



County of Ottawa

Board of Commissioners

Philip D. Kuyers
Chairperson

James C. Holtrop
Vice-Chairperson

12220 Fillmore Street, Room 310, West Olive, Michigan 49460

West Olive (616) 738-4898

Fax (616) 738-4888

Grand Haven (616) 846-8295

Grand Rapids (616) 662-3100

Website: www.miOttawa.org

May 20, 2011

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, May 24, 2011 at 1:30 p.m.**, for the regular **May** meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

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

A. Consent Resolutions:

From the County Clerk

1. Board of Commissioners Meeting Minutes
Suggested Motion:
To approve the Minutes of the May 10, 2011 Board of Commissioners Meeting and the May 10, 2011 Board of Commissioners Work Session.
2. Payroll
Suggested Motion:
To authorize the payroll of May 24, 2011 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 the Finance and Administration Committee

3. Monthly Accounts Payable for May 1, 2011 through May 13, 2011
Suggested Motion:
To approve the general claims in the amount of \$3,807,364.28 as presented by the summary report for May 1, 2011 through May 13, 2011.
4. Monthly Budget Adjustments
Suggested Motion:
To approve the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of April 2011.
5. West Michigan Enforcement Team (W.E.M.E.T.) 2010 Annual Report
Suggested Motion:
To receive for information the West Michigan Enforcement Team (W.E.M.E.T.) 2010 Annual Report.

B. Action Items:

From Administration:

6. Ottawa County Strategic Plan and 2011 Business Plan
Suggested Motion:
To receive and approve the Ottawa County Strategic Plan and 2011 Business Plan.
7. POAM Non-312 MERS Pension Enhancement
Suggested Motion:
To approve and authorize the Board Chair to sign the resolution for changing MERS Benefits approving the POAM Non-312 MERS Pension Enhancement.

From the Planning and Policy Committee

8. Declaration of Restriction on Land Use at Eastmanville Bayou
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the Declaration of Restriction on Land Use placing restrictions on wetlands at the Eastmanville Bayou Open Space property as requested by the Corps of Engineers in conjunction with granting a permit for improvements at this site.

From the Finance and Administration Committee

9. Circuit Court/Juvenile Services Personnel Request for a Contractual Treatment Specialist
Suggested Motion
To approve the request from Circuit Court/Juvenile Services for a .5 FTE Treatment Specialist Position through Outside Temporary Services (contractual, unbenefitted) at a cost of \$17,600. Position funded from a Grant through 9/30/2011.
10. Tax Allocation Recommendation
Suggested Motion:
To approve the recommendation that the Ottawa County millage allocation remains at 4.440 mills.
11. Resolution to Approve the 2011 Millage Rate for Ottawa County
Suggested Motion:

To approve and authorize the Board Chair and Clerk to sign the resolution to approve the 2011 Millage Rate for Ottawa County of 3.6 mills.

12. Resolution to Approve the 2011 Millage Rate for E-911

Suggested Motion:

To approve and authorize the Board Chair and Clerk to sign the resolution to approve the 2011 Millage Rate for E-911 of .4400 mills.

13. Resolution to Approve the 2011 Millage Rate for Parks

Suggested Motion:

To approve and authorize the Board Chair and Clerk to sign the resolution to approve the 2011 Millage Rate for Parks of .3165 mills.

14. Establish a New Financing Tool to Facilitate a Move from a Defined Benefit (DB) Plan to a Defined Contribution (DC) Plan for New Employees

Suggested Motion:

To approve the establishment of a new financing tool for the transfer of new hires from the current MERS Defined Benefit Plan to a MERS Defined Contribution Plan and to seed the new financing tool with a transfer from the Health Insurance Fund in the amount of \$400,000.

15. Community Mental Health Personnel Request to Create Two (2) Mental Health Nurses

Suggested Motion:

To approve the request from Community Mental Health to create two (2) FTE's Mental Health Nurses (Group T Paygrade 13, C Step) at a cost of \$127,100.00. Funding to come from Medicaid Funds.

16. Public Health Department Personnel Request to Increase a .75 FTE to a .8 FTE Environmental Health Specialist

Suggested Motion:

To approve the request from the Public Health Department to increase (1) .75 FTE Environmental Health Specialist (Group T, Paygrade 14) to a .8 FTE Environmental Health Specialist, at a cost of \$21,389.00. Funding to come from a grant through the Michigan Department of Environmental Quality. Position to sunset September 2012.

C. Appointments: None

D. Discussion Items:

17. West Michigan Enforcement Team (W.E.M.E.T.) 2010 Annual Report
(Presented by: Cameron Henke, Section Commander)

18. Purchase of Military Service Credits Policy, Marie Waalkes, Human Resources Director

9. Report of the County Administrator

10. General Information, Comments, and Meetings Attended

11. Public Comments

12. Adjournment

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

The Ottawa County Board of Commissioners met on Tuesday, May 10, 2011, at 1:30 p.m. and was called to order by the Chair.

