

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

Consent Items:

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

Action Items:

1. [Monthly Budget Adjustments](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of July 2012.
2. [Budget Adjustments Greater than \\$50,000](#)
Suggested Motion:
To approve budget adjustment numbers 397, 398, 399, 400, and 424.
3. [Statement of Review](#)
Suggested Motion:
To approve the Statement of Review for the month of July 2012.
4. [Michigan Works Personnel Request to Create a Talent Development Associate: Prisoner Re-Entry](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the request from Michigan Works to create one (1) FTE Talent Development Associate: Prisoner Re-Entry (Group T, Paygrade 11) at a cost of \$53,858.00. Funding for this position to come from Workforce Development Funds.
5. [Michigan Works Personnel Request to Create Three \(3\) Talent Development Associates: JET](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the request from Michigan Works to create Three (3) FTE's Talent Development Associate: JET (Group T, Paygrade 11) at a cost of \$161,574.00. Funding for this position to come from Workforce Development Funds.
6. [Michigan Works Personnel Request to Create a Talent Development Lead: JET Program](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the request from Michigan Works to create one (1) FTE Talent Development Lead: JET Program (Group T, Paygrade 12) at a cost of \$57,957.00. Funding for this position to come from Workforce Development Funds.
7. [Facilities Maintenance Personnel Request to Reclassify a Facilities Secretary to a Senior Secretary - Facilities](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the request to reclassify the position of 1.0 FTE Facilities Secretary (Group T, Paygrade 07) to a 1.0 FTE Senior Secretary - Facilities

(Group T, Paygrade 08) at a cost of \$2,010.00. Funding for this position to come from the County General Funds.

8. [Purchase of MERS \(Mchigan Municipal Employee Retirement System\) Generic Service Credits for Richard J. Kloote \(District Court\)](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the purchase of three (3) years of MERS generic service credits for \$21,837.00 (total cost to be paid by employee, Richard J. Kloote).

Total Cost: \$21,837.00

Employer Cost: \$0.00

Employee Cost: \$21,837.00

Discussion Items:

1. 2013 Budget (materials will be handed out at the meeting)
2. [Treasurers Financial Month End Update July 2012](#)

Adjournment

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

FINANCE AND ADMINISTRATION COMMITTEE

Proposed Minutes

DATE: July 17, 2012

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

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

ABSENT: Donald Disselkoen

STAFF & GUESTS: Alan Vanderberg, Administrator; Keith Van Beek, Assistant Administrator; Brad Slagh, Treasurer; Doug Vredeveld, Vredeveld Haefner; Connie VanderSchaaf, Fiscal Services; Ken Zarzecki, Road Commission; Robert Spaman, Fiscal Services Director; Marie Waalkes, Human Resources Director; Kathy Haiker, Chief Deputy Register; Justin Clark; Deputy Clerk

SUBJECT: CONSENT ITEMS

The agenda of today was approved by consent.

FC 12-064 Motion: To approve the minutes from the June 19, 2012 meeting as presented.
Moved by: Rycenga UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 12-065 Motion: To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of June 2012.
Moved by: Rycenga UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 12-066 Motion: To approve budget adjustment numbers 340, 341, 342 and 343.
Moved by: Baumann UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 12-067 Motion: To approve the Statement of Review for the month of June 2012.
Moved by: Karsten UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 12-068 Motion: To receive for information the Interim Financial Statement for General Fund, Mental Health and Public Health as of June 30, 2012.

Moved by: Rycenga

UNANIMOUS

SUBJECT: COUNTY OF OTTAWA'S SINGLE AUDIT REPORT - VREDEVELD
HAEFNER LLC

FC 12-069 Motion: To receive for information and forward to the Board of Commissioners the County of Ottawa's Single Audit Report for the year ended December 31, 2011.

Moved by: Karsten

UNANIMOUS

SUBJECT: OTTAWA COUNTY DRAIN COMMISSION'S ANNUAL FINANCIAL
REPORT – VREDEVELD HAEFNER LLC

FC 12-070 Motion: To receive for information and forward to the Board of Commissioners the Ottawa County Drain Commission's Annual Financial Report for the year ended December 31, 2011.

Moved by: Baumann

UNANIMOUS

SUBJECT: COUNTY OF OTTAWA ANNUAL FINANCIAL REPORT – VREDEVELD
HAEFNER LLC

FC 12-071 Motion: To receive for information and forward to the Board of Commissioners the Comprehensive Annual Financial Report (CAFR) of the County of Ottawa for the year ended December 31, 2011.

Moved by: Karsten

UNANIMOUS

SUBJECT: 2011 COST ALLOCATION PLAN

FC 12-072 Motion: To approve and forward to the Board of Commissioners the 2011 Cost Allocation Plan for implementation in the 2013 budget.

Moved by: Baumann

UNANIMOUS

SUBJECT: GOVERNMENT FINANCE OFFICERS ASSOCIATION DISTINGUISHED
BUDGET PRESENTATION AWARD

FC 12-073 Motion: To receive for information and forward to the Board of Commissioners the Government Finance Officers Association's Distinguished Budget Presentation Award for the fiscal year beginning January 1, 2012.

Moved by: Karsten

UNANIMOUS

SUBJECT: REGISTER OF DEEDS PERSONNEL REQUEST TO RECLASSIFY A SENIOR
ABSTRACTING CLERK TO AN ADMINISTRATIVE ASSISTANT

FC 12-074 Motion: To approve and forward to the Board of Commissioners the request from the Register of Deeds to reclassify a Senior Abstracting Clerk (Group T, Paygrade 09) to an

Administrative Assistant (Unclassified, Paygrade U03, C Step) at the cost of \$5,804.00.
Funding to come from existing funds.

Moved by: Rycenga

UNANIMOUS

SUBJECT: ALLENDALE CHARTER TOWNSHIP BOND RESOLUTION

FC 12-075

Motion: To approve and forward to the Board of Commissioners the resolution authorizing the County Road Commission to issue Act 342 Bonds, in the not-to-exceed amount of \$2,570,000, to finance the Allendale Charter Township 2012 Sewage Disposal System Improvements.

Moved by: Rycenga

UNANIMOUS

SUBJECT: QUARTERLY TREASURER'S INVESTMENT REPORT

FC 12-076

Motion: To receive for information the Treasurer's Quarterly Investment Report as of June 2012.

Moved by: Karsten

UNANIMOUS

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:15 a.m.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 8/21/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Budget Adjustments

SUGGESTED MOTION:

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

SUMMARY OF REQUEST:

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

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

Compliance with the Ottawa County Operating Budget Policy.

