



County of Ottawa

Board of Commissioners

Philip D. Kuyers
Chairperson

James C. Holtrop
Vice-Chairperson

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May 17, 2012

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, May 22, 2012 at 1:30 p.m.**, for the regular **May** meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

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

A. Consent Resolutions:

From the County Clerk

1. [Board of Commissioners Meeting Minutes](#)

Suggested Motion:

To approve the Minutes of the May 8, 2012 Board of Commissioners Meeting and the May 8, 2012 Board of Commissioners Work Session.

2. [Payroll](#)

Suggested Motion:

To authorize the payroll of May 22, 2012 in the amount of \$_____.

From Administration

3. [Monthly Accounts Payable for April 30, 2012 through May 11, 2012](#)

Suggested Motion:

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

To approve the general claims in the amount of \$2,971,040.61 as presented by the summary report for April 30, 2012 through May 11, 2012.

4. [Monthly Budget Adjustments](#)

Suggested Motion:

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

B. Action Items:

From Administration

1. [Intent to Increase Millage Levy and Schedule Public Hearing](#)

Suggested Motion:

To approve and authorize the Board Chair and Clerk to sign the resolution of Intent to Increase the 2012 Millage Rate for Ottawa County and schedule a public hearing on June 12, 2012.

From the Planning and Policy Committee

2. [Bid Tabulation – Pigeon Creek Lodge Addition](#)

Suggested Motion:

To receive bids for the Pigeon Creek Lodge Addition and accept the low bid from Gale Builders in the amount of \$126,800 with funding from the Parks and Recreation budget.

3. [Joint Hazard Mitigation Plan - Ottawa & Kent Counties](#)

Suggested Motion:

To approve and authorize the Board Chair and Clerk to sign the resolution to adopt the Joint Hazard Mitigation Plan for Ottawa & Kent Counties.

From the Finance and Administration Committee

4. [Resolution to Authorize "Qualifying Statements" for Bonding Purposes](#)

Suggested Motion:

To approve and authorize the Board Chair and Clerk to sign the resolution to authorize certification of a "Qualifying Statement" for bonding purposes.

5. [Tax Allocation Recommendation](#)

Suggested Motion:

To approve the recommendation that the Ottawa County millage allocation remains at 4.440 mills.

6. [Allocation of 2011 Unassigned Fund Balance](#)

Suggested Motion:

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

7. [Grand River Sampling and Testing](#)

Suggested Motion:

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

8. [Resolution of Intent to Issue Bonds for the Allendale Township Wastewater Treatment Plant Project](#)

Suggested Motion:

To approve and authorize the Board Chair and Clerk to sign the resolution of Intent to Issue Bonds for the Allendale Township Wastewater Treatment Plant Project and reimburse any advanced funds.

9. [Michigan Works Personnel Request to Create One Talent Development Associate - Follow Up Position](#)

Suggested Motion:

To approve 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.

10. [Michigan Works Personnel Request to Create One Talent Development Lead - Assessment Position](#)

Suggested Motion:

To approve 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.

11. [Michigan Works Personnel Request to Create Eight Talent Development Associates - Career Development Positions](#)

Suggested Motion:

To approve 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.

12. [Michigan Works Personnel Request to Create Two Talent Development Associate E&R Positions](#)

Suggested Motion:

To approve 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.

13. [Michigan Works Personnel Request to Create Two Talent Development Lead - Career Development Positions](#)

Suggested Motion:

To approve 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.

C. Appointments: None

D. Discussion Items: None

9. Report of the County Administrator
10. General Information, Comments, and Meetings Attended
11. Public Comments
12. Adjournment

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

The Ottawa County Board of Commissioners met on Tuesday, May 8, 2012, at 1:30 p.m. and was called to order by the Chair.

Mr. Visser pronounced the invocation.

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

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

Absent: Mr. Disselkoen. (1)

B/C 12-078 Mr. Holtrop moved to approve the agenda of today as presented and amended adding Action Item 4B – Intent to Increase Millage Levy and Schedule Public Hearing. The motion passed.

B/C 12-079 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the Minutes of the April 24, 2012 Board of Commissioners Meeting.
2. To authorize the payroll of May 8, 2012 in the amount of \$524.13.
3. To receive for information the Correspondence Log.
4. To approve the general claims in the amount of \$3,452,446.63 as presented by the summary report for April 16, 2012 through April 27, 2012.
5. To receive for information the Ottawa County Parks and Recreation 2011 Annual Report.
6. To receive for information the Ottawa County Department of Human Services (DHS) 2011 Annual Report.
7. To receive for information the Ottawa County Michigan State University Extension (MSUE) 2011 Annual Report.
8. To receive for information the Ottawa County West Michigan Enforcement Team (WEMET) 2011 Annual Report.

The motion passed as shown by the following votes: Yeas: Messrs. Karsten, Holtrop, Visser, Holtvluwer, DeJong, Mrs. Ruiter, Messrs. Swartout, Rycenga, Baumann, Kuyers. (10)

B/C 12-080 Mr. Rycenga moved to approve the Acceptable Use Policy (second reading). The motion passed.

B/C 12-081 Mr. Rycenga moved to approve the Electronic Mail and Privacy Policy (second reading). The motion passed.

B/C 12-082 Mr. Rycenga moved to approve the Internet Use Policy (second reading). The motion passed.