Mr. Visser pronounced the invocation.

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

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

Public Comments and Communications from County Staff

A. Public Hearing on the Brownfield Plan Amendment from Cedar Crest Dairy

- B/C 11-113 Mr. Swartout moved to open the Public Hearing at 1:32 p.m. to receive comments on the Brownfield Plan Amendment from Cedar Crest Dairy. The motion passed.
- B/C 11-114 Mr. Swartout moved to close the Public Hearing at 1:33 p.m. on the Brownfield Plan Amendment from Cedar Crest Dairy. The motion passed.
- B/C 11-115 Mr. Holtrop moved to approve the agenda of today as presented. The motion passed.
- B/C 11-116 Mr. Holtrop moved to approve the following Consent Resolutions:
1. To approve the Minutes of the April 26, 2011, Board of Commissioners Meeting and the April 26, 2011 Board of Commissioners Work Session.
 2. To authorize the payroll of May 10, 2011 in the amount of \$575.66
 3. To receive for information the Correspondence Log.
 4. To approve the general claims in the amount of \$3,250,795.74 as presented by the summary report for April 18, 2011 through April 30, 2011.

5. To receive for information the Ottawa County Human Resources Department 2010 Annual Report.
6. To receive for information the Ottawa County Department of Human Services 2010 Annual Report.
7. To receive for information the Ottawa County MSU Extension 2010 Annual report.
8. To receive for information the Ottawa County Parks and Recreation 2010 Annual Report.

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

B/C 11-117 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the Resolution to support the Brownfield Plan Amendment from Cedar Crest Dairy (R Becker Properties, LLC) contingent upon the approval of the Hudsonville City Commission. The motion passed as shown by the following votes: Yeas: Messrs. Rycenga, DeJong, Mrs. Ruiter, Messrs. Baumann, Visser, Swartout, Holtvluwer, Disselkoen, Holtrop, Kuyers. (10)

Nays: Mr. Karsten. (1)

Discussion Items

1. Ottawa County Human Resources Department 2010 Annual Report - Marie Waalkes, Human Resources Director, presented the Human Resources Department 2010 Annual Report.
2. Ottawa County Department of Human Services 2010 Annual Report – Michelle Martin, DHS Acting Director, presented the Human Services 2010 Annual Report.
3. Ottawa County MSU Extension 2010 Annual Report – Betty Blase, Michigan State University Extension District Coordinator, presented the MSU Extension 2010 Annual Report.
4. Ottawa County Parks and Recreation 2010 Annual Report – John Scholtz, Parks & Recreation Director; Curt Ter Haar, Coordinator of Park Planning & Development; Dave Mazurek, Coordinator of Park Maintenance and Operations; and Chip Francke, Coordinator of Interpretive and Information Services; presented the Parks & Recreation 2010 Annual Report.

The Administrator's report was presented.

B/C 11-118 Mr. Karsten moved to adjourn at 2:50 p.m. subject to the call of the Chair.
The motion passed.

DANIEL C. KRUEGER, Clerk
Of the Board of Commissioners

PHILIP KUYERS, Chairman
Of the Board of Commissioners

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

The Ottawa County Board of Commissioners met on Tuesday, May 10, 2011, at 3:00 p.m. and was called to order by the Chair.

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

Work Session Items

- A. 2012 Budget Process – The Administrator explained how the discretionary spending and county functions rankings would take place. This is a very valuable tool for Administration to look at when putting budget information together.
1. Rank Discretionary Spending – The Commissioners ranked the discretionary spending twice.
 2. Rank County Functions – The Commissioners ranked the county functions once.

Public Comments

Chair Kuyers asked Mr. Swartout to look at the Commissioners health insurance benefits at the Finance and Administration Committee. This was recommended by the Compensation Commission.

B/C 11-119 Mr. Holtrop moved to adjourn at 3:42 p.m. The motion passed.

DANIEL C. KRUEGER, Clerk
Of the Board of Commissioners

PHILIP KUYERS, Chairman
Of the Board of Commissioners

Action Request



Committee: Board of Commissioners
Meeting Date: 5/24/2011
Requesting Department: County Clerk
Submitted By: Bob Spaman
Agenda Item: Payroll

SUGGESTED MOTION:

To authorize the payroll of May 24, 2011 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:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
-------------	--------------------	---------------------	---	-----------------------------

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

<input checked="" type="checkbox"/> Mandated	<input type="checkbox"/> Non-Mandated	<input type="checkbox"/> New Activity
--	---------------------------------------	---------------------------------------

ACTION IS RELATED TO STRATEGIC PLAN:

Goal:

- 1: To Maintain and Improve the Strong Financial Position of the County.
- 2: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.
- 3: To Contribute to a Healthy Physical, Economic, & Community Environment.
- 4: To Continually Improve the County's Organization and Services.

