

Agenda
Finance and Administration Committee
West Olive Administration Building
12220 Fillmore, West Olive, MI 49460
Tuesday, May 15, 2012
9:30 a.m.

Consent Items:

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

Action Items:

1. [Public Hearing on FY 2012 Edward Byrne Memorial Justice Assistance Formula Grant \(JAG\)](#)
Suggested Motion:
 - a. To open Public Hearing
 - b. To close Public Hearing
2. [Monthly Budget Adjustments](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of April 2012.
3. [Budget Adjustments Greater than \\$50,000](#)
Suggested Motion:
To approve budget adjustment numbers 192, 219, and 220.
4. [Statement of Review](#)
Suggested Motion:
To approve the Statement of Review for the month of April 2012.
5. [Resolution to Authorize "Qualifying Statements" for Bonding Purposes](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the resolution to authorize certification of a "Qualifying Statement" for bonding purposes.
6. [Tax Allocation Recommendation](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the recommendation that the Ottawa County millage allocation remains at 4.440 mills.
7. [Resolution to Approve the 2012 Millage Rate for County Operations, E-911, and Parks](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the resolution to approve the 2012 Millage Rate for County Operations of 3.6 mills, E-911 of .4400 mills, and Parks of .3165 mills.
8. [Allocation of 2011 Unassigned Fund Balance](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the recommendation to designate \$3,592,425 of the 2011 General Fund year-end unassigned fund balance.

9. [Grand River Sampling and Testing](#)
Suggested Motion:
To approve and forward to the Board of Commissioners approval of the expenditure of \$20,000 from the “committed” General Fund Balance for environmental initiatives to fund Grand River water quality testing.
10. [Resolution of Intent to Issue Bonds for the Allendale Township Wastewater Treatment Plant Project](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the resolution of Intent to Issue Bonds for the Allendale Township Wastewater Treatment Plant Project and reimburse any advanced funds.
11. [Michigan Works Personnel Request to Create One Talent Development Associate - Follow Up Position](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the request from Michigan Works to create one (1) FTE Talent Development Associate - Follow Up (Group T, Paygrade 9 C Step) at a cost of \$46,812.00. Funding for this position to come from Workforce Development Funds.
12. [Michigan Works Personnel Request to Create One Talent Development Lead - Assessment Position](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the request from Michigan Works to create one (1) FTE Talent Development Lead - Assessment (Group T, Paygrade 12 C Step) at a cost of \$57,957.00. Funding for this position to come from Workforce Development Funds.
13. [Michigan Works Personnel Request to Create Eight Talent Development Associates - Career Development Positions](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the request from Michigan Works to create eight (8) FTE's Talent Development Associates - Career Development (Group T, Paygrade 11, C Step) at a cost of \$430,864.00. Funding for this position to come from Workforce Development Funds.
14. [Michigan Works Personnel Request to Create Two Talent Development Associate E&R Positions](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the request from Michigan Works to create two (2) FTE Talent Development Associates E & R (Group T, Paygrade 9, C Step) at a cost of \$93,624.00. Funding for these positions to come from Workforce Development Funds.
15. [Michigan Works Personnel Request to Create Two Talent Development Lead - Career Development Positions](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the request from Michigan Works to create two (2) FTE's Talent Development Lead - Career Development (Group T, Paygrade 12 C Step) at a cost of \$115,914.00. Funding for these positions to come from Workforce Development Funds.

Discussion Items:

1. [Treasurer's Financial Month End Update for April 2012](#)

Adjournment

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

FINANCE AND ADMINISTRATION COMMITTEE

Proposed Minutes

DATE: April 17, 2012
TIME: 9:30 a.m.
PLACE: Fillmore Street Complex
PRESENT: Roger Rycenga, Joseph Baumann, Robert Karsten, Donald Disselkoe, Dennis Swartout

STAFF & GUESTS: Alan Vanderberg, Administrator; Keith Van Beek, Assistant Administrator; Robert Spaman, Fiscal Services Director; Sherri Sayles, Deputy Clerk; Greg Rappleye, Corporate Counsel; Bradley Slagh, Treasurer; William Raymond, MI Works!/CAA Director; Michael Galligan, Equalization Director; James Bush, Equalization; Anne Foote; Nancy Fuller

SUBJECT: CONSENT ITEMS

FC 12-032 Motion: To approve the agenda of today as presented and to approve the minutes of the March 20, 2012, meeting as presented.
Moved by: Baumann UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 12-033 Motion: To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of March 2012.
Moved by: Rycenga UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 12-034 Motion: To approve budget adjustment numbers 151, 152, 153, 154, 174, 175 and 176.
Moved by: Karsten UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 12-035 Motion: To approve the Statement of Review for the month of March 2012.
Moved by: Rycenga UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 12-036 Motion: To receive for information the Interim Financial Statement for General Fund, Mental Health and Public Health as of March 31, 2012.
Moved by: Karsten UNANIMOUS

SUBJECT: QUARTERLY TREASURER'S INVESTMENT REPORT

FC 12-037 Motion: To receive for information the Treasurer's Quarterly Investment Report as of March 2012.
Moved by: Baumann UNANIMOUS

SUBJECT: EQUALIZATION REPORT

FC 12-038 Motion: To approve and forward to the Board of Commissioners the 2012 Equalization Report and to appoint the Equalization Director to represent Ottawa County at State Equalization Hearings.
Moved by: Rycenga UNANIMOUS

SUBJECT: EXTENSION OF THE CONTRACT FOR AUDITING SERVICES FOR 2013 WITH VREDEVELD HAEFNER LLC

FC 12-039 Motion: To approve and forward to the Board of Commissioners the recommendation of extension to the County contract with Vredevelde Haefner LCC for one additional year for Ottawa County, Ottawa County Drain Commission, and the Ottawa County Insurance Authority.
Moved by: Baumann UNANIMOUS

SUBJECT: ALLOCATION OF THE 2011 UNRESERVED UNDESIGNATED FUND BALANCE

FC 12-040 Motion: To approve and forward to the Board of Commissioners the recommendation to designate \$1,250,000 of the 2011 General Fund year-end unreserved undesignated fund balance for the 2013 budget.
Moved by: Baumann UNANIMOUS

SUBJECT: RESOLUTION TO CONFIRM THE \$10 NOTARY FEE OF OF THE OTTAWA COUNTY SHERIFF'S OFFICE PERTAINING TO THE ISSUANCE OF HAND GUN PURCHASE PERMITS

FC 12-041 Motion: To approve and forward to the Board of Commissioners the Resolution to confirm the \$10 notary fee for the Ottawa County Sheriff's Office pertaining to the issuance of hand gun purchase permits.
Moved by: Disselkoen UNANIMOUS

SUBJECT: MICHIGAN WORKS/FISCAL SERVICES PERSONNEL
REQUEST TO CREATE A SENIOR ACCOUNTANT
(MICHIGAN WORKS)

FC 12-042

Motion: To approve and forward to the Board of Commissioners the request from Michigan Works to create One (1) FTE Senior Accountant (Unclassified Paygrade 6, C Step) at a cost of \$79,442.00. Funding for this position to come from Workforce Development Funds.

Motion: Karsten

UNANIMOUS

SUBJECT: MICHIGAN WORKS PERSONNEL REQUEST TO CREATE
A TEAM SUPERVISOR

FC 12-043

Motion: To approve and forward to the Board of Commissioners the request from Michigan Works to create One (1) FTE Team Supervisor (Unclassified Paygrade 5, C Step) at a cost of \$73,426.00. Funding for this position to come from Workforce Development Funds.

Moved by: Baumann

UNANIMOUS

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:02 a.m.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 5/15/2012

Requesting Department: Sheriff's Office

Submitted By: Misty Cunningham

Agenda Item: Public Hearing on FY 2012 Edward Byrne Memorial Justice Assistance Formula Grant (JAG)

SUGGESTED MOTION:

- a. To open Public Hearing
- b. To close Public Hearing

SUMMARY OF REQUEST:

Each year a Public Hearing will be held before the Ottawa County Board of Commissioners on the proposal of Ottawa County and/or the Ottawa County Sheriff's Office to utilize \$23,237.00 of FY 2012 Edward Byrne Memorial Justice Assistance Grant (JAG) Program funds to purchase equipment and/or to fund new programs.

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

Objective: Goal 1 Obj. 2: Implement processes and strategies to address operational budget deficits with proactive, balanced approaches. & Goal 4 Obj.'s 1: Maintain systems and programs of continuous improvement to gain efficiencies and improve effectiveness., 2: Continue implementation of outcome-based performance measurement systems. & 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:

May 9, 2012

To: Misty Cunningham
From: Lt. Steve Kempker
Subject: FY2012 BJA Edward Memorial Justice Assistance Grant

Public Hearing will be held before the Ottawa County Board of Commissioners on the proposal of Ottawa County and/or the Ottawa County Sheriff's Office to utilize \$23,237.00 of FY 2012 Edward Byrne Memorial Justice Assistance Grant (JAG) Program funds to purchase equipment and/or to fund new programs.

The County of Ottawa Michigan, Sheriff's Office, is seeking the Edward Byrne Memorial Justice Assistance Grant FY 2012 totaling \$23,237.00 for the Mobile E-Ticket Project. This grant would be used to purchase the software and printers for use in the patrol vehicle for electronic traffic tickets.

The goals of this project were to identify law enforcement equipment needs of the Ottawa County Sheriff's Office. The strategies to evaluate the needs were based on research, needs and what would best assist the Sheriff's Office in day to day operations also but also other local law enforcement agencies and community needs Ottawa County Michigan. The grant will also assist Ottawa County in budget stabilization and improving services to the citizens Ottawa County. It will also greatly improve the effectiveness and efficiency of the criminal justice system and public safety of Ottawa County.

Ottawa County Sheriff's Office is requesting \$23,237.00 in funding through JAG to purchase a complete Electronic Ticketing Solution that will replace inefficient and outdated paper-based ticketing. The system, provided by Michigan-based iyeTek LLC and called iyeCitation, includes the ticket-writing software, a web-based portal for administration and an eCommerce website for citizens to pay their tickets online.

Paper-based ticketing systems are littered with inefficiencies causing them to be wasteful and inconvenient. Beyond the lack of efficiency, paper-based systems also do not provide any benefit to officer safety like digital systems do. Ottawa County Sheriff's Office has examined an electronic ticketing system to replace its paper-based ticketing system to remedy this wasteful inefficiency.

This action is non-mandated.

The \$23,237.00 would be applied to the total cost of the e-ticket system. The remaining amount has been placed in the 2013 budget request. Final details of cost are still being worked on with an estimated balance of \$62,000.00.

All other law enforcement agencies in Ottawa County are committed to joining in on this project covering their share of cost.

This project relates to the Strategic Plan and Goals and Objectives of Ottawa County,

- Implement processes and strategies to address operational budget deficits with pro-active, balanced approaches.
- Maintain systems and programs of continuous improvement to gain efficiencies and improve effectiveness.
- Continue implementation of outcome-based performance measurement systems
- Examine opportunities for service-delivery with local units of government

Action Request



Committee: Finance and Administration Committee

Meeting Date: 5/15/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Budget Adjustments

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of April 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: Maintain and improve the financial position of the County through legislative advocacy.
- 2: Implement processes and strategies to address operational budget deficits with pro-active, balanced approaches.
- 3: Approve strategies to reduce the negative impact of rising employee benefit costs on the budget.
- 4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 4/01/2012 Thru 4/30/2012

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>KOLBE INDX FOR CMMSNR</u>							
BA 136	4/17/2012	1010	1010		8080.0000	Service Contracts	2,642.00
BA 136	4/17/2012	1010	8900		9980.0000	Contingency	2,642.00
<u>EST TAA CSE MGMNT FND</u>							
BA 151	4/17/2012	2748	7430	0014	5610.0000	State Of Mich - Welfare	52,000.00
BA 151	4/17/2012	2748	7430	0014	8080.0000	Service Contracts	52,000.00
<u>TO REDUCE MPSC BUDGET</u>							
BA 152	4/17/2012	2870	7293		7040.0000	Salaries - Regular	2,209.00
BA 152	4/17/2012	2870	7293		7150.0000	Social Security	169.00
BA 152	4/17/2012	2870	7293		7160.0000	Hospitalization	848.00
BA 152	4/17/2012	2870	7293		7160.0020	OPBB - Health Care	51.00
BA 152	4/17/2012	2870	7293		7170.0000	Life Insurance	5.00
BA 152	4/17/2012	2870	7293		7180.0000	Retirement & Sick Leave	203.00
BA 152	4/17/2012	2870	7293		7180.0010	457 Plan Contribution	3.00
BA 152	4/17/2012	2870	7293		7190.0000	Dental Insurance	44.00
BA 152	4/17/2012	2870	7293		7200.0000	Worker'S Compensation	1.00
BA 152	4/17/2012	2870	7293		7220.0000	Unemployment	2.00
BA 152	4/17/2012	2870	7293		7230.0000	Optical Insurance	10.00
BA 152	4/17/2012	2870	7293		7240.0000	Disability Insurance	10.00
BA 152	4/17/2012	2870	7293	1000	5610.0000	State Of Mich - Welfare	139,000.00
BA 152	4/17/2012	2870	7293	1000	7040.0000	Salaries - Regular	8,775.00
BA 152	4/17/2012	2870	7293	1000	7150.0000	Social Security	671.00
BA 152	4/17/2012	2870	7293	1000	7160.0000	Hospitalization	2,403.00
BA 152	4/17/2012	2870	7293	1000	7160.0020	OPBB - Health Care	146.00
BA 152	4/17/2012	2870	7293	1000	7170.0000	Life Insurance	29.00
BA 152	4/17/2012	2870	7293	1000	7180.0000	Retirement & Sick Leave	1,402.00
BA 152	4/17/2012	2870	7293	1000	7190.0000	Dental Insurance	123.00
BA 152	4/17/2012	2870	7293	1000	7200.0000	Worker'S Compensation	2.00
BA 152	4/17/2012	2870	7293	1000	7220.0000	Unemployment	7.00
BA 152	4/17/2012	2870	7293	1000	7230.0000	Optical Insurance	28.00
BA 152	4/17/2012	2870	7293	1000	7230.0000	Disability Insurance	38.00
BA 152	4/17/2012	2870	7293	1000	7240.0000	Office Supplies	85.00
BA 152	4/17/2012	2870	7293	1000	7270.0000	Printing & Binding	92.00
BA 152	4/17/2012	2870	7293	1000	7300.0000	Postage	122.00
BA 152	4/17/2012	2870	7293	1000	7390.0000	Operational Supplies	618.00
BA 152	4/17/2012	2870	7293	1000	8080.0000	Service Contracts	460.00
BA 152	4/17/2012	2870	7293	1000	8300.0000	Memberships & Dues	42.00
BA 152	4/17/2012	2870	7293	1000	8310.0000	Administrative Expense	1,424.00
BA 152	4/17/2012	2870	7293	1000	8310.0020	Data Processing Services	751.00
BA 152	4/17/2012	2870	7293	1000	8500.0000	Telephone	84.00