B/C 12-083 Mr. Rycenga moved to approve and authorize the Board Chair and Clerk to sign the Resolution of Intent to Increase the 2012 Millage Rate for Ottawa County and schedule a public hearing on May 22, 2012. The motion passed as shown by the following votes: Yeas: Messrs. Karsten, DeJong, Holtrop, Visser, Swartout, Mrs. Ruiter, Messrs. Rycenga, Holtvluwer, Baumann, Kuyers. (10)

B/C 12-084 Mrs. Ruiter moved to place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Regina Sjoberg
*Gary Brower
Frederick Kincaid

to fill two (2) Private Sector vacancies on the Community Action Agency Advisory Board beginning immediately and ending December 31, 2014 (three (3) year term).

Roll call vote:

Mr. Visser – Sjoberg, Brower	Mr. Baumann – Sjoberg, Brower
Mr. Swartout – Sjoberg, Brower	Mr. Karsten – Brower, Kincaid
Mrs. Ruiter – Sjoberg, Brower	Mr. Holtrop – Sjoberg, Brower
Mr. DeJong – Sjoberg, Brower	Mr. Holtvluwer – Sjoberg, Brower
Mr. Rycenga – Sjoberg, Brower	Mr. Kuyers – Sjoberg, Brower

Total votes received: Ms. Sjoberg – 9, Mr. Brower – 10, Mr. Kincaid -1.

The Chair declared Regina Sjoberg and Gary Brower appointed to the Community Action Agency Advisory Board.

B/C 12-085 Mrs. Ruiter moved to place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Lauren Miller

to fill one (1) General Member vacancy on the Solid Waste Planning Committee beginning immediately and ending December 31, 2013 (two (2) year term).

*Brian VanderMeer

to fill one (1) Environmental Interest Group vacancy on the Solid Waste Planning Committee beginning immediately and ending December 31, 2013 (two (2) year term).

The motion passed.

B/C 12-086 Mrs. Ruiter moved to place into nomination the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Beth Egge
Diane Rosie

to fill one (1) Primary Consumer vacancy on the Community Mental Health Board beginning immediately and ending March 31, 2015 (three (3) year term).

Roll call vote:

Mr. Holtvluwer – Egge	Mrs. Ruiter - Egge
Mr. Visser – Egge	Mr. DeJong - Egge
Mr. Holtrop – Egge	Mr. Baumann - Egge
Mr. Swartout – Egge	Mr. Rycenga - Egge
Mr. Karsten – Egge	Mr. Kuyers – Egge

Total votes received: Ms. Egge – 10, Ms. Rosie – 0.

The Chair declared Beth Egge appointed to the Community Mental Health Board.

Discussion Items:

1. Ottawa County Parks and Recreation 2011 Annual Report – John Scholtz, Parks & Recreation Director; Chip Francke, Coordinator of Interpretive & Information Services; Curtis TerHaar, Coordinator of Park Planning & Development; and Dave Mazurek, Coordinator of Park Maintenance & Operations presented the 2011 Parks and Recreation Annual Report.
2. Ottawa County Department of Human Services (DHS) 2011 Annual Report – Michelle Martin, DHS Director, presented the 2011 Department of Human Services Annual Report. Michelle introduced Department of Human Services Board members Gail Ringelberg and Bob VanderZwaag .
3. Ottawa County Michigan State University Extension (MSUE) 2011 Annual Report – Betty Blasé, District Coordinator Michigan State University Extension, presented the 2011 MSUE Annual Report.
4. Ottawa County West Michigan Enforcement Team (WEMET) 2011 Annual Report – D/F/Lt. Michael Harvitt, Section Commander, presented the 2011 WEMET Annual Report.

The Administrator’s report was presented.

Public Comments:

Ryan Bennett, West Michigan Plumbers Local Union 174, invited the Board to the May 18th Open House to unveil their new Training Center in Coopersville.

B/C 12-087 Mr. Karsten moved to adjourn at 2:44 p.m. subject to the call of the Chair. The motion passed.

DANIEL C. KRUEGER, Clerk
Of the Board of Commissioners

PHILIP KUYERS, Chairman
Of the Board of Commissioners

**PROPOSED
PROCEEDINGS OF THE OTTAWA COUNTY
BOARD OF COMMISSIONERS
MAY SESSION – WORK SESSION**

The Ottawa County Board of Commissioners met on Tuesday, May 8, 2012, at 2:54 p.m. and was called to order by the Chair.

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

Absent: Mr. Disselkoen. (1)

Work Session Items:

A. 2013 Budget Process – Robert Spaman, Fiscal Services Director

1. Rank Discretionary Spending – The Commissioners ranked the discretionary spending twice.
2. Rank County Functions – The Commissioners ranked the discretionary service levels once.

