OF THE OTTAWA COUNTY
BOARD OF COMMISSIONERS
FEBRUARY SESSION – FIRST DAY**

The Ottawa County Board of Commissioners met on Tuesday, February 14, 2012, at 1:30 p.m. and was called to order by the Chair.

Mr. DeJong pronounced the invocation.

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

Present at roll call: Messrs. Visser, Kuyers, Swartout, Mrs. Ruiters, Messrs. DeJong, Rycenga, Baumann, Disselkoen, Karsten, Holtrop, Holtvluwer. (11)

Public Comments and Communications from County Staff

Ryan Bennett, West Michigan Plumbers Local 174, introduced himself and reported Local 174 has over 1,000 members.

David Morren, 10345 60th Ave., Allendale, is in favor of the abolishment of the Road Commission. Mr. Morren has a lawsuit against the Road Commission for driving his tractor on the road. He stated not all residents have a good relationship with the Road Commission.

Legislative Update – The legislative update was presented by Jim Miller, Governmental Consultant Services, Inc.

B/C 12-018 Mr. Holtrop moved to approve the agenda of today as presented. The motion passed.

B/C 12-019 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 24, 2012 Board of Commissioners Meeting.
2. To authorize the payroll of February 14, 2012 Board Meeting and Strategic Planning Meeting in the amount of \$958.69.
3. To approve the general claims in the amount of \$4,496,694.51 as presented by the summary report for January 16, 2012 through February 3, 2012.
4. To receive for information the Ottawa County Equalization 2011 Annual Report.

5. To receive for information the Ottawa County Register of Deeds 2011 Annual Report.

The motion passed as shown by the following votes: Yeas: Messrs. Rycenga, DeJong, Karsten, Mrs. Ruiter, Messrs. Baumann, Visser, Swartout, Holtvluwer, Disselkoen, Holtrop, Kuyers. (11)

B/C 12-020 Mr. Holtrop moved to approve and authorize the Board Chair and Clerk to sign the Ottawa County Health Department's Local Plan of Organization as part of the Ottawa County Health Department's Accreditation 2012 process. The motion passed as shown by the following votes: Yeas: Messrs. Rycenga, DeJong, Karsten, Mrs. Ruiter, Messrs. Baumann, Visser, Swartout, Holtvluwer, Disselkoen, Holtrop, Kuyers. (11)

B/C 12-021 Mr. Rycenga moved to approve and authorize the Board Chair and Clerk to sign the Partner Agreement with Ducks Unlimited which outlines terms of the grant through the North American Wetlands Conservation Act to provide funding assistance for purchase of the Koster property to expand Grand River Open Space. The motion passed as shown by the following votes: Yeas: Messrs. Holtrop, Holtvluwer, Swartout, Baumann, Visser, Disselkoen, Karsten, Mrs. Ruiter, Messrs. Rycenga, DeJong, Kuyers. (11)

B/C 12-022 Mr. Rycenga moved to approve and authorize the Board Chair and Clerk to sign the proposed revisions to the Lakeshore Coordinating Council Agreement and By-Laws.

B/C 12-023 Mr. Karsten moved to postpone Motion 12-022 pending the review of the new Interim Executive LCC Director. The motion passed.

B/C 12-024 Mrs. Ruiter moved to place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

Jan Redding
*Matthew Fenske

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

Roll call vote:

Mr. Karsten – Redding
Mr. Disselkoen – Fenske
Mr. Holtrop – Fenske
Mr. Visser – Fenske

Mr. DeJong - Redding
Mrs. Ruiter - Fenske
Mr. Swartout - Fenske
Mr. Rycenga - Redding

Mr. Holtvluwer – Redding
Mr. Baumann - Redding

Mr. Kuyers – Fenske

Total votes received: Ms. Redding – 5, Mr. Fenske – 6.

The Chair declared Matthew Fenske appointed to the Agricultural Preservation Board.

