



County of Ottawa

Board of Commissioners

Philip D. Kuyers
Chairperson

James C. Holtrop
Vice-Chairperson

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August 22, 2012

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, August 28, 2012 at 1:30 p.m.**, for the regular **August** 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 Holtvluwer
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments and Communications from County Staff
 - A. Legislative Update, Jim Miller, Governmental Consultant Services, Inc.
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 [August 14, 2012 Board of Commissioners Meeting](#) and the [August 14, 2012 Board of Commissioners Work Session](#).
2. [Payroll](#)
Suggested Motion:
To authorize the payroll of August 28, 2012 in the amount of \$_____.

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

From Administration

3. [Monthly Accounts Payable for August 6, 2012 through August 17, 2012](#)
Suggested Motion:
To approve the general claims in the amount of \$3,936,685.91 as presented by the summary report for August 6, 2012 through August 17, 2012.

From the Finance and Administration Committee

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 July 2012.

B. Action Items:

From the Planning and Policy Committee

1. [Proposed Policy Changes \(Second Reading\)](#)
Suggested Motion:
To approve the proposed changes to the following policies: Travel and Meal Policy, Harassment Policy, Personnel Records Policy, and Problem Solving Policy. (Second Reading)

From the Finance and Administration Committee

2. [Michigan Works Personnel Request to Create a Talent Development Associate: Prisoner Re-Entry](#)
Suggested Motion:
To approve 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.
3. [Michigan Works Personnel Request to Create Three \(3\) Talent Development Associates: JET](#)
Suggested Motion:
To approve 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.
4. [Michigan Works Personnel Request to Create a Talent Development Lead: JET Program](#)
Suggested Motion:
To approve 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.
5. [Facilities Maintenance Personnel Request to Reclassify a Facilities Secretary to a Senior Secretary - Facilities](#)
Suggested Motion:
To approve 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.

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

Suggested Motion:

To approve 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

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
AUGUST SESSION - FIRST DAY**

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

Mr. Holtrop pronounced the invocation.

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

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

Absent: Mr. Baumann. (1)

Public Comments and Communications from County Staff

1. Ryan Bennett, West Michigan Plumbers and Pipe Fitters Local 174, announced they have adopted Eastmanview Parkside Park and are having a volunteer day on September 10th. Mr. Bennett also addressed promoting local workers for the piping for the new work being done at Continental Dairy in Coopersville. He said Continental Dairy received large tax abatements from Coopersville and for the Commissioners to keep this in mind.
2. Dennis McKee, Consumers Energy, thanked the Board for considering an energy policy.

B/C 12-139 Mr. Holtrop moved to approve the agenda of today as presented. The motion passed.

B/C 12-140 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the Minutes of the July 24, 2012 Board of Commissioners Meeting.
2. To authorize the payroll of August 14, 2012 in the amount of \$521.58.
3. To receive for information the Correspondence Log.
4. To approve the general claims in the amount of \$4,991,523.98 as presented by the summary report for July 16, 2012 through August 3, 2012.

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

B/C 12-141 Mr. Rycenga moved to receive bids for thinning pine plantations at Riley Trails and approve award of contract to the Pulpwood and Forestry Products which will pay \$20.00 per cord for red pine timber sales and \$5 per cord for pitch pine with revenues after expenses to be split equally between the Parks Fund and the General Fund Balance for environmental initiatives. The motion passed as shown by the following votes: Yeas: Messrs. Karsten, Disselkoen, Holtrop, Visser, Holtvluwer, DeJong, Mrs. Ruiter, Messrs. Swartout, Rycenga, Kuyers. (10)

B/C 12-142 Mr. Rycenga moved to approve and authorize the Board Chair and Clerk to sign the Marina Lease Agreement between Ottawa County and Parkside Marina, Inc. The motion passed as shown by the following votes: Yeas: Messrs. Disselkoen, Karsten, DeJong, Holtrop, Visser, Swartout, Mrs. Ruiter, Messrs. Rycenga, Holtvluwer, Kuyers. (10)

B/C 12-143 Mr. Rycenga moved to receive bids for the Grand River Open Space Improvement Project and accept the low bid from West Michigan Dirtworks for the base bid plus Alternates 1-4 in the amount of \$53,996.71 with funding from the Parks and Recreation budget. The motion passed as shown by the following votes: Yeas: Messrs. DeJong, Visser, Swartout, Holtvluwer, Mrs. Ruiter, Messrs. Disselkoen, Holtrop, Karsten, Rycenga, Kuyers. (10)

B/C 12-144 Mr. Rycenga moved to approve and authorize the Board Chair and Clerk to sign the Bicycle Path and Walkway Easement which deeds an easement through a portion of Hemlock Crossing to Port Sheldon Township at no cost. The motion passed as shown by the following votes: Yeas: Messrs. Visser, Holtvluwer, Disselkoen, Holtrop, Mrs. Ruiter, Messrs. Karsten, DeJong, Rycenga, Swartout, Kuyers. (10)

B/C 12-145 Mr. Rycenga moved to receive the proposed changes to the following policies: Travel and Meal Policy, Harassment Policy, Personnel Records Policy, and Problem Solving Policy for review and comment. The motion passed.