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 4/01/2012 Thru 4/30/2012

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
TO REDUCE MPSC BUDGET							
BA 152	4/17/2012	2870	7293	1000	8600.0000	Travel - Mileage	252.00-
BA 152	4/17/2012	2870	7293	1000	8610.0000	Conferences & Othr Travel	186.00-
BA 152	4/17/2012	2870	7293	1000	9010.0000	Advertising	674.00-
BA 152	4/17/2012	2870	7293	1000	9100.0000	Insurance & Bonds	217.00-
BA 152	4/17/2012	2870	7293	1000	9310.0000	Equipment Repair	1.00-
BA 152	4/17/2012	2870	7293	1000	9390.0000	Building Rental	254.00-
BA 152	4/17/2012	2870	7293	1000	9400.0000	Equipment Rental	10.00-
BA 152	4/17/2012	2870	7293	3000	7040.0000	Salaries - Regular	21,732.00-
BA 152	4/17/2012	2870	7293	3000	7150.0000	Social Security	1,662.00-
BA 152	4/17/2012	2870	7293	3000	7160.0000	Hospitalization	7,917.00-
BA 152	4/17/2012	2870	7293	3000	7160.0020	OPRB - Health Care	479.00-
BA 152	4/17/2012	2870	7293	3000	7170.0000	Life Insurance	48.00-
BA 152	4/17/2012	2870	7293	3000	7180.0000	Retirement & Sick Leave	1,999.00-
BA 152	4/17/2012	2870	7293	3000	7190.0000	Dental Insurance	407.00-
BA 152	4/17/2012	2870	7293	3000	7200.0000	Worker'S Compensation	5.00-
BA 152	4/17/2012	2870	7293	3000	7220.0000	Unemployment	17.00-
BA 152	4/17/2012	2870	7293	3000	7230.0000	Optical Insurance	94.00-
BA 152	4/17/2012	2870	7293	3000	7240.0000	Disability Insurance	94.00-
BA 152	4/17/2012	2870	7293	3000	7270.0000	Office Supplies	170.00-
BA 152	4/17/2012	2870	7293	3000	7280.0000	Printing & Binding	184.00-
BA 152	4/17/2012	2870	7293	3000	7300.0000	Postage	244.00-
BA 152	4/17/2012	2870	7293	3000	7330.0000	Weatherization Materials	71,548.00-
BA 152	4/17/2012	2870	7293	3000	7390.0000	Operational Supplies	1,236.00-
BA 152	4/17/2012	2870	7293	3000	8080.0000	Service Contracts	920.00-
BA 152	4/17/2012	2870	7293	3000	8300.0000	Memberships & Dues	84.00-
BA 152	4/17/2012	2870	7293	3000	8310.0000	Administrative Expense	2,849.00-
BA 152	4/17/2012	2870	7293	3000	8310.0020	Data Processing Services	1,502.00-
BA 152	4/17/2012	2870	7293	3000	8500.0000	Telephone	168.00-
BA 152	4/17/2012	2870	7293	3000	8600.0000	Travel - Mileage	504.00-
BA 152	4/17/2012	2870	7293	3000	8610.0000	Conferences & Othr Travel	373.00-
BA 152	4/17/2012	2870	7293	3000	9010.0000	Advertising	1,349.00-
BA 152	4/17/2012	2870	7293	3000	9100.0000	Insurance & Bonds	435.00-
BA 152	4/17/2012	2870	7293	3000	9310.0000	Equipment Repair	2.00-
BA 152	4/17/2012	2870	7293	3000	9390.0000	Building Rental	508.00-
BA 152	4/17/2012	2870	7293	3000	9400.0000	Equipment Rental	19.00-
ADOBE SFTWR/KCTYPRSNR							
BA 174	4/17/2012	1010	2010		6070.0090	Fees - Out County Housing	62,145.00-
BA 174	4/17/2012	1010	2010		6999.3900	Rev. (Over)Under Expend.	63,869.00-
BA 174	4/17/2012	1010	2010		7040.0000	Salaries - Regular	45,250.00-
BA 174	4/17/2012	1010	2010		7150.0000	Social Security	3,462.00-
BA 174	4/17/2012	1010	2010		7160.0000	Hospitalization	9,861.00-

Adjustment Number	G/L Date	Fund	DEPT	Sub DEPT	Account Number	Account Name	Adjustment Amount
<u>ADOBE_SFTWR/KCTYPRSNR</u>							
BA 174	4/17/2012	1010	2010		7160.0020	OPFB - Health Care	240.00
BA 174	4/17/2012	1010	2010		7170.0000	Life Insurance	134.00
BA 174	4/17/2012	1010	2010		7180.0000	Retirement & Sick Leave	2,715.00
BA 174	4/17/2012	1010	2010		7180.0010	457 Plan Contribution	1,100.00
BA 174	4/17/2012	1010	2010		7190.0000	Dental Insurance	664.00
BA 174	4/17/2012	1010	2010		7200.0000	Worker'S Compensation	10.00
BA 174	4/17/2012	1010	2010		7220.0000	Unemployment	186.00
BA 174	4/17/2012	1010	2010		7230.0000	Optical Insurance	120.00
BA 174	4/17/2012	1010	2010		7240.0000	Disability Insurance	127.00
BA 174	4/17/2012	1010	2010		7390.0000	Operational Supplies	900.00
<u>TO COVER INC EXPENSE</u>							
BA 176	4/17/2012	2920	6621		8280.0010	Private Institutional Cst	100,000.00
<u>FROM HLND CMNTY FNDIN</u>							
BA 196	4/30/2012	2210	6054		6710.0000	Other Revenue	3,000.00-
BA 196	4/30/2012	2210	6054		8210.0000	Contractual - Other	3,000.00
<u>ADDL FNDATN & FEE REV</u>							
BA 209	4/30/2012	1010	1370		6080.0000	Departmental Services	1,000.00-
BA 209	4/30/2012	1010	1370		6710.0000	Other Revenue	1,000.00-
BA 209	4/30/2012	1010	1370		7270.0000	Office Supplies	2,000.00
<u>RE-ADJ FMPP GRNT BDGT</u>							
BA 210	4/30/2012	2210	6054		5160.0000	Federal Grants - Health	387.00-
BA 210	4/30/2012	2210	6054		7280.0000	Printing & Binding	1,209.00
BA 210	4/30/2012	2210	6054		7300.0000	Postage	800.00
BA 210	4/30/2012	2210	6054		8210.0000	Contractual - Other	1,722.00-
BA 210	4/30/2012	2210	6054		9010.0000	Advertising	100.00
<u>RECIPIENT RIGHTS REVE</u>							
BA 212	4/30/2012	2220	6491	1240	7280.0000	Printing & Binding	208.00
BA 212	4/30/2012	2220	6491	1240	8650.0000	Gas And Oil	2,000.00
BA 212	4/30/2012	2220	6491	1240	8660.0000	Vehicle Repairs & Maint.	500.00
BA 212	4/30/2012	2220	6491	1357	7280.0000	Printing & Binding	525.00
BA 212	4/30/2012	2220	6491	1440	8650.0000	Gas And Oil	100.00
BA 212	4/30/2012	2220	6491	1440	8660.0000	Vehicle Repairs & Maint.	100.00
BA 212	4/30/2012	2220	6491	5401	8650.0000	Gas And Oil	100.00

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
RECIPIENT RIGHTS REVE							
BA 212	4/30/2012	2220	6493	5401	8660.0000	Vehicle Repairs & Maint.	100.00
BA 212	4/30/2012	2220	6491	5510	8650.0000	Gas And Oil	1,500.00
BA 212	4/30/2012	2220	6491	5510	8660.0000	Vehicle Repairs & Maint.	1,775.00
BA 212	4/30/2012	2220	6491	5522	8650.0000	Gas And Oil	265.00
BA 212	4/30/2012	2220	6491	5522	8660.0000	Vehicle Repairs & Maint.	50.00
BA 212	4/30/2012	2220	6493	3241	8650.0000	Gas And Oil	200.00
BA 212	4/30/2012	2220	6493	3241	8660.0000	Vehicle Repairs & Maint.	100.00
BA 212	4/30/2012	2220	6493	3242	8650.0000	Gas And Oil	100.00
BA 212	4/30/2012	2220	6493	3243	7270.0000	Office Supplies	50.00
BA 212	4/30/2012	2220	6493	3244	8650.0000	Gas And Oil	300.00
BA 212	4/30/2012	2220	6493	3253	7270.0000	Office Supplies	450.00
BA 212	4/30/2012	2220	6493	3253	7300.0000	Postage	40.00
BA 212	4/30/2012	2220	6493	3254	8210.0050	Psychiatrist	19,227.00
BA 212	4/30/2012	2220	6493	3254	8650.0000	Gas And Oil	550.00
BA 212	4/30/2012	2220	6493	3256	8650.0000	Gas And Oil	1,900.00
BA 212	4/30/2012	2220	6493	3256	8660.0000	Vehicle Repairs & Maint.	1,000.00
BA 212	4/30/2012	2220	6493	3344	8660.0000	Vehicle Repairs & Maint.	700.00
BA 212	4/30/2012	2220	6494	4244	8650.0000	Gas And Oil	1,150.00
BA 212	4/30/2012	2220	6494	4244	8660.0000	Vehicle Repairs & Maint.	60.00
BA 212	4/30/2012	2220	6494	4245	8650.0000	Gas And Oil	1,850.00
BA 212	4/30/2012	2220	6494	4245	8660.0000	Vehicle Repairs & Maint.	950.00
BA 212	4/30/2012	2220	6494	4247	8270.0000	Client Care	500.00
BA 212	4/30/2012	2220	6495	5020	8660.0000	Vehicle Repairs & Maint.	250.00
BA 212	4/30/2012	2220	6495	5022	8650.0000	Gas And Oil	200.00
BA 212	4/30/2012	2220	6495	5022	8660.0000	Vehicle Repairs & Maint.	150.00
BA 212	4/30/2012	2220	6495	5023	6710.0000	Other Revenue	43,000.00-
BA 212	4/30/2012	2220	6495	5023	8600.0000	Travel - Mileage	2,000.00
BA 212	4/30/2012	2220	6495	5023	8610.0000	Conferences & Othr Travel	2,200.00
BA 212	4/30/2012	2220	6495	5023	8650.0000	Gas And Oil	350.00
BA 212	4/30/2012	2220	6495	5023	8660.0000	Vehicle Repairs & Maint.	30.00
BA 212	4/30/2012	2220	6495	5024	8650.0000	Gas And Oil	200.00
BA 212	4/30/2012	2220	6495	5024	8660.0000	Vehicle Repairs & Maint.	100.00
BA 212	4/30/2012	2220	6495	5027	8650.0000	Gas And Oil	100.00
BA 212	4/30/2012	2220	6495	5029	8650.0000	Gas And Oil	70.00
BA 212	4/30/2012	2220	6495	5031	8610.0000	Conferences & Othr Travel	2,000.00
TO ALIGN TEFAP & CSFP							
BA 217	4/30/2012	2800	7480		5610.0000	State Of Mich - Welfare	45.00-
BA 217	4/30/2012	2800	7480		7220.0000	Unemployment	20.00
BA 217	4/30/2012	2800	7480		7300.0000	Postage	25.00
BA 217	4/30/2012	2800	7482		5610.0000	State Of Mich - Welfare	3,079.00
BA 217	4/30/2012	2800	7482		7040.0000	Salaries - Regular	1,000.00-

Adjustment Number	G/L Date	Fund	DEPT	Sub DEPT	Account Number	Account Name	Adjustment Amount
<u>TO ALIGN TEFAP & CSFP</u>							
BA 217	4/30/2012	2800	7482		7160.0000	Hospitalization	158.00-
BA 217	4/30/2012	2800	7482		7280.0000	Printing & Binding	50.00-
BA 217	4/30/2012	2800	7482		7390.0000	Operational Supplies	200.00-
BA 217	4/30/2012	2800	7482		8310.0000	Administrative Expense	464.00-
BA 217	4/30/2012	2800	7482		8310.0020	Data Processing Services	297.00-
BA 217	4/30/2012	2800	7482		8600.0000	Travel - Mileage	50.00-
BA 217	4/30/2012	2800	7482		8610.0000	Conferences & Othr Travel	86.00-
BA 217	4/30/2012	2800	7482		9010.0000	Advertising	674.00-
BA 217	4/30/2012	2800	7482		9390.0000	Building Rental	100.00-

Action Request



Committee: Finance and Administration Committee

Meeting Date: 5/15/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

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

SUGGESTED MOTION:

To approve budget adjustment numbers 192, 219, and 220.