B/C 12-025 Mrs. Ruiter moved to place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Richard Kanten
Renee' LeClear-Gavin

to fill one (1) Family Member vacancy on the Community Mental Health Board beginning April 1, 2012 and ending March 31, 2015 (three (3) year term).

Roll call vote:

Mr. Disselkoe – Kanten
Mr. Karsten – Kanten
Mr. DeJong – Kanten
Mr. Holtrop – Kanten
Mr. Visser – Kanten
Mr. Swartout – Kanten

Mrs. Ruiter - Kanten
Mr. Rycenga - Kanten
Mr. Holtvluwer - Kanten
Mr. Baumann - Kanten
Mr. Kuyers - Kanten

Total votes received: Mr. Kanten – 11, Ms. LeClear-Gavin – 0.

The Chair declared Richard Kanten appointed to the Community Mental Health Board.

B/C 12-026 Mrs. Ruiter moved to place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Sheri Holstege

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

*Demetrios (Adam) Tountas

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

*Jason VanDeWege

*Robert Carr

to fill two (2) Solid Waste Industry vacancies on the Solid Waste Planning Committee beginning immediately and ending December 31, 2013 (two (2) year term).

The motion passed.

Discussion Items

1. Ottawa County Equalization 2011 Annual Report – Michael Galligan, Equalization Director, presented the 2011 Ottawa County Equalization Annual Report.
2. Ottawa County Register of Deeds 2011 Annual Report – Gary Scholten, Register of Deeds, presented the 2011 Ottawa County Register of Deeds Annual Report.

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

Public Comments

David Morren, 10345 60th Ave., Allendale, stated he went before the Road Commission to right the wrongs before filing a lawsuit. If it's brought before the Board to abolish the Road Commission, he would like to be notified.

B/C 12-027 Mr. Disselkoen moved to adjourn at 2:34 p.m. subject to the call of the Chair. The motion passed.

DANIEL C. KRUEGER, Clerk
Of the Board of Commissioners

PHILIP KUYERS, Chairman
Of the Board of Commissioners

Action Request



Committee: Board of Commissioners

Meeting Date: 2/28/2012

Requesting Department: County Clerk

Submitted By: Bob Spaman

Agenda Item: Payroll

SUGGESTED MOTION:

To authorize the payroll of February 28, 2012 in the amount of \$_____.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

Total Cost: _____ General Fund Cost: _____ Included in Budget: Yes No

If not included in budget, recommended funding source: _____

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: All

Objective: All

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: _____

Committee/Governing/Advisory Board Approval Date: _____

Action Request



Committee: Board of Commissioners

Meeting Date: 2/28/12

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Accounts Payable for February 6, 2012 through February 17, 2012

SUGGESTED MOTION:

To approve the general claims in the amount of \$3,660,385.77 as presented by the summary report for February 6, 2012 through February 17, 2012.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

Total Cost: \$3,660,385.77 | General Fund Cost: \$3,660,385.77 | Included in Budget: Yes | No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

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

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

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

4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: | Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:



County of Ottawa

Fiscal Services Department

Robert Spaman
Fiscal Services Director

Marvin Hinga
Fiscal Services Assistant Director

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

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

To: Board of Commissioners

From: Robert Spaman, Fiscal Services Director

Subject: Accounts Payable Listing – February 6, 2012 to February 17, 2012

Date: February 17, 2012

I have reviewed the Accounts Payable Listing for February 6 through February 17, 2012. The following information will give you the detail of some of the purchases made in specific funds during this period:

Fund 6641 – Equipment Pool Fund

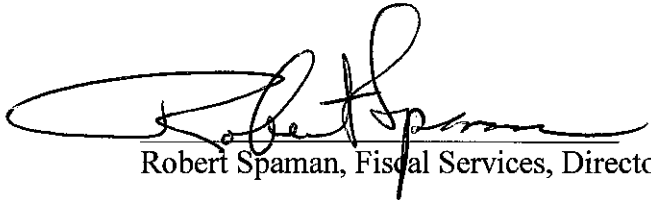
Gendex 717 – Sensor System for Digital Radiography	\$ 8,394.00
Fiscal Services ERP Project	8,143.39

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

Total Checks/Automated Clearing House (ACH) 02/06/2012 through 02/17/2012

I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The List of Claims shows the name of claimant, amount of claim, check number, ACH number, check date and ACH date. The net amount of checks/ACH written during the period was \$3,660,385.77. The amount of claims to be approved totals \$3,660,385.77.