Objective:

ADMINISTRATION RECOMMENDATION:	<input checked="" type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	<input type="checkbox"/> Without Recommendation
---------------------------------------	---	--	---

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=OS, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org
Reason: I am approving this document
Date: 2011.03.02 09:03:46 -0500

Committee/Governing/Advisory Board Approval Date:

Action Request



Committee: Board of Commissioners

Meeting Date: 5/24/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Accounts Payable for May 1, 2011 through May 13, 2011

SUGGESTED MOTION:

To approve the general claims in the amount of \$3,807,364.28 as presented by the summary report for May 1, 2011 through May 13, 2011.

SUMMARY OF REQUEST:

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

FINANCIAL INFORMATION:

Total Cost: \$3,807,364.28 | General Fund Cost: \$3,807,364.28 | 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: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org
Reason: I am approving this document
Date: 2011.05.17 11:18:43 -0400

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: rspanan@miottawa.org
mhinga@miottawa.org

To: Board of Commissioners

From: Robert Spaman, Fiscal Services Director

Subject: Accounts Payable Listing – May 1, 2011 to May 13, 2011

Date: May 16, 2011

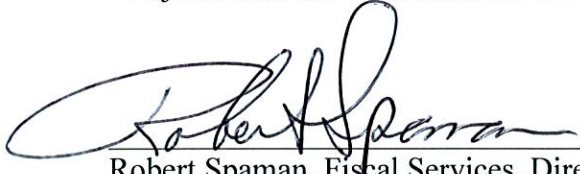
I have reviewed the Accounts Payable Listing for May 1 through May 13, 2011. The expenditures are general payments that are routine to Ottawa County.

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

Total Checks/Automated Clearing House (ACH) 05/01/2011 through 05/13/2011

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 \$3,807,364.28. The amount of claims to be approved totals \$3,807,364.28.

*Adjustments are voided checks or ACH.


Robert Spaman, Fiscal Services, Director

5/16/11
Date

We hereby certify that the Board of Commissioners has approved the claims on this 24th day of May, 2011.

Philip Kuyers, Chairperson
Board of Commissioners

Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS/ACH 05/01/2011 THROUGH 05/13/2011

<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	297,694.02	0.00	297,694.02
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	30,483.94	0.00	30,483.94
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	3,140.83	0.00	3,140.83
2170	9/30 JUDICIAL GRANTS	926.13	0.00	926.13
2210	HEALTH	40,173.19	0.00	40,173.19
2220	MENTAL HEALTH	810,529.76	0.00	810,529.76
2271	SOLID WASTE CLEAN-UP	41,146.03	0.00	41,146.03
2272	LANDFILL TIPPING FEES	285.51	0.00	285.51
2320	TRANSPORTATION SYSTEM	0.00	0.00	0.00
2420	PLANNING COMMISSION	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	2,766.46	0.00	2,766.46
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	0.00	0.00	0.00
2602	WEMET	23,793.39	0.00	23,793.39
2603	WEED AND SEED	0.00	0.00	0.00
2605	COPS-AHEAD-GEORGETOWN	0.00	0.00	0.00
2606	COPS-FAST-GEORGETOWN	0.00	0.00	0.00
2608	COPS-FAST-ALLENDALE	0.00	0.00	0.00
2609	SHERIFF GRANT PROGRAMS	0.00	0.00	0.00

ACCOUNTS PAYABLE CHECKS/ACH 05/01/2011 THROUGH 05/13/2011

<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	8,357.86	0.00	8,357.86
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	2,238.01	0.00	2,238.01
2690	LAW LIBRARY	0.00	0.00	0.00
2740	WIA-ADMIN. COST POOL	2,550.33	0.00	2,550.33
2741	WIA-YOUTH	70,923.49	0.00	70,923.49
2742	WIA-ADULT	33,566.93	0.00	33,566.93
2743	WIA-6/30 GRANT PROGRAMS	127,908.56	0.00	127,908.56
2744	WIA-12/31 GRANT PROGRAMS	3.75	0.00	3.75
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	87,573.81	0.00	87,573.81
2749	WIA-3/31 GRANT PROGRAMS	0.00	0.00	0.00
2750	GRANT PROGRAMS-PASS THRU	1,012.07	0.00	1,012.07
2800	EMERGENCY FEEDING	633.93	0.00	633.93
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	443.19	0.00	443.19
2870	COMMUNITY ACTION AGENCY (CAA)	13,296.01	0.00	13,296.01
2890	WEATHERIZATION	68,193.10	0.00	68,193.10
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	173.18	0.00	173.18
2920	CHILD CARE - PROBATE	148,275.17	0.00	148,275.17
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 05/01/2011 THROUGH 05/13/2011