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

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

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

4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

Budget Adjustments Over \$50,000

BA Number	Fund	Department	Explanation	Adjustment
192	9/30 Grant Programs	National Emergency Grant	To increase National Emergency Grant, American Reinvestment Recovery Act budget from Muskegon County.	\$ 100,000
219	9/30 Grant Programs	2nd Chance	Correct budgeted revenue source.	\$ 558,690
220	Grant Programs - Pass Thru	Administrator's Office	To move remainder of the Energy Efficiency and Conservation Block Grant money to the office furniture/equipment account so that it can be utilized to finish the NOVAR system upgrade.	\$ 71,734

Action Request



Committee: Finance and Administration Committee

Meeting Date: 5/15/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Statement of Review

SUGGESTED MOTION:

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

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

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

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

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

4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

STATEMENT OF REVIEW FOR THE MONTH OF: April, 2012

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

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

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

Date	Time	Purpose	Mileage	Per Diem
04/10/2012	01:30 PM - 02:45 PM	Board of Commissioners Meeting	26.0	\$40.00
04/17/2012	09:30 AM - 10:30 AM	Finance & Administration Committee	26.0	\$40.00
04/23/2012	12:00 PM - 01:30 PM	Macatawa Area Coordinating Council Policy Board	14.0	\$40.00
04/24/2012	01:30 PM - 03:00 PM	Board of Commissioners Meeting	26.0	\$40.00
-	-	-	-	-

Total Per Diem:		\$160.00	058
Total Mileage:	92.0	\$51.06	091
Total Voucher:		\$211.06	

05/07/2012

Revision History

Created by Joseph Baumann on 04/26/2012 10:48:45 PM

1010-1010

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

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

Date	Time	Purpose	Mileage	Per Diem
04/10/2012	01:30 PM - 02:45 PM	Board of Commissioners Meeting	32.0	\$40.00
04/11/2012	08:30 AM - 09:30 AM	Health & Human Services Committee	32.0	\$40.00
-	08:00 PM - 07:00 PM	Agricultural Preservation Board	32.0	\$30.00
04/24/2012	01:30 PM - 03:00 PM	Board of Commissioners Meeting	32.0	\$40.00
-	-	-	-	-
			Total Per Diem:	\$150.00
			Total Mileage:	128.0
			Total Voucher:	\$221.04

058

091

05/07/2012

Revision History

Created by Erin Rotman on 05/07/2012 11:34:45 AM
Modified by Erin Rotman on 05/07/2012 11:42:08 AM

1010-1010

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

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

Date	Time	Purpose	Mileage	Per Diem
04/04/2012	09:00 AM - 05:00 PM	MDOT Asset Management Council	.0	\$70.00
04/06/2012	09:00 AM - 10:00 AM	Lakeshore Coordinating Council	23.0	\$40.00
04/10/2012	01:30 PM - 02:15 PM	Board of Commissioners Meeting	23.0	\$40.00
04/17/2012	09:30 AM - 10:00 AM	Finance & Administration Committee	23.0	\$40.00
04/23/2012	03:00 PM - 03:45 PM	Community Mental Health Board 2220	6.0	\$40.00
04/24/2012	04:00 PM - 06:00 PM	MDOT Asset Management Council	.0	\$40.00
04/25/2012	08:00 AM - 05:00 PM	MDOT Asset Management Council	.0	\$70.00
04/26/2012	08:00 AM - 04:45 PM	MDOT Asset Management Council	.0	\$70.00
04/30/2012	02:45 PM - 04:30 PM	Personnel Interview Committee	23.0	\$40.00

Total Per Diem: ~~\$450.00~~ 410.00
 Total Mileage: 98.0 ~~\$54.89~~ 43.84
 Total Voucher: ~~\$504.89~~ 453.84

05/07/2012

Revision History

Created by Erin Rotman on 05/07/2012 10:56:04 AM

overpayment
 3/11/12 (-6) miles = -3.33
 3/12/12 (-13) miles = -7.22
 3/26/12 (\$40)

	(058) Per Diem	(091) Mileage	
1010-1010	410	51.06	
2220-6495-5020	20	1.66	
- 5029	20	1.67	
1010-1010	- 40	- 10.55	
	<u>410</u>	<u>43.84</u>	<u>= 50.55</u>

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

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

Date	Time	Purpose	Mileage	Per Diem
04/09/2012	10:30 AM - 11:45 AM	Grand Valley Metro Council	52.0	\$40.00
04/10/2012	01:30 PM - 02:15 PM	Board of Commissioners Meeting	37.0	\$40.00
04/11/2012	08:30 AM - 09:45 AM	Health & Human Services Committee	37.0	\$40.00
04/24/2012	01:30 PM - 02:15 PM	Board of Commissioners Meeting	37.0	\$40.00
04/30/2012	02:00 PM - 04:30 PM	Personnel Interview Committee	37.0	\$40.00
-	-	-	-	-
Total Per Diem:				\$200.00
Total Mileage:			200.0	\$111.00
Total Voucher:				\$311.00

058

091

05/07/2012

1010-1610

Revision History

Created by James Holtrop on 04/09/2012 03:07:50 PM
Modified by James Holtrop on 04/30/2012 05:52:25 PM
Modified by Erin Rotman on 05/07/2012 11:55:07 AM

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

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

Date	Time	Purpose	Mileage	Per Diem
04/04/2012	04:00 PM - 05:45 PM	Parks & Recreation Commission 2081	32.0	\$40.00
04/09/2012	03:30 PM - 05:15 PM	CMH Board Program Planning and Quality Improvement Committee 2220	45.0	\$40.00
04/10/2012	01:30 PM - 02:15 PM	Board of Commissioners Meeting	32.0	\$40.00
04/11/2012	08:30 AM - 09:30 AM	Health & Human Services Committee	32.0	\$40.00
04/12/2012	09:30 AM - 10:00 AM	Planning and Policy Committee	32.0	\$40.00
04/18/2012	03:00 PM - 04:15 PM	Parks & Rec Planning Committee 2081	32.0	\$40.00
04/23/2012	03:00 PM - 03:45 PM	Community Mental Health Board 2220	45.0	\$40.00
04/24/2012	01:30 PM - 03:00 PM	Board of Commissioners Meeting	32.0	\$40.00
			Total Per Diem:	\$320.00
			Total Mileage:	282.0 \$156.51
			Total Voucher:	\$476.51

05/07/2012

Revision History

Created by James Holtviuwer on 04/10/2012 03:25:13 PM
 Modified by James Holtviuwer on 04/11/2012 06:33:29 PM
 Modified by James Holtviuwer on 04/19/2012 04:03:47 PM
 Modified by James Holtviuwer on 04/23/2012 04:30:14 PM
 Modified by James Holtviuwer on 04/24/2012 04:13:59 PM
 Modified by James Holtviuwer on 04/24/2012 04:16:21 PM
 Modified by Erin Rotman on 05/07/2012 11:58:33 AM
 Modified by Erin Rotman on 05/07/2012 12:00:38 PM

058
Per Diem

091
mileage

2081-7510 80
 2220-6495-5020 40
 -5029 40
 1010-1010 160
 1320

\$ 35.52
 17.76
 17.76
 85.47
 156.51

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

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

Date	Time	Purpose	Mileage	Per Diem
04/06/2012	09:00 AM - 10:00 AM	Lakeshore Coordinating Council	30.0	\$40.00
04/10/2012	01:30 PM - 02:15 PM	Board of Commissioners Meeting	24.0	\$40.00
04/11/2012	08:30 AM - 09:30 AM	Health & Human Services Committee	24.0	\$40.00
04/17/2012	09:30 AM - 10:30 AM	Finance & Administration Committee	24.0	\$40.00
04/24/2012	01:30 PM - 02:15 PM	Board of Commissioners Meeting	24.0	\$40.00
-	-	-	-	-

Total Per Diem:		\$200.00	058
Total Mileage:	126.0	\$69.93	091
Total Voucher:		\$269.93	

05/07/2012

1010-1010

Revision History

Created by Robert Karsten on 04/06/2012 11:09:38 PM
 Modified by Erlin Rotman on 05/07/2012 11:59:53 AM
 Modified by Erlin Rotman on 05/07/2012 12:03:17 PM

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

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

Date	Time	Purpose	Mileage	Per Diem
04/04/2012	04:00 PM - 06:00 PM	Parks & Recreation Commission 2081	2.0	\$40.00
04/10/2012	01:30 PM - 02:15 PM	Board of Commissioners Meeting	2.0	\$40.00
04/24/2012	01:30 PM - 03:00 PM	Board of Commissioners Meeting	2.0	\$40.00
-	-	-	-	-
Total Per Diem:				\$120.00
Total Mileage:			6.0	\$3.33
Total Voucher:				\$123.33

05/07/2012

Revision History

Created by Philip Kuyers on 04/08/2012 05:40:46 PM
Modified by Erin Rotman on 05/07/2012 12:04:40 PM

	<u>058</u>	<u>091</u>
	Per Diem	Mileage
2081-7510	40	1.11
1010-1010	80	<u>2.22</u>
	120	3.33

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

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

Date	Time	Purpose	Mileage	Per Diem
04/10/2012	01:30 PM - 02:15 PM	Board of Commissioners Meeting	30.0	\$40.00
04/12/2012	09:30 AM - 10:00 AM	Planning and Policy Committee	30.0	\$40.00
04/24/2012	01:30 PM - 03:00 PM	Board of Commissioners Meeting	30.0	\$40.00
-	-	-	-	-

Total Per Diem:		\$120.00	058
Total Mileage:	90.0	\$49.95	091
Total Voucher:		\$169.95	

05/07/2012

1010-1010

Revision History

Created by Jane Ruitter on 04/12/2012 01:29:28 PM
 Modified by Erin Rotman on 05/07/2012 12:06:13 PM

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

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

Date	Time	Purpose	Mileage	Per Diem
04/10/2012	01:30 PM - 02:15 PM	Board of Commissioners Meeting	14.0	\$40.00
04/12/2012	09:30 AM - 10:30 AM	Planning and Policy Committee	14.0	\$40.00
04/17/2012	09:15 AM - 10:30 AM	Finance & Administration Committee	14.0	\$40.00
04/23/2012	09:00 AM - 10:00 AM	Veterans' Affairs Committee	14.0	\$40.00
04/24/2012	01:30 PM - 03:00 PM	Board of Commissioners Meeting	14.0	\$40.00
04/25/2012	08:00 AM - 09:45 AM	met with road commission - mileage only	14.0	-

Total Per Diem:		\$200.00 → 0588 160
Total Mileage:	84.0	\$46.62 091
Total Voucher:		\$246.62

05/07/2012

Revision History

Created by Roger Rycenga on 05/06/2012 11:21:37 AM
Modified by Erin Rotman on 05/07/2012 12:08:35 PM

over payment
3/27 -40 (mileage OK)

1010-1010

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

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

Date	Time	Purpose	Mileage	Per Diem
04/10/2012	01:15 PM - 02:15 PM	Board of Commissioners Meeting	26.0	\$40.00
04/12/2012	09:30 AM - 10:00 AM	Planning and Policy Committee	16.0	\$40.00
04/16/2012	01:00 PM - 01:15 PM	Tax Allocation Board	26.0	\$40.00
04/17/2012	09:30 AM - 10:00 AM	Finance & Administration Committee	26.0	\$40.00
04/24/2012	01:30 PM - 03:00 PM	Board of Commissioners Meeting	26.0	\$40.00
-	-	-	-	-

Total Per Diem:		\$200.00	058
Total Mileage:	120.0	\$66.60	091
Total Voucher:		\$266.60	

05/07/2012

1010-1010

Revision History

Created by Dennis Swartout on 05/03/2012 01:18:06 PM
Modified by Erin Rotman on 05/07/2012 12:12:03 PM

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

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

Date	Time	Purpose	Mileage	Per Diem	
04/10/2012	01:30 PM - 02:45 PM	Board of Commissioners Meeting	28.0	\$40.00	
04/11/2012	08:30 AM - 09:30 AM	Health & Human Services Committee	28.0	\$40.00	
04/12/2012	09:30 AM - 10:45 AM	Planning and Policy Committee	28.0	\$40.00	
04/23/2012	09:00 AM - 10:15 AM	Veterans' Affairs Committee	28.0	\$40.00	
04/24/2012	01:30 PM - 03:00 PM	Board of Commissioners Meeting	28.0	\$40.00	
-	-	-	-	-	
Total Per Diem:				\$200.00	059
Total Mileage:			140.0	\$77.70	091
Total Voucher:				\$277.70	

05/07/2012

Revision History

Created by Stu Visser on 04/30/2012 05:44:27 PM

1010-1610

Action Request



Committee: Finance and Administration Committee

Meeting Date: 5/15/2012

Requesting Department: Fiscal Services

Submitted By: Greg Rappleye

Agenda Item: Resolution to Authorize "Qualifying Statements" for Bonding Purposes

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the resolution to authorize certification of a "Qualifying Statement" for bonding purposes.

SUMMARY OF REQUEST:

Pursuant to the requirements of the Uniform Budgeting and Accounting Act, the Chief Administrative Officers of the County must certify and file a "qualifying statement" with the Michigan Department of Treasury. This qualifies the County to issue securities.

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:

MEMORANDUM

TO: Ottawa County Administration & Finance Committee

FROM: Gregory Rapple, Ottawa County Corporation Counsel

DATE: May 3, 2012

RE: Resolution to Authorize Certification of a “Qualifying Statement”
For Bonding Purposes

Each year that Ottawa County contemplates selling municipal bonds, it must authorize the County Administrator, as Chief Administrative Officer of the County, to certify and file a “qualifying statement” with the Michigan Department of Treasury. A Resolution to accomplish this is attached.

cc: Alan Vanderberg, Ottawa County Administrator
Robert Spaman, Ottawa County Fiscal Services Director
Brad Slagh, Ottawa County Treasurer

COUNTY OF OTTAWA
STATE OF MICHIGAN

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, the Ottawa County Board of Commissioners is required, by the Revised Municipal Finance Act, Act 34 of the Public Acts of 2001, as amended, MCLA 141.2101 et seq., to authorize the County Administrator, as Chief Administrative Officer of Ottawa County pursuant to the requirements of the Uniform Budgeting and Accounting Act, Act 2 of the Public Acts of 1968, as amended, MCLA 141.421 et seq., to certify and file a “qualifying statement” with the Michigan Department of Treasury, as provided for in Section 303 of Act 34, MCLA 141.2303, so that Ottawa County will be qualified to issue securities;

NOW THEREFORE BE IT RESOLVED, that Alan Vanderberg, County Administrator of Ottawa County, Michigan, as Chief Administrative Officer of Ottawa County under the provisions of the Uniform Budgeting and Accounting Act, Act 2 of the Public Acts of 1968, as

amended, MCLA 141.421 et seq., is hereby authorized to certify and file a “qualifying statement” with the Michigan Department of Treasury so that Ottawa County may issue securities under the laws of the State of Michigan and Act 34 of the Public Acts of 2001, as amended, MCLA 141.2101 et seq.; 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: Finance and Administration Committee

Meeting Date: 5/15/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Tax Allocation Recommendation

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the recommendation that the Ottawa County millage allocation remains at 4.440 mills.

SUMMARY OF REQUEST:

To approve and forward to the Board of Commissioners the recommendation that the Ottawa County millage allocation remains at 4.440 mills.

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

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

3: Approve strategies to 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:

Action Request



Committee: Finance and Administration Committee

Meeting Date: 5/15/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Resolution to Approve the 2012 Millage Rate for County Operations, E-911, and Parks

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the resolution to approve the 2012 Millage Rate for County Operations of 3.6 mills, E-911 of .4400 mills, and Parks of .3165 mills.