*Adjustments are voided checks or ACH.


Robert Spaman, Fiscal Services, Director

2/17/12
Date

We hereby certify that the Board of Commissioners has approved the claims on this 28th day of February, 2012.

Philip Kuyers, Chairperson
Board of Commissioners

Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS/ACH 02/06/2012 THROUGH 02/17/2012

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
1010	GENERAL FUND	259,132.80	0.00	259,132.80
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	92,037.83	0.00	92,037.83
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	1,799.29	0.00	1,799.29
2170	9/30 JUDICIAL GRANTS	2,404.42	0.00	2,404.42
2210	HEALTH	51,715.80	0.00	51,715.80
2220	MENTAL HEALTH	729,752.33	0.00	729,752.33
2271	SOLID WASTE CLEAN-UP	0.00	0.00	0.00
2272	LANDFILL TIPPING FEES	3,729.75	0.00	3,729.75
2320	TRANSPORTATION SYSTEM	0.00	0.00	0.00
2420	PLANNING COMMISSION	0.00	0.00	0.00
2430	BROWNFIELD REDEVELOPMENT	0.00	0.00	0.00
2444	INFRASTRUCTURE FUND	0.00	0.00	0.00
2450	PUBLIC IMPROVEMENT	0.00	0.00	0.00
2550	HOMESTEAD PROPERTY TAX	0.00	0.00	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	2,546.32	0.00	2,546.32
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	290.00	0.00	290.00
2602	WEMET	1,349.45	0.00	1,349.45
2603	WEED AND SEED	0.00	0.00	0.00
2605	COPS-AHEAD-GEORGETOWN	0.00	0.00	0.00
2606	COPS-FAST-GEORGETOWN	0.00	0.00	0.00
2608	COPS-FAST-ALLENDALE	0.00	0.00	0.00
2609	SHERIFF GRANT PROGRAMS	0.00	0.00	0.00

ACCOUNTS PAYABLE CHECKS/ACH 02/06/2012 THROUGH 02/17/2012

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2610	COPS-UNIVERSAL	9,938.89	0.00	9,938.89
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	422.93	0.00	422.93
2690	LAW LIBRARY	0.00	0.00	0.00
2740	WIA-ADMIN. COST POOL	10,145.08	0.00	10,145.08
2741	WIA-YOUTH	49,187.09	0.00	49,187.09
2742	WIA-ADULT	43,623.62	0.00	43,623.62
2743	WIA-6/30 GRANT PROGRAMS	75,501.81	0.00	75,501.81
2744	WIA-12/31 GRANT PROGRAMS	4,750.93	0.00	4,750.93
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	138,636.24	0.00	138,636.24
2749	WIA-3/31 GRANT PROGRAMS	0.00	0.00	0.00
2750	GRANT PROGRAMS-PASS THRU	0.00	0.00	0.00
2800	EMERGENCY FEEDING	959.35	0.00	959.35
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	7,763.08	0.00	7,763.08
2870	COMMUNITY ACTION AGENCY (CAA)	2,933.56	0.00	2,933.56
2890	WEATHERIZATION	36,092.36	0.00	36,092.36
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	3,748.36	0.00	3,748.36
2920	CHILD CARE - PROBATE	135,994.72	0.00	135,994.72
2921	CHILD CARE - SOCIAL SERVICES	0.00	0.00	0.00
2930	SOLDIER & SAILORS RELIEF	0.00	0.00	0.00