<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
5160	DELINQUENT TAXES	19.71	0.00	19.71
6360	INFORMATION TECHNOLOGY	89,569.75	0.00	89,569.75
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	77.70	0.00	77.70
6550	TELECOMMUNICATIONS	15,307.81	0.00	15,307.81
6641	EQUIPMENT POOL	0.00	0.00	0.00
6770	PROTECTED SELF-FUNDED INSURANCE	17.35	0.00	17.35
6771	PROTECTED SELF-FUNDED HEALTH INS.	664,528.44	0.00	664,528.44
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00	0.00	0.00
6775	LONG-TERM DISABILITY INSURANCE	0.00	0.00	0.00
6776	PROTECTED SELF-FUNDED DENTAL INS.	0.00	0.00	0.00
6777	PROTECTED SELF-FUNDED VISION	0.00	0.00	0.00
6782	PROTECTED SELF-FUNDED INS PROG M.H.	0.00	0.00	0.00
7010	AGENCY	1,026,075.05	0.00	1,026,075.05
7040	IMPREST PAYROLL	159,960.53	0.00	159,960.53
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
7360	OPEB TRUST	35,719.29	0.00	35,719.29
		<u>\$3,807,364.28</u>	<u>0.00</u>	<u>\$3,807,364.28</u>

Action Request



Committee: Board of Commissioners

Meeting Date: 5/24/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Budget Adjustments

SUGGESTED MOTION:

To approve the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of April 2011.

SUMMARY OF REQUEST:

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

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

Compliance with the Ottawa County Operating Budget Policy.

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective:

- 1: Advocate on legislative issues to maintain and improve the financial position of the County.
- 2: Implement processes and strategies to deal with operational budget deficits.
- 3: Reduce the negative impact of rising employee benefit costs on the budget.
- 4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org
Reason: I am approving this document
Date: 2011.05.12 13:36:54 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 5/17/2011

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 4/01/2011 Thru 4/30/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>EST 2011 B DGT LSK CTR</u>							
BA 133	4/19/2011	1010	1370		6080.0000	Departmental Services	4,000.00-
BA 133	4/19/2011	1010	1370		6710.0000	Other Revenue	64,423.00-
BA 133	4/19/2011	1010	1370		7040.0000	Salaries - Regular	25,897.00
BA 133	4/19/2011	1010	1370		7050.0000	Salaries - Temporary	10,000.00
BA 133	4/19/2011	1010	1370		7150.0000	Social Security	2,746.00
BA 133	4/19/2011	1010	1370		7160.0000	Hospitalization	7,442.00
BA 133	4/19/2011	1010	1370		7160.0020	OPEB - Health Care	780.00
BA 133	4/19/2011	1010	1370		7170.0000	Life Insurance	77.00
BA 133	4/19/2011	1010	1370		7180.0000	Retirement & Sick Leave	4,076.00
BA 133	4/19/2011	1010	1370		7190.0000	Dental Insurance	502.00
BA 133	4/19/2011	1010	1370		7200.0000	Worker's Compensation	16.00
BA 133	4/19/2011	1010	1370		7220.0000	Unemployment	30.00
BA 133	4/19/2011	1010	1370		7230.0000	Optical Insurance	74.00
BA 133	4/19/2011	1010	1370		7240.0000	Disability Insurance	70.00
BA 133	4/19/2011	1010	1370		7270.0000	Office Supplies	2,000.00
BA 133	4/19/2011	1010	1370		7280.0000	Printing & Binding	2,000.00
BA 133	4/19/2011	1010	1370		7390.0000	Operational Supplies	5,013.00
BA 133	4/19/2011	1010	1370		8080.0000	Service Contracts	200.00
BA 133	4/19/2011	1010	1370		8500.0000	Telephone	500.00
BA 133	4/19/2011	1010	1370		8600.0000	Travel - Mileage	3,000.00
BA 133	4/19/2011	1010	1370		8600.0020	Mileage-Non County Employ	3,000.00
BA 133	4/19/2011	1010	1370		9010.0000	Advertising	1,000.00
<u>RE-DISTRIBUTE BUDGET</u>							
BA 184	4/19/2011	2210	6010		5170.0220	Medicaid-Outreach	100.00-
BA 184	4/19/2011	2210	6012		5170.0220	Medicaid-Outreach	100.00-
BA 184	4/19/2011	2210	6031		5170.0220	Medicaid-Outreach	4,800.00-
BA 184	4/19/2011	2210	6041		5170.0220	Medicaid-Outreach	38,000.00-
BA 184	4/19/2011	2210	6042		5170.0220	Medicaid-Outreach	600.00-
BA 184	4/19/2011	2210	6044		5170.0220	Medicaid-Outreach	50.00-
BA 184	4/19/2011	2210	6045		5170.0220	Medicaid-Outreach	3,300.00-
BA 184	4/19/2011	2210	6050		5170.0220	Medicaid-Outreach	100.00-
BA 184	4/19/2011	2210	6053		5170.0220	Medicaid-Outreach	17,320.00-
BA 184	4/19/2011	2210	6055		5170.0220	Medicaid-Outreach	10.00-
BA 184	4/19/2011	2210	6058		5170.0000	Medicaid	65,000.00
BA 184	4/19/2011	2210	6059		5170.0220	Medicaid-Outreach	10.00-
BA 184	4/19/2011	2210	6310		5170.0220	Medicaid-Outreach	600.00-
BA 184	4/19/2011	2210	6311		5170.0220	Medicaid-Outreach	10.00-
<u>EST B DGT FOR IN-KIND</u>							
BA 185	4/19/2011	2800	7480		5010.0000	Federal Grants-Commoditie	172,227.00-