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

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

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

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

4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 7/01/2012 Thru 7/31/2012

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>HEALTH, DENTAL, AND O</u>							
BA 340	7/17/2012	2210	6010		6990.1010	Oper Trans-General Fund	106,640.00
BA 340	7/17/2012	2210	6010		7160.0000	Hospitalization	2,850.00-
BA 340	7/17/2012	2210	6010		7190.0000	Dental Insurance	1,175.00-
BA 340	7/17/2012	2210	6010		7230.0000	Optical Insurance	75.00-
BA 340	7/17/2012	2210	6012		7160.0000	Hospitalization	2,000.00-
BA 340	7/17/2012	2210	6012		7190.0000	Dental Insurance	125.00-
BA 340	7/17/2012	2210	6012		7230.0000	Optical Insurance	40.00
BA 340	7/17/2012	2210	6020		7160.0000	Hospitalization	2,750.00-
BA 340	7/17/2012	2210	6020		7190.0000	Dental Insurance	350.00-
BA 340	7/17/2012	2210	6020		7230.0000	Optical Insurance	50.00
BA 340	7/17/2012	2210	6021		7160.0000	Hospitalization	10,900.00-
BA 340	7/17/2012	2210	6021		7190.0000	Dental Insurance	1,350.00-
BA 340	7/17/2012	2210	6021		7230.0000	Optical Insurance	90.00-
BA 340	7/17/2012	2210	6031		7160.0000	Hospitalization	2,400.00-
BA 340	7/17/2012	2210	6031		7190.0000	Dental Insurance	150.00-
BA 340	7/17/2012	2210	6031		7230.0000	Optical Insurance	30.00
BA 340	7/17/2012	2210	6041		7160.0000	Hospitalization	5,875.00-
BA 340	7/17/2012	2210	6041		7190.0000	Dental Insurance	1,315.00-
BA 340	7/17/2012	2210	6041		7230.0000	Optical Insurance	40.00-
BA 340	7/17/2012	2210	6042		7160.0000	Hospitalization	5,950.00-
BA 340	7/17/2012	2210	6042		7190.0000	Dental Insurance	2,590.00-
BA 340	7/17/2012	2210	6042		7230.0000	Optical Insurance	325.00-
BA 340	7/17/2012	2210	6044		7160.0000	Hospitalization	10,400.00-
BA 340	7/17/2012	2210	6044		7190.0000	Dental Insurance	2,250.00-
BA 340	7/17/2012	2210	6044		7230.0000	Optical Insurance	285.00-
BA 340	7/17/2012	2210	6045		7160.0000	Hospitalization	1,690.00-
BA 340	7/17/2012	2210	6045		7190.0000	Dental Insurance	100.00-
BA 340	7/17/2012	2210	6045		7230.0000	Optical Insurance	25.00
BA 340	7/17/2012	2210	6050		7160.0000	Hospitalization	9,900.00-
BA 340	7/17/2012	2210	6050		7190.0000	Dental Insurance	1,760.00-
BA 340	7/17/2012	2210	6050		7230.0000	Optical Insurance	220.00-
BA 340	7/17/2012	2210	6053		7160.0000	Hospitalization	11,000.00-
BA 340	7/17/2012	2210	6053		7190.0000	Dental Insurance	1,875.00-
BA 340	7/17/2012	2210	6053		7230.0000	Optical Insurance	170.00-
BA 340	7/17/2012	2210	6055		7160.0000	Hospitalization	9,100.00-
BA 340	7/17/2012	2210	6055		7190.0000	Dental Insurance	625.00-
BA 340	7/17/2012	2210	6055		7230.0000	Optical Insurance	40.00-
BA 340	7/17/2012	2210	6059		7160.0000	Hospitalization	8,200.00-
BA 340	7/17/2012	2210	6059		7190.0000	Dental Insurance	500.00-
BA 340	7/17/2012	2210	6059		7230.0000	Optical Insurance	30.00-
BA 340	7/17/2012	2210	6310		7160.0000	Hospitalization	5,300.00-
BA 340	7/17/2012	2210	6310		7190.0000	Dental Insurance	350.00-
BA 340	7/17/2012	2210	6310		7230.0000	Optical Insurance	40.00-

Adjustment Number	G/L Date	Fund	DEPT	Sub DEPT	Account Number	Account Name	Adjustment Amount
<u>HEALTH, DENTAL, AND O</u>							
BA 340	7/17/2012	2210	6311		7160.0000	Hospitalization	2,150.00-
BA 340	7/17/2012	2210	6311		7190.0000	Dental Insurance	450.00-
BA 340	7/17/2012	2210	6311		7230.0000	Optical Insurance	40.00-
<u>EST_2ND_CHANCE_GRANT</u>							
BA 341	7/17/2012	2748	7497		5050.0000	Fed. Grants-Public Safety	187,396.00-
BA 341	7/17/2012	2748	7497		7040.0000	Salaries - Regular	7,820.00
BA 341	7/17/2012	2748	7497		7150.0000	Social Security	598.00
BA 341	7/17/2012	2748	7497		7160.0000	Hospitalization	1,864.00
BA 341	7/17/2012	2748	7497		7160.0020	OPBB - Health Care	37.00
BA 341	7/17/2012	2748	7497		7170.0000	Life Insurance	20.00
BA 341	7/17/2012	2748	7497		7180.0000	Retirement & Sick Leave	1,041.00
BA 341	7/17/2012	2748	7497		7180.0010	457 Plan Contribution	20.00
BA 341	7/17/2012	2748	7497		7200.0000	Worker'S Compensation	2.00
BA 341	7/17/2012	2748	7497		7220.0000	Unemployment	41.00
BA 341	7/17/2012	2748	7497		7230.0000	Optical Insurance	20.00
BA 341	7/17/2012	2748	7497		7240.0000	Disability Insurance	22.00
BA 341	7/17/2012	2748	7497		8600.0000	Travel - Mileage	154.00
BA 341	7/17/2012	2748	7498		7270.0000	Office Supplies	457.00
BA 341	7/17/2012	2748	7498		7390.0000	Operational Supplies	500.00
BA 341	7/17/2012	2748	7498		8080.0000	Service Contracts	168,326.00
BA 341	7/17/2012	2748	7498		8420.0010	Supportive Services	1,875.00
BA 341	7/17/2012	2748	7498		8590.0000	Transportation Charges	1,875.00
BA 341	7/17/2012	2748	7498		8600.0000	Travel - Mileage	1,444.00
BA 341	7/17/2012	2748	7498		8610.0000	Conferences & Othr Travel	1,280.00
<u>STATE IMPATIENT SVCS</u>							
BA 342	7/17/2012	2220	6491	1454	8270.0000	Client Care	81,454.00-
BA 342	7/17/2012	2220	6491	1460	8270.0000	Client Care	60,400.00-
BA 342	7/17/2012	2220	6491	1460	8270.0040	Client Care-Personal Care	39,600.00-
BA 342	7/17/2012	2220	6491	1460	9390.0000	Building Rental	22,078.00-
BA 342	7/17/2012	2220	6493	0361	8270.0000	Client Care	203,532.00
<u>MUSKEGON TEMP PSYCH</u>							
BA 343	7/17/2012	2220	6493	3254	6710.0000	Other Revenue	95,000.00-
BA 343	7/17/2012	2220	6493	3254	8210.0050	Psychiatrist	95,000.00
<u>HOLLND/GH_CHAMBR_DUES</u>							
BA 360	7/10/2012	1010	1010		8300.0000	Memberships & Dues	4,000.00