SUMMARY OF REQUEST:

To establish 2012 County millage rates for the 2012 County Operations, E-911 and Parks.

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: Maintain and improve the financial position of the County through legislative advocacy.
2: Implement processes and strategies to address operational budget deficits with pro-active, balanced approaches.
3: Approve strategies to 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:

The Ottawa County Board of Commissioners

of the County of Ottawa

Grand Haven, Michigan

RESOLUTION TO APPROVE 2012 MILLAGE RATE FOR COUNTY OPERATIONS,
E-911, AND PARKS

At a meeting of the Board of Commissioners of the County of Ottawa, Ottawa County, Michigan, held at the Ottawa County Administrative Annex, Olive Township, Michigan in said County on May 22, 2012, at 1:30 p.m. local time.

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____ and supported by _____:

WHEREAS, the Ottawa County Board of Commissioners, by resolution of May 8, 2012, proposed a total authorized levy of 4.3565 mills on 2012 valuation within Ottawa County, which included an additional rate of .0205 mills over the maximum rate allowed without a public hearing; and

WHEREAS, the Ottawa County Board of Commissioners has considered input from the Ottawa County Central Dispatch Authority and the Ottawa County Parks Commission and has carefully examined the financial circumstances of Ottawa County, including estimated expenditures, estimated revenues, the state taxable valuation of property located within Ottawa County, determined that the levy of an additional millage rate will be necessary for the sound management and operation of Ottawa County; and

WHEREAS, the Ottawa County Board of Commissioners has complete authority to establish that a maximum of 4.3565 mills be levied which includes 0.4400 mills for E-911 operating purposes in 2013, 0.3165 mills for Park expansion, development and maintenance purposes in 2013, and 3.6000 mills for allocated operating purposes in 2012, and

NOW THEREFORE, BE IT RESOLVED THAT:

1. For 2012 the total millage rate of 4.3565 mills, including 0.4400 mills for E-911 operating purposes in 2013, 0.3165 mills for Park expansion, development and maintenance purposes in 2013 and 3.6000 mills for allocated operating purposes in 2012, which includes an additional millage rate of .0205 mills, shall be levied upon property located in Ottawa County.

2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

YEAS:

NAYS:

ABSTAIN:

ABSENT AT TIME OF VOTING:

RESOLUTION DECLARED ADOPTED.

Chairperson, Philip Kuyers

County Clerk, Daniel Krueger

Certification

I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on May 22, 2012, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 22nd day of May, A.D., 2012.

County Clerk, Daniel Krueger

Action Request



Committee: Finance and Administration Committee

Meeting Date: 5/15/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Allocation of 2011 Unassigned Fund Balance

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the recommendation to designate \$3,592,425 of the 2011 General Fund year-end unassigned fund balance.

SUMMARY OF REQUEST:

The General Fund Budget Surplus Policy addresses the priority of uses for additional fund balance once the fund balance has been maintained by the policy.

Administrator's recommendation is to designate \$3,592,425 for the following:

Fully Fund Stabilization Fund	\$ 886,165
Cover Landfill Capital Improvements	840,000
Additional for projected Landfill shortfall	1,500,000
Public Improvement Fund	366,260

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

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

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
Date: May 15, 2012
Subject: General Fund Unassigned Fund Balance at December 31, 2011

The General Fund Budget Surplus Policy allows for undesignated fund balance equivalent to the lesser of three months of the most recently adopted budget or 15% of the General Fund's expenditures from the most recently completed audit. I recommend that we continue to maintain the undesignated fund balance at 15% of the General Fund's expenditures from the most recently completed audit.

The policy also addresses the priority of uses for any additional fund balance once the fund balance has been maintained as described in the policy. The priorities are as follows:

- 1) Such funds may be added to the Designated Fund Balance of the General Fund for a specified purpose
- 2) The Board may use the funds to fund the county financing tools
- 3) Such funds may be used to address emergency needs, concerns, or one time projects as designated by the Board
- 4) After funding the county financing tools, any remaining fund balance may be used toward a millage reduction factor to be applied to the next levied millage.

Historically at year end, the General Fund has unreserved undesignated fund balance to be allocated. At December 31, 2011, the amount of the General Fund undesignated fund balance available for allocation after maintaining the undesignated fund balance at 15% of expenditures of the most recent General Fund audit is \$3,592,425. This allocation is approximately 5.7% of the original expenditure budget of \$63.5M.

Administration's recommendation is to designate the \$3,592,425 as follows:

Fully Fund Stabilization Fund	\$ 886,165
Cover Landfill Capital Improvements	840,000
Additional for projected Landfill shortfall	1,500,000
Public Improvement Fund	366,260

The designation will fully fund the County's Stabilization Fund according to the formula established for this fund. The Landfill has capital in 2012 and 2013 in the projected amount of \$840,000 and the \$1,500,000 will provide funds for shortfalls that are anticipated in the Landfill Fund. The designation for Public Improvement Fund will be for any major future projects.

We believe this action best addresses the needs of the County in the future.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 5/15/2012

Requesting Department: Administrator's Office

Submitted By: Al Vanderberg

Agenda Item: Grand River Sampling and Testing

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners approval of the expenditure of \$20,000 from the "committed" General Fund Balance for environmental initiatives to fund Grand River water quality testing.

SUMMARY OF REQUEST:

The 7th Annual Water Quality Forum will be held in late October or early November 2012. One of the major goals since the conception of the Forum has been to identify the source content of Grand River E. coli contamination. This proposal will fund Grand River sampling and testing this summer that will identify human, seagull, goose, cattle, and swine markers in the E. coli.

The recommended funding is from the funds set aside "committed" General Fund Balance from the red pin culling sales. The current balance of the set asides funds is \$254,723.

FINANCIAL INFORMATION:

Total Cost: \$20,613.00 | General Fund Cost: \$20,000.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source: General Fund Balance set aside "committed" for environmental initiatives

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: 2: Continue initiatives to preserve the physical environment. &
4: Continue initiatives to positively impact the community.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

Microbial Source Tracking in Grand River Recreational Water Ways

Introduction:

Concentrations of fecal indicator bacteria (FIB) such as *E. coli* and enterococci have been used by the United States Environmental Protection Agency (USEPA) to establish recreational water quality standards and to monitor environmental waters as a means of determining relative risk for infection by sewage borne pathogens. However, these traditional indicator bacteria are likely unreliable indicators of fecal contamination because there are environmental and non-sewage sources of these bacteria, therefore not human specific. The relationship between the presence of all human enteric pathogens and concentrations of FIB is dependent on the source or their site of occurrence. If the site of occurrence is associated with the human intestinal tract, the associated risk is high because all human enteric pathogens can also multiply in human intestines. If the site of occurrence is animal (i.e. livestock) intestinal track, the associated risk can be minimal to moderate because pathogenic human enteric viruses do not typically multiply. If the site of occurrence is environmental (soil, plants, sediments, sand), the relative risk is believed to be low because pathogenic human viruses and protozoa cannot grow under environmental conditions. Since current methods that enumerate FIB from water samples cannot determine the source of FIB, these monitoring data cannot be used to determine the risk to human infections. The need to determine the various sources of FIB has resulted in a discipline called microbial source tracking, which uses another measurement to characterize the source of FIB or other microorganisms in that sample as human sewage or possibly from a specific animal or from the environment.

Grand River Sites

The Grand River is the longest river in the State of Michigan running 252 miles through the cities of Jackson, Eaton Rapids, Lasing, Grand Rapids and Grand River highly influenced by several point and non-point source contamination. Grand River encompasses many recreational sites highly utilized by public for their day to day activities. Recreational areas of Grand River within the Ottawa County include **Boat Access Site, Riverside Park, Deer Creek Park, Grand River Park, Grand River Mouth** attracting year round visitors.

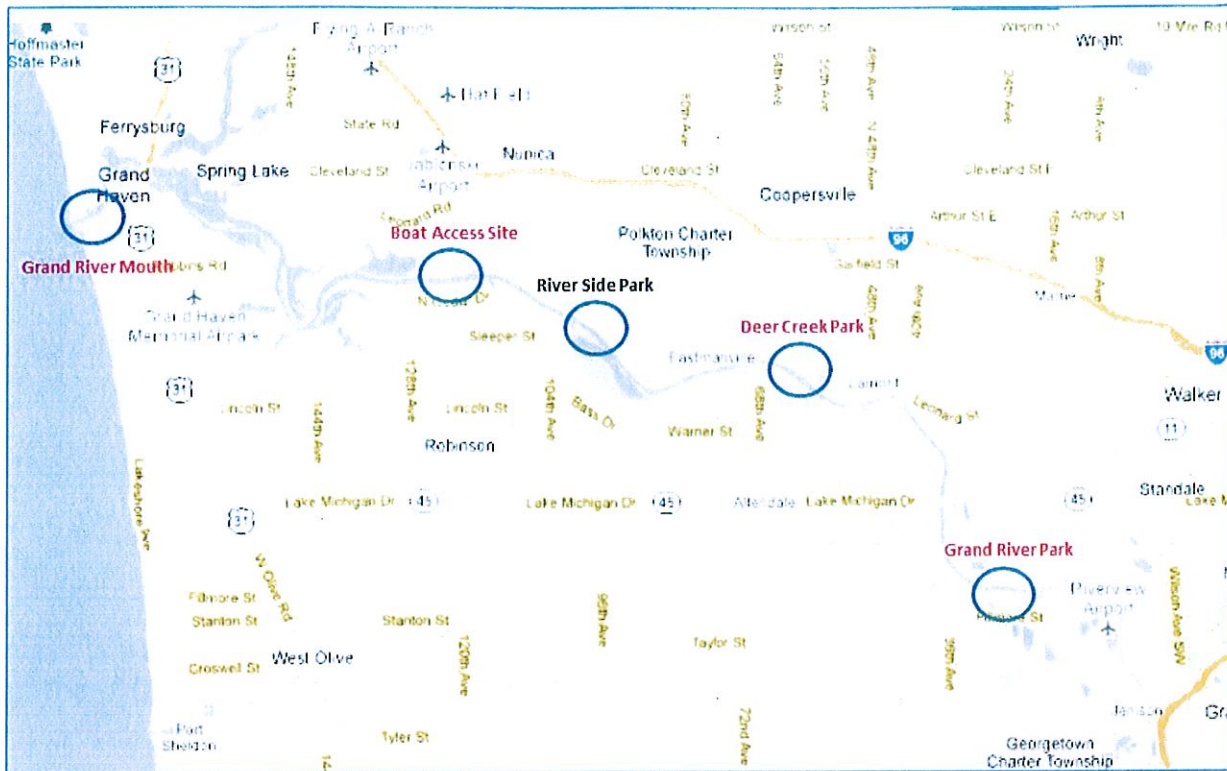


Figure : Sampling Sites Grand River Recreational Area

Objective

Recreational water uses value clean water, the amount and locations of beach use, and the associated economic impacts, depend on beach water quality as measured by fecal contaminants. Public Health Departments are required to monitor recreational beaches by adopting standards for “swimmable” waters under the Clean Water Act, based on the risk of illness, the criteria as stipulated USEPA for protecting public health. However no water quality monitoring exists for Grand River recreational sites and we propose to conduct extensive water quality assessment.

Goal 1: Public health protection from water form illness

1. Monitor *E. coli* levels in Grand River sites (listed above) one day a week (triplicate sampling at each location) for the entire swim season, Memorial Day to Labor Day.
2. Post signage at swimming beaches, to prevent public exposure to poor water quality.
3. Resample beaches with elevated levels of *E. coli* until results or geometric means are within required parameters.

Goal 2: Beach Sanitary Survey

1. Conduct a sanitary survey for the entire swim season, Memorial Day to Labor Day at all listed river sites.

2. For sanitary survey, physical parameters will be collected at the same time of water sampling which included number of people in beach, people in water, presence of birds (geese, gulls); animals (dogs), algal deposition on the beach and floating algae in near shore water and wind speed and direction, air and water temperature. In addition general beach conditions will be observed, like debris on beach, color of water, turbidity, dead fish on shore, wave height etc.

Goal 3: Microbial Source Tracking

1. Water samples collected from the study sites will be tested for the possible presence of human sewage, using human specific *Bacteroides* (HF183) marker and *Bacteroides* marker specific to Geese, Gulls, Swine and Cattle.
2. The source tracking results will be used for microbial risk characterization and public health protection.

Operational Costs

We request \$20,000.00 from the County Administrator. The funds will be used to cover costs for personnel salary, supplies for *E. coli* monitoring, sanitary survey and microbial source tracking.

- a. **Personnel/Salaries** - Salaries included for Dr. Vijayavel Kannappan at \$10613.00 (2 months' salary and fringe benefits) for executing the project.
- b. **Equipment** - No Equipment costs are requested.
- c. **Supplies** – Funds are requested at \$10,000.00 towards reagent and consumable supplies.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 5/15/2012

Requesting Department: Ottawa County Public Utilities

Submitted By: Al Vanderberg

Agenda Item: Resolution of Intent to Issue Bonds for the Allendale Township Wastewater Treatment Plant Project

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the resolution of Intent to Issue Bonds for the Allendale Township Wastewater Treatment Plant Project and reimburse any advanced funds.

SUMMARY OF REQUEST:

Allendale Township has requested assistance in financing their Wastewater Treatment Plant improvements. The project has qualified for a State Revolving Fund Loan.

The purpose of this resolution is to qualify any funds advanced to the project for reimbursement from proceeds of the Loan (bonds). The Township plans to advance some funds to begin the odor control portion of the project prior to closing on the Loan (bonds).

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: 2: Continue initiatives to preserve the physical environment. &
4: Continue initiatives to positively impact the community.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:



FW: Allendale Resolution
Ken Zarzecki
to:
Misty Cunningham
05/08/2012 03:41 PM
[Show Details](#)

1 Attachment



Resolution State Revolving Fund Loan May 2012.doc

Misty,

Attached is the Resolution for the Agenda of the Finance & Administrative Committee's May 15 meeting.

Allendale Township has requested assistance in financing their Wastewater Treatment Plant improvements. The project has qualified for a State Revolving Fund Loan. The purpose of this Resolution is to qualify any funds advanced to the project for reimbursement from proceeds of the Loan (bonds). The Township plans to advance some funds to begin the odor control portion of the project prior to closing on the Loan (bonds).

Suggested motion: To approve and forward to the Board the Resolution of Intent to Issue Bonds for the Allendale Township Wastewater Treatment Plant Project and reimburse any advanced funds.