Date 5/09/11
Time 13:17:14

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 4/01/2011 Thru 4/30/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>EST BDGT FOR IN-KIND</u>							
BA 185	4/19/2011	2800	7480		7640.0000	Program Activity Expense	172,227.00
BA 185	4/19/2011	2800	7480		7640.0000	Program Activity Expense	97,182.00
BA 185	4/19/2011	2800	7482		5010.0000	Federal Grants-Commoditie	97,182.00-
<u>ESTABLISH 2011 BUDGET</u>							
BA 193	4/13/2011	1010	1373		5410.0040	State of MI - Judicial	25,500.00-
BA 193	4/13/2011	1010	1373		7280.0000	Printing & Binding	300.00
BA 193	4/13/2011	1010	1373		7390.0000	Operational Supplies	1,200.00
BA 193	4/13/2011	1010	1373		8080.0000	Service Contracts	20,500.00
BA 193	4/13/2011	1010	1373		8600.0000	Travel - Mileage	1,800.00
BA 193	4/13/2011	1010	1373		8610.0000	Conferences & Othr Travel	4,700.00
<u>REV RCVD FROM STATE</u>							
BA 198	4/13/2011	2210	6059		6070.0020	Medical Record Fees	15.00-
BA 198	4/13/2011	2210	6059		7270.0000	Office Supplies	15.00
<u>PUR OF BS&A SOFTWARE</u>							
BA 203	4/13/2011	2560	2360		9770.0020	Software	7,000.00
<u>TO ADJ BDG FOR ADDL \$</u>							
BA 206	4/13/2011	2743	7431	0022	5610.0000	State Of Mich - Welfare	7,986.00-
BA 206	4/13/2011	2743	7431	0022	7040.0000	Salaries - Regular	261.00
BA 206	4/13/2011	2743	7431	0022	8080.0000	Service Contracts	7,725.00
<u>DECREASE TO STATE REV</u>							
BA 208	4/19/2011	2743	7455		5610.0000	State Of Mich - Welfare	7,916.00
BA 208	4/19/2011	2743	7455	2320	7040.0000	Salaries - Regular	5,000.00-
BA 208	4/19/2011	2743	7455	2320	7160.0000	Hospitalization	2,916.00-
<u>REFLECT REMAIN FD BAL</u>							
BA 209	4/13/2011	2855	2530		9990.1010	General Fund	1,759.00-
<u>ADJ BSD ON ADDL RECVD</u>							
BA 210	4/13/2011	2870	7470		6750.0010	Donations	10,000.00-
BA 210	4/13/2011	2870	7473		8430.0000	Client Assistance Pymts	10,000.00

Date 5/09/11
Time 13:17:14

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 4/01/2011 Thru 4/30/2011

Page 3
BUD101R
BRADTMUELL

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ESTABLISH BUDGET FOR</u>							
<u>ESTABLISH BUDGET FOR</u>							
BA 212	4/19/2011	2210	6022		5550.0000	State Of MI - Health	83,656.00-
BA 212	4/19/2011	2210	6022		7040.0000	Salaries - Regular	39,451.00
BA 212	4/19/2011	2210	6022		7150.0000	Social Security	3,018.00
BA 212	4/19/2011	2210	6022		7160.0000	Hospitalization	7,223.00
BA 212	4/19/2011	2210	6022		7160.0020	OPEB - Health Care	773.00
BA 212	4/19/2011	2210	6022		7170.0000	Life Insurance	78.00
BA 212	4/19/2011	2210	6022		7180.0000	Retirement & Sick Leave	3,884.00
BA 212	4/19/2011	2210	6022		7190.0000	Dental Insurance	524.00
BA 212	4/19/2011	2210	6022		7200.0000	Worker'S Compensation	64.00
BA 212	4/19/2011	2210	6022		7220.0000	Unemployment	32.00
BA 212	4/19/2011	2210	6022		7230.0000	Optical Insurance	78.00
BA 212	4/19/2011	2210	6022		7240.0000	Disability Insurance	107.00
BA 212	4/19/2011	2210	6022		7390.0000	Operational Supplies	6,712.00
BA 212	4/19/2011	2210	6022		8370.0000	Laboratory Services	12,658.00
BA 212	4/19/2011	2210	6022		8600.0000	Travel - Mileage	2,474.00
BA 212	4/19/2011	2210	6022		8610.0000	Conferences & Othr Travel	1,580.00
BA 212	4/19/2011	2210	6022		9800.0000	Office Furniture & Equip.	5,000.00
<u>CVR CORRECTL EMPL-JSTC</u>							
BA 213	4/19/2011	6360	2580		7040.0000	Salaries - Regular	53,598.00-
BA 213	4/19/2011	6360	2580		7150.0000	Social Security	4,101.00-
BA 213	4/19/2011	6360	2580		7160.0000	Hospitalization	5,814.00-
BA 213	4/19/2011	6360	2580		7160.0020	OPEB - Health Care	609.00-
BA 213	4/19/2011	6360	2580		7170.0000	Life Insurance	159.00-
BA 213	4/19/2011	6360	2580		7180.0000	Retirement & Sick Leave	8,436.00-
BA 213	4/19/2011	6360	2580		7190.0000	Dental Insurance	393.00-
BA 213	4/19/2011	6360	2580		7220.0000	Unemployment	188.00-
BA 213	4/19/2011	6360	2580		7240.0000	Disability Insurance	142.00-
BA 213	4/19/2011	6360	2580		8010.0000	Consultants	73,4#0.00
<u>BLDG CONSULTING SVCS</u>							
BA 214	4/19/2011	1010	2654		8010.0000	Consultants	2,000.00
<u>PUBLIC HEARING NOTICES</u>							
BA 215	4/19/2011	1010	2750		6760.0000	Reimbursements	4,500.00-
BA 215	4/19/2011	1010	2750		7300.0000	Postage	4,500.00
<u>REFLECT FNL BAL IN RSRF</u>							