ACCOUNTS PAYABLE CHECKS/ACH 02/06/2012 THROUGH 02/17/2012

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2940	VETERANS TRUST	0.00	0.00	0.00
2941	VETERANS TRUST	0.00	0.00	0.00
2970	DB/DC CONVERSION	0.00	0.00	0.00
5160	DELINQUENT TAXES	9,792.52	0.00	9,792.52
6360	INFORMATION TECHNOLOGY	79,239.08	0.00	79,239.08
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	149.12	0.00	149.12
6550	TELECOMMUNICATIONS	8,619.03	0.00	8,619.03
6641	EQUIPMENT POOL	16,537.39	0.00	16,537.39
6770	PROTECTED SELF-FUNDED INSURANCE	0.00	0.00	0.00
6771	PROTECTED SELF-FUNDED HEALTH INS.	558,659.22	0.00	558,659.22
6772	PROTECTED SELF-FUNDED UNEMPL INS.	100,773.02	0.00	100,773.02
6775	LONG-TERM DISABILITY INSURANCE	0.00	0.00	0.00
6776	PROTECTED SELF-FUNDED DENTAL INS.	0.00	0.00	0.00
6777	PROTECTED SELF-FUNDED VISION	0.00	0.00	0.00
6782	PROTECTED SELF-FUNDED INS PROG M.H.	0.00	0.00	0.00
7010	AGENCY	1,013,688.73	0.00	1,013,688.73
7040	IMPREST PAYROLL	170,516.21	0.00	170,516.21
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
7360	OPEB TRUST	37,955.44	0.00	37,955.44
		<u>\$3,660,385.77</u>	<u>0.00</u>	<u>\$3,660,385.77</u>

Action Request



Committee: Board of Commissioners

Meeting Date: 2/28/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Budget Adjustments

SUGGESTED MOTION:

To approve the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of 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: Finance and Administration Committee 2/21/2012

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		7170.0000	OPEB - Health Care	240.00
BA 1	1/18/2012	1010	2250		7180.0000	Life Insurance	102.00
BA 1	1/18/2012	1010	2250		7190.0000	Retirement & Sick Leave	4,744.00
BA 1	1/18/2012	1010	2250		7200.0000	Dental Insurance	723.00
BA 1	1/18/2012	1010	2250		7220.0000	Worker'S Compensation	18.00
BA 1	1/18/2012	1010	2250		7230.0000	Unemployment	539.00
BA 1	1/18/2012	1010	2250		7240.0000	Optical Insurance	107.00
BA 1	1/18/2012	1010	2250		7250.0000	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		7170.0000	OPEB - Health Care	240.00
BA 1	1/18/2012	1010	2251		7180.0000	Life Insurance	102.00
BA 1	1/18/2012	1010	2251		7190.0000	Retirement & Sick Leave	4,744.00
BA 1	1/18/2012	1010	2251		7200.0000	Dental Insurance	723.00
BA 1	1/18/2012	1010	2251		7220.0000	Worker'S Compensation	18.00
BA 1	1/18/2012	1010	2251		7230.0000	Unemployment	539.00
BA 1	1/18/2012	1010	2251		7240.0000	Optical Insurance	107.00
BA 1	1/18/2012	1010	2251		7270.0000	Disability Insurance	144.00
BA 1	1/18/2012	1010	2251		7280.0000	Office Supplies	200.00
BA 1	1/18/2012	1010	2251		7300.0000	Printing & Binding	5,213.00
BA 1	1/18/2012	1010	2251		8080.0000	Postage	650.00
BA 1	1/18/2012	1010	2251		8300.0000	Service Contracts	3,900.00
BA 1	1/18/2012	1010	2251		8600.0000	Memberships & Dues	175.00
BA 1	1/18/2012	1010	2251		8610.0000	Travel - Mileage	4,500.00
BA 1	1/18/2012	1010	2251		9400.0000	Conferences & Other Travel	37.00
BA 1	1/18/2012	1010	2251		9560.0000	Equipment Rental	50.00
BA 1	1/18/2012	1010	2251			Employee Training	300.00
<u>ECN DEV PRJ, CONF, MARR</u>							
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>ECN 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: Board of Commissioners