B/C 12-146 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the resolution authorizing the County Road Commission to issue Act 342 Bonds, in the not-to-exceed amount of \$2,830,000, to finance the Allendale Charter Township 2012 Sewage Disposal System Improvements. The motion passed as shown by the following votes: Yeas: Mrs. Ruiter, Messrs. DeJong, Karsten, Swartout, Holtvluwer, Rycenga, Holtrop, Disselkoen, Visser, Kuyers. (10)

The Administrator's report was presented.

B/C 12-147 Mr. Karsten moved to adjourn at 1:45 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
AUGUST SESSION – WORK SESSION**

The Ottawa County Board of Commissioners met on Tuesday, August 14, 2012, at 1:50 p.m. and was called to order by the Chair.

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

Absent: Mr. Baumann. (10)

Work Session Items:

- A. Economic Development Update, Ken Rizzio, Ottawa County Economic Development Office; Joy Gaasch, The Chamber of Commerce Grand Haven, Spring Lake, Ferrysburg; Randy Thelen, Lakeshore Advantage; David Miller, The Chamber of Commerce Grand Haven, Spring Lake, Ferrysburg; and Mark Knudsen, Planning and Performance Improvements Director – Brief overviews were given by all participants. Mr. Thelen reported the economy has definitely improved over 2010.

B/C 12-148

Mr. Karsten moved to adjourn at 2:55 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: 8/28/2012

Requesting Department: County Clerk

Submitted By: Misty Cunningham

Agenda Item: Payroll

SUGGESTED MOTION:

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

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source: _____

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: All

Objective: All

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: _____

Committee/Governing/Advisory Board Approval Date: _____

Action Request



Committee: Board of Commissioners

Meeting Date: 8/28/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

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

SUGGESTED MOTION:

To approve the general claims in the amount of \$3,936,685.91 as presented by the summary report for August 6, 2012 through August 17, 2012.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

Total Cost: \$3,936,685.91 | General Fund Cost: \$3,936,685.91 | 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 – August 6, 2012 to August 17, 2012

Date: August 20, 2012

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

Fund 6641 – Equipment Pool Fund

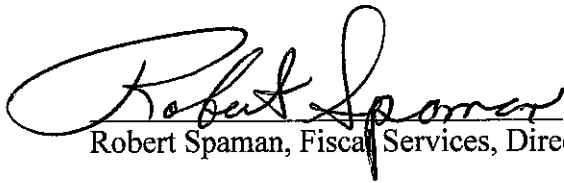
ERP Project Printer Toner	\$ 477.84
Fiscal Services ERP Financial Project	\$ 15,407.87

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

Total Checks/Automated Clearing House (ACH) 08/6/2012 through 08/17/2012

I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The List of Claims shows the name of claimant, amount of claim, check number, ACH number, check date and ACH date. The net amount of checks/ACH written during the period was \$3,930,942.81. The amount of claims to be approved totals \$3,936,685.91.

*Adjustments are voided checks or ACH.


Robert Spaman, Fiscal Services, Director

8/20/12
Date _____

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

Philip Kuyers, Chairperson
Board of Commissioners

Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS/ACH 08/06/2012 THROUGH 08/17/2012

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
1010	GENERAL FUND	550,878.89	(300.00)	550,578.89
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	111,526.59	0.00	111,526.59
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	1,100.46	0.00	1,100.46
2170	9/30 JUDICIAL GRANTS	1,231.00	0.00	1,231.00
2210	HEALTH	81,162.40	0.00	81,162.40
2220	MENTAL HEALTH	982,097.29	0.00	982,097.29
2271	SOLID WASTE CLEAN-UP	8,797.71	0.00	8,797.71
2272	LANDFILL TIPPING FEES	6,700.10	0.00	6,700.10
2320	TRANSPORTATION SYSTEM	0.00	0.00	0.00
2420	PLANNING COMMISSION	0.00	0.00	0.00
2430	BROWNFIELD REDEVELOPMENT	0.00	0.00	0.00
2444	INFRASTRUCTURE FUND	0.00	0.00	0.00
2450	PUBLIC IMPROVEMENT	0.00	0.00	0.00
2550	HOMESTEAD PROPERTY TAX	0.00	0.00	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	2,947.97	0.00	2,947.97
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	165.94	0.00	165.94
2602	WEMET	7,436.78	0.00	7,436.78
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	654.40	0.00	654.40

ACCOUNTS PAYABLE CHECKS/ACH 08/06/2012 THROUGH 08/17/2012

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2610	COPS-UNIVERSAL	16,926.20	0.00	16,926.20
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	2,819.41	0.00	2,819.41
2690	LAW LIBRARY	0.00	0.00	0.00
2740	WIA-ADMIN. COST POOL	3,505.95	0.00	3,505.95
2741	WIA-YOUTH	397.88	0.00	397.88
2742	WIA-ADULT	365.91	0.00	365.91
2743	WIA-6/30 GRANT PROGRAMS	60,519.44	0.00	60,519.44
2744	WIA-12/31 GRANT PROGRAMS	0.00	0.00	0.00
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	21,463.72	0.00	21,463.72
2749	WIA-3/31 GRANT PROGRAMS	0.00	0.00	0.00
2750	GRANT PROGRAMS-PASS THRU	0.00	0.00	0.00
2800	EMERGENCY FEEDING	499.36	0.00	499.36
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	4,781.16	0.00	4,781.16
2870	COMMUNITY ACTION AGENCY (CAA)	1,644.66	0.00	1,644.66
2890	WEATHERIZATION	192.41	0.00	192.41
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	3,363.02	0.00	3,363.02
2920	CHILD CARE - PROBATE	109,797.31	0.00	109,797.31
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 08/06/2012 THROUGH 08/17/2012