Date 5/09/11
Time 13:17:14

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 4/01/2011 Thru 4/30/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>RFLCT FNL BAL IN RSRF</u>							
BA 218	4/19/2011	1010	9300		6990.2855	Oper Trans In-Rev Sharing	1,758.00
<u>ADJ BSD_ON CUR FUNDNG</u>							
BA 219	4/19/2011	2210	6013		6710.0000	Other Revenue	5,812.00-
BA 219	4/19/2011	2210	6013		7270.0000	Office Supplies	600.00
BA 219	4/19/2011	2210	6013		7280.0000	Printing & Binding	128.00
BA 219	4/19/2011	2210	6013		7300.0000	Postage	50.00-
BA 219	4/19/2011	2210	6013		7390.0000	Operational Supplies	2,100.00
BA 219	4/19/2011	2210	6013		8080.0000	Service Contracts	50.00
BA 219	4/19/2011	2210	6013		8600.0000	Travel - Mileage	162.00
BA 219	4/19/2011	2210	6013		8610.0000	Conferences & Other Travel	2,300.00
BA 219	4/19/2011	2210	6013		9010.0000	Advertising	520.00
BA 219	4/19/2011	2210	6013		9400.0000	Equipment Rental	2.00
<u>INCREASE BDGT TO ACTL</u>							
BA 224	4/19/2011	2609	3090		5050.0000	Fed. Grants-Public Safety	887.00-
BA 224	4/19/2011	2609	3090		7390.0000	Operational Supplies	887.00
<u>RLLOVR BDG FOR FY2011</u>							
BA 225	4/19/2011	2609	3090	0006	5050.0000	Fed. Grants-Public Safety	623.00-
BA 225	4/19/2011	2609	3090	0006	7390.0000	Operational Supplies	623.00
<u>FY_2011_ACTUAL_BUDGET</u>							
BA 226	4/19/2011	2609	3117		5050.0000	Fed. Grants-Public Safety	34,906.00-
BA 226	4/19/2011	2609	3117		7090.0000	Overtime	8,878.00
BA 226	4/19/2011	2609	3117		7150.0000	Social Security	683.00
BA 226	4/19/2011	2609	3117		7180.0000	Retirement & Sick Leave	1,310.00
BA 226	4/19/2011	2609	3117		7200.0000	Worker'S Compensation	23.00
BA 226	4/19/2011	2609	3117		7220.0000	Unemployment	42.00
BA 226	4/19/2011	2609	3117		8080.0000	Service Contracts	23,970.00
<u>ADJ_OWL/HVE_BDG_SPLIT</u>							
BA 227	4/19/2011	2609	3091		5050.0000	Fed. Grants-Public Safety	18,075.00-
BA 227	4/19/2011	2609	3091		7090.0000	Overtime	14,640.00
BA 227	4/19/2011	2609	3091		7150.0000	Social Security	1,120.00
BA 227	4/19/2011	2609	3091		7180.0000	Retirement & Sick Leave	2,226.00
BA 227	4/19/2011	2609	3091		7200.0000	Worker'S Compensation	37.00
BA 227	4/19/2011	2609	3091		7220.0000	Unemployment	52.00