Meeting Date: 2/28/2012

Requesting Department: MSU Extension

Submitted By: Greg Rappleye

Agenda Item: Resolution to Declare March 4-10, 2012 as "Agricultural Week in Ottawa County"

SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution declaring March 4-10, 2012 as "Agricultural Week in Ottawa County."

SUMMARY OF REQUEST:

The week of March 4-10, 2012 is National Agriculture Week, Betty Blase is requesting that the Board of Commissioners approve a resolution so that this is Ottawa County Agriculture Week as well.

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

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

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the ___ day of _____, 2012 at _____ o'clock p.m. local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

It was moved by Commissioner _____ and supported by Commissioner _____ that the following Resolution be adopted:

WHEREAS, Ottawa County has a rich agricultural history rooted not only in the soil, but in its people; and,

WHEREAS, the Ottawa County agricultural community and the County continue to be innovative and progressive leaders by making strides in agricultural and farmland preservation practices; and,

WHEREAS, the Ottawa County agricultural community contributes greatly to Michigan's position as one of the top agricultural states in the nation; and,

WHEREAS, as of the latest (2007) USDA Agricultural Census, the Ottawa County agricultural community provided a market value for crops (including nursery and greenhouse production) of \$231,749,000 and for livestock, poultry and their products of \$159,344,000, for a total market value for all products approaching \$400,000,000 per year; and,

WHEREAS, as the population grows within Ottawa County, it is vital to recognize the important role that agriculture plays in our daily lives; and,

WHEREAS, it is also important to recognize the contributions made by local farmers, farm laborers, marketers and others in the agricultural community. Their contributions are significant and vital to agriculture and to the economy of Ottawa County;

NOW THEREFORE BE IT RESOLVED that the Ottawa County Board of Commissioners hereby proclaims the week of March 4 through March 10, 2012 as National Agriculture Week within Ottawa County; and,

BE IT FURTHER RESOLVED that the Ottawa County Board of Commissioners recognizes the importance of the agriculture industry in our county, state and nation for its remarkable ability in providing food, clothing, and shelter to people around the world; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED:

Chairperson, Ottawa County
Board of Commissioners

Ottawa County Clerk

Action Request



Committee: Board of Commissioners

Meeting Date: 2/28/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Government Finance Officers Association Certificate for Excellence in Financial Reporting

SUGGESTED MOTION:

To receive 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: Finance and Administration Committee 2/21/2012



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: Board of Commissioners

Meeting Date: 02/28/2012

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 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: Finance and Administration Committee 2/21/2012

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.

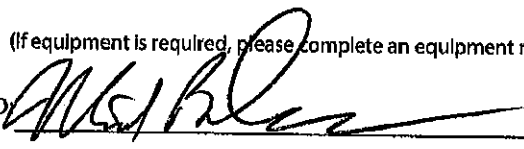
COST INFORMATION:

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		

Community Mental Health of Ottawa County

Integrating Contractual Outpatient Services within CMHOC Team Based Continuum of Care

Bullet Point Overview to the Ottawa County Finance and Administrative Committee

Dr. Michael Brashears

2/21/12

Rationale for integration

1. CMHOC provider analysis results
 - a. Increase Consumer acuity
 - b. Increase cost of service
 - c. Lack of Consumer outreach
 - d. Inability to maintain psychiatry services