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>HOLLND/GH CHAMBR DUES</u>							
BA 360	7/10/2012	1010	2010		6999.3900	Rev. (Over)Under Expend.	4,000.00-
<u>KOBLE_PRT'B*-ERP_COMM</u>							
BA 369	7/10/2012	1010	2010		6999.3900	Rev. (Over)Under Expend.	2,343.00-
BA 369	7/10/2012	1010	2010		8080.0000	Service Contracts	1,841.00
BA 369	7/10/2012	1010	2260		8080.0000	Service Contracts	335.00
BA 369	7/10/2012	1010	2530		8080.0000	Service Contracts	167.00
<u>CLEAN SWEEP EXPANSION</u>							
BA 370	7/10/2012	2210	6020		5550.0230	Clean Sweep Pesticide Col	18,000.00-
BA 370	7/10/2012	2210	6020		8210.0000	Contractual - Other	18,000.00
<u>TO CVR EXP THRU EOY</u>							
BA 371	7/10/2012	2210	6048		6070.0000	Chrgs. For Serv. - Fees	4,500.00-
BA 371	7/10/2012	2210	6048		7040.0000	Salaries - Regular	550.00
BA 371	7/10/2012	2210	6048		7150.0000	Social Security	350.00-
BA 371	7/10/2012	2210	6048		7160.0000	Hospitalization	1,975.00-
BA 371	7/10/2012	2210	6048		7160.0020	OPBB - Health Care	50.00-
BA 371	7/10/2012	2210	6048		7180.0000	Retirement & Sick Leave	325.00-
BA 371	7/10/2012	2210	6048		7180.0010	457 Plan Contribution	350.00-
BA 371	7/10/2012	2210	6048		7190.0000	Dental Insurance	150.00-
BA 371	7/10/2012	2210	6048		7220.0000	Unemployment	100.00-
BA 371	7/10/2012	2210	6048		7270.0000	Office Supplies	52.00
BA 371	7/10/2012	2210	6048		7300.0000	Postage	200.00
BA 371	7/10/2012	2210	6048		7390.0000	Operational Supplies	2,700.00
BA 371	7/10/2012	2210	6048		8080.0000	Service Contracts	12.00
BA 371	7/10/2012	2210	6048		8210.0000	Contractual - Other	6,441.00-
BA 371	7/10/2012	2210	6048		8300.0000	Memberships & Dues	215.00
BA 371	7/10/2012	2210	6048		9010.0000	Advertising	10,412.00
BA 371	7/10/2012	2210	6048		9400.0000	Equipment Rental	100.00
<u>BSRIAC_GIS_LCNSE_INC</u>							
BA 388	7/24/2012	1010	2530		7270.0000	Office Supplies	1,500.00-
BA 388	7/24/2012	1010	2530		8080.0000	Service Contracts	1,500.00
<u>BSD_ON_CURRENT_TREND</u>							
BA 394	7/24/2012	2220	6491	1460	8270.0000	Client Care	9,500.00-
BA 394	7/24/2012	2220	6491	5401	8210.0000	Contractual - Other	2,250.00

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 7/01/2012 Thru 7/31/2012

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>BSD ON CURRNT TREND</u>							
BA 394	7/24/2012	2220	6491	5510	7160.0000	Hospitalization	2,250.00-
BA 394	7/24/2012	2220	6493	3244	8610.0000	Conferences & Othr Travel	500.00
BA 394	7/24/2012	2220	6493	3249	8210.0060	Outside Temporary Service	280.00
BA 394	7/24/2012	2220	6493	3249	8500.0000	Telephone	280.00-
BA 394	7/24/2012	2220	6493	3253	8210.0050	Psychiatrist	8,000.00
BA 394	7/24/2012	2220	6493	3254	8610.0000	Conferences & Othr Travel	1,000.00
BA 394	7/24/2012	2220	6493	3453	8270.0000	Client Care	4,000.00-
BA 394	7/24/2012	2220	6495	5022	8210.0000	Contractual - Other	4,000.00
BA 394	7/24/2012	2220	6495	5029	6710.0000	Other Revenue	5,000.00-
BA 394	7/24/2012	2220	6495	5029	8210.0060	Outside Temporary Service	5,000.00
<u>REPAIR OF SEALNT EQUIP</u>							
BA 396	7/24/2012	2210	6043		5170.0000	Medicaid	400.00-
BA 396	7/24/2012	2210	6043		9300.0000	Equipment Repairs	400.00
<u>ATM MACH. -LGL SLF-HLP</u>							
BA 402	7/27/2012	1010	1370		6080.0000	Departmental Services	2,500.00-
BA 402	7/27/2012	1010	1370		7390.0000	Operational Supplies	2,500.00
<u>ADDL CST OF ORDR CNCT</u>							
BA 405	7/27/2012	2210	6010		9770.0020	Software	842.00
BA 405	7/27/2012	2210	6044		5170.0030	Medicaid - Cost Settlemnt	842.00-
<u>INC-OPERATIONAL SUPLS</u>							
BA 406	7/27/2012	2210	6043		5170.0000	Medicaid	7,037.00-
BA 406	7/27/2012	2210	6043		6070.0220	Insurance Fees	957.00
BA 406	7/27/2012	2210	6043		6070.0260	Medicaid Health Plan	1,163.00-
BA 406	7/27/2012	2210	6043		7390.0000	Operational Supplies	5,395.00
BA 406	7/27/2012	2210	6043		8210.0060	Outside Temporary Service	1,848.00
<u>CLBHE FRNTR/CACHE LC</u>							
BA 408	7/27/2012	2220	6491	1357	5170.0050	Medicaid - Capitated	13,649.00-
BA 408	7/27/2012	2220	6493	3344	7390.0000	Operational Supplies	9,789.00
BA 408	7/27/2012	2220	6495	5029	9770.0020	Software	1,930.00
BA 408	7/27/2012	2220	6495	5031	9770.0020	Software	1,930.00
<u>INT RATE INCR:SFTWR</u>							

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 7/01/2012 Thru 7/31/2012

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>INT RATE INCR: SFTWR</u>							
BA 411	7/27/2012	2550	2530		4450.0000	Int. & Penalties On Taxes	8,500.00-
BA 411	7/27/2012	2550	2530		6950.0000	Other Financing Sources	7,000.00-
BA 411	7/27/2012	2550	2530		9560.0000	Employee Training	2,300.00
BA 411	7/27/2012	2550	2530		9770.0020	Software	7,000.00
BA 411	7/27/2012	2550	2530		9910.0000	Principal Payments	3,500.00
BA 411	7/27/2012	2550	2530		9990.1010	General Fund	11,997.00
<u>ADJ BASED ON ACTL CST</u>							
BA 412	7/27/2012	2941	6840		5610.0000	State Of Mich - Welfare	10,000.00-
BA 412	7/27/2012	2941	6840		9660.0000	Project Costs	10,000.00

Action Request



Committee: Finance and Administration Committee

Meeting Date: 8/21/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

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

SUGGESTED MOTION:

To approve budget adjustment numbers 397, 398, 399, 400, and 424.

SUMMARY OF REQUEST:

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

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

Compliance with the Ottawa County Operating Budget Policy.

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

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

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

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

4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

Budget Adjustments Over \$50,000

BA Number	Fund	Department	Explanation	Adjustment
397	General	Operating Transfer	Board Designation of 2011 Fund Balance Dollars	\$ 3,226,165
398	Solid Waste Cleanup	Sanitary	Board Designation of 2011 Fund Balance Dollars	\$ 2,340,000
399	Solid Waste Cleanup	Sanitary Landfill	Road Commission Projections for Operations and Maintenance and Repair, Purge Wells, etc.	\$ 418,705
400	Stabilization	Stabilization	Board Designation of 2011 Fund Balance Dollars	\$ 886,165
424	General	Various	Reflect lower health insurance rate than budgeted.	\$ 59,546

Action Request



Committee: Finance and Administration Committee

Meeting Date: 8/21/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Statement of Review

SUGGESTED MOTION:

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

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

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

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

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

4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

STATEMENT OF REVIEW FOR THE MONTH OF: July, 2012

Baumann	<input checked="" type="checkbox"/>
DeJong	<input checked="" type="checkbox"/>
Disselkoen	<input checked="" type="checkbox"/>
Holtrop	<input checked="" type="checkbox"/>
Holtvluwer	<input checked="" type="checkbox"/>
Karsten	<input checked="" type="checkbox"/>
Kuyers	<input checked="" type="checkbox"/>
Ruiter	<input checked="" type="checkbox"/>
Rycenga	<input checked="" type="checkbox"/>
Swartout	<input checked="" type="checkbox"/>
Visser	<input checked="" type="checkbox"/>

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

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

Date	Time	Purpose	Mileage	Per Diem
07/10/2012	01:30 PM - 02:45 PM	Board of Commissioners Meeting	26.0	\$40.00
07/17/2012	09:30 AM - 10:15 AM	Finance & Administration Committee	26.0	\$40.00
07/23/2012	12:00 PM - 01:30 PM	Macatawa Area Coordinating Council Policy Board	12.0	\$40.00
07/24/2012	01:30 PM - 02:00 PM	Board of Commissioners Meeting	26.0	\$40.00
-	-	-	-	-

Total Per Diem:		\$160.00	058
Total Mileage:	90.0	\$49.95	091
Total Voucher:		\$209.95	

08/10/2012

1010-1010

Revision History

Created by Joseph Baumann on 07/10/2012 10:31:11 PM
 Modified by Joseph Baumann on 08/03/2012 08:52:32 PM
 Modified by Taci Casey on 08/10/2012 04:54:35 PM

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

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

Date	Time	Purpose	Mileage	Per Diem
07/10/2012	01:30 PM - 02:45 PM	Board of Commissioners Meeting	32.0	\$40.00
07/24/2012	01:30 PM - 02:00 PM	Board of Commissioners Meeting	32.0	\$40.00
-	-	-	-	-
			Total Per Diem:	\$80.00
			Total Mileage:	64.0
			Total Voucher:	\$115.52

058
091

1010-1010

08/14/2012

Revision History

Created by Tacl Casey on 08/14/2012 05:23:30 PM

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

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

Date	Time	Purpose	Mileage	Per Diem
06/06/2012	09:00 AM - 04:00 PM	MDOT Asset Management Council	.0	\$70.00
06/15/2012	09:00 AM - 10:30 AM	Lakeshore Coordinating Council	26.0	\$40.00
06/18/2012	02:00 PM - 04:00 PM	Personnel Interview Committee	23.0	\$40.00
06/21/2012	07:30 AM - 01:30 PM	MDOT Asset Management Council	.0	\$70.00
06/25/2012	06:00 PM - 07:15 PM	Community Mental Health Board <i>2220</i>	23.0	\$40.00
06/28/2012	08:30 AM - 02:00 PM	MDOT Asset Management Council	.0	\$70.00
07/10/2012	01:30 PM - 02:45 PM	Board of Commissioners Meeting	23.0	\$40.00
07/11/2012	09:00 AM - 04:30 PM	MDOT Asset Management Council	.0	\$70.00
07/13/2012	02:00 PM - 04:00 PM	National Association of Counties - Steering	30.0	\$40.00
07/14/2012	09:00 AM - 12:15 PM	National Association of Counties - Steering	.0	\$40.00
07/15/2012	10:00 AM - 04:30 PM	National Association of Counties - Conference	.0	\$70.00
07/16/2012	08:00 AM - 06:30 PM	National Association of Counties - Conference	.0	\$70.00
07/17/2012	08:30 AM - 09:45 AM	National Association of Counties - Conference	30.0	\$40.00
07/23/2012	04:00 PM - 04:30 PM	Community Mental Health Board <i>2220</i>	6.0	\$40.00
07/24/2012	01:30 PM - 02:00 PM	Board of Commissioners Meeting	23.0	\$40.00
07/26/2012	08:30 AM - 02:30 PM	MDOT Asset Management Council	.0	\$70.00
-	-	-	-	-
Total Per Diem:				\$850.00
Total Mileage:			184.0	\$102.12
Total Voucher:				\$952.12

08/10/2012

Revision History

Created by Taci Casey on 07/17/2012 04:45:03 PM
Modified by Taci Casey on 08/10/2012 04:32:59 PM
Modified by Taci Casey on 08/10/2012 04:40:43 PM

	<u>058</u>	<u>091</u>
	Per Diem	mileage
1010 - 1010	770.00	76.58
2220 - 6495 - 5020	40.00	12.77
- 5029	40.00	12.77
	850.00	102.12

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

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

Date	Time	Purpose	Mileage	Per Diem
07/09/2012	10:30 AM - 11:45 AM	Grand Valley Metro Council	52.0	\$40.00
07/10/2012	01:30 PM - 02:45 PM	Board of Commissioners Meeting	37.0	\$40.00
07/11/2012	09:30 AM - 10:15 AM	GVMC Technical Committee	35.0	\$40.00
07/13/2012	02:00 PM - 04:00 PM	National Association of Counties - Steering	22.0	\$40.00
07/14/2012	09:00 AM - 12:15 PM	National Association of Counties - Steering	.0	\$40.00
07/15/2012	10:00 AM - 04:30 PM	National Association of Counties - Conference	.0	\$70.00
07/16/2012	08:00 AM - 06:30 PM	National Association of Counties - Conference	.0	\$70.00
07/17/2012	08:30 AM - 09:45 AM	National Association of Counties - Conference	22.0	\$40.00
07/18/2012	09:30 AM - 10:45 AM	GVMC Policy Committee	35.0	\$40.00
07/24/2012	01:30 PM - 02:00 PM	Board of Commissioners Meeting	37.0	\$40.00
-	-	-	-	-
Total Per Diem:				\$460.00
Total Mileage:			240.0	\$133.20
Total Voucher:				\$593.20

058
091

08/10/2012

1010-1010

Revision History

Created by James Holtrop on 07/09/2012 08:36:23 PM
Modified by James Holtrop on 07/11/2012 11:31:49 AM
Modified by James Holtrop on 07/18/2012 12:02:10 PM
Modified by Taci Casey on 08/10/2012 04:45:24 PM

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

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

Date	Time	Purpose	Mileage	Per Diem
07/01/2012	01:30 PM - 02:45 PM	Board of Commissioners Meeting	32.0	\$40.00
07/12/2012	09:30 AM - 10:15 AM	Planning and Policy Committee	32.0	\$40.00
07/23/2012	04:00 PM - 04:30 PM	Community Mental Health Board <i>2220</i>	45.0	\$40.00
-	-	-	-	-
Total Per Diem:				\$120.00
Total Mileage:			109.0	\$60.50
Total Voucher:				\$180.50

08/10/2012

Revision History

Created by James Holtvluwer on 07/30/2012 01:43:08 PM
 Modified by Taci Casey on 08/10/2012 04:49:20 PM

	<u>058</u>	<u>091</u>
	Per Diem	Mileage
1010-1010	80.00	35.52
2220-6495-5020	20.00	12.49
- 5029	20.00	12.49
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
	\$ 120.00	\$ 60.50

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

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

Date	Time	Purpose	Mileage	Per Diem
07/10/2012	01:30 PM - 02:45 PM	Board of Commissioners Meeting	24.0	\$40.00
07/11/2012	09:00 AM - 10:30 AM	Food Advisory Committee	24.0	\$40.00
07/16/2012	04:00 PM - 04:30 PM	CMH Board Finance Committee 2220	6.0	\$40.00
07/17/2012	09:30 AM - 10:15 AM	Finance & Administration Committee	24.0	\$40.00
07/23/2012	04:00 PM - 04:30 PM	Community Mental Health Board 2220	6.0	\$40.00
07/24/2012	01:30 PM - 02:00 PM	Board of Commissioners Meeting	24.0	\$40.00
-	-	-	-	-
Total Per Diem:				\$240.00
Total Mileage:			108.0	\$59.94
Total Voucher:				\$299.94