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2940	VETERANS TRUST	0.00	0.00	0.00
2941	VETERANS TRUST	0.00	0.00	0.00
2970	DB/DC CONVERSION	0.00	0.00	0.00
5160	DELINQUENT TAXES	0.00	0.00	0.00
5360	LAND BANK AUTHORITY	0.00	0.00	0.00
6360	INFORMATION TECHNOLOGY	73,175.38	0.00	73,175.38
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	130.32	0.00	130.32
6550	TELECOMMUNICATIONS	8,394.09	0.00	8,394.09
6641	EQUIPMENT POOL	15,885.71	0.00	15,885.71
6770	PROTECTED SELF-FUNDED INSURANCE	0.00	0.00	0.00
6771	PROTECTED SELF-FUNDED HEALTH INS.	653,901.96	0.00	653,901.96
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00	0.00	0.00
6775	LONG-TERM DISABILITY INSURANCE	9,011.80	0.00	9,011.80
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	997,453.52	(5,443.10)	992,010.42
7040	IMPREST PAYROLL	154,992.55	0.00	154,992.55
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
7360	OPEB TRUST	42,764.62	0.00	42,764.62
		<u>\$3,936,685.91</u>	<u>(5,743.10)</u>	<u>\$3,930,942.81</u>

Action Request



Committee: Board of Commissioners

Meeting Date: 8/28/2012

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Budget Adjustments

SUGGESTED MOTION:

To approve the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of 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: Finance and Administration Committee 8/21/2012

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	6012		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	6020		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	6021		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	6042		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	6044		7160.0000	Hospitalization	325.00-
BA 340	7/17/2012	2210	6044		7190.0000	Dental Insurance	10,400.00-
BA 340	7/17/2012	2210	6044		7230.0000	Optical Insurance	2,250.00-
BA 340	7/17/2012	2210	6045		7160.0000	Hospitalization	285.00-
BA 340	7/17/2012	2210	6045		7190.0000	Dental Insurance	1,690.00-
BA 340	7/17/2012	2210	6045		7230.0000	Optical Insurance	100.00-
BA 340	7/17/2012	2210	6050		7160.0000	Hospitalization	25.00
BA 340	7/17/2012	2210	6050		7190.0000	Dental Insurance	9,900.00-
BA 340	7/17/2012	2210	6050		7230.0000	Optical Insurance	1,760.00-
BA 340	7/17/2012	2210	6053		7160.0000	Hospitalization	220.00-
BA 340	7/17/2012	2210	6053		7190.0000	Dental Insurance	11,000.00-
BA 340	7/17/2012	2210	6053		7230.0000	Optical Insurance	1,875.00-
BA 340	7/17/2012	2210	6055		7160.0000	Hospitalization	170.00-
BA 340	7/17/2012	2210	6055		7190.0000	Dental Insurance	9,100.00-
BA 340	7/17/2012	2210	6055		7230.0000	Optical Insurance	625.00-
BA 340	7/17/2012	2210	6059		7160.0000	Hospitalization	40.00-
BA 340	7/17/2012	2210	6059		7190.0000	Dental Insurance	8,200.00-
BA 340	7/17/2012	2210	6059		7230.0000	Optical Insurance	500.00-
BA 340	7/17/2012	2210	6310		7160.0000	Hospitalization	30.00-
BA 340	7/17/2012	2210	6310		7190.0000	Dental Insurance	5,300.00-
BA 340	7/17/2012	2210	6310		7230.0000	Optical 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 Settlement	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: Board of Commissioners

Meeting Date: 8/28/2012

Requesting Department: Administrator's Office

Submitted By: Misty Cunningham

Agenda Item: Proposed Policy Changes (Second Reading)

SUGGESTED MOTION:

To approve the proposed changes to the following policies: Travel and Meal Policy, Harassment Policy, Personnel Records Policy, and Problem Solving Policy. (Second Reading)

SUMMARY OF REQUEST:

County policies require periodic review and updates. This request is to review the County policies and forward them to the Board of Commissioners for a first and second reading before final approval.

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

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 8/9/2012

Board of Commissioners 8/14/2012



County of Ottawa

TRAVEL AND MEAL POLICY

I. POLICY

This policy shall apply to all County employees, elected and appointed officials, and any other person who submits a travel or expense voucher to the County for reimbursement.

The responsibility for ensuring compliance with this policy rests with each traveler's department head. The Administrator and/or the Administrator's designee reserves the right to question travel vouchers which appear to violate the intent of this policy or to waive, where special circumstances warrant, any regulation/requirement herein.

~~All officers, employees and persons traveling on official business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.~~ All officers, employees, and persons traveling on official business are expected to exercise the appropriate level of care in incurring expenses, recognizing the use of public funds to support these expenses. The person authorized to approve reimbursement of expenses is the traveler's department head and/or designee.

The County Administrator and/or the Administrator's designee is responsible for interpretation and enforcement of this policy as they apply to all County employees, elected officials, and non-County personnel but excluding the County Administrator. The Finance and Administration Committee of the Board of Commissioners is responsible for interpretation and enforcement of this policy as they apply to the County Administrator, and may hear appeals of the Administrator's interpretation of this policy.

II. STATUTORY REFERENCES

Internal Revenue Service Code

The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See: MCL 46.11(m); Act 156 of 1851, as amended.