Date 5/09/11
Time 13:17:14

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 4/01/2011 Thru 4/30/2011

Adjustment Number	G/L Date	Fund	DEPT	Sub DEPT	Account Number	Account Name	Adjustment Amount
<u>ADJ OWI/HVE BDG SPLIT</u>							
BA 227	4/19/2011	2609	3140		5050.0000	Fed. Grants-Public Safety	3,925.00
BA 227	4/19/2011	2609	3140		7090.0000	Overtime	3,080.00
BA 227	4/19/2011	2609	3140		7150.0000	Social Security	229.00
BA 227	4/19/2011	2609	3140		7180.0000	Retirement & Sick Leave	644.00
BA 227	4/19/2011	2609	3140		7200.0000	Worker'S Compensation	8.00
BA 227	4/19/2011	2609	3140		7220.0000	Unemployment	36.00
<u>ADJ BDG TO STATE REV</u>							
BA 236	4/19/2011	2744	7296		5610.0000	State Of Mich - Welfare	12,891.00
BA 236	4/19/2011	2744	7296		8430.0000	Client Assistance Pymts	12,891.00
<u>INC GF/SP PER STATE</u>							
BA 237	4/19/2011	2748	7431	0003	5610.0100	Most-Allegan DSS Revenue	39,284.00
BA 237	4/19/2011	2748	7431	0003	8080.0000	Service Contracts	4,725.00
BA 237	4/19/2011	2748	7433	0007	8440.0050	Administration-Sub Agents	34,559.00
<u>ADJ BUDGET TO CONTRACT</u>							
BA 242	4/26/2011	2170	1372		5410.0040	State of MI - Judicial	42,463.00
BA 242	4/26/2011	2170	1372		7040.0000	Salaries - Regular	15,326.00
BA 242	4/26/2011	2170	1372		7160.0000	Hospitalization	8,051.00
BA 242	4/26/2011	2170	1372		7390.0000	Operational Supplies	10,075.00
BA 242	4/26/2011	2170	1372		8080.0000	Service Contracts	8,500.00
BA 242	4/26/2011	2170	1372		8600.0000	Travel - Mileage	164.00
BA 242	4/26/2011	2170	1372		8610.0000	Conferences & Othr Travel	675.00
<u>ADJUST GRANTS - PH PR</u>							
BA 244	4/26/2011	2210	6011		7040.0000	Salaries - Regular	11,880.00
BA 244	4/26/2011	2210	6011		7050.0000	Salaries - Temporary	1,105.00
BA 244	4/26/2011	2210	6011		7150.0000	Social Security	961.00
BA 244	4/26/2011	2210	6011		7160.0000	Hospitalization	376.00
BA 244	4/26/2011	2210	6011		7160.0020	OPEB - Health Care	128.00
BA 244	4/26/2011	2210	6011		7170.0000	Life Insurance	50.00
BA 244	4/26/2011	2210	6011		7180.0000	Retirement & Sick Leave	1,169.00
BA 244	4/26/2011	2210	6011		7180.0010	457 Plan Contribution	45.00
BA 244	4/26/2011	2210	6011		7190.0000	Dental Insurance	82.00
BA 244	4/26/2011	2210	6011		7200.0000	Worker'S Compensation	12.00
BA 244	4/26/2011	2210	6011		7220.0000	Unemployment	50.00
BA 244	4/26/2011	2210	6011		7230.0000	Optical Insurance	48.00
BA 244	4/26/2011	2210	6011		7240.0000	Disability Insurance	115.00

Date 5/09/11
Time 13:17:14

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 4/01/2011 Thru 4/30/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
ADJUST GRANTS - PH PR							
BA 244	4/26/2011	2210	6011		7270.0000	Office Supplies	2.00
BA 244	4/26/2011	2210	6011		7390.0000	Operational Supplies	12,014.00
BA 244	4/26/2011	2210	6011		8080.0000	Service Contracts	234.00-
BA 244	4/26/2011	2210	6011		8210.0000	Contractual - Other	416.00-
BA 244	4/26/2011	2210	6011		8500.0000	Telephone	310.00-
BA 244	4/26/2011	2210	6011		8600.0000	Travel - Mileage	504.00-
BA 244	4/26/2011	2210	6011		8610.0000	Conferences & Othr Travel	1,620.00
BA 244	4/26/2011	2210	6013		5550.0000	State Of MI - Health	6,888.00
BA 244	4/26/2011	2210	6013		6710.0000	Other Revenue	1,816.00-
BA 244	4/26/2011	2210	6013		7040.0000	Salaries - Regular	4,477.00-
BA 244	4/26/2011	2210	6013		7150.0000	Social Security	389.00-
BA 244	4/26/2011	2210	6013		7160.0000	Hospitalization	1,615.00-
BA 244	4/26/2011	2210	6013		7160.0020	OPEB - Health Care	88.00-
BA 244	4/26/2011	2210	6013		7170.0000	Life Insurance	11.00-
BA 244	4/26/2011	2210	6013		7180.0000	Retirement & Sick Leave	410.00-
BA 244	4/26/2011	2210	6013		7190.0000	Dental Insurance	72.00-
BA 244	4/26/2011	2210	6013		7200.0000	Worker'S Compensation	1.00-
BA 244	4/26/2011	2210	6013		7220.0000	Unemployment	23.00-
BA 244	4/26/2011	2210	6013		7230.0000	Optical Insurance	19.00-
BA 244	4/26/2011	2210	6013		7240.0000	Disability Insurance	24.00-
EST BDG W/REMAIN FDS							
BA 250	4/26/2011	2920	6625		5290.0000	Federal Grants-Other	41,448.00-
BA 250	4/26/2011	2920	6625		8080.0000	Service Contracts	41,448.00-