08/14/2012

Revision History

Created by Robert Karsten on 07/11/2012 11:10:21 AM
Modified by Robert Karsten on 07/16/2012 08:11:53 PM
Modified by Robert Karsten on 07/27/2012 08:48:40 AM
Modified by Taci Casey on 08/14/2012 05:14:28 PM

	<u>058</u>	<u>091</u>
	Per Diem	Mileage
1010-1010	160.00	53.28
2220-6495-5029	40.00	3.33
- 5029	40.00	3.33
	240.00	59.94

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

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

Date	Time	Purpose	Mileage	Per Diem
07/10/2012	01:30 PM - 02:45 PM	Board of Commissioners Meeting	2.0	\$40.00
07/11/2012	04:00 PM - 06:00 PM	Parks & Recreation Commission	2.0	\$40.00
07/24/2012	01:30 PM - 02:00 PM	Board of Commissioners Meeting	2.0	\$40.00
-	-	-	-	-
			Total Per Diem:	\$120.00
			Total Mileage:	6.0 \$3.33
			Total Voucher:	\$123.33

08/14/2012

Revision History

Created by Philip Kuyers on 08/01/2012 09:08:33 PM
Modified by Taci Casey on 08/13/2012 11:57:10 AM
Modified by Taci Casey on 08/13/2012 11:59:21 AM
Modified by Taci Casey on 08/13/2012 02:05:34 PM
Modified by Taci Casey on 08/14/2012 07:57:52 AM
Modified by Taci Casey on 08/14/2012 05:10:05 PM

	<u>058</u>	<u>091</u>
	Per Diem	Mileage
1010-1010	80.00	2.22
2081-4510	40.00	1.11
	<hr/> 120.00	<hr/> 3.33

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

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

Date	Time	Purpose	Mileage	Per Diem
07/10/2012	01:30 PM - 02:45 PM	Board of Commissioners Meeting	30.0	\$40.00
07/12/2012	09:30 AM - 10:15 AM	Planning and Policy Committee	30.0	\$40.00
07/24/2012	01:30 PM - 02:00 PM	Board of Commissioners Meeting	30.0	\$40.00
-	-	-	-	-
			Total Per Diem:	\$120.00
			Total Mileage:	90.0 \$49.95
			Total Voucher:	\$169.95

058
091

1010 - 1010

08/10/2012

Revision History

Created by Jane Ruiter on 07/18/2012 02:23:39 PM
 Modified by Taci Casey on 08/10/2012 04:51:48 PM

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

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

Date	Time	Purpose	Mileage	Per Diem
06/25/2012	09:00 AM - 10:00 AM	Veterans' Affairs Committee	14.0	\$40.00
07/10/2012	01:30 PM - 02:45 PM	Board of Commissioners Meeting	14.0	\$40.00
07/12/2012	09:30 AM - 10:15 AM	Planning and Policy Committee	14.0	\$40.00
07/17/2012	09:30 AM - 10:15 AM	Finance & Administration Committee	14.0	\$40.00
07/24/2012	01:30 PM - 02:00 PM	Board of Commissioners Meeting	14.0	\$40.00
-	-	-	-	-
Total Per Diem:				\$200.00
Total Mileage:			70.0	\$38.85
Total Voucher:				\$238.85

058

091

1010-1010

08/14/2012

Revision History

Created by Taci Casey on 07/17/2012 04:42:52 PM
 Modified by Taci Casey on 08/14/2012 05:18:01 PM

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

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

Date	Time	Purpose	Mileage	Per Diem
07/10/2012	01:30 PM - 02:45 PM	Board of Commissioners Meeting	26.0	\$40.00
07/12/2012	09:30 AM - 10:15 AM	Planning and Policy Committee	26.0	\$40.00
07/17/2012	09:30 AM - 10:15 AM	Finance & Administration Committee	26.0	\$40.00
-	-	-	-	-
Total Per Diem:				\$120.00
Total Mileage:			78.0	\$43.29
Total Voucher:				\$163.29

058
091

1010-1010

08/14/2012

Revision History

Created by Tacl Casey on 08/14/2012 05:20:22 PM

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

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

Date	Time	Purpose	Mileage	Per Diem
07/10/2012	01:30 PM - 02:45 PM	Board of Commissioners Meeting	28.0	\$40.00
07/12/2012	09:30 AM - 10:15 AM	Planning and Policy Committee	28.0	\$40.00
07/24/2012	01:30 PM - 02:00 PM	Board of Commissioners Meeting	-	-
-	-	-	-	-
			Total Per Diem:	\$120.00
			Total Mileage:	84.0
			Total Voucher:	\$166.62

058
091

1010-1010

08/14/2012

Revision History

Created by Stu Visser on 07/30/2012 10:19:00 AM
 Modified by Tacl Casey on 08/14/2012 05:20:03 PM

Action Request



Committee: Finance and Administration Committee

Meeting Date: 08/21/2012

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Michigan Works Personnel Request to Create a Talent Development Associate: Prisoner Re-Entry

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from Michigan Works to create one (1) FTE Talent Development Associate: Prisoner Re-Entry (Group T, Paygrade 11) at a cost of \$53,858.00. 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 Prisoner Re-Entry, WIA and/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 position will be responsible for implementing direct career development services in the Michigan Works Service Center.

FINANCIAL INFORMATION:

Total Cost: \$53,858.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source: Workforce Development Funds

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: 1: Maintain systems and programs of continuous improvement to gain efficiencies and improve effectiveness.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

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

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Talent Dev. Assoc: Prisoner Re-entry **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 Prisoner Re-Entry, WIA and 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 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 Michigan Department of Corrections, the Workforce Development Agency/State of Michigan monitors and occasionally by federal USDOL or USDOJ 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
Works, ou, email=braymond@ocmwa.org, c=US
Date: 2012.08.10 16:47:07 -0400

DATE: August 10, 2012

BUDGET DATA: _____
Fiscal Services Department Use Only

CONTROL #: _____
Fiscal Services Department Use Only

*2748-7447
2748-7433-0040

OTTAWA COUNTY

TITLE: TALENT DEVELOPMENT ASSOCIATE: PRISONER RE-ENTRY
EMPLOYEE GROUP: GROUP T
DEPARTMENT: MICHIGAN WORKS/CAA
GRADE: T11
DATE: DRAFT 05/02/12

JOB SUMMARY:

Under the supervision of the Team Supervisor, provides direct client services to a targeted population of job seekers in Prisoner Re-Entry 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, jobseeker clients enrolled in Programs 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, ultimately meeting the needs of businesses. In addition, the position is responsible for case management and entry of required information into OSMIS, G*Stars, and other databases as required. Position works closely with Eligibility and Readiness, Employment Services and Business Services staff in connection with opportunities for career development, employment and education. The position works closely with the Michigan Works! Quality Assurance and Training function to maintain compliance with and be knowledgeable about all current Program requirements, policies and procedures related to direct service. Program requirements and choices are communicated concisely to jobseeker clients, and all are treated with respect and offered alternatives wherever possible. Jobseekers or Program participants who have challenges with Program requirements or the interpretation of policy are assisted with resolution at the frontline level, or are referred to supervision per established procedure. In addition to program requirements, the position is responsible to knowledgeably communicate to clients the general services provided by Michigan Works!