B/C 12-088 Mr. Holtrop moved to adjourn at 3:26 p.m. subject to the call of the Chair. The motion passed

DANIEL C. KRUEGER, Clerk
Of the Board of Commissioners

PHILIP KUYERS, Chairman
Of the Board of Commissioners

Action Request



Committee: Board of Commissioners

Meeting Date: 5/22/2012

Requesting Department: County Clerk

Submitted By: Misty Cunningham

Agenda Item: Payroll

SUGGESTED MOTION:

To authorize the payroll of May 22, 2012 in the amount of \$_____.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source: _____

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: All

Objective: All

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: _____

Committee/Governing/Advisory Board Approval Date: _____

Action Request



Committee: Board of Commissioners

Meeting Date: 5/22/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Accounts Payable for April 30, 2012 through May 11, 2012

SUGGESTED MOTION:

To approve the general claims in the amount of \$2,971,040.61 as presented by the summary report for April 30, 2012 through May 11, 2012.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

Total Cost: \$2,971,040.61 | General Fund Cost: \$2,971,040.61 | Included in Budget: Yes | No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

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

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

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

4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:



County of Ottawa

Fiscal Services Department

Robert Spaman
Fiscal Services Director

Marvin Hinga
Fiscal Services Assistant Director

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

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

To: Board of Commissioners
From: Robert Spaman, Fiscal Services Director
Subject: Accounts Payable Listing – April 30, 2012 to May 11, 2012
Date: May 14, 2012

I have reviewed the Accounts Payable Listing for April 30 through May 11, 2012. The following information will give you the detail of some of the purchases made in specific funds during this period:

Fund 6641 – Equipment Pool Fund

2012 GMC 15 Passenger Van – Juvenile Services	\$ 24,881.00
2012 Ford Fusion – Prosecuting Attorney	\$ 21,469.00
Fiscal Services ERP Project	\$ 2,000.00

Fund 2450 – Public Improvement Fund

Construction of 195 Foot Monopole at 12255 Johnson Street	\$ 70,096.37
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If you have any additional questions, please feel free to contact me.

Total Checks/Automated Clearing House (ACH) 04/30/2012 through 05/11/2012

I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The List of Claims shows the name of claimant, amount of claim, check number, ACH number, check date and ACH date. The net amount of checks/ACH written during the period was \$2,963,755.50. The amount of claims to be approved totals \$2,971,040.61.

*Adjustments are voided checks or ACH.


Robert Spaman, Fiscal Services, Director

5/14/12
Date

We hereby certify that the Board of Commissioners has approved the claims on this 22nd day of May, 2012.

Philip Kuyers, Chairperson
Board of Commissioners

Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS/ACH 04/30/2012 THROUGH 05/11/2012

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
1010	GENERAL FUND	494,537.58	(605.79)	493,931.79
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	9,899.98	0.00	9,899.98
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	4,079.24	0.00	4,079.24
2170	9/30 JUDICIAL GRANTS	707.68	0.00	707.68
2210	HEALTH	35,547.60	(3,957.43)	31,590.17
2220	MENTAL HEALTH	783,065.90	(66.00)	782,999.90
2271	SOLID WASTE CLEAN-UP	0.00	0.00	0.00
2272	LANDFILL TIPPING FEES	4,809.81	(2,039.89)	2,769.92
2320	TRANSPORTATION SYSTEM	0.00	0.00	0.00
2420	PLANNING COMMISSION	0.00	0.00	0.00
2430	BROWNFIELD REDEVELOPMENT	0.00	0.00	0.00
2444	INFRASTRUCTURE FUND	0.00	0.00	0.00
2450	PUBLIC IMPROVEMENT	70,096.37	0.00	70,096.37
2550	HOMESTEAD PROPERTY TAX	0.00	0.00	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	1,865.18	0.00	1,865.18
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	644.40	0.00	644.40
2602	WEMET	53,058.45	0.00	53,058.45
2603	WEED AND SEED	0.00	0.00	0.00
2605	COPS-AHEAD-GEORGETOWN	0.00	0.00	0.00
2606	COPS-FAST-GEORGETOWN	0.00	0.00	0.00
2608	COPS-FAST-ALLENDALE	0.00	0.00	0.00
2609	SHERIFF GRANT PROGRAMS	4,336.75	0.00	4,336.75

ACCOUNTS PAYABLE CHECKS/ACH 04/30/2012 THROUGH 05/11/2012

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2610	COPS-UNIVERSAL	20,323.38	0.00	20,323.38
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	1,817.92	0.00	1,817.92
2690	LAW LIBRARY	0.00	0.00	0.00
2740	WIA-ADMIN. COST POOL	511.88	0.00	511.88
2741	WIA-YOUTH	52,003.70	0.00	52,003.70
2742	WIA-ADULT	22,125.19	0.00	22,125.19
2743	WIA-6/30 GRANT PROGRAMS	40,138.06	0.00	40,138.06
2744	WIA-12/31 GRANT PROGRAMS	2.55	0.00	2.55
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	86,856.52	0.00	86,856.52
2749	WIA-3/31 GRANT PROGRAMS	0.00	0.00	0.00
2750	GRANT PROGRAMS-PASS THRU	23,168.00	0.00	23,168.00
2800	EMERGENCY FEEDING	420.26	0.00	420.26
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	4,946.65	0.00	4,946.65
2870	COMMUNITY ACTION AGENCY (CAA)	6,136.55	0.00	6,136.55
2890	WEATHERIZATION	189.80	0.00	189.80
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	2,791.00	0.00	2,791.00
2920	CHILD CARE - PROBATE	74,923.15	0.00	74,923.15
2921	CHILD CARE - SOCIAL SERVICES	0.00	0.00	0.00
2930	SOLDIER & SAILORS RELIEF	0.00	0.00	0.00