Please advise if there are any questions. Thank you.

Ken Zarzecki

From: Pam Plamann
Sent: Tuesday, May 08, 2012 11:20 AM
To: Ken Zarzecki
Subject: Allendale Resolution

Pam Plamann

Ottawa County Public Utilities
Ottawa County Road Commission
616 850-7207



RE: RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE PROJECT
EXPENDITURES WITH BOND PROCEEDS

Submitted by Commissioner _____.

Mr. Chairman, Ladies, and Gentlemen:

I offer the following resolution:

WHEREAS, pursuant to the provisions of Act No. 342, Public Acts of Michigan, 1939, as amended (“Act 342”), the Board of Supervisors of the County of Ottawa (the “County”) authorized and directed that there be established, maintained and operated a countywide system or systems of water and sewer improvements and services and designated the Board of County Road Commissioners of the County to be the agency of the County for the purposes set forth in Act 342; and

WHEREAS, the County has been requested by the Charter Township of Allendale (the Township), under the provisions of Act 342, to finance on behalf of the Township the acquisition and construction of certain hereafter described sewage disposal system improvements (the “Project”); and

WHEREAS, it is anticipated that the Township and the County will enter into contracts under Act 342, pursuant to which contracts the County will acquire and construct the Project and issue its tax-exempt bonds (the “Bonds”) to finance all or part of the cost of the Project; and

WHEREAS, it is anticipated that the County and/or the Township will advance all or a portion of the costs of the Project prior to the issuance of the Bonds, such advance to be repaid from proceeds of the Bonds upon the issuance thereof; and

WHEREAS, Section 1.150-2 of the Treasury Regulations on Income Tax (the “Reimbursement Regulations”) specifies conditions under which a reimbursement allocation may be treated as an expenditure of bond proceeds, and the County intends by this resolution to qualify amounts advanced by the County and/or the Township to the Project for reimbursement from proceeds of the Bonds in accordance with the requirements of the Reimbursement Regulations.

THEREFORE, BE IT RESOLVED by the Board of Commissioners of Ottawa County, Michigan as follows:

1. The Project shall consist of improvements to the Allendale Township wastewater treatment plant (the "Plant") that will improve biosolids stabilization, provide for odor treatment, and enhance system reliability.

2. The maximum principal amount of Bonds expected to be issued for the Project is \$2,600,000. The Project has qualified for a State Revolving Fund Loan.

3. The County hereby declares its official intent to issue the Bonds to finance the costs of the Project, and hereby declares that it reasonably expects to reimburse advances by the County and/or the Township to the Project as anticipated by this resolution.

4. The Bonds shall be authorized by proper proceedings of the County subsequent to this resolution.

5. All resolutions and parts of resolutions insofar as they may be in conflict herewith are hereby rescinded.

YEAS: _____

NAYS: _____

ABSENT: _____

RESOLUTION DECLARED ADOPTED.

Chairperson, Ottawa County
Board of Commissioners

Ottawa County Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF OTTAWA)

I hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Board of Commissioners of the County of Ottawa at a regular meeting held on _____, 2012; the original of which resolution is on file in my office. I further certify that notice of said meeting was given in accordance with the provisions of the open meetings act.

Clerk
County of Ottawa

Action Request



Committee: Finance and Administration Committee

Meeting Date: 05/15/2012

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Michigan Works Personnel Request to Create One Talent Development Associate - Follow Up Position

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from Michigan Works to create one (1) FTE Talent Development Associate - Follow Up (Group T, Paygrade 9 C Step) at a cost of \$46,812.00. Funding for this position to come from Workforce Development Funds.

SUMMARY OF REQUEST:

Under the direction of the Team Supervisor, communicates directly with Program participants to ensure client success in employment and determine achievement of performance measures following completion of Program or service. Using participant rosters, follow-up schedules and lists of data elements required to satisfy Program performance measures and client success, position initiates contact with clients and other sources following Program completion to solicit and obtain necessary data. Position serves a variety of Programs and populations, working closely with Career Development, Quality Assurance and Training and supervision to identify and apply effective methods of obtaining required data.

This position replaces a commensurate position within the current subcontracted organization, as we take former subcontracted services in-house and hire county employees to fulfill the duties. This is a key position in providing Follow-Up services, as we assist unemployed, under-employed and other job seekers access necessary training and opportunities to move into in-demand jobs and careers.

Position will be responsible for implementing Follow-Up services in the Michigan Works Service Center. Performance is monitored and evaluated internally by MI Works Quality Assurance and Training Coordinator according to State of Michigan standards and by the Workforce Board strategic plan and relevant staff work plan. Monitoring and evaluation is done externally by Workforce Development Agency/State of Michigan monitors and occasionally by federal USDOL monitors.

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

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Talent Development Assoc: Follow Up **FUND/DEPARTMENT NUMBER:** See below**

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: T9

3. Briefly describe the functions of this position:

Under the direction of the Team Supervisor, communicates directly with Program participants to ensure client success in employment and determine achievement of performance measures following completion of Program or service. Using participant rosters, follow-up schedules and lists of data elements required to satisfy Program performance measures and client success, position initiates contact with clients and other sources following Program completion to solicit and obtain necessary data. Position serves a variety of Programs and populations, working closely with Career Development, Quality Assurance and Training and supervision to identify and apply effective methods of obtaining required data.

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

This position replaces a commensurate position within the current subcontracted organization, as we take former subcontracted services in-house and hire county employees to fulfill the duties. This is a key position in providing Follow-Up services, as we assist unemployed, under-employed and other job seekers access necessary training and opportunities to move into in-demand jobs and careers.

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

Goal 3. To contribute to a healthy physical, economic and community environment.

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

Discretionary

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

Position will be responsible for implementing Follow-Up services in the Michigan Works Service Center. Performance is monitored and evaluated internally by MI Works Quality Assurance and Training Coordinator according to State of Michigan standards and by the Workforce Board strategic plan and relevant staff work plan. Monitoring and evaluation is done externally by Workforce Development Agency/State of Michigan monitors and occasionally by federal USDOL monitors.

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: \$32,284
ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$14,528
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: **William L. Raymond**
Digitally signed by William L. Raymond
DN: cn=William L. Raymond, o=Ottawa County Michigan
Works, ou, email=braymond@ocmwa.org, c=US
Date: 2012.05.02 15:57:09 -0400

DATE: May 2, 2012

BUDGET DATA: _____
Fiscal Services Department Use Only

CONTROL #: _____
Fiscal Services Department Use Only

- **Fund Account Numbers
- 2741-7463 - 22% - WIA Youth Out of School
- 2741-7464-32% - WIA Youth In School
- 2742-74332320-15% - Adult Intensive Services
- 2743-74332320 - 15% - Dislocated Worker Intensive Services
- 2748-7445-3% - WIA Food Assistance
- 2748-74380007 - 14%-JET Information and Technology or Support

*Position Title is "Talent Development Associate: Follow-UP"

OTTAWA COUNTY

TITLE: TALENT DEVELOPMENT ASSOCIATE –
FOLLOW-UP SERVICES

EMPLOYEE GROUP: GROUP T

DEPARTMENT: MICHIGAN WORKS/CAA

GRADE: T09

JOB SUMMARY: Under the direction of the Team Supervisor, communicates directly with program participants to ensure employment success and achievement of performance measures following completion of program or service.

ESSENTIAL JOB FUNCTIONS: The essential functions of this position include, but are not limited to, the following:

1. Communicates (via voice, text, email or written correspondence) with program participants and others in order to solicit and obtain necessary program performance measure data.
2. Performs job retention and follow up services to ensure customer satisfaction and performance standards are exceeded; ensures that necessary follow up services are performed for all enrolled job seekers and required data elements are obtained for reporting of performance measures.
3. Schedules and maintains regular rounds of solicitations and contacts for rosters of Michigan Works! program participants requiring follow-up.
4. Maintains logs and records of communication and correspondence relative to dealings with program participants and others via paper or electronic files; identifies obstacles and challenges, and where possible, assists in resolving or addressing participant communication and documentation challenges at frontline level.
5. Maintains adequate documentation of participant data in line with PMIG, state, federal and local policies and other references; monitors findings and best practices; revises file data entry practices, where appropriate, per the correct policies and procedures.
6. Working closely with Eligibility and Readiness, Employment Services, and Career Development, ensures a seamless client experience of Michigan Works! programs and services, and identifies opportunities for improvement in communication, process, and procedure.
7. Develops and maintains expertise in using various computer systems (e.g., OSMIS, G*Stars), databases, and/or spreadsheets.
8. Compiles participant data and files as requested for necessary program, state, and federal monitoring.
9. Maintains a level of professional development necessary to keep up with changes in program requirements, participant needs, advances in the field, and utilization of technology.
10. Displays basic knowledge of career development and job search principles, and familiarity with all Michigan Works! Program features, benefits, and outcomes, and communicates these effectively to jobseekers. Refers jobseekers as appropriate to programs and services, within and outside Michigan Works!

REQUIRED KNOWLEDGE AND SKILLS:

1. Good working knowledge of program performance documentation requirements and effective follow-up techniques related to assigned program populations.
2. General knowledge of all Michigan Works! policies and procedures.
3. Basic knowledge of all Michigan Works! programs, services and their respective features, benefits and outcomes.
4. Computer literacy, including thorough working knowledge of OSMIS, G*Stars, MS-Office software, and document management software.
5. Good organizational skills and ability to prioritize the workload.
6. Good customer service skills.
7. Good oral and written communications skills.
8. Good interpersonal and human relations skills.
9. Ability to interact positively and objectively with managers, supervisors, employees, vendors, contractors, consultants, and members of the general public from a wide range of cultural and socio-economic backgrounds and with varying levels of communications skills.

NOTE: Oral and written fluency in Spanish, Cambodian, Lao or other language commonly spoken by one or more demographic groups represented in the population preferred.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

High school diploma or GED combined with post-secondary training in social services, business, data processing, or closely related field and three years of progressively responsible experience in administrative, social services or business field. Associates' degree or equivalent preferred.

PHYSICAL REQUIREMENTS:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

WORKING CONDITIONS:

Work is performed in a normal office environment.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 05/15/2012

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Michigan Works Personnel Request to Create One Talent Development Lead - Assessment Position

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from Michigan Works to create one (1) FTE Talent Development Lead - Assessment (Group T, Paygrade 12 C Step) at a cost of \$57,957.00. Funding for this position to come from Workforce Development Funds.

SUMMARY OF REQUEST:

Under the supervision of the Program Supervisor, provides leadership, support and coordination for the development and delivery of workforce development assessment services to all relevant customers and partners, including jobseekers, employers, Board members and Board committees, community, industry and government groups. Position is responsible for coordinating delivery of assessment services to job seekers and employers, and collects, maintains and stores all necessary records pertaining to results and scores, while ensuring confidentiality.

This position replaces a commensurate position with the current subcontracted organization, as we take former subcontracted services in-house and hire county employees to fulfill the duties. This is a key position in providing leadership for assessment services, as we assist unemployed, under-employed and other job seekers access necessary training and opportunities to move into in-demand jobs and careers.

Position will be responsible for overseeing frontline staff as they implement assessment related services in the Michigan Works Service Center. Performance is monitored and evaluated internally by MI Works Quality Assurance and Training Coordinator according to State of Michigan standards and by the Workforce Board strategic plan and relevant staff work plan. Monitoring and evaluation is done externally by Workforce Development Agency/State of Michigan monitors and occasionally by federal USDOL monitors.

FINANCIAL INFORMATION:

Total Cost: \$57,957.00 | 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
2012 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION
REQUEST FORM

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Talent Development Lead:Assessment **FUND/DEPARTMENT NUMBER:** See below *

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: T12

3. Briefly describe the functions of this position:

Under the supervision of the Program Supervisor, provides leadership, support and coordination for the development and delivery of workforce development assessment services to all relevant customers and partners, including jobseekers, employers, Board members and Board committees, community, industry and government groups. Position is responsible for coordinating delivery of assessment services to job seekers and employers, and collects, maintains and stores all necessary records pertaining to results and scores, while ensuring confidentiality.

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

This position replaces a commensurate position with the current subcontracted organization, as we take former subcontracted services in-house and hire county employees to fulfill the duties. This is a key position in providing leadership for assessment services, as we assist unemployed, under-employed and other job seekers access necessary training and opportunities to move into in-demand jobs and careers.

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

Goal 3. To contribute to a healthy physical, economic and community environment.

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

Discretionary

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

Position will be responsible for overseeing frontline staff as they implement assessment related services in the Michigan Works Service Center. Performance is monitored and evaluated internally by MI Works Quality Assurance and Training Coordinator according to State of Michigan standards and by the Workforce Board strategic plan and relevant staff work plan. Monitoring and evaluation is done externally by Workforce Development Agency/State of Michigan monitors and occasionally by federal USDOL monitors.

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: \$39,970
ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$17,987
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: **William L. Raymond**
Digitally signed by William L. Raymond
DN: cn=William L. Raymond, o=Ottawa County Michigan
Works, ou, email=braymond@ocmwa.org, c=US
Date: 2012.05.02 13:12:05 -04'00'

DATE: May 2, 2012

BUDGET DATA: _____

CONTROL #: _____

Fiscal Services Department Use Only

Fiscal Services Department Use Only

***Fund Account Numbers**

- 2741-7463 - 22% - WIA Youth Out of School
- 2741-7464-32% - WIA Youth In School
- 2742-74332320-15% - Adult Intensive Services
- 2743-74332320 - 15% - Dislocated Worker Intensive Services
- 2748-7445-3% - WIA Food Assistance
- 2748-74380007 - 14%-JET Information and Technology or Support

OTTAWA COUNTY

TITLE: TALENT DEVELOPMENT LEAD-
ASSESSMENT SERVICES

EMPLOYEE GROUP: GROUP T

DEPARTMENT: MICHIGAN WORKS/CAA

GRADE: T12

JOB SUMMARY: Under the supervision of the Program Supervisor, provides leadership, support, and coordination for the development and delivery of workforce development assessment services to all relevant customers and partners.