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

The original Board policy on this subject matter was adopted in January 28, 1992, Resolution Number: BC 92-58

Board of Commissioner Review Date and Resolution Number: BC 04-172, July 2004

Board of Commissioners Revised Adopted Date: BC 04-185, August 2004

Name and Date of Last Committee Review: Planning and Policy – April 18, 2001/Personnel Committee June 14, 2004

Board of Commissioners Revised Adopted Date: BC 10-092, April 2010

Last Review by the Internal Policy Review Team: ~~April 25, 2011~~ May 16, 2012



County of Ottawa

IV. PROCEDURES

A. General Information

1. All expenses must be annotated. A person must substantiate an expenditure for travel by adequate records or by sufficient evidence corroborating his/her own statement as to: (a) amount, (b) time and place, (c) business purpose, and (d) business relationship to taxpayers (IRS Code Section 954A) Also, an arrangement is not a reimbursement or an express expense allowance arrangement if it (a) does not require the employee to substantiate the covered expenses to the employer or (b) allows an employee to retain amounts in excess of substantiated covered expenses (IRS Code Section 941A).
2. Use of credit cards or County issued purchasing cards ~~credit cards~~ will be accepted ~~as evidence of payment~~ if supported by an detailed itemized receipt, ~~appropriately annotated to support cash payments.~~
3. Actual travel expenses of persons, other than County employees, who are called upon to contribute time and services as consultants, advisers or volunteers, must be authorized by the appropriate department head and/or designee. Documentation must be furnished as required by these regulations. The voucher must include an explanation/justification for the expense incurred by the consultant, advisor, or volunteer. ~~Complete explanation and justification must be shown on the vouchers. This type of expense should be submitted on the Expense Voucher.~~
4. Authority for Travel: All travel other than normally assigned in-County travel and travel of less than one day (not overnight), shall be duly authorized and approved by the department head and/or designee. Sufficient budgeted funds must be available for such travel except that the Board of Commissioners may authorize travel and provide non-budgeted funds upon special request.
5. Advances for Travel: Normally, all travelers on official business for the County are expected to provide themselves with funds to cover their expenses. (Reimbursements will be processed in weekly check runs).
 - a. The eCounty will pay direct the following expenses:
 - 1). Registration costs for conferences and seminars.
 - 2). Public transportation costs (i.e., air, boat, bus or rail).
 - 3). Lodging charges.
 - b. In unusual cases, an actual advance can be requested. The advance will be determined by using the per diem guidelines established in this policy and the following are met:



County of Ottawa

- 1). The travel advance is authorized by the Administrator and/or the Administrator's designee who is to ensure that the advance is reasonable and complies with these regulations.
- 2). Upon the traveler's return, a final accounting of the actual expenses incurred plus required receipts will be submitted to the Fiscal Services Department within fifteen (15) days on an Expense Voucher.

B. Expense Vouchers

1. The Expense Voucher form is to be used for reimbursement of expenses.
2. The expenses of only one person shall be included on a single expense voucher, except when an employee in a custodial capacity is responsible for and pays expenses of others who accompany him or her. Names of others must be recorded on the expense voucher.
3. Itemized receipts must be attached for all items of expenses. Any receipt not submitted where required by this policy may cause the expense for same to be denied or reimbursed at rates determined by the Administrator and/or the Administrator's designee.
4. Conference and seminar agendas shall be submitted in instances where lodging will be requested for reimbursement. Conference and seminar agendas, whenever such agendas exist, shall be submitted in instances where meal costs will be requested for reimbursement.
5. Expense vouchers shall be submitted within ~~fifteen-thirty~~ (15/30) days after incurring the expenditures.
- ~~5-6.~~ The department head and/or designee approving the expense voucher is responsible for the certification of all items of expense as being necessary, correct and not in conflict with this policy. Questions from Fiscal Services regarding an expense voucher will first be directed to the department head and/or designee that signed the expense voucher.

C. Transportation

1. All travel must be by "usually" traveled route. In case a person travels by an indirect route for his or her ~~own~~ convenience, or uses a slower or more expensive ~~mode of transportation~~ travel route, any extra costs shall be borne by the traveler and reimbursement for expenses will be based on only such charges as would have been incurred by a usually traveled ~~route, route as determined by the Administrator and/or the Administrator's designee.~~ route. For example, i.e. Pa person has a conference in Denver, Colorado, scheduled to start Monday at 8:30 a.m. and concludes ~~s~~ Friday at 11:00 a.m. The airlines schedule would allow the traveler to depart Sunday and ~~allow them to~~ return Friday. If, for whatever reason, the individual elects to drive there and back leaving Saturday and returning Sunday, expenses incurred for lodging and meals on Saturday and the



County of Ottawa

~~following Saturday and Sunday would not be reimbursed by the County fly home on Saturday, lodging for SaturdayFriday night and meal costs after Friday afternoon would not be allowedreimbursed by the County.-~~

2. Public Carrier: The expense of traveling by public carrier (rail, airplane, boat) will be allowed on the basis of actual cost. All travelers are expected to travel by the most economical mode of transportation. Transportation expense in excess of the cost of coach-class air-fare and associated costs, e.g. baggage, will not be allowed unless justification ~~therefore~~ is given and the approval of the Administrator and/or the Administrator's designee is obtained before leaving on the proposed trip. ~~The cost for luggage on the public carrier will be reimbursed.~~
3. Private Automobile: If travel is by privately owned automobile, the traveler will be reimbursed at the rate established by the Board of Commissioners. (See Mileage Policy). If the travel is by private automobile, the maximum allowance will be the established mileage rate or coach-class air-fareairfare (round trip determined 30 days in advance of trip) and associated charges as would have been incurred by a usually traveled route, whichever is the lesser amount.
4. Any transportation arrangements other than what is covered above will require specific approval by the Administrator and/or the Administrator's designee, prior to commencing travel.