ACCOUNTS PAYABLE CHECKS/ACH 04/30/2012 THROUGH 05/11/2012

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2940	VETERANS TRUST	0.00	0.00	0.00
2941	VETERANS TRUST	94.00	0.00	94.00
2970	DB/DC CONVERSION	0.00	0.00	0.00
5160	DELINQUENT TAXES	4,315.90	0.00	4,315.90
6360	INFORMATION TECHNOLOGY	100,957.26	0.00	100,957.26
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	0.00	0.00	0.00
6550	TELECOMMUNICATIONS	8,582.55	0.00	8,582.55
6641	EQUIPMENT POOL	48,350.00	0.00	48,350.00
6770	PROTECTED SELF-FUNDED INSURANCE	278.92	0.00	278.92
6771	PROTECTED SELF-FUNDED HEALTH INS.	2,470.48	0.00	2,470.48
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00	0.00	0.00
6775	LONG-TERM DISABILITY INSURANCE	0.00	0.00	0.00
6776	PROTECTED SELF-FUNDED DENTAL INS.	0.00	0.00	0.00
6777	PROTECTED SELF-FUNDED VISION	0.00	0.00	0.00
6782	PROTECTED SELF-FUNDED INS PROG M.H.	0.00	0.00	0.00
7010	AGENCY	818,625.21	(616.00)	818,009.21
7040	IMPREST PAYROLL	178,601.49	0.00	178,601.49
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
7360	OPEB TRUST	9,761.25	0.00	9,761.25
		<u>\$2,971,040.61</u>	<u>(7,285.11)</u>	<u>\$2,963,755.50</u>

Action Request



Committee: Board of Commissioners

Meeting Date: 5/22/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Budget Adjustments

SUGGESTED MOTION:

To approve the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of 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: Finance and Administration Committee 5/15/2012

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	6493	5510	8650.0000	Gas And Oil	1,500.00
BA 212	4/30/2012	2220	6493	5510	8660.0000	Vehicle Repairs & Maint.	1,775.00
BA 212	4/30/2012	2220	6493	5522	8650.0000	Gas And Oil	265.00
BA 212	4/30/2012	2220	6493	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: Board of Commissioners

Meeting Date: 5/22/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Intent to Increase Millage Levv and Schedule Public Hearing

SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution of Intent to Increase the 2012 Millage Rate for Ottawa County and schedule a public hearing on June 12, 2012.

SUMMARY OF REQUEST:

Fiscal Services requested numbers from the State for the Truth in Taxation (TNT) calculation on April 30. No response was received, and the deadline we've historically held to is June 1 to ensure the local units have enough time to complete their tax bills for July 1 distribution. As a result, Fiscal Services used the most recent number received from the State for 2012 Convention Facility Tax which was \$1,167,623 (received in May of 2011 - see first attachment). Since this represented a 12.6% increase over actual 2011 revenue we felt this was a conservative estimate. On May 15, the letter from the State arrived giving us the revised estimate of \$1,289,108 (see 2nd attachment) as the number to use for the TNT calculation - a 24.3% increase over actual 2011 revenues. Unfortunately, this variance was too large for our original TNT calculation to remain accurate.

After we published the notice for the 2012 TNT Public Hearing with the 2011 state estimated number, Equalization informed us that if the County complies with the Uniform Budgeting and Accounting Act, Act 2 of 1968, Section 16, we do not have to have a TNT hearing. Section 16 has seven criteria that the County does meet when the Board approved the 2012 budget resolution. By meeting this criteria, the 2012 TNT Public Hearing scheduled for the May 22 Board meeting could be cancelled.

However, since we published the original hearing based with the 2011 state estimated number instead of the new number, the 2012 TNT public hearing will be held at the June 12 Board meeting, instead of May 22, with the revised Public Hearing notice published prior to the hearing. The motion to approve and authorize the Board Chairman and Clerk to sign the Resolution of Intent to Increase the 2012 Millage Rate and schedule a Public Hearing on June 12 will be on the May 22 Board agenda.

In the future, based on meeting the Section 16 criteria, the County would not have to hold a TNT hearing. That decision should be made prior to next year's tax levy.

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:



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

ANDY DILLON
STATE TREASURER

May 18, 2011

RECEIVED

MAY 23 2011

OTTAWA COUNTY TREASURER

Mr. Philip Kuyers, Chair
Ottawa County Board of Commissioners
10090 - 120th Avenue
West Olive, MI 49460

Dear Mr. Kuyers:

TRI-COUNTY CONVENTION FACILITIES TAX/4% STATE-WIDE LIQUOR TAX

Distribution for 2011 and 2012

Counties share in the tri-county convention facilities tax levied under Public Act 106 of 1985 and the 4 percent liquor tax levied under Public Act 58 of 1998, when those revenues exceed the debt service requirements for convention facilities. Public Act 2 of 1986 requires the State Treasurer to annually certify an estimate of revenues to be received by counties under Public Act 106. The estimated amount of the convention facility/liquor tax (CFT) distribution to Ottawa County from FY 2010-11 collections is \$1,033,696, which is 152 percent of the county's FY 2009-10 liquor tax collections. The final FY 2010-11 distribution to counties will be made in October 2011. The estimated amount of the convention facility/liquor tax distribution to Ottawa County from FY 2011-12 collections is \$1,167,623. This FY 2011-12 estimate is provided for county budget purposes only.