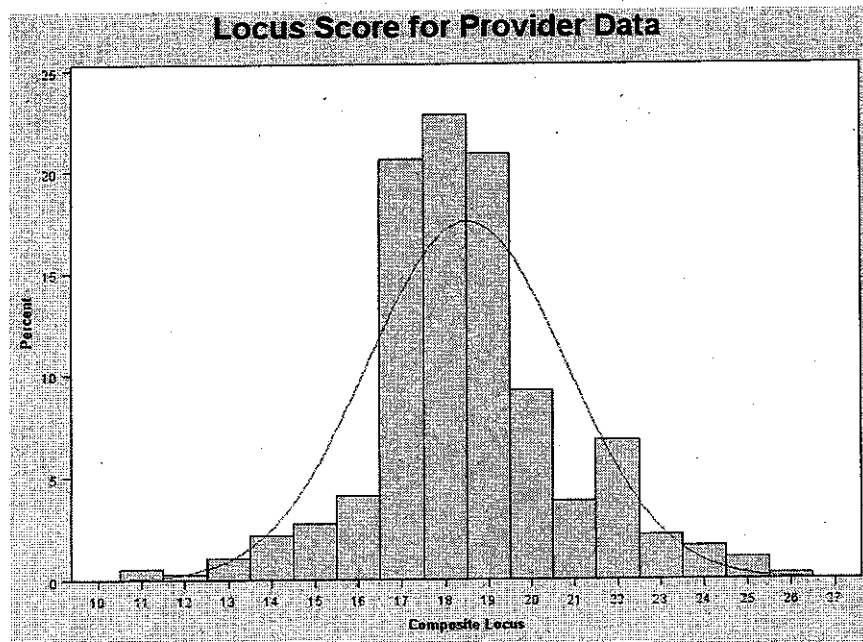
2. Change in Funding Stream
 - a. Dramatic increase in Medicaid Consumers
 - b. Population is now half Medicaid Funding
 - c. Expected Decreases in State General Fund due to National Healthcare Reform and increasing Medicaid population

3. Continuity and access to CMHOC level of care system
 - a. Increase referrals from contract providers to CMHOC team based model
 - b. Increase need for Consumers to receive higher levels of care such as ACT
 - c. Utilization of a team based model verses a traditional outpatient model

Providers Analysis

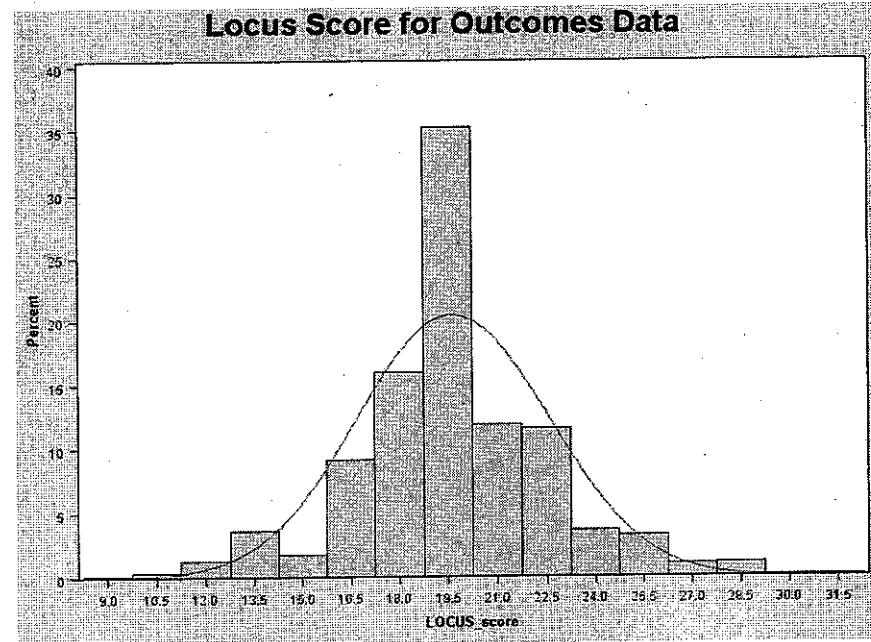
Comparison between Outside Providers and In House Consumers