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, other references, Monitoring findings and best practices; revises file data entry, 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!
10. Performs other functions as assigned.

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, services and their respective features, benefits and outcomes.
6. Computer literacy, including thorough working knowledge of OSMIS, G*Stars, MS-Office software, spreadsheet, database 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.

DRAFT

Action Request



Committee: Finance and Administration Committee

Meeting Date: 08/21/2012

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Michigan Works Personnel Request to Create Three (3) Talent Development Associates: JET

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from Michigan Works to create Three (3) FTE's Talent Development Associate: JET (Group T, Paygrade 11) at a cost of \$161,574.00. 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 and/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 position will be responsible for implementing direct career development services in the Michigan Works Service Center.

FINANCIAL INFORMATION:

Total Cost: \$161,574.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source: Workforce Development Funds

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: 1: Maintain systems and programs of continuous improvement to gain efficiencies and improve effectiveness.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

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

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Talent Development Associate: JET (3) **FUND/DEPARTMENT NUMBER:** 2748-7438-0007

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.

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: \$111,429*

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$50,145*

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: 2012.08.10 16:03:08 -04'00'

DATE: August 10, 2012

BUDGET DATA: _____
Fiscal Services Department Use Only

CONTROL #: _____
Fiscal Services Department Use Only

*Represents 3 FTE's

OTTAWA COUNTY

TITLE: TALENT DEVELOPMENT ASSOCIATE: JET **EMPLOYEE GROUP:** GROUP T
DEPARTMENT: MICHIGAN WORKS/CAA **GRADE:** T11
DATE: DRAFT 05/02/12

JOB SUMMARY:

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, jobseeker clients enrolled in Programs 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, ultimately meeting the needs of businesses. In addition, the position is responsible for case management and entry of required information into OSMIS, G*Stars, and other databases as required. Position works closely with Eligibility and Readiness, Employment Services and Business Services staff in connection with opportunities for career development, employment and education. The position works closely with the Michigan Works! Quality Assurance and Training function to maintain compliance with and be knowledgeable about all current Program requirements, policies and procedures related to direct service. Program requirements and choices are communicated concisely to jobseeker clients, and all are treated with respect and offered alternatives wherever possible. Jobseekers or Program participants who have challenges with Program requirements or the interpretation of policy are assisted with resolution at the frontline level, or are referred to supervision per established procedure. In addition to program requirements, the position is responsible to knowledgeably communicate to clients the general services provided by Michigan Works!

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, other references, Monitoring findings and best practices; revises file data entry, 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!
10. Performs other functions as assigned.

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, services and their respective features, benefits and outcomes.
6. Computer literacy, including thorough working knowledge of OSMIS, G*Stars, MS-Office software, spreadsheet, database 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.

DRAFT

Action Request



Committee: Finance and Administration Committee

Meeting Date: 08/21/2012

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Michigan Works Personnel Request to Create a Talent Development Lead: JET Program

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from Michigan Works to create one (1) FTE Talent Development Lead: JET Program (Group T, Paygrade 12) 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 Team Supervisor, provides direct client services to a targeted population of job seekers in WIA and/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 position will be responsible for implementing direct career development services in the Michigan Works Service Center for Jobs, Education & Training (JET) program.

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: Workforce Development Funds

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: 1: Maintain systems and programs of continuous improvement to gain efficiencies and improve effectiveness.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

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

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Talent Development Lead: JET **FUND/DEPARTMENT NUMBER:** 2748-7438-0007

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 for the Jobs, Education & Training (JET) program. 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@ocrmwa.org, c=US
Date: 2012.08.10 16:00:23 -04'00'

DATE: August 10, 2012

BUDGET DATA: _____
Fiscal Services Department Use Only

CONTROL #: _____
Fiscal Services Department Use Only

OTTAWA COUNTY

TITLE: TALENT DEVELOPMENT LEAD: JET
DEPARTMENT: MICHIGAN WORKS/CAA
DATE: DRAFT 05/02/12

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 &/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, jobseeker clients enrolled in Programs 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, ultimately meeting the needs of businesses. In addition, the position is responsible for case management and entry of required information into OSMIS, G*Stars, and other databases as required. Position assists Team Supervisor in making caseload assignments and setting work schedules of Career Development Associates. Position also is looked to as expert and point of reference by Career Development Associates for clarification and interpretation of program policies and procedures. Position works closely with Eligibility and Readiness, Employment Services and Business Services staff in connection with opportunities for career development, employment and education. The position works closely with the Michigan Works! Quality Assurance and Training function to maintain compliance with and be knowledgeable about all current Program requirements, policies and procedures related to direct service. Program requirements and choices are communicated concisely to jobseeker clients, and all are treated with respect and offered alternatives wherever possible. Jobseekers or Program participants who have challenges with Program requirements or the interpretation of policy are assisted with resolution at the frontline level, or are referred to supervision per established procedure. In addition to program requirements, the position is responsible to knowledgeably communicate to clients the general services provided by Michigan Works!

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 Career Development Associate schedules.
4. 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.

5. Maintains adequate documentation of participant data in line with PMIG, State, Federal and Local policies, other references, Monitoring findings and best practices; revises file data entry, where appropriate, per the correct policies and procedures.
6. 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.
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 Career 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!
12. Performs other functions as assigned.

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. Personal qualities (including integrity, drive, risk taking and effective communication skills) sufficient to provide effective leadership of the assessment services function and coordination of services delivery (i.e., test proctoring and delivery of remediation) 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, spreadsheet, database 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.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 08/21/2012

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Facilities Maintenance Personnel Request to Reclassify a Facilities Secretary to a Senior Secretary - Facilities

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request to reclassify the position of 1.0 FTE Facilities Secretary (Group T, Paygrade 07) to a 1.0 FTE Senior Secretary - Facilities (Group T, Paygrade 08) at a cost of \$2,010.00. Funding for this position to come from the County General Funds.

SUMMARY OF REQUEST:

This position provides administrative and secretarial support for the Facilities and Maintenance Department, including reception, production, word processing, file management, and financial processing and monitoring services. New responsibilities and upcoming changes to processes and procedures requires a higher level of aptitude, knowledge and skills, that is commensurate with the higher level secretarial grade.

FINANCIAL INFORMATION:

Total Cost: \$2,010.00 | General Fund Cost: \$2,010.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source: Facilities and Maintenance is requesting new funding to come from the General Fund.

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 3: Maintain and expand investments in the human resources of the organization.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

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

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Senior Secretary

FUND/DEPARTMENT NUMBER: 1010-2667-7040-0000

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: T

2. Proposed Pay Grade: 08

3. Briefly describe the functions of this position:

Under the supervision of the Facilities Director, provides administrative and secretarial support for the department. Provides reception, production, word-processing, file management and financial processing and monitoring services.

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

New responsibilities and upcoming processes will require a higher level of aptitude and attitude necessary to provide outstanding customer service.

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

Goal 4 - To continually improve the counties organization and services.

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

Yes (both)

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

Financial and work order performance along with customer satisfaction are all areas that we measure. This position will impact all of these by definition and by being responsible to report these measures on a regular basis.