Reduction in Base Tax Rate for 2011 Truth-In-Taxation Hearing Purposes

Counties are required to use the CFT estimate (below) to reduce their base tax rate for 2011 truth-in-taxation hearing purposes under Public Act 2 of 1986. When county allocated millage was levied in December, the levy was for the county's fiscal year ending in the year after the levy. Therefore, the truth in taxation calculations also used the liquor and cigarette tax payments received in the fiscal year ending in the year after the property tax levy. However, with the switch to a July millage levy, the 2011 levy is for the county's fiscal year ending in 2011, not the following fiscal year. The truth-in-taxation calculations should also use the liquor and cigarette tax payments received in the fiscal year ending in the year of the levy. The law also requires that the FY 2010-11 eFT estimate be adjusted by the difference between the estimated and actual distribution for FY 2009-10. The difference for Ottawa County between the actual FY 2009-10 distribution and the Department of Treasury estimate of that distribution is \$20,734.- Therefore, the amount of the convention facility/liquor tax distribution that is to be used to reduce the Ottawa County base tax rate for 2011 truth-in-taxation hearing purposes is \$1,054,430 (\$1,033,696 + \$20,734).

CIGARETTE TAX, HEALTH AND SAFETY FUND ACT

Distribution for 2011 and 2012

Counties share in the revenues from 4.88 cents of cigarette tax under Public Act 264(1987, the Health and Safety Fund (HSF) Act. The revised estimated amount of the HSF Act distribution to Ottawa County in 2011 is \$13,905. **The estimated amount of the HSF distribution to Ottawa County in 2012 is \$0** (for county budget purposes only).

Reduction in Base Tax Rate for 2011 Truth-in-Taxation Hearing Purposes

The estimated HSF distribution for 2010 is adjusted by the difference between the actual and estimated distribution during 2010. This difference for Ottawa County is \$8,336. Counties are required to use this adjusted amount of \$22,241 (\$13,905 + \$8,336) to further reduce their base tax rate for 2011 truth-in-taxation hearing purposes, under Public Act 264 of 1987.

SUMMARY INFORMATION

The total amount from liquor and cigarette tax distributions that Ottawa County must use to reduce its base tax rate for 2011 truth-in-taxation hearing purposes is \$1,076,671. If a county's 2011 base tax rate, after the reduction for CFT and HSF revenue, is greater than the 2011 millage the county proposes to levy, the county is not required to hold a truth-in-taxation hearing.

Counties may follow the truth-in-taxation hearing process to use the revenues for increased spending, but 50 percent of the convention facility liquor tax revenue not used to reduce their millage rate is required by Public Act 2 of 1986 to be distributed to the county's designated substance abuse coordinating agency for substance abuse programs. All of the HSF Act revenues not used to reduce their millage rate must be spent as specified in Public Act 264 of 1987. A Property Tax Division bulletin, which explains the required calculations of Public Act 2 and Public Act 264, has been distributed to your county treasurer and is available upon request.

Sincerely,



Howard Heideman, Administrator
Tax Analysis Division
Office of Revenue and Tax Analysis

c: County Treasurer . /
County Equalization Director
County Executive/Administrator/Controller/Coordinator



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

ANDY DILLON
STATE TREASURER

May 9, 2012



RECEIVED

MAY 15 2012

OTTAWA COUNTY TREASURER

Mr. Philip Kuyers, Chair
Ottawa County Board of Commissioners
10090 - 120th Avenue
West Olive, MI 49460

Dear Mr. Kuyers:

TRI-COUNTY CONVENTION FACILITIES TAX/4% STATE-WIDE LIQUOR TAX

Distribution for 2012 and 2013

Counties share in the tri-county convention facilities tax levied under Public Act 106 of 1985 and the 4 percent liquor tax levied under Public Act 58 of 1998, when those revenues exceed the debt service requirements for convention facilities. Public Act 2 of 1986 requires the State Treasurer to annually certify an estimate of revenues to be received by counties under Public Act 106. The estimated amount of the convention facility/liquor tax (CFT) distribution to Ottawa County from FY 2011-12 collections is \$1,283,055, which is 177 percent of the county's FY 2010-11 liquor tax collections. This total for all counties is 16% (\$7.1 million) more than the FY 2011-12 estimate provided last year, and includes an additional payment for FY 2010-11 (totaling \$6.4 million for all counties). The final FY 2011-12 distribution to counties will be made in October 2012. The estimated amount of the convention facility/liquor tax distribution to Ottawa County from FY 2012-13 collections is \$1,371,941. This FY 2012-13 estimate is provided for county budget purposes only.

Reduction in Base Tax Rate for 2012 Truth-In-Taxation Hearing Purposes

Counties are required to use the CFT estimate (below) to reduce their base tax rate for 2012 truth-in-taxation hearing purposes under Public Act 2 of 1986. When county allocated millage was levied in December, the levy was for the county's fiscal year ending in the year after the levy. Therefore, the truth in taxation calculations also used the liquor and cigarette tax payments received in the fiscal year ending in the year after the property tax levy. However, with the switch to a July millage levy, the 2012 levy is for the county's fiscal year ending in 2012, not the following fiscal year. The truth-in-taxation calculations should also use the liquor and cigarette tax payments received in the fiscal year ending in the year of the levy. The law also requires that the FY 2011-12 CFT estimate be adjusted by the difference between the estimated and actual distribution for FY 2010-11. The difference for Ottawa County between the actual FY 2010-11 distribution and the Department of Treasury estimate of that distribution is \$-13,416. Therefore, the amount of the convention facility/liquor tax distribution that is to be used to reduce the Ottawa County base tax rate for 2012 truth-in-taxation hearing purposes is \$1,269,639 (\$1,283,055 + \$-13,416).