Outside Providers



Mean	18.51762	Std Deviation	2.27470
Median	18.00000	Variance	5.17428

In House



Mean	19.64692	Std Deviation	2.93264
Median	20.00000	Variance	8.60040



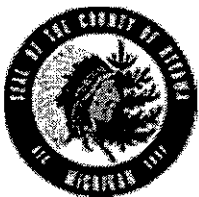
Note: 25% of consumers (92 of 370) sent to Outside Providers have a Locus Score 20 and above

Providers Analysis

Approximately 6%, 24 consumers, sent to outside providers have serious or extreme risk of harm.

- Do outside providers have the training to treat these consumers?

locus_risk_harm_N				
locus_risk_harm_N	Frequency	Percent	Cumulative Frequency	Cumulative Percent
MINIMAL RISK	28	7.57	28	7.57
LOW RISK	125	33.78	153	41.35
MODERATE RISK	193	52.16	346	93.51
SERIOUS RISK	23	6.22	369	99.73
EXTREME RISK	1	0.27	370	100.00



Date range – FY2011 (10/1/2010 – 9/30/2011)

Population includes Contractual Adults (at least 18 years of age on 10/1/2010) from Catholic Charities, Pathways, and Bethany.

Costing Code:
 Individual Therapy – 90806 & 90804
 Brief Med Review – M0064

Briefed Review				
Brief Med Review	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	441	68.80	441	68.80
1	49	7.64	490	76.44
2	39	6.08	529	82.53
3	34	5.30	563	87.83
4	33	5.15	596	92.98
5	14	2.18	610	95.16
6	11	1.72	621	96.88
7	6	0.94	627	97.82
8	4	0.62	631	98.44
9	3	0.47	634	98.91
10	5	0.78	639	99.69
11	1	0.16	640	99.84
15	1	0.16	641	100.00

These results indicate that close to 70% of the Consumers sent to contractual providers never were seen at all by a psychiatrist.

Individual Therapy				
Individual Therapy	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	182	28.39	182	
1	70	10.92	252	
2	50	7.80	302	
3	41	6.40	343	
4	50	7.80	393	
5	32	4.99	425	
6	29	4.52	454	
7	39	6.08	493	
8	45	7.02	538	
9	22	3.43	560	
10	12	1.87	572	
11	6	0.94	578	
12	14	2.18	592	92.36
13	7	1.09	599	93.45
14	10	1.56	609	95.01
15	9	1.40	618	96.41
16	2	0.31	620	96.72
17	2	0.31	622	97.04
18	5	0.78	627	97.82
19	2	0.31	629	98.13
20	2	0.31	631	98.44
21	2	0.31	633	98.75
22	2	0.31	635	99.06
23	2	0.31	637	99.38
24	1	0.16	638	99.53
25	2	0.31	640	99.84
26	1	0.16	641	100.00

These results indicate that 90% of Consumers served by contractual providers received less than one therapy session a month! 28% of Consumers never received therapy at all!

Action Request



Committee: Board of Commissioners

Meeting Date: 02/28/2012

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 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: Finance and Administration Committee 2/21/2012

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

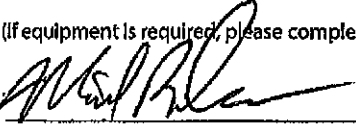
ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

\$ 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
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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
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: Board of Commissioners

Meeting Date: 02/28/2012

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 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: Finance and Administration Committee 2/21/2012

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:

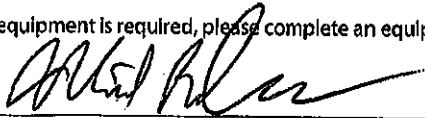
\$ 11,023⁰⁰

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
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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: Board of Commissioners

Meeting Date: 02/28/2012

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 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: Finance and Administration Committee 2/21/2012