D. Lodging

1. The actual paid lodging receipt is required for lodging reimbursement. Any change in hotel charges during continuous occupancy by an employee must be explained on the voucher. Documentation must show lowest available single occupancy rate as certified by the hotel or other lodging. IRS Tax Code Section 954A: A taxpayer must have documentary evidence for any lodging expense while traveling away from home.
2. When a traveler ~~in County travel status~~ who is being reimbursed by the County shares a hotel or other lodging with non-County reimbursed travelers (family members, friends, etc.), reimbursement to the traveler will be as follows:
 - a. If a hotel or other lodging is shared with one or more non-County travelers who receive no travel reimbursement from another source, reimbursement to the traveler will be at the rate of single occupancy as certified by the hotel or other lodging (the rate of single occupancy must be documented on the receiptexpense voucher) regardless of the number of persons and/or rooms occupied. At no time will reimbursement be allowed for an additional room, or for non-County reimbursed travelers.
 - b. If a hotel or other lodging is shared with a County or non-County traveler on County business who is receiving reimbursement for travel from another budget or source, reimbursement will be reduced by a proportionate amount of the bill, based on the number of persons occupying the room.



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3. Only out-of-county lodging will be reimbursed. Additionally, lodging in counties adjacent to Ottawa County (Muskegon, Kent, and Allegan) is generally not allowed, unless specific approval by the Administrator and/or the Administrator's designee is secured prior to travel.

E. Miscellaneous Expenses

1. Miscellaneous expenses incidental to official County travel shall be held to the minimum amount required for essential and efficient conduct of County business. ~~The department head or his/her authorized representative approving the travel voucher will be held responsible for their certification for all items of expense as being necessary and correct and cannot be in direct conflict with the travel policy.~~
The following miscellaneous items are reimbursable with appropriate receipts:

- a. Registration Fees: Enrollment or registration fees for conventions and meetings, associations or organizations are allowable for individuals attending as official representatives of the County. Receipts must be attached to the voucher. Registration literature must be attached indicating if meals are included in the fee. If meals are included in the registration fee, corresponding meals are not reimbursable.
- b. Parking Fees: Reimbursement for parking fees is allowable, with receipts.
- c. Taxi Cab: Necessary taxi cab fares will be allowed with receipts. If receipts are not available, a full explanation is required.
- d. Car Rental: Allowable only if: (a) approved in advance of travel by the Administrator or the Administrator's designee, (b) it is more advantageous for County business and (c) more economical than some other mode of transportation. Explanation and receipt are required.
- e. Fax and Internet: Charges are allowable when necessary for official business. An full explanation and receipt is required ~~to include date, place person faxed and including~~ the nature of the business necessitating the expense.
- f. Personal Expenses: The County will not reimburse for the following: fees and tips for valets¹, flight insurance, housekeeping/maid service, alcoholic beverages, cleaning and pressing clothing, renting movies, snacks, and similar personal expenses.
- g. Personal Phone Calls: An employee is allowed one reimbursed phone call home (duration not to exceed 5 minutes) for each day away.
- h. Health Club Costs: Reimbursement for reasonable costs not to exceed \$10.00 per day for use of health club facilities during travel greater than one day. Receipts are required for reimbursement.

¹ Fees and tips for valet charges will be reimbursed, when accompanied with receipts, when such charges are incurred as a necessary expense of the trip and not for the convenience of the traveler.



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i. Baggage Handling: Charges for handling and checking baggage at hotels, depots, and terminals are allowable, when such charges are incurred as a necessary expense of the trip and not for the convenience of the traveler. The allowable rate shall not exceed \$2.00 at each point of handling, except for airline baggage fees which are allowable for up to one piece of checked baggage.

j. Toll Bridge, Toll Road, and Ferry Boat Expenses: Toll bridge, toll road and ferry boat expenses are allowed with receipts.

F. Meals

1. The following guidelines are to be used regarding A traveler is entitled to a full day's meal reimbursements. -wWhen travel commences before 7:00 a.m. and or extends beyond 8:00 p.m. or they are out of town at a multi-day conference, seminar, or training session, a meal reimbursement is allowed. Whenever meals are included in

the registration fee, provided by public transportation or paid by others, the traveler ~~shall~~ should not be entitled to any allowance for those particular meals-; examples:

a. Departure – June 1, 9:00 a.m.

Return – June 5, 4:30 p.m.

Allowable – June 1, lunch and dinner; June 2 through June 4, three (3) full day meals; June 5, breakfast and lunch plus four (4) days lodging.

b. Departure – June 1, 3:00 p.m.

Return – June 2, 10:30 a.m.

Allowable – June 1, dinner and lodging, June 2 - breakfast.