CIGARETTE TAX, HEALTH AND SAFETY FUND ACT

Distribution for 2012 and 2013

Counties share in the revenues from 4.88 cents of cigarette tax under Public Act 264 of 1987, the Health and Safety Fund (HSF) Act. The revised estimated amount of the HSF Act distribution to Ottawa County in 2012 is \$16,359. The estimated amount of the HSF distribution to Ottawa County in 2013 is \$1,636 (for county budget purposes only).

Reduction in Base Tax Rate for 2012 Truth-in-Taxation Hearing Purposes

The estimated HSF distribution for 2012 is adjusted by the difference between the actual and estimated distribution during 2011. This difference for Ottawa County is \$3,110. Counties are required to use this adjusted amount of \$19,469 (\$16,359 + \$3,110) to further reduce their base tax rate for 2012 truth-in-taxation hearing purposes, under Public Act 264 of 1987.

SUMMARY INFORMATION

The total amount from liquor and cigarette tax distributions that Ottawa County must use to reduce its base tax rate for 2012 truth-in-taxation hearing purposes is **\$1,289,108**. If a county's 2012 base tax rate, after the reduction for CFT and HSF revenue, is greater than the 2012 millage the county proposes to levy, the county is not required to hold a truth-in-taxation hearing.

Counties may follow the truth-in-taxation hearing process to use the revenues for increased spending, but 50 percent of the convention facility/liquor tax revenue not used to reduce their millage rate is required by Public Act 2 of 1986 to be distributed to the county's designated substance abuse coordinating agency for substance abuse programs. All of the HSF Act revenues not used to reduce their millage rate must be spent as specified in Public Act 264 of 1987. A Property Tax Division bulletin, which explains the required calculations of Public Act 2 and Public Act 264, has been distributed to your county treasurer and is available upon request.

Sincerely,



Howard Heideman, Administrator
Tax Analysis Division
Office of Revenue and Tax Analysis

c: County Treasurer
County Equalization Director
County Executive/Administrator/Controller/Coordinator

RECEIVED

MAY 15 2012

The Ottawa County Board of Commissioners
of the County of Ottawa
Grand Haven, Michigan

RESOLUTION OF INTENT TO INCREASE 2012 MILLAGE RATE FOR OTTAWA COUNTY.

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: Members -

ABSENT: Members -

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

WHEREAS, Act 5, Public Acts of Michigan, 1982, as amended, MCLA 211.24e, provides that without specific action taken by the Ottawa County Board of Commissioners, the Board of Commissioners shall not levy ad valorem property taxes for operating purposes for the current fiscal year which yield an amount more than the sum of the tax levied at the base rate on additions within Ottawa County for the current fiscal year, plus an amount equal to the taxes levied for operating purposes for the concluding fiscal year on existing property; and

WHEREAS, said Act 5 provides that the Ottawa County Board of Commissioners may approve the levy of an additional millage rate, within its present authorized or proposed millage rate, only after providing certain notice to the public and holding a public hearing for the purpose of receiving testimony and discussing the levy of an additional millage rate for the ensuing fiscal year; and

WHEREAS, this Ottawa County Board of Commissioners has been advised by the County Equalization Director that the state taxable valuation for the 2012 tax year of property located within Ottawa County is \$9,316,153,677; and

WHEREAS, based upon the state taxable valuation of the County and revenues received from Convention Facility Tax under the Public Acts 106 and 107 of 1985 and the Cigarette Tax under Public Acts 219 and 264 of 1987 would limit the County's 2012 total tax levy to 4.3229 mills; and

NOW THEREFORE, BE IT RESOLVED THAT,

1. The Ottawa County Board of Commissioners, pursuant to said Act 5, proposes a levy for 2012 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 .0336 mills.

2. A public hearing shall be held on June 12, 2012, at 1:30 p.m. at the Ottawa County Board of Commissioners' Board Room, located in the Ottawa County Administrative Annex, Olive Township, for the purpose of receiving testimony and discussing the levy.

YEAS: Members -

NAYS: Members -

ABSTAIN: Members -

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 _____ day of _____, A.D., 2012.

County Clerk, Daniel Krueger

Action Request



Committee: Board of Commissioners

Meeting Date: 5/22/2012

Requesting Department: Parks and Recreation

Submitted By: Misty Cunningham

Agenda Item: Bid Tabulation – Pigeon Creek Lodge Addition

SUGGESTED MOTION:

To receive bids for the Pigeon Creek Lodge Addition and accept the low bid from Gale Builders in the amount of \$126,800 with funding from the Parks and Recreation budget.