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:

\$ 17,047⁰⁰

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

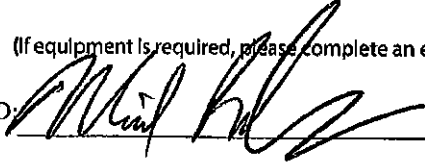
\$ 9,351⁰⁰

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
				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: Board of Commissioners

Meeting Date: 02/28/2012

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 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: Finance and Administration Committee 2/21/2012

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:

\$ 45,380⁰⁰

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

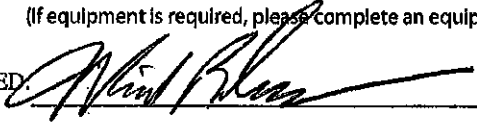
\$ 13,898⁰⁰

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
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
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County of Ottawa
 Estimated Personnel Costs
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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
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: Board of Commissioners

Meeting Date: 02/28/2012

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 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: Finance and Administration Committee 2/21/2012

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?

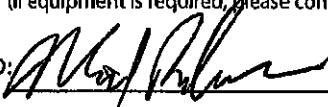
Consumers' clinical/recovery outcomes will be collected and monitored on a regular basis. It is anticipated that consumers' progress through the stages of treatment/recovery will be accelerated, with fewer crisis contacts, crisis residential admissions, and psychiatric inpatient stays. Budgeting for 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	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
 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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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

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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

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: Board of Commissioners

Meeting Date: 02/28/2012

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 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: Finance and Administration Committee 2/21/2012

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

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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: Board of Commissioners

Meeting Date: 02/28/2012

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 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: Finance and Administration Committee 2/21/2012

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: Board of Commissioners

Meeting Date: 02/28/2012

Requesting Department: Administration

Submitted By: Marie Waalkes

Agenda Item: To Reinstate the Tuition Reimbursement Program effective August 2012

SUGGESTED MOTION:

To approve 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: Finance and Administration Committee 2/21/2012



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.



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

PROGRAM EVALUATION:

PERFORMANCE MEASURES:

Action Request



Committee: Board of Commissioners

Meeting Date: 2/28/2012

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 authorize the Board Chair and Clerk to sign 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 \$10,438.54.

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 \$10,438.54 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: \$10,438.54 General Fund Cost: \$10,438.54 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: Finance and Administration Committee 2/21/2012

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

Action Request



Committee: Board of Commissioners

Meeting Date: 2/28/12

Requesting Department: Administration

Submitted By: Keith Van Beek

Agenda Item: Health Insurance for Board of Commissioners

SUGGESTED MOTION:

To direct County Administration to implement either of the following for health/vision/dental insurance for Commissioners effective 1/1/2013;

A - Retain health/vision/dental insurance options in the same or similar status to current,

B - Eliminate health/vision/dental insurance options, while allowing the possibility that Commissioners may purchase health/vision/dental insurance options at their full cost if it can be legally arranged to do so.

SUMMARY OF REQUEST:

As discussed by the Finance and Administration Committee at their last two meetings, the Officers' Compensation Commission (OCC) will meet (at the time of preparing this document) for the first time on Thursday, February 23. The OCC is looking for direction from the Board of Commissioners relating to health/vision/dental insurance for Commissioners. The attached memorandum that was presented to the Finance and Administration Committee provides further background and information on the subject.

The Finance and Administration Committee asked to forward this matter as a discussion item to the full Board without a recommendation, but with a motion prepared for a Board vote on either of the two available options should the Board desire to do so on February 28, 2012.

FINANCIAL INFORMATION:

Total Cost: \$83,820.86 | General Fund Cost: \$83,820.86 | Included in Budget: Yes | No

If not included in budget, recommended funding source: The cost figures provided is the budgeted amount provided in the 2012 budget. The 2013 budget has not been prepared or approved.

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal:

Objective:

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 2/21/2012

No Action/Recommendation



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.