2. Meals will not be reimbursed for non-County travelers (spouses, members of a family, friends, etc.)
3. In-county meals will be reimbursed for Associations or Organization meetings with a receipt.
4. Guest Meals: The cost of guest meals is reimbursed only if it can be shown that such cost is necessary to conduct official County business and has prior approval of the Administrator. In no case will the amount allowed be in excess of the maximum established in this policy. Full explanation must be given on the voucher, including the name, position, and employer of the guest, nature of business discussed and how it relates to the County as required by the IRS Code. ~~Alcoholic beverages are not reimbursable by the County.~~ The total cost of the meals for guests cannot exceed the amount permitted an employee. A detailed receipt is required for a guest meal.

5. Alcoholic beverages are not reimbursable by the County. Alcoholic beverages, to the maximum extent possible, should not be listed on the itemized receipt submitted with an Expense Voucher, but should rather be paid by the traveler separately.

6. Food Services/Tips: The maximum allowable tip for meals is 20% of the actual meal cost, excluding alcoholic drinks.



County of Ottawa

~~5-7.~~ Meals included in the registration fee of conventions, meetings, associations or organizations are generally not reimbursable. Guidelines for the limited exception to this policy include dietary restrictions of a traveler or meals that are limited in the scope of offerings such as some continental breakfasts or appetizer dinners. An explanation of the exception must be included in cases where registration materials indicate a meal is provided as part of the registration fee.

~~6-8.~~ The following are the maximum rates established for meal reimbursement with receipts:

	In-State	Select Cities ²	Out-of-State	Select Cities ³
Breakfast	\$8.00	\$9.00	\$10.00	\$12.00
Lunch	\$12.00	\$13.00	\$15.00	\$18.00
Dinner	\$26.00	\$29.00	\$31.00	\$36.00
Total Reimbursement ⁴	\$46.00	\$51.00	\$56.00	\$66.00

~~7. Days Defined: In computing the meal allowance for continuous travel of more than 24 hours, the hour of departure shall be considered as the beginning of the day, and for each full 24 hour period thereafter, the employee shall be entitled to the authorized maximum meal reimbursement with proper documentation, examples:~~

- ~~a. Departure — June 1, 9:00 a.m.
Return — June 5, 4:30 p.m.
Allowable — June 1, lunch and dinner; June 2 through June 4, three (3) full day meals; June 5, breakfast and lunch plus four (4) days lodging.~~
- ~~b. Departure — June 1, 3:00 p.m.
Return — June 2, 10:30 a.m.
Allowable — June 1, dinner and lodging, June 2 — breakfast.~~

G. Travel Outside the Contiguous 48 States

1. Reimbursement for all expenses related to conferences or travel outside the contiguous 48 states must be approved in advance of the travel by the Finance and Administration Committee.

² Select Cities in-state: Charlevoix, Mackinaw Island, Ann Arbor, Detroit, Pontiac and South Haven.

³ Select Cities out-of-state: Los Angeles, San Francisco, San Diego, Washington D.C., Chicago, New Orleans, Baltimore, Boston, Las Vegas, New York, Austin Texas, Dallas, Houston.

⁴ Total excludes a maximum 20% tip.



County of Ottawa

V. REVIEW PERIOD

The Internal Policy Review Team will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.



County of Ottawa

HARASSMENT POLICY

I. POLICY

It is the policy of the County of Ottawa to provide and maintain a work environment that is free of harassment and discrimination based upon race, religion, national origin, age, sex or other legally protected status. The County prohibits employees from engaging in the sexual, racial, ethnic, age or other harassment of a member of the public or of another employee. Such harassment is a serious violation of County policy, rules and the law.

Harassment is any unwelcome or unsolicited verbal, physical, or sexual conduct that unreasonably interferes with an employee's job performance or creates a hostile, offensive, or abusive working environment. Examples of harassment include, but are not limited to, disparaging remarks about a person's race, color, religion, national origin, sex, disability-~~or~~ **handicap**, age, height, weight or other legally protected status.

Sexual harassment involving individuals within the employment setting is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment;
- B. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment;
- C. Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment.

Examples of sexual harassment, may include, but are not limited to, the following:

- A. Pressure for sexual activity;
- B. Repeated remarks with sexual or demeaning implications;
- C. Unwelcome touching;
- D. Sexual jokes, posters, and cartoons

Similar actions taken by employees towards members of the general public are considered to be sexual harassment prohibited by this policy.



County of Ottawa

The County also discourages romantic relationships between supervisors and subordinates and prohibits any such conduct that is unwelcome. Anyone who is an unwilling participant in such a relationship must notify the Human Resources Director or the County Administrator immediately.

Violation of this policy prohibiting sexual harassment will subject the violator to discipline, including the possibility of immediate discharge.

Supervisors are required to be alert to stop any sexual, or other, harassment from occurring in our workplace. Employees who believe that they have been harassed, sexually or otherwise, or who have observed an employee harassing another employee or a member of the public are expected to immediately report the incident to their immediate supervisor, department head, or to the Human Resources Director. In the event of an incident of alleged harassment by the employee's supervisor, the report should be made to the department head or Human Resources Director. If an employee is not comfortable making this report to any of the above listed individuals, they may make the complaint to the Employee Assistance Center. When making this report, the employee should clearly state that they believe that they are the victim of harassment and that the employee is reporting the incident pursuant to this policy. The County will investigate all reports of harassment.

Making a complaint of harassment is a serious matter, but no employee will be subject to any form of retaliation or disciplinary action for making or pursuing a complaint of harassment which is made in good faith. Furthermore, an employee who is accused of sexual harassment shall not retaliate against the person who claims to have been harassed, and any act of retaliation will be subject to discipline up to and including discharge. An employee who knowingly submits false, inaccurate or otherwise misleading information in connection with a report of alleged harassment or the investigation of an alleged incident of harassment shall be subject to discipline, up to and including discharge. The County will keep complaints of harassment confidential to the extent that it is possible and still conduct an investigation.