SUMMARY OF REQUEST:

The Ottawa County Parks and Recreation Commission has solicited bids for a contractor to construct an addition to the Pigeon Creek lodge to accommodate the large numbers of winter users at this park. The lodge is the focal point for winter operations which includes ski and snowshoe rental and food concessions. The lodge also functions as a warming house for skiers and sledgers. The park gets extremely busy on prime winter weekends and there is no longer adequate space to manage the ski operations or food concessions. This project will add approximately 800 square feet and will allow for enhanced customer service by improving the flow of traffic in the building to better manage the lines of people waiting to rent or return skis. A total of six bids were received with the low bid from Gale Builders of Ferrysburg at \$126,800.

FINANCIAL INFORMATION:

Total Cost: \$126,800.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source: Parks and Recreation Budget

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

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

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 5/10/2012



MEMORANDUM

Date: May 1, 2012
To: Ottawa County Board of Commissioners
From: John Scholtz, Parks and Recreation Director
RE: Bid Tabulation – Pigeon Creek Lodge Addition

The Ottawa County Parks and Recreation Commission has solicited bids for a contractor to construct an addition to the Pigeon Creek lodge to accommodate the large numbers of winter users at this park. The lodge is the focal point for winter operations which includes ski and snowshoe rental and food concessions. The lodge also functions as a warming house for skiers and sledgers. The park gets extremely busy on prime winter weekends and there is no longer adequate space to manage the ski operations or food concessions. This project will add approximately 800 square feet and will allow for enhanced customer service by improving the flow of traffic in the building to better manage the lines of people waiting to rent or return skis. A total of six bids were received with the low bid from Gale Builders of Ferrysburg at \$126,800.

Proposed motion:

To receive bids for the Pigeon Creek Lodge Addition and accept the low bid from Gale Builders in the amount of \$126,800 with funding from the Parks and Recreation budget.

This request relates to a non-mandated activity and supports Goal 3 of the Board of Commissioner's Strategic Plan: To contribute to a healthy physical, economic, and community environment.



Ottawa County Parks &
Recreation Commission

BID TABULATION
Pigeon Creek Lodge Addition
April 25, 2012 10AM

	COMPANY (BIDDER)	BID BOND	ADD. #1	Site Work	Building	TOTAL BASE BID
1	Gale Builders	X	X	\$7,400.00	\$119,400.00	\$126,800.00
2	BCI Construction LLC	X	X	\$8,350.00	\$128,650.00	\$137,000.00
3	Midwest Construction Company	X	X	\$7,427.00	\$133,381.00	\$140,808.00
4	CL Constructiton	X	X	\$5,034.80	\$136,969.56	\$142,004.36
5	Michael Kooinga Builder	X	X	\$4,860.00	\$142,401.00	\$147,261.00
6	Wagenmakers Construction	X	X	\$8,500.00	\$161,000.00	\$169,500.00

Note: JD Fisher Builders submitted a bid after the bid deadline. It will not be considered

Action Request



Committee: Board of Commissioners

Meeting Date: 5/22/2012

Requesting Department: Emergency Management

Submitted By: Greg Rappleye

Agenda Item: Joint Hazard Mitigation Plan - Ottawa & Kent Counties

SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution to adopt the Joint Hazard Mitigation Plan for Ottawa & Kent Counties.

SUMMARY OF REQUEST:

Adoption of a Hazard Mitigation Plan is required to access certain FEMA funding sources in the event of a disaster. The Ottawa County Emergency Management Unit of the Ottawa County Sheriff's Office has worked jointly with Kent County to develop a proposed Plan.

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 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: Planning and Policy Committee 5/10/2012

MEMORANDUM

TO: Ottawa County Planning & Policy Committee

FROM: Gregory Rappleye, Ottawa County Corporation Counsel

DATE: April 30, 2012

RE: JOINT HAZARD MITIGATION PLAN – OTTAWA & KENT COUNTIES

Beth Thomas, Director of the Emergency Management Unit of the Ottawa County Sheriff's Office, has been working with Kent County on a joint Hazard Mitigation Plan for both counties. Adoption of a plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post- disaster mitigation grant programs. A Resolution to adopt the Plan is attached. The Plan itself is over 300 pages long, but is available for review at the County Administrator's Office and at the Offices of the Emergency Management Unit. If you would like an individual copy for review please let me know.

Ms. Thomas will be at your meeting to address any questions you may have about this program.

cc: Beth Thomas, Director, Ottawa County Emergency Management

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

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

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

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

WHEREAS the Ottawa County Board of Commissioners recognizes the threat that human-related, technological or natural hazards pose to people and property within our community; and,

WHEREAS, undertaking hazard mitigation planning and management within Ottawa and Kent Counties will reduce the potential for harm to people and property from future hazard occurrences; and,

WHEREAS, an adopted Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and,

WHEREAS, Ottawa County fully participated in the mitigation planning process to prepare the attached Hazard Mitigation Plan for Kent and Ottawa Counties; and,

WHEREAS, the Michigan State Police/Emergency Management and Homeland Security Division and Federal Emergency Management Agency Region V officials have reviewed the Hazard Mitigation Plan and approved it contingent upon this official adoption of the participating governments and entities;

NOW THEREFORE BE IT RESOLVED that the Ottawa County Board of Commissioners hereby adopts the attached Hazard Mitigation Plan for Kent and Ottawa Counties as an official plan; and,