ESSENTIAL JOB FUNCTIONS: The essential functions of this position include, but are not limited to, the following:

1. Provides assessment and testing services to jobseekers or program participants indicating eligibility or readiness for specific jobs or employers, program entry, education, referral or remediation. Ensures that assessment tools deliver accurate results and that the tools are used in line with legal and programmatic requirements, including confidentiality of client information and validity of test instruments.
2. Coordinates relations with testing and assessment providers (e.g., ACT, Pearson Education, McGraw Hill, etc.) to ensure currency and accuracy of information and agreements (e.g., licenses, test versions, test protocols, etc.) and to obtain support and technical assistance for administration of assessments.
3. Maintains adequate control of assessment and testing materials, including completed test forms and results; coordinates return of materials to testing authorities per requirements.
4. Working closely with Business Services, maintains a positive and productive relationship with existing assessment services employer customers, and assists in bringing on new employers.
5. Helps to develop, pilot and support new assessment and remediation tools and services based on employer demand.
6. Assists in delivering Career Exploration information and training as necessary for program participants and jobseekers.
7. In coordination with Team Supervisor and MWA Supervisor, ensures assessment results and remediation tools are utilized appropriately within career development services. This could include staff training, process/procedure development and oversight.
8. Develops and maintains expertise in using various computer systems (e.g., OSMIS, G*Stars), databases and/or spreadsheets.
9. Compiles assessment services data as requested for necessary reporting to supervision, board, state and federal monitoring, and other agencies as required.
10. Maintains a level of professional development necessary to keep up with changes in assessment, testing and remediation tools and applications, as well as advances in the field and utilization of technology.
11. Assists in development and communication of client-oriented information on Michigan Works! utilization of assessment, testing and remediation tools; presents formally and informally to jobseekers, employers and other MW! staff.
12. Displays basic knowledge of career development and job search principles, and familiarity with program features, benefits, and outcomes. Refers jobseekers as appropriate to programs and services, within and outside Michigan Works!

REQUIRED KNOWLEDGE AND SKILLS:

1. Extensive knowledge of testing, assessment and remediation tools, applications and principles.
2. Training in test development, scoring, analysis and reporting methods, and application to various populations.
3. Extensive knowledge regarding the use of testing and assessment tools and results in determining jobseeker program eligibility, educational and job readiness.
4. Ability to effectively manage vendor and subcontractor relationships with a minimum of oversight, coordinating with Contract Coordinator on development of contract language for draft vendor agreements.
5. Effective leadership qualities (including integrity, drive, risk taking, and effective communication skills) sufficient to provide direction to the assessment services function and coordination of services delivery (i.e., test proctoring and delivery of remediation) through other Michigan Works! staff and partners.
6. Good working knowledge of Michigan Works! policies and procedures.
7. Good knowledge of Michigan Works! Programs and services, and their respective features, benefits and outcomes.
8. Computer literacy, including thorough working knowledge of MS-Office and document management software.
9. Good organizational skills and ability to prioritize the workload.
10. Good customer service skills.
11. Good oral and written communications skills.
12. Good interpersonal and human relations skills.
13. Ability to interact positively and objectively with managers, supervisors, employees, vendors, contractors, consultants, and members of the general public from a wide range of cultural and socio-economic backgrounds and with varying levels of communications skills.

NOTE: Oral and written fluency in Spanish, Cambodian, Lao or other language commonly spoken by one or more demographic groups represented in the population preferred.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree or equivalent in psychology, education, social sciences, business, or closely related field and three years of progressively responsible experience in one or more of the following areas: assessment administration, employee development, program evaluation and/or survey instrument design and development.

PHYSICAL REQUIREMENTS:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

WORKING CONDITIONS:

Work is performed in a normal office environment.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 05/15/2012

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Michigan Works Personnel Request to Create Eight Talent Development Associates - Career Development Positions

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from Michigan Works to create eight (8) FTE's Talent Development Associates - Career Development (Group T, Paygrade 11, C Step) at a cost of \$430,864.00. Funding for this position to come from Workforce Development Funds.

SUMMARY OF REQUEST:

Under the supervision of the Team Supervisor, provides direct client services to a targeted population of job seekers in WIA &/or JET programs, assisting them in achieving family-sustaining employment and educational credentials which are valued in the labor market through participation in Michigan Works! Programs and services. As a result of this position's activities, clients will receive accurate information about program requirements and choices, will identify skills needed for job readiness, will understand how their personal assessment results reveal how their strengths can be leveraged and weaknesses remediated, and will develop and implement plans to overcome or reduce barriers to employment.

This position replaces a commensurate position within the current subcontracted organization, as we take former subcontracted services in-house and hire county employees to fulfill the duties. This is a key position in providing direct career development services, as we assist unemployed, under-employed and other job seekers access necessary training and opportunities to move into in-demand jobs and careers.

Position will be responsible for implementing direct career development services in the Michigan Works Service Center. Performance is monitored and evaluated internally by MI Works Quality Assurance and Training Coordinator according to State of Michigan standards and by the Workforce Board strategic plan and relevant staff work plan. Monitoring and evaluation is done externally by Workforce Development Agency/State of Michigan monitors and occasionally by federal USDOL monitors.

FINANCIAL INFORMATION:

Total Cost: \$430,864.00 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
2012 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION
REQUEST FORM

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Talent Development Associate: CD* **FUND/DEPARTMENT NUMBER:** See below**

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: T11

3. Briefly describe the functions of this position:

Under the supervision of the Team Supervisor, provides direct client services to a targeted population of job seekers in WIA &/or JET programs, assisting them in achieving family-sustaining employment and educational credentials which are valued in the labor market through participation in Michigan Works! Programs and services. As a result of this position's activities, clients will receive accurate information about program requirements and choices, will identify skills needed for job readiness, will understand how their personal assessment results reveal how their strengths can be leveraged and weaknesses remediated, and will develop and implement plans to overcome or reduce barriers to employment.

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

This position replaces a commensurate position within the current subcontracted organization, as we take former subcontracted services in-house and hire county employees to fulfill the duties. This is a key position in providing direct career development services, as we assist unemployed, under-employed and other job seekers access necessary training and opportunities to move into in-demand jobs and careers.

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

Goal 3. To contribute to a healthy physical, economic and community environment.

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

Discretionary

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

Position will be responsible for implementing direct career development services in the Michigan Works Service Center. Performance is monitored and evaluated internally by MI Works Quality Assurance and Training Coordinator according to State of Michigan standards and by the Workforce Board strategic plan and relevant staff work plan. Monitoring and evaluation is done externally by Workforce Development Agency/State of Michigan monitors and occasionally by federal USDOL monitors.

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: \$37,143
ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$16,715
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: **William L. Raymond**
Digitally signed by William L. Raymond
DN: cn=William L. Raymond, o=Ottawa County Michigan
Work's, ou, email=braymond@ocmwa.org, c=US
Date: 2012.05.02 15:49:01 -0400

DATE: May 2, 2012

BUDGET DATA: _____
Fiscal Services Department Use Only

CONTROL #: _____
Fiscal Services Department Use Only

****Fund Account Numbers**

- 2741-7463 - 22% - WIA Youth Out of School
- 2741-7464-32% - WIA Youth In School
- 2742-74332320-15% - Adult Intensive Services
- 2743-74332320 - 15% - Dislocated Worker Intensive Services
- 2748-7445-3% - WIA Food Assistance
- 2748-74380007 - 14%-JET information and Technology or Support

*CD: Career Development

OTTAWA COUNTY

TITLE: TALENT DEVELOPMENT ASSOCIATE:
CAREER DEVELOPMENT

EMPLOYEE GROUP: GROUP T

DEPARTMENT: MICHIGAN WORKS/CAA

GRADE: T11

JOB SUMMARY: Under the supervision of the Team Supervisor, provides direct client services to a targeted population of job seekers in WIA and/or JET programs, assisting them in obtaining family-sustaining employment and educational credentials, which are valued in the labor market, through participation in Michigan Works! programs and services.

ESSENTIAL JOB FUNCTIONS: The essential functions of this position include, but are not limited to, the following:

1. Communicates with and engages jobseeker clients to ensure their understanding of and commitment to program goals and requirements. Ensures accurate documentation of client participation in programs, and proper entry of all client program data into paper or electronic files (OSMIS, G*Stars, etc.) as necessary.
2. Schedules and maintains regular appointments, calls, and emails with program participants to ensure continued engagement in and eligibility for Michigan Works! Programs.
3. Maintains logs and records of communication and correspondence relative to dealings with program participants and others (e.g., educational institutions) via paper or electronic files; identifies obstacles and challenges, and where possible, assists in resolving or addressing participant challenges at frontline level.
4. Maintains adequate documentation of participant data in line with PMIG, state, federal and local policies and other references; monitors findings and best practices; revises file data entry practices, where appropriate, per the correct policies and procedures.
5. Working closely with Eligibility and Readiness, Employment Services and Follow-up, ensures a seamless client experience of Michigan Works! programs and services, and identifies opportunities for improvement in communication, process and procedure.
6. Develops and maintains expertise in using various computer systems (e.g., OSMIS, G*Stars), databases and/or spreadsheets.
7. Compiles participant data and files as requested for necessary program, state and federal monitoring.
8. Maintains a level of professional development necessary to keep up with changes in program requirements, participant needs, advances in the field and utilization of technology.
9. Displays basic knowledge of career development and job search principles, and familiarity with all Michigan Works! Program features, benefits and outcomes, and communicates these effectively to jobseekers. Refers jobseekers as appropriate to programs and services, within and outside Michigan Works!

REQUIRED KNOWLEDGE AND SKILLS:

1. Good working knowledge of principles and practices of career development, job search, employment and employability issues related to assigned program populations
2. Specialized knowledge of program requirements, procedures and client choices available within assigned program(s) and population(s).
3. Specialized knowledge of the Workforce Investment Act and the Job Employment and Training Program.
4. General knowledge of all Michigan Works! policies and procedures.
5. Basic knowledge of all Michigan Works! Programs and services and their respective features, benefits, and outcomes.
6. Computer literacy, including thorough working knowledge of OSMIS, G*Stars, MS-Office software, and document management software.
7. Good organizational skills and ability to prioritize the workload.
8. Good customer service skills.
9. Good oral and written communications skills.
10. Good interpersonal and human relations skills.
11. Ability to interact positively and objectively with managers, supervisors, employees, vendors, contractors, consultants, and members of the general public from a wide range of cultural and socio-economic backgrounds and with varying levels of communications skills.

NOTE: Oral and written fluency in Spanish, Cambodian, Lao or other language commonly spoken by one or more demographic groups represented in the population preferred.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree or equivalent in psychology, education, social sciences, business, or closely related field and three years of progressively responsible experience in one or more of the following areas: social services, education, counseling, HR/employee development, business or other related field.

Global Career Development Facilitator (GCDF) certificate preferred.

PHYSICAL REQUIREMENTS:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

WORKING CONDITIONS:

Work is performed in a normal office environment.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 05/15/2012

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Michigan Works Personnel Request to Create Two Talent Development Associate E&R Positions

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from Michigan Works to create two (2) FTE Talent Development Associates E & R (Group T, Paygrade 9, C Step) at a cost of \$93,624.00. Funding for these positions to come from Workforce Development Funds.

SUMMARY OF REQUEST:

Under the supervision of the Program Supervisor, provides support and the coordination required for qualification and determination of jobseekers' eligibility for Michigan Works! Programs. Position is responsible for communicating requirements to job seekers, collecting, maintaining and storing all necessary records pertaining to Program eligibility, while ensuring confidentiality. Position works closely with Career Development Associates, Employment Services and Business Services staff in connection with individual, group and mass (e.g., employer site) processing of eligibility documents and determination of eligibility.

This position replaces a commensurate position within the current subcontracted organization, as we take former subcontracted services in-house and hire county employees to fulfill the duties. This is a key position in providing direct assessment services, as we assist unemployed, under-employed and other job seekers access necessary training and opportunities to move into in-demand jobs and careers.

Position will be responsible for implementing assessment related services in the Michigan Works Service Center. Performance is monitored and evaluated internally by MI Works Quality Assurance and Training Coordinator according to State of Michigan standards and by the Workforce Board strategic plan and relevant staff work plan. Monitoring and evaluation is done externally by Workforce Development Agency/State of Michigan monitors and occasionally by federal USDOL monitors.

FINANCIAL INFORMATION:

Total Cost: \$93,624.00 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
2012 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION
REQUEST FORM

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Talent Development Associate: E&R* **FUND/DEPARTMENT NUMBER:** See below**

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: T9

3. Briefly describe the functions of this position:

Under the supervision of the Program Supervisor, provides support and the coordination required for qualification and determination of jobseekers' eligibility for Michigan Works! Programs. Position is responsible for communicating requirements to job seekers, collecting, maintaining and storing all necessary records pertaining to Program eligibility, while ensuring confidentiality. Position works closely with Career Development Associates, Employment Services and Business Services staff in connection with individual, group and mass (e.g., employer site) processing of eligibility documents and determination of eligibility

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

This position replaces a commensurate position within the current subcontracted organization, as we take former subcontracted services in-house and hire county employees to fulfill the duties. This is a key position in providing direct assessment services, as we assist unemployed, under-employed and other job seekers access necessary training and opportunities to move into in-demand jobs and careers.

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

Goal 3. To contribute to a healthy physical, economic and community environment.

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

Discretionary

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

Position will be responsible for implementing assessment related services in the Michigan Works Service Center. Performance is monitored and evaluated internally by MI Works Quality Assurance and Training Coordinator according to State of Michigan standards and by the Workforce Board strategic plan and relevant staff work plan. Monitoring and evaluation is done externally by Workforce Development Agency/State of Michigan monitors and occasionally by federal USDOL monitors.

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: \$32,284
ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$14,528
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: **William L. Raymond**
Digitally signed by William L. Raymond
DN: cn=William L. Raymond, o=Ottawa County Michigan
Works, ou, email=braymond@ocmwa.org, c=US
Date: 2012.05.02 13:32:59 -0400

DATE: May 2, 2012

BUDGET DATA: _____

CONTROL #: _____

- Fiscal Services Department Use Only
- **Fund Account Numbers**
- 2741-7463 - 22% - WIA Youth Out of School
- 2741-7464-32% - WIA Youth In School
- 2742-74332320-15% - Adult Intensive Services
- 2743-74332320 - 15% - Dislocated Worker Intensive Services
- 2748-7445-3% - WIA Food Assistance
- 2748-74380007 - 14%-JET Information and Technology or Support

Fiscal Services Department Use Only

*Eligibility and Readiness

OTTAWA COUNTY

TITLE: TALENT DEVELOPMENT ASSOCIATE-
ELIGIBILITY & READINESS

EMPLOYEE GROUP: GROUP T

DEPARTMENT: MICHIGAN WORKS/CAA

GRADE: T09

JOB SUMMARY: Under the supervision of the Program Supervisor, provides support and coordination required for qualification and determination of jobseekers' eligibility for Michigan Works! programs. Position is responsible for communicating requirements to job seekers, collecting, maintaining and storing all necessary records pertaining to program eligibility, while ensuring confidentiality.