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

COST INFORMATION:

ESTIMATED SALARY COST FOR THE BUDGET YEAR: _____

\$1,756⁰⁰

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: _____

\$254⁰⁰

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION: _____

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

SIGNED: _____



DATE: 8/8/2012 _____

BUDGET DATA: _____

Fiscal Services Department Use Only

CONTROL #: _____

Fiscal Services Department Use Only

OTTAWA COUNTY

TITLE: SENIOR SECRETARY - FACILITIES
DEPARTMENT: FACILITIES MAINTENANCE
DATE: 08/08/2012

EMPLOYEE GROUP: GROUP T
GRADE: T08

JOB SUMMARY:

Under the supervision of the Facilities Director, provides administrative and secretarial support for the department. Provides reception, production, word-processing, file management and financial processing and monitoring services. Composes correspondence, drafts reports and collects and compiles information from a variety of sources. Provides a variety of work order status and statistical reports and performs a variety of office support functions.

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

1. Provides a variety of administrative and secretarial support services for the department.
2. Receives and responds to telephone, email, written and in-person requests for information and assistance, providing information or referring inquiries to appropriate members of the department.
3. Prepares and processes outgoing mail and receives and distributes incoming mail.
4. Prepares agenda items, motions and resolutions for consideration by the Board of Commissioners and committees thereof.
5. Prepares and processes a variety of financial transaction forms, including payroll, purchase orders, budget adjustments, invoices, and mileage requests.
6. Assists the Director in administering budgets, posting transactions, monitoring balances, reconciling accounts with Fiscal Services records, and compiling historical budget data.
7. Purchases operating supplies including printer cartridges and toner.
8. Prepares purchase orders for large acquisitions, and reviews budget allocations and funds balances to determine whether budget adjustments are required.
9. Participates in the development of the annual department personnel, operating and capital budget requests.
10. Schedules a variety of meetings, secures meeting sites and ancillary services such as projection equipment, prepares and distributes agendas, and prepares and distributes other participant materials.
11. Receives bids from consultants and vendors responding to requests for proposals and prepares spreadsheets to facilitate detailed side-by-side comparisons of bids and proposals submitted.
12. Receives and responds to requests for emergency and non-emergency facilities maintenance and repair services, questions, comments, complaints and other communications.
13. Relays emergency requests to appropriate staff members and enters requests to work order system.

14. Generates preventive maintenance and daily custodial work orders for all County facilities from the computerized Work Order System.
15. Opens work orders for repair and corrective maintenance requests received from departments throughout the County and distributes them to appropriate staff members.
16. Prepares monthly and annual reports of work orders by category to assess seasonal variations in work loads by type of maintenance and repairs required, and to identify personnel and equipment needs.
17. Completes the "Mandated and Discretionary Functions" report using data from the work order system and reports generated therefrom.
18. Maintains all department filing systems, including files for licenses, inspection certificates, testing of safety and security systems, and retrieves documentation required for accreditation and inspections of Juvenile Detention, County Jail, CMH and Public Health facilities.
19. Distributes messages, mail, and inter-office communications to staff members.
20. Maintain master schedule of employee vacations and other scheduled time off.
21. Performs a variety of other office support functions.

REQUIRED KNOWLEDGE AND SKILLS:

1. Good working knowledge of office administration practices and principles.
2. Working knowledge of supervisory practices and principles.
3. Thorough working knowledge of word processing, spreadsheet, desktop publishing, graphics, presentation and database management applications software.
4. Good working knowledge of accounting and budgeting practices and principles.
5. Working knowledge of records management practices and principles.
6. Fast and accurate keyboarding skills.
7. Accurate mathematical skills.
8. Excellent organizational skills and the ability to prioritize the workload.
9. Excellent proofreading skills and attention to detail.
10. Good English language usage skills, including spelling, grammar, punctuation and construction.
11. Good oral and written communications skills.
12. Ability to interact positively and professionally with elected officials, appointees, County executives and administrators, local unit officials, community and business representatives, printing vendors and members of the general public from a wide range of cultural and socio-economic backgrounds and with widely divergent communications skills.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

High school diploma or GED combined with some post-secondary training in business information systems, accounting, office management, or related field and two (2) years of experience in an office position, or an equivalent combination of education and experience.

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.

DRAFT

Action Request



Committee: Finance and Administration Committee

Meeting Date: 08/21/2012

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Purchase of MERS (Michigan Municipal Employee Retirement System) Generic Service Credits for Richard J. Kloote (District Court)

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the purchase of three (3) years of MERS generic service credits for \$21,837.00 (total cost to be paid by employee, Richard J. Kloote).

Total Cost: \$21,837.00

Employer Cost: \$0.00

Employee Cost: \$21,837.00

SUMMARY OF REQUEST:

The MERS Plan document allows for the purchase of up to five (5) years of generic service credits by an employee. The employee is responsible for the total cost of the purchase of generic service credits.

FINANCIAL INFORMATION:

Total Cost: \$21,837.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source: Employee

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: 3: Maintain and expand investments in the human resources of the organization.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

RECEIVED

AUG 07 2012

APPLICATION FOR ADDITIONAL CREDITED SERVICE
Cost Estimate, Member Certification and Governing Body Resolution

MEMBER

Name: Richard J. Kloote
 SSN: XXX-XX-4208
 DOB: 4/18/1939
 Age: 73 years, 3 months
 Spouse's DOB: 7/15/1959

CALCULATION DATE - 8/1/2012
 (Estimate Not Valid After 2 Months)

OTTAWA CO. HUMAN RESOURCES

EMPLOYER

Name: Ottawa Co
 Number/Div: 7003 / 13

BENEFIT PROGRAMS

Benefit B-3 (80% max)
 Benefit F55 (With 25 Years of Service)
 Benefit FAC-5 (5 Year Final Average Compensation)
 10 Year Vesting
 E2 COLA Benefit

ESTIMATED FAC ON CALCULATION DATE: \$27,848.43

CREDITED SERVICE

Member's Service Credit as of Calculation Date:

29 years, 7 months

Type of Credited Service to be Granted:

Generic (Plan Section 7)

Amount of Credited Service to be Granted:

4 years, 0 months

Total Estimated Actuarial Cost of Additional Credited Service:

\$21,837.00 [Payment Options on Reverse]

BENEFIT CALCULATION ASSUMPTIONS

- It is assumed that the Member will continue working until the earliest date for unreduced retirement benefits. If the Member terminates prior to becoming eligible for unreduced benefits, the Employer understands and accepts that the actuarial cost will be different from the actuarial cost shown above.
- The Member's Final Average Compensation (FAC) is projected to increase 4.5% annually from the date of purchase to the date of retirement.
- The Plan's Investment Return is projected to be 8% annually.

NOTE: Special Information regarding the calculation of the cost of this Service Credit Purchase is on page 2 of this report.

THE ADDITIONAL CREDITED SERVICE IS PROJECTED TO RESULT IN THE FOLLOWING CHANGES:

	Retirement Date	Age	Service Through	Total Service	FAC	Annual Benefit
Before Purchase	8/1/2012	73 yrs., 3 mths.	7/31/2012	29 yrs., 7 mths.	\$27,848.43	\$18,536.64
After Purchase	8/1/2012	73 yrs., 3 mths.	7/31/2012	33 yrs., 7 mths.	\$27,848.43	\$21,042.96

Note: MERS is not responsible for any Member or Employer supplied information, or any losses which may result if actual experience differs from actuarial assumptions. The Member and Employer are responsible for reviewing the information contained herein for accuracy, and assuming the risk that actual experience results in liability different than that estimated.

MEMBER CERTIFICATION

I certify that the above information is correct and accurate. If this is a purchase of qualifying "other governmental" service, I certify that the service has not and will not be recognized for the purpose of obtaining or increasing a pension under another defined benefit retirement plan.