BE IT FURTHER RESOLVED, that in coordination with Kent County, Ottawa County will submit this Adoption Resolution to the Michigan State Police/Emergency Management and Homeland Security Division and Federal Emergency Management Agency, Region V officials to enable the Kent and Ottawa Counties Hazard Mitigation Plan's final approval; and,

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

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED:

Chairperson, Ottawa County
Board of Commissioners

Ottawa County Clerk

Action Request



Committee: Board of Commissioners

Meeting Date: 5/22/2012

Requesting Department: Fiscal Services

Submitted By: Greg Rappleye

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

SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign 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 Officer 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: Finance and Administration Committee 5/15/2012

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: Board of Commissioners

Meeting Date: 5/22/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Tax Allocation Recommendation

SUGGESTED MOTION:

To approve 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: Finance and Administration Committee 5/15/2012

Action Request



Committee: Board of Commissioners

Meeting Date: 5/22/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Allocation of 2011 Unassigned Fund Balance

SUGGESTED MOTION:

To approve 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: Finance and Administration Committee 5/15/2012



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: Board of Commissioners

Meeting Date: 5/22/2012

Requesting Department: Administrator's Office

Submitted By: Al Vanderberg

Agenda Item: Grand River Sampling and Testing

SUGGESTED MOTION:

To approve 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: Finance and Administration Committee 5/15/2012

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.

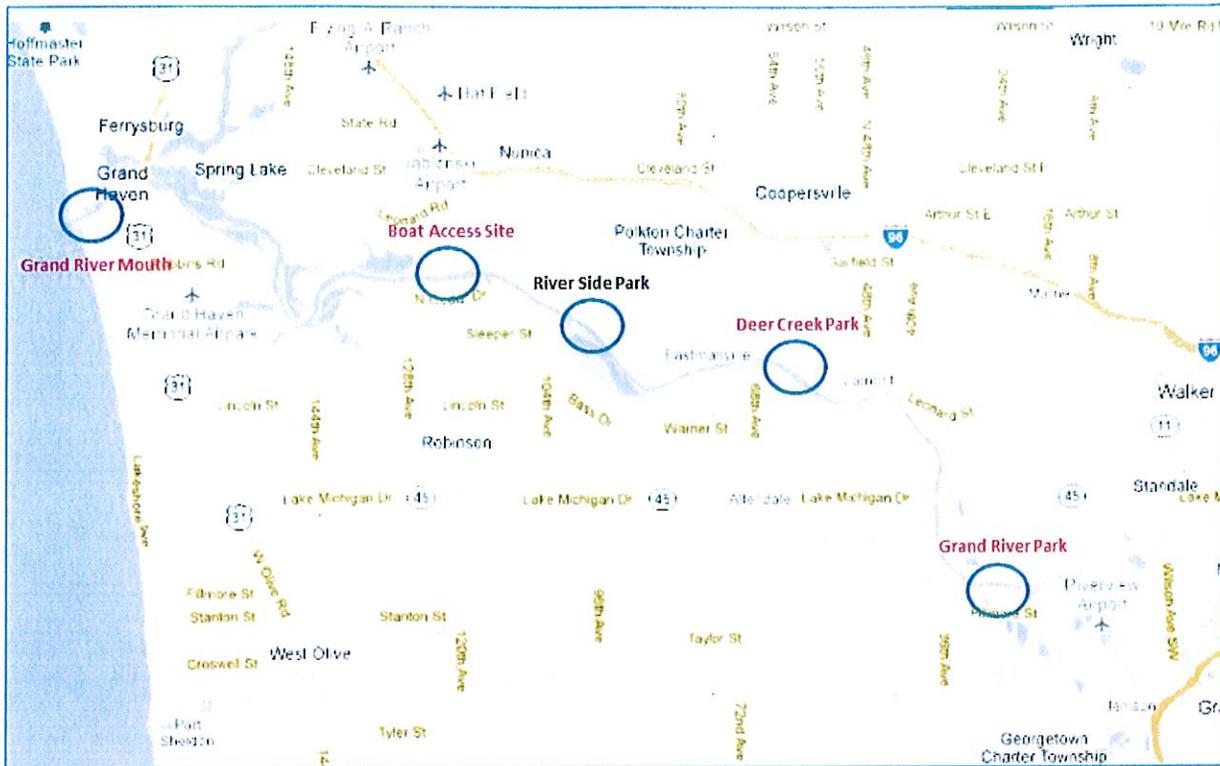


Figure : Sampling Sites Grand River Recreational Area

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: Board of Commissioners

Meeting Date: 5/22/2012

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 authorize the Board Chair and Clerk to sign 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: Finance and Administration Committee 5/15/2012



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

Action Request



Committee: Board of Commissioners

Meeting Date: 05/22/2012

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 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: Finance and Administration Committee 5/15/2012

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

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: 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: Board of Commissioners

Meeting Date: 05/22/2012

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 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: Finance and Administration Committee 5/15/2012

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

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: 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: Board of Commissioners

Meeting Date: 05/22/2012

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 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: Finance and Administration Committee 5/15/2012

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

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: 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: Board of Commissioners

Meeting Date: 05/22/2012

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 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: Finance and Administration Committee 5/15/2012

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

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: 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

Fiscal Services Department Use Only

- 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

*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: Board of Commissioners

Meeting Date: 05/22/2012

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 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: Finance and Administration Committee 5/15/2012

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

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: 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.