ESSENTIAL JOB FUNCTIONS: The essential functions of this position include, but are not limited to, the following:

1. Performs a variety of data collection and review tasks to ensure the accurate determination of client eligibility for programs, and proper handling of all documents submitted to Michigan Works! in order to satisfy eligibility documentation and data validation requirements.
2. Solicits, collects and processes all hard and soft copy documentation submitted by clients for Michigan Works! programs' eligibility.
3. Maintains logs and records of communication and correspondence with jobseeker clients and employer customers in connection with eligibility documentation; identifies obstacles and challenges, and where possible, assists in resolving or addressing issues.
4. Maintains adequate control of documents in line with PMIG, state, federal, and local policies, other references, and best practices. Disposes of documents properly, according to appropriate schedules and procedures.
5. Working closely with Career Development Associates, Employment Services, and Business Services, ensures a seamless client experience of Michigan Works! programs and services, and identifies opportunities for improvement in communication, process and procedure.
6. Develops and maintains expertise in using various computer systems (e.g., OSMIS, G*Stars), databases and/or spreadsheets.
7. Compiles eligibility data as requested for necessary reporting to supervision, state and federal monitoring, and other agencies as required.
8. Maintains a level of professional development necessary to keep up with changes in compliance requirements, advances in the field and utilization of technology.
9. Develops and communicates client-oriented information on Michigan Works! programs, services and eligibility requirements; presents formally and informally to jobseekers, employers and other MW! Staff.
10. Displays basic knowledge of career development and job search principles, and familiarity with program features, benefits and outcomes, and communicates these effectively to jobseekers. Refers jobseekers as appropriate to programs and services, within and outside Michigan Works!

REQUIRED KNOWLEDGE AND SKILLS:

1. Good working knowledge of eligibility and data validation requirements of WIA and any other Michigan Works! program requiring eligibility determination.
2. Good working knowledge of the principles and practices of document management and confidentiality.
3. Good working knowledge of Michigan Works! policies and procedures.
4. Basic knowledge of Michigan Works! programs, services and their respective features, benefits and outcomes.
5. Computer literacy, including thorough working knowledge of spreadsheet, database and document management software.
6. Good organizational skills and ability to prioritize the workload.
7. Good customer service skills.
8. Good oral and written communications skills.
9. Good interpersonal and human relations skills.
10. Ability to interact positively and objectively with managers, supervisors, employees, vendors, contractors, consultants, and members of the general public from a wide range of cultural and socio-economic backgrounds and with varying levels of communications skills.

NOTE: Oral and written fluency in Spanish, Cambodian, Lao or other language commonly spoken by one or more demographic groups represented in the population preferred.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

High school diploma or GED combined with post-secondary training in social services, business, data processing or closely related field and three years of progressively responsible experience in administrative, social services or business field. Associates' degree or equivalent preferred.

PHYSICAL REQUIREMENTS:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

WORKING CONDITIONS:

Work is performed in a normal office environment.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 05/15/2012

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Michigan Works Personnel Request to Create Two Talent Development Lead - Career Development Positions

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from Michigan Works to create two (2) FTE's Talent Development Lead - Career Development (Group T, Paygrade 12 C Step) at a cost of \$115,914.00. Funding for these positions to come from Workforce Development Funds.

SUMMARY OF REQUEST:

Under the supervision of the Team Supervisor, provides direct client services to a targeted population of job seekers in WIA &/or JET programs, assisting them in achieving family-sustaining employment and educational credentials which are valued in the labor market through participation in Michigan Works! Programs and services. As a result of this position's activities, clients will receive accurate information about their program requirements and choices, will identify skills needed for job readiness, will understand how their personal assessment results reveal how their strengths can be leveraged and weaknesses remediated, and will develop and implement plans to overcome or reduce barriers to employment.

This position replaces a commensurate position within the current subcontracted organization, as we take former subcontracted services in-house and hire county employees to fulfill the duties. This is a key position in providing oversight for direct career development services, as we assist unemployed, under-employed and other job seekers access necessary training and opportunities to move into in-demand jobs and careers.

Position will be responsible for implementing direct career development services in the Michigan Works Service Center. Performance is monitored and evaluated internally by MI Works Quality Assurance and Training Coordinator according to State of Michigan standards and by the Workforce Board strategic plan and relevant staff work plan. Monitoring and evaluation is done externally by Workforce Development Agency/State of Michigan monitors and occasionally by federal USDOL monitors.

FINANCIAL INFORMATION:

Total Cost: \$115,914.00 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
2012 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION
REQUEST FORM

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Talent Development Lead: Career Dev **FUND/DEPARTMENT NUMBER:** See below*

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: T12

3. Briefly describe the functions of this position:

Under the supervision of the Team Supervisor, provides direct client services to a targeted population of job seekers in WIA &/or JET programs, assisting them in achieving family-sustaining employment and educational credentials which are valued in the labor market through participation in Michigan Works! Programs and services. As a result of this position's activities, clients will receive accurate information about their program requirements and choices, will identify skills needed for job readiness, will understand how their personal assessment results reveal how their strengths can be leveraged and weaknesses remediated, and will develop and implement plans to overcome or reduce barriers to employment.

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

This position replaces a commensurate position within the current subcontracted organization, as we take former subcontracted services in-house and hire county employees to fulfill the duties. This is a key position in providing oversight for direct career development services, as we assist unemployed, under-employed and other job seekers access necessary training and opportunities to move into in-demand jobs and careers.

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

3. To contribute to a healthy physical, economic and community environment

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

Discretionary

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

Position will be responsible for implementing direct career development services in the Michigan Works Service Center. Performance is monitored and evaluated internally by MI Works Quality Assurance and Training Coordinator according to State of Michigan standards and by the Workforce Board strategic plan and relevant staff work plan. Monitoring and evaluation is done externally by Workforce Development Agency/State of Michigan monitors and occasionally by federal USDOL monitors.

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: \$39,970

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$17,987

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: **William L. Raymond**
Digitally signed by William L. Raymond
DN: cn=William L. Raymond, o=Ottawa County Michigan
Works, ou, email=braymond@ocmwa.org, c=US
Date: 2012.05.02 19:57:50 -0400

DATE: May 2, 2012

BUDGET DATA: _____

Fiscal Services Department Use Only

CONTROL #: _____

Fiscal Services Department Use Only

OTTAWA COUNTY

TITLE: TALENT DEVELOPMENT LEAD:
CAREER DEVELOPMENT
DEPARTMENT: MICHIGAN WORKS/CAA

EMPLOYEE GROUP: GROUP T
GRADE: T12

JOB SUMMARY: Under the supervision of the Team Supervisor, provides direct client services to a targeted population of job seekers in WIA and/or JET programs, assisting them in obtaining family-sustaining employment and educational credentials, which are valued in the labor market, through participation in Michigan Works! programs and services. Position assists Team Supervisor in making caseload assignments and setting work schedules of Talent Development Associates. Position also is utilized as an expert and point of reference by Talent Development Associates for clarification and interpretation of program policies and procedures.

ESSENTIAL JOB FUNCTIONS: The essential functions of this position include, but are not limited to, the following:

1. Communicates with and engages jobseeker clients to ensure their understanding of and commitment to program goals and requirements. Ensures accurate documentation of client participation in programs, and proper entry of all client program data into paper or electronic files (OSMIS, G*Stars, etc.) as necessary.
2. Schedules and maintains regular appointments, calls and emails with program participants to ensure continued engagement in and eligibility for Michigan Works! programs.
3. In coordination with Team Supervisor, assigns case loads and manages Talent Development Associate schedules.
4. Maintains logs and records of communication and correspondence with program participants and others (e.g., educational institutions) via paper or electronic files; identifies obstacles and challenges, and where possible, assists in resolving or addressing participant challenges at frontline level.
5. Maintains adequate documentation of participant data in line with PMIG, state, federal and local policies and other references; monitors findings and best practices; revises file data entry practices, where appropriate, per the correct policies and procedures.
6. Working closely with Eligibility and Readiness, Employment Services, and Follow-up Services, ensures a seamless client experience of Michigan Works! programs and services, and identifies opportunities for improvement in communication, process and procedure.
7. Develops and maintains expertise in using various computer systems (e.g., OSMIS, G*Stars), databases and/or spreadsheets.
8. Compiles participant data and files as requested for necessary program, state and federal monitoring.
9. Acts as point of reference for Talent Development Associates regarding program policies and procedures.
10. Maintains a level of professional development necessary to keep up with changes in program requirements, participant needs, advances in the field, and utilization of technology.
11. Displays basic knowledge of career development and job search principles, and familiarity with all Michigan Works! program features, benefits and outcomes, and communicates these effectively to jobseekers. Refers jobseekers as appropriate to programs and services, within and outside Michigan Works!

REQUIRED KNOWLEDGE AND SKILLS:

1. Good working knowledge of principles and practices of career development, job search, employment and employability issues related to assigned program populations.
2. Specialized knowledge of program requirements, procedures, and client choices available within assigned program(s) and population(s).
3. Specialized knowledge of the Workforce Investment Act (WIA) and the Job Employment and Training Program (JET).
4. Effective leadership qualities (including integrity, drive, risk taking, and effective communication skills) sufficient to provide direction to Career Development programs and coordination of services delivery through other Michigan Works! staff and partners.
5. General knowledge of all Michigan Works! policies and procedures.
6. Basic knowledge of all Michigan Works! programs, services and their respective features, benefits and outcomes.
7. Computer literacy, including thorough working knowledge of OSMIS, G*Stars, MS-Office software, and document management software.
8. Good organizational skills and ability to prioritize the workload.
9. Good customer service skills.
10. Good oral and written communications skills.
11. Good interpersonal and human relations skills.
12. Ability to interact positively and objectively with managers, supervisors, employees, vendors, contractors, consultants, and members of the general public from a wide range of cultural and socio-economic backgrounds and with varying levels of communications skills.

NOTE: Oral and written fluency in Spanish, Cambodian, Lao or other language commonly spoken by one or more demographic groups represented in the population preferred.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree or equivalent in psychology, education, social sciences, business, or closely related field and three years of progressively responsible experience in one or more of the following areas: social services, education, counseling, HR/employee development, business or other related field.

Global Career Development Facilitator (GCDF) certificate preferred.

PHYSICAL REQUIREMENTS:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

WORKING CONDITIONS:

Work is performed in a normal office environment.



County of Ottawa

Office of the Treasurer

Bradley J. Slagh
County Treasurer

Cheryl Clark
Chief Deputy Treasurer

Steven Brower
Deputy Treasurer

12220 Fillmore St., Room 155, West Olive, MI 49460-0310

bslagh@miottawa.org

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

Fax: (616) 994-4509

Web Site: www.miOttawa.org

Report To: Ottawa County Finance & Administration Committee
From: Bradley Slagh
Date: May 9, 2012
Re: Financial month end update for April 30, 2012

Attached are the graphs representing an overview of the status of the General Fund portfolio for the County as of April 30, 2012. As depicted in the graphs the asset distribution of the General Pooled Funds by percentage and maturity meet the requirements of the County's Investment Policy.

Year to date the FDIC has closed 21 banks across the USA, but Georgia, Florida and Illinois are the states where the highest numbers of closed banks appear. In an interesting twist, three of the banks that were shuttered were not acquired by other banks. Michigan only had one closure in 2012, a bank in the Dearborn area and none of the County's finances was held in that institution.

This month I have also attached a copy of one of the daily market updates that we receive in the Treasurer's office that provides us a snapshot of the current rates on different fund options. If you are interested in reviewing the rates: under the US Treasuries we are allowed to invest out to 10 years, in the last section Agencies on the bottom right we are allowed to invest out to 7 years, and in the Certificate of Deposit box we can go out to 2 years.

I anticipate being at the Finance Committee meeting to answer any questions. Please feel free to call or email me if you have any questions in the midst of or after your review of this material.