 Signature of Member

8-6-2012
 Date



County of Ottawa

Office of the Treasurer

Bradley J. Slagh
County Treasurer

Cheryl Clark
Chief Deputy Treasurer

Steven Brower
Deputy Treasurer

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

bslagh@miottawa.org

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

Fax: (616) 994-4509

Web Site: www.miOttawa.org

Report To: Ottawa County Finance & Administration Committee
From: Bradley Slagh
Date: August 9, 2012
Re: Financial month end update for July 31, 2012

Attached are the graphs representing an overview of the status of the General Fund portfolio for the County as of July 31, 2012. As depicted in the graphs the asset distribution of the General Pooled Funds by percentage and maturity meet the requirements of the County's Investment Policy.

The FDIC has closed 40 banks through the first week of August 2012. This sets the pace for even less banks to be closed than in 2011, when there were 92 closures for the year. As of this date, there has been only one Michigan bank closed in 2012.

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

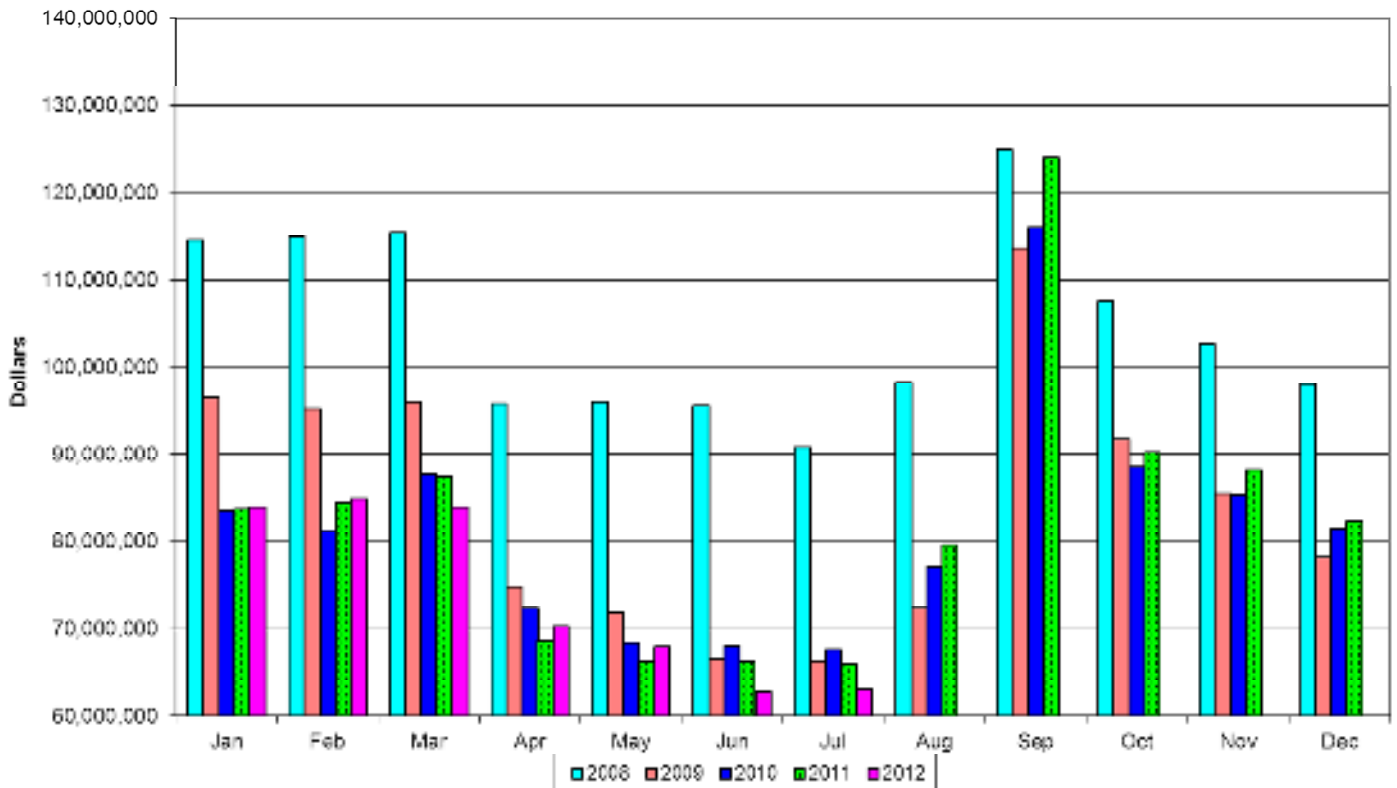
Ottawa County General Pooled Funds

Current Portfolio Size

July 31, 2012

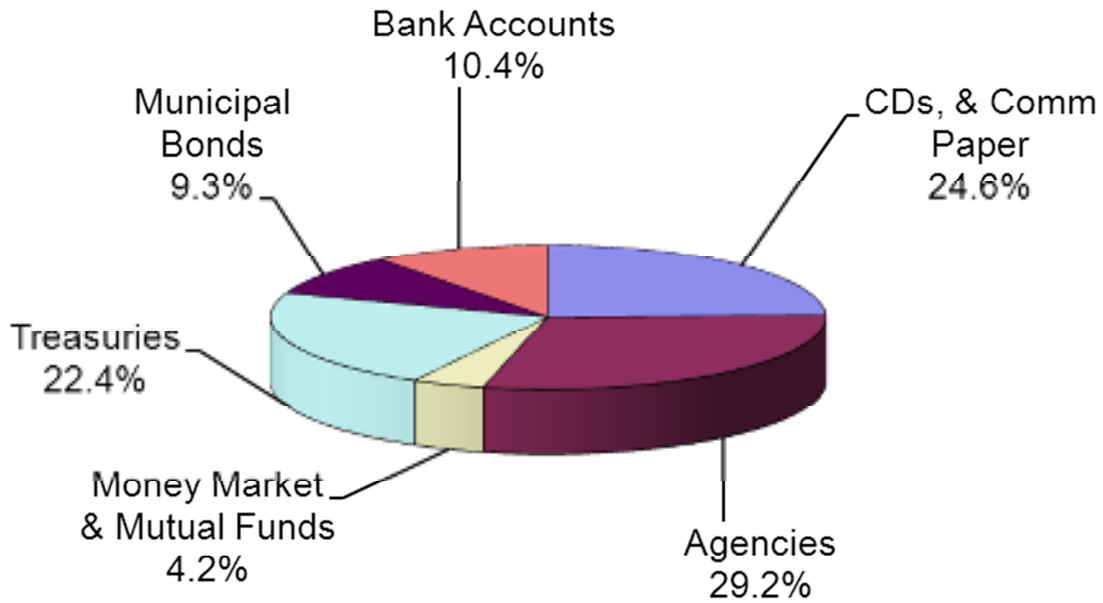
<i>CDs, & Comm Paper</i>	\$15,559,723.16
<i>Agencies</i>	\$18,468,856.08
<i>Money Market & Mutual Funds</i>	\$2,651,876.55
<i>Treasuries</i>	\$14,149,009.77
<i>Municipal Bonds</i>	\$5,906,208.31
<i>Bank Accounts</i>	\$6,558,354.37
<i>Total</i>	\$63,294,028.24

Historical Comparison By Month



Ottawa County General Pooled Funds

Diversification by Investment July 31, 2012



Diversification By Maturity Date - July 31, 2012