II. STATUTORY REFERENCES

Michigan's Elliott-Larsen Civil Rights Act (ELCRA), MCL 37.2101 et seq.;
Title VII of the Civil Rights Act of 1964, Title VII, 42 USC 2000e et seq.;
The Age Discrimination in Employment Act of 1967 (ADEA), 29 USC 621 et seq.;
Immigration Reform and Control Act of 1986, 8 USC 1101 et seq.

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Resolution Number and Policy Adoption Date: April 8, 2008.

Name and Date of Last Committee Review: Planning and Policy, March 13, 2008.

Last Review by Internal Policy Review Team: [July 20, 2012](#)



County of Ottawa

IV. PROCEDURE

A. Investigation of Harassment

1. Upon the receipt of a complaint of harassment, the County shall conduct a prompt and complete investigation and shall attempt to resolve the problem in an informal manner through the following steps:
 - a. Interview the complainant and document the interview.
 - b. Request that the complaint be put in writing, if possible.
 - c. Obtain the names of witnesses who can be contacted to substantiate the charges being made and secure permission of the complainant to interview them.
 - d. Interview the accused and document the interview.
 - e. Re-emphasize the County's policy regarding harassment without making judgments at this stage.
 - f. Keep the identity of the complainant confidential, if possible.
 - g. Interview all witnesses identified by the parties and document the interview.
 - h. Review the personnel files of the complainant and the accused for any history of problems.
 - i. Make a determination on the merits of the complaint.

B. Complaint Resolution

1. If the investigation shows that the complaint is without merit, the following action will be taken:
 - a. The investigation will be closed.
 - b. The investigating officer's findings and reasons for them will be discussed with the complainant.
 - c. Consideration will be given to disseminating the results of the investigation to employees who have knowledge of it.
 - d. The County's policy regarding harassment and the mechanism for complaint resolution will be reiterated to all employees involved in the investigation.



County of Ottawa

- e. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that subsequent litigation arises out of the incident.
2. If the investigation shows that the complaint has merit, the following action will be taken:
 - a. The investigation will be closed.
 - b. The investigating officer will confer with the Human Resources Director or the County Administrator to determine what action is necessary to resolve the complaint and prevent recurrence, including consideration of possible remedial action.
 - c. The parties will be advised of the results of the investigation and the actions to be taken.
 - d. Appropriate disciplinary action will be imposed.
 - e. All actions will be documented and a record placed in the offender's permanent file.
 - f. The Authority's policy regarding harassment and the mechanism for complaint resolution will be reiterated to all individuals involved in the investigation.
 - g. All documentation regarding the complaint and the investigation will be maintained in a separate file in the event that subsequent litigation arises out of the incident.

V. REVIEW PERIOD

The Internal Policy Review Team will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.



County of Ottawa

PERSONNEL RECORDS POLICY

I. POLICY

It is the policy of the County to respect the dignity and worth of each employee by minimizing the intrusion into the employee's off-the-job conduct. However, the County retains its duties and privileges as a public employer, which includes the collection, retention, use, disclosure and/or confidentiality of employee information. The County will use only appropriate and lawful methods to collect information about and from a job applicant or employee. The County will adhere to all legal requirements with regard to the collection of information concerning race, color, national origin, citizenship, sex, religion, age, height, weight, marital status and ~~disability~~handicap.

II. STATUTORY REFERENCES

MCL ACT 397, Bullard-Plawecki Employee Right To Know Act, 1978

MCL ACT 15.231, Michigan Freedom of Information Act, 1977, revised by ACT 553, 1996

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Resolution Number and Policy Adoption Date: April 8, 2008.

Name and Date of Last Committee Review: Planning and Policy, March 13, 2008.

Last Review by Internal Policy Review Team: [July 20, 2012](#)



County of Ottawa

IV. PROCEDURE

- A. The following basic principles will be applied in the collection and retention of information:
1. The Human Resources Department will maintain a complete record of each employee which will include information pertaining to the employment application, copies of pertinent documents such as background information, performance evaluations, letters of commendation, notes, memos, certificates, notices of suspension and/or disciplinary records and other information relating the employee's job and performance.
 2. With the exception of information required to be disclosed under the Freedom of Information Act, all other information about each employee will be kept confidential with the following exceptions:
 - a. These officials may inspect a personnel file;
 - 1) Human Resources Department representatives.
 - 2) The employee's immediate supervisor, manager or department head.
 - 3) County legal counselors whom the Human Resources Director authorizes on a case by case basis.
 - 4) Other County department heads, elected officials and employment selection managers in the event the employee is being considered by said department for possible transfer or promotion.
 3. Any employee may have access to his/her personnel file. If an employee disagrees with any information contained in their personnel record, removal or correction of that information may be mutually agreed upon by the employer and the employee. If an agreement is not reached, he/she may place a written statement, not to exceed 5 pages of 8 1/2 by 11 paper, in the file which will be attached to the specific document.
 4. When an employee wishes to see his/her personnel file, he/she must make a verbal or written request to the Human Resources Department. The Human Resources Department will set an appointment to view the personnel record in the presence of an appropriate Human Resources Department representative. No employee is allowed to remove any item from any personnel record.