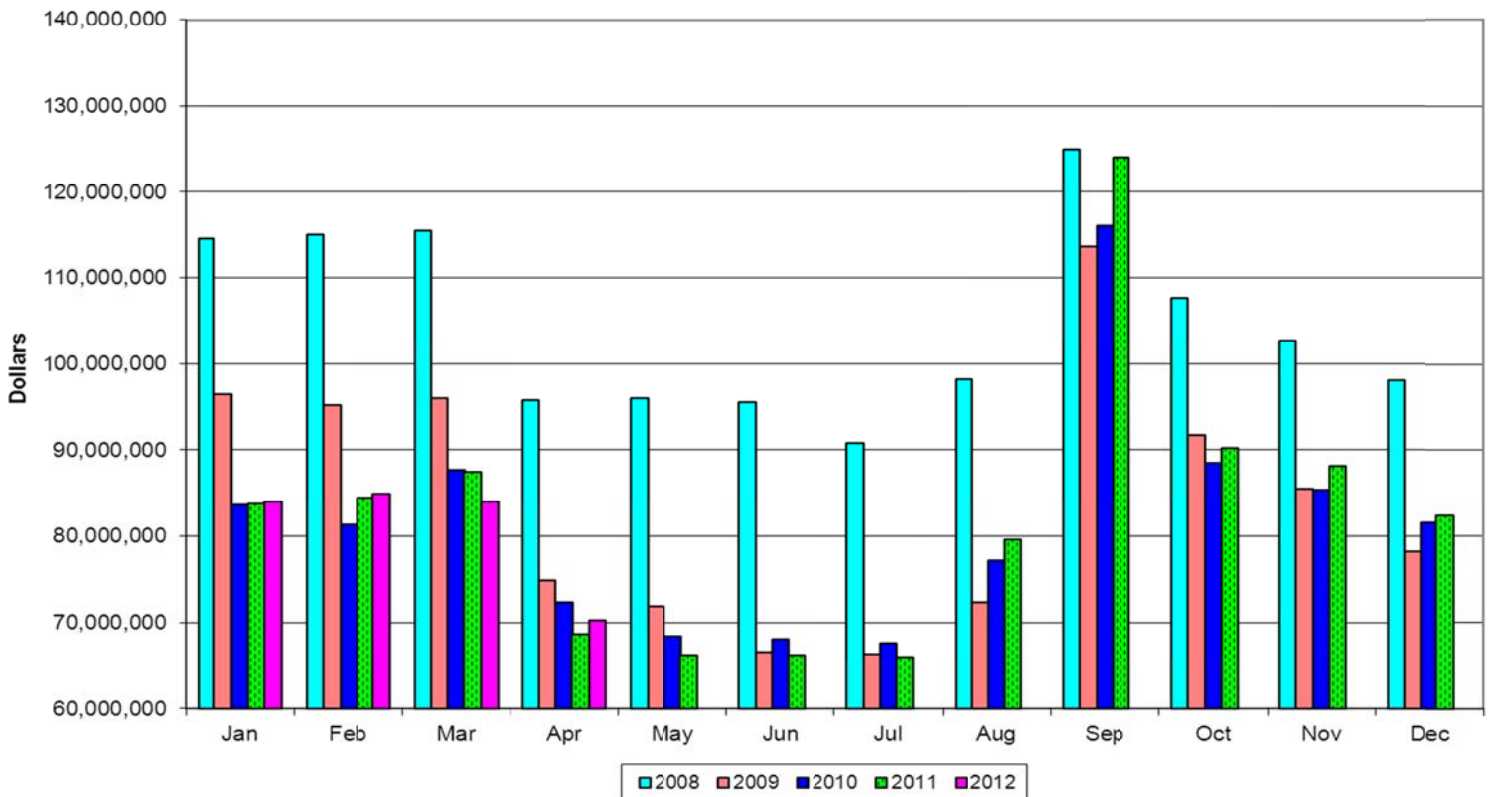
Ottawa County General Pooled Funds

Current Portfolio Size

April 30, 2012

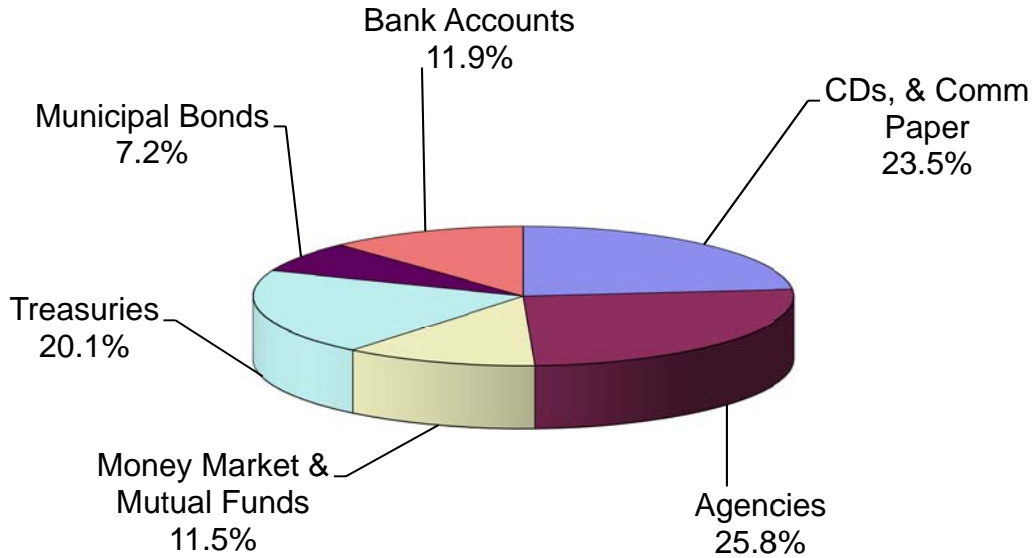
<i>CDs, & Comm Paper</i>	\$16,540,071.94
<i>Agencies</i>	\$18,224,883.99
<i>Money Market & Mutual Funds</i>	\$8,131,306.93
<i>Treasuries</i>	\$14,159,015.72
<i>Municipal Bonds</i>	\$5,082,303.75
<i>Bank Accounts</i>	\$8,366,806.81
<i>Total</i>	\$70,504,389.14

Historical Comparison By Month

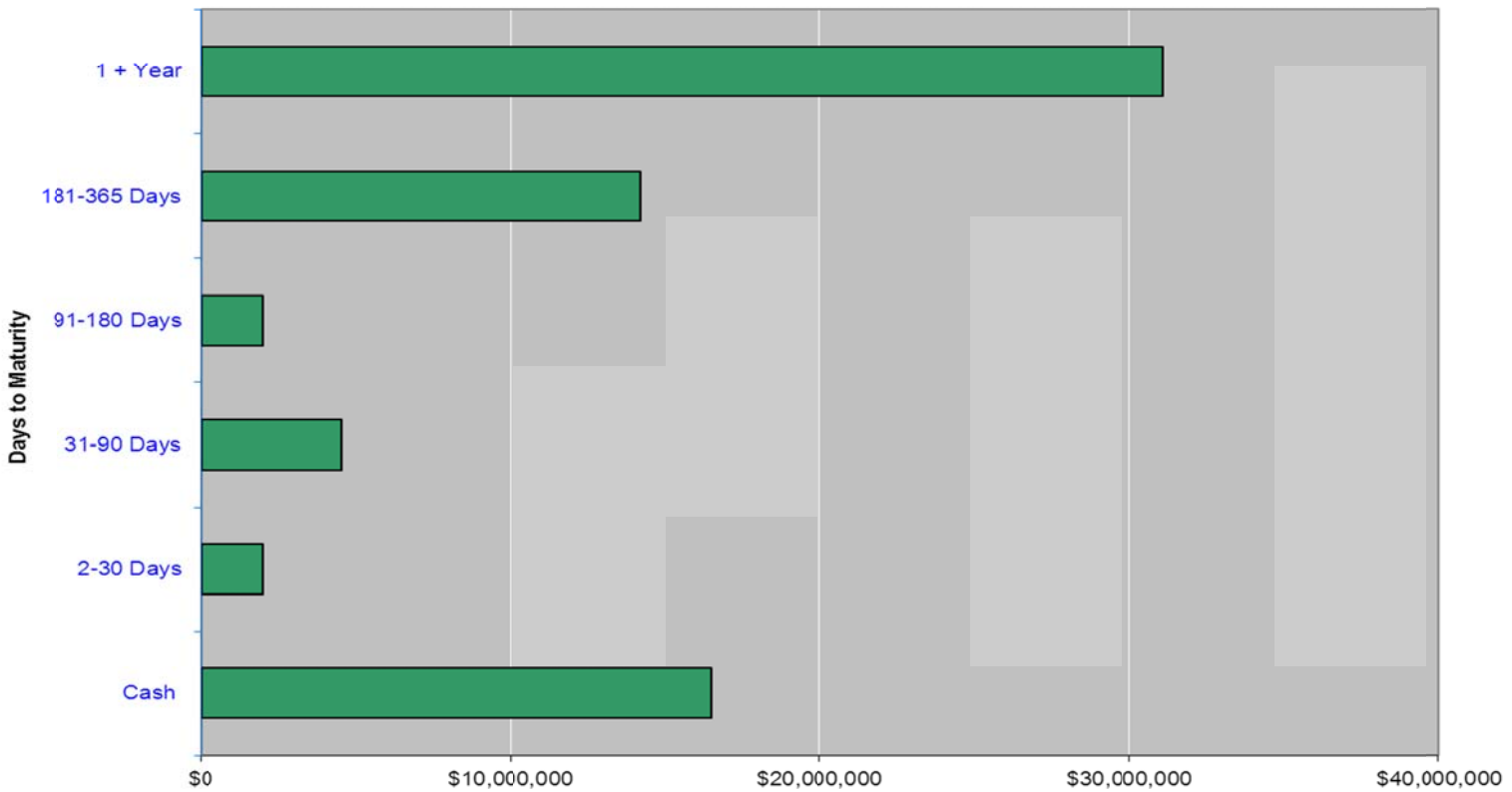


Ottawa County General Pooled Funds

Diversification by Investment April 30, 2012



Diversification By Maturity Date - April 30, 2012



Daily Market Update

Wednesday, May 09, 2012

SHAY

FINANCIAL SERVICES, INC.

Miami, FL (800) 327 6190
 Summit, NJ (800) 553 6159
 Chicago, IL (800) 535 3879
 Irving, TX (800) 442 9825
 Memphis, TN (901) 261-5901

www.shay.com

AMF Funds www.amffunds.com			
As of: 5/8/2012	NAV	Daily Yield	Ticker
Money Mkt Class I	1.000	0.05%	ASLXX
Ultra Short	5.110	0.78%	AULTX
Ultra Short Mtge	7.380	1.54%	ASARX
Short US Govt	9.290	2.07%	ASITX
Intermediate Mtge	4.510	2.07%	ASCPX
US Govt Mtge	8.890	2.09%	ASMTX
Large Cap	9.140	-	IICAX

Certificate of Deposit Rates*	
Term	Average Rate
18 Month	0.39%
2 Year	0.65%
3 year	0.78%
4 Year	1.04%
5 Year	1.20%

*250k 100% FDIC Insurance. All CDs sold with no brokerage or wiring fees. Interest checks or ACH provided. Coupon quoted is rate and yield.

US Treasuries			
	05/09/12	05/08/12	1 Day Change
1 Month	0.065	0.0675	(0.003)
3 Month	0.085	0.0925	(0.007)
6 Month	0.135	0.1425	(0.007)
12 Month	0.170	0.1725	(0.002)
2 Year	0.252	0.258	(0.006)
3 Year	0.354	0.359	(0.005)
5 Year	0.735	0.763	(0.028)
10 Year	1.798	1.842	(0.044)
30 Year	2.989	3.034	(0.045)

Wholesale Funding Rates: ALL-IN Cost			
Term	Custodial @ PAR	DTC	
1 Year	0.70%	0.70%	
2 Year	0.85%	0.85%	Call
3 Year	1.00%	1.00%	for
4 Year	-	1.30%	Price
5 Year	-	1.60%	

Index Yields			
	05/09/12	04/06/12	1 Month Change
FDTR	0.250	0.250	0.000
Fed Funds	0.160	0.170	(0.01)
PRIME	3.250	3.250	0.000
1M LIBOR	0.239	0.241	(0.003)
3M LIBOR	0.467	0.469	(0.002)
6M LIBOR	0.730	0.733	(0.004)
12M LIBOR	1.053	1.051	0.002
Rev Repo O/N	0.240	0.290	(0.050)
1Y CMT	0.147	0.152	(0.005)
2Y CMT	0.313	0.350	(0.037)
5Y CMT	1.110	1.217	(0.106)
10Y CMT	2.313	2.430	(0.117)

Economic Releases					
Date/Time	Event		Survey	Actual	Prior
05/09/2012 07:00	MBA Mortgage Applications	4-May-2012	Survey	--	1.70%
05/09/2012 10:00	Wholesale Inventories	MAR	0.60%	--	0.90%
05/10/2012 08:30	Import Price Index (MoM)	APR	-0.20%	--	1.30%
05/10/2012 08:30	Import Price Index (YoY)	APR	0.80%	--	3.40%
05/10/2012 08:30	Trade Balance	MAR	-\$50.0B	--	-\$46.0B
05/10/2012 08:30	Initial Jobless Claims	5-May-2012	369K	--	365K
05/10/2012 08:30	Continuing Claims	28-Apr-2012	3275K	--	3276K
05/10/2012 09:45	Bloomberg Consumer Comfort	6-May-2012	--	--	-37.6
05/10/2012 14:00	Monthly Budget Statement	APR	\$31.0B	--	-\$40.4B
05/11/2012 08:30	Producer Price Index (MoM)	APR	0.0%	--	0.0%
05/11/2012 08:30	PPI Ex Food & Energy (MoM)	APR	0.2%	--	0.3%
05/11/2012 08:30	Producer Price Index (YoY)	APR	2.10%	--	2.80%
05/11/2012 08:30	PPI Ex Food & Energy (YoY)	APR	2.80%	--	2.90%
05/11/2012 09:55	U. of Michigan Confidence	MAY P	76.0	--	76.4

15 & 30 Year Current Coupons			
	05/09/12	1 Month	6 Month
FNMA 15 Year	1.90%	2.02%	2.29%
FNMA 30 Year	2.81%	3.06%	3.13%
GNMA 15 Year	1.55%	1.68%	2.02%
GNMA 30 Year	2.51%	2.68%	2.89%

New Issue Agencies - Call for more info on STEPS and FRNS						
Issuer	Notes	Type	Maturity	Next Call	Coupon	
FED HOME LN BANK	1-NC	FIXED	5/17/2013	-	0.23%	
FED HOME LN BANK	1-NC3MO BERM	STEP CPN	5/21/2013	8/21/2012	0.10%	
FED HOME LN BANK	13M-NC6MBERM	FIXED	6/21/2013	11/21/2012	0.25%	
FED HOME LN BANK	1-NC6MO BERM	FIXED	6/21/2013	11/21/2012	0.27%	
FED HOME LN BANK	1.5-NC	FIXED	11/21/2013	-	0.28%	
FED HOME LN BANK	1.5-NC6MBERM	FIXED	11/26/2013	11/26/2012	0.33%	
FED FARM CREDIT	2.5-NC3MCONT	FIXED	11/17/2014	8/17/2012	0.43%	
FED HOME LN BANK	2.5-NC3MCONT	FIXED	12/4/2014	9/4/2012	0.45%	
FARMER MAC	3-NC	FIXED	5/15/2015	-	0.51%	
FANNIE MAE	3-NC1 1X	STEP CPN	5/29/2015	5/29/2013	0.38%	
FANNIE MAE	3-NC1 BERM	FIXED	5/29/2015	5/29/2013	1.00%	
FANNIE MAE	3.5-NC1 BERM	FIXED	11/24/2015	5/24/2013	0.75%	
FANNIE MAE	4.5-NC1 BERM	STEP CPN	11/23/2016	5/23/2013	0.50%	
FANNIE MAE	4.5-NC6MBERM	STEP CPN	11/23/2016	11/23/2012	0.50%	
FED FARM CREDIT	5-NC3MO CONT	FIXED	5/15/2017	8/15/2012	1.15%	

If you prefer to receive the Shay Daily Market Update by email or not at all please contact Sarah Robinson at srobinson@shay.com

*Data Source: Bloomberg - Rounding errors may occur
 **The information contained herein is based on sources we believe to be reliable, however accuracy is not guaranteed. The information is current as of the indicated date. Shay Financial Services, Inc. and/or affiliated companies may at times have a position in the securities described above.

*Coupon quoted is rate and yield.
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