County of Ottawa

- B. The Human Resources Department will comply with the Bullard-Plawecki Employee Right-to-Know Act in the maintenance and release of any information contained in a current or former employee's file. Except for information required to be furnished under the Freedom of Information Act, all requests for information about current, retired, or terminated employees must be referred to the Human Resources Department. The Human Resources Department will obtain the written consent of the affected individual before releasing any information contained in a current or former employee's file to an outside source. Exceptions to the requirement for written consent are:
1. Disclosure to prospective employers, limited to dates of employment, final title or position, and job location.
 2. With the employee's oral consent, the Human Resources Department may release the five year employment and salary history.
 3. Duly authorized and served requests from law enforcement agencies, including investigations, summons, subpoenas and judicial orders.
- C. The County need not inform an employee that personnel information has been disclosed to law enforcement agencies if it concerns an investigation into the employee's on the job conduct especially when the employees actions clearly endanger other employee's security or property, or the County's security or property.
- D. The County will inform an employee of a request for information not exempt from disclosure under the provisions of the Freedom of Information Act. Notice of these disclosures are provided to the employee pursuant to the requirements the Bullard-Plawecki Employee Right-to-Know Act, MCL ACT 423.506.

V. REVIEW PERIOD

The Internal Policy Review Team will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.



County of Ottawa

PROBLEM SOLVING POLICY

I. POLICY

The County of Ottawa is committed to providing a respectful and productive work place for all County employees. In an effort to resolve work related issues in a timely and efficient manner the County has established this policy. This policy applies only to those employees who do not belong to any collective bargaining unit or employees seeking clarification of problems or complaints not within the domain of the collective bargaining agreement. Employees covered by collective bargaining contracts shall use the grievance procedures specified by the terms of the collective bargaining ~~agreement~~ contract.

II. STATUTORY REFERENCES

None

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

The original Board policy on this subject matter was adopted in

Board of Commissioners Resolution Number and Policy Adoption Date: April 8, 2008.

Board of Commissioners Review Date and Resolution Number:

Name and Date of Last Committee Review: Planning and Policy, March 13, 2008.

Last Review by Internal Policy Review Team: July 20, 2012



County of Ottawa

IV. PROCEDURE

1. Problem Solving Steps: An employee may seek an answer to any complaint or problem by following these steps to bring it to the County's attention.
2. An employee should first bring the complaint or problem to his/her immediate supervisor. The supervisor shall answer the employee within two (2) working days.
3. If the employee is not satisfied with the answer to a complaint or problem, he/she may appeal the complaint within five (5) working days to the department head. Such appeal of the complaint shall be submitted to the department head in writing. The department head shall reply within three (3) working days and may consult with a representative of the Human Resources Department for assistance.
4. If the employee remains unsatisfied, his/her final appeal is to be the County Administrator. Such appeal shall be made in writing within five (5) days of the response of the department head. The time for this final appeal may be delayed by mutual consent. The County Administrator shall respond to the employee's complaint within five (5) working days unless extraordinary circumstances require a delay.
5. Outside Involvement: It is the County's policy that employees follow all internal lines of discussion of problems or complaints before referring the concern to outside agencies or the public. Failure to follow such internal procedures may result in disciplinary measures being taken.
6. Written Submissions: If an employee chooses to refer the complaint or problem to the County Administrator, he/she must submit a detailed outline of the situation in writing, along with any written response received from his/her immediate supervisor and department head.
7. Union Grievances: This section applies only to those employees who do not belong to any collective bargaining unit or employees seeking clarification of problems or complaints not within the domain of the collective bargaining agreement. Employees covered by collective bargaining ~~contracts~~ agreements shall use the grievance procedures specified by the terms of the collective bargaining ~~contract~~ agreement.

V. REVIEW PERIOD

The Internal Policy Review Team will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.

Action Request



Committee: Board of Commissioners

Meeting Date: 08/28/2012

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 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: Finance and Administration Committee 8/21/2012

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

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: 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: Board of Commissioners

Meeting Date: 08/28/2012

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 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: Finance and Administration Committee 8/21/2012

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

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: 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: Board of Commissioners

Meeting Date: 08/28/2012

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 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: Finance and Administration Committee 8/21/2012

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

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: 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: Board of Commissioners

Meeting Date: 08/28/2012

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 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: Finance and Administration Committee 8/21/2012

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

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: 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: _____

R.J. Darby

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

County of Ottawa
 Estimated Personnel Costs
 2012 Budget - Fac Maint

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospi- talization	OPEB	Life	Retirement * 457 Match	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Salaries & fringes	
Secy, Grp T 07, C Step	12	8810	1.0000	\$29,215	\$2,235	\$9,861	\$240	\$58	\$1,753	\$0	\$664	\$7	\$120	\$120	\$82	\$15,140	\$44,355
Sr Secy, Grp T 08, C Step	12	8810	1.0000	\$30,971	\$2,369	\$9,861	\$240	\$61	\$1,858	\$0	\$664	\$7	\$127	\$120	\$87	\$15,394	\$46,365
Increase				\$1,756	\$134	\$0	\$0	\$3	\$105	\$0	\$0	\$0	\$7	\$0	\$5	\$254	\$2,010
* Estimate based on 6% match				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7180.0010	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

Action Request



Committee: Board of Commissioners

Meeting Date: 08/28/2012

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 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: Finance and Administration Committee 8/21/2012

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