Action Request



Committee: Board of Commissioners

Meeting Date: 5/24/2011

Requesting Department: WEMET

Submitted By: Keith Van Beek

Agenda Item: West Michigan Enforcement Team (W.E.M.E.T.) 2010 Annual Report

SUGGESTED MOTION:

To receive for information the West Michigan Enforcement Team (W.E.M.E.T.) 2010 Annual Report.

SUMMARY OF REQUEST:

In accordance with 2011 Rules of the Ottawa County Board of Commissioners:

Section 4.6 - Annual Reports From Departments of County Government - It is the policy of the board of Commissioners to receive annual, written and oral Reports from all Departments of County government. Written reports shall be in a form approved by the County Administrator and shall, in the ordinary course, be submitted directly to the Board of Commissioners through the County Administrator's Office.

FINANCIAL INFORMATION:

Total Cost: \$0.00 | County 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: 2: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective: 4: Continue to improve communication with Commissioners.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2010.05.18 13:41:59 -0400

Committee/Governing/Advisory Board Approval Date:

Action Request



Committee: Board of Commissioners

Meeting Date: 5/24/2011

Requesting Department: Administrator's Office

Submitted By: Keith Van Beek

Agenda Item: Ottawa County Strategic Plan and 2011 Business Plan

SUGGESTED MOTION:

To receive and approve the Ottawa County Strategic Plan and 2011 Business Plan.

SUMMARY OF REQUEST:

Since 2006 the Board of Commissioners yearly reviews and updates the Strategic Plan of the County and a Business Plan which focuses on the activities of the County for a given year.

FINANCIAL INFORMATION:

Total Cost: \$0.00 | County 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: #1-4

Objective: All

ADMINISTRATION RECOMMENDATION:

Recommended

Not Recommended

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, ou=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2011.05.18 11:01:11 -0400

Committee/Governing/Advisory Board Approval Date:



OTTAWA COUNTY BOARD OF COMMISSIONERS

Strategic Plan and 2011 Business Plan



OTTAWA COUNTY BOARD OF COMMISSIONERS

Back Row (Left to Right): Donald G. Disselkoen - District 8; Jane M. Ruiter - District 4;
Joseph S. Baumann - District 7; Robert W. Karsten - District 9;
Greg J. DeJong - District 5; Stu P. Visser - District 1; James H. Holtvluwer - District 11

Front Row (Left to Right): Dennis W. Swartout - District 3;
Chair Philip D. Kuyers - District 2; Vice-Chair James C. Holtrop - District 10;
Roger G. Rycenga - District 6

Ottawa County, the eighth-largest county in Michigan, is a beautiful community of 263,801 people located along the Lake Michigan shoreline. The government that serves the community is comprised of approximately 1,100 employees and elected officials with occupations as diverse as nursing, parks, corrections, administration, and law enforcement.

An 11-member Board of Commissioners, each elected to a two-year term, governs the County. The Board of Commissioners establishes the general direction of government and provides oversight of administrative functions of the County. The Board appoints a County Administrator who manages the budget, provides leadership and management of Board initiatives, and oversees general County operations. The remaining operations are managed by either elected officers (Clerk, Drain Commissioner, Prosecutor, Register of Deeds, Sheriff, and Treasurer), statutory boards (Community Mental Health), or the judiciary.

While the Board of Commissioners had conducted strategic planning activities in the past, the County had not had an active strategic plan, mission, or organizational values in place for several years, so in 2004 the Board began collecting information needed to develop a plan. This included the employee and resident surveys, a study of mandated services, employee input on the mission statement, evaluations of several departments, a wage and classification study, the United Way Community Needs Assessment, and definitions of the County's financing tools.

After collecting and considering this information, the Board met on March 23 and 24, 2006, to begin work on its strategic plan. That initial plan was adopted and implemented over the next two years. The Board now meets annually to review the strategic plan and develop an accompanying business plan comprised of objectives that serve as action steps toward achieving the strategic plan.

The Board of Commissioners met on February 25, 2011, to create the business plan for 2011. This involved an update of objectives for 2010 and a review of the strengths, weaknesses, opportunities, and threats (SWOT) facing the County. After the Board established draft objectives, Administration assigned resources to each objective, and developed outcome measures which will indicate success in completing the plan's goals. The results of the process follow.

A **VISION** statement indicates how an organization views its ideal, or ultimate, goal. The Board of Commissioners has established the following vision statement:

Ottawa County strives to be the location of choice for living, working, and recreation.

A **MISSION** statement assists an organization in easily communicating to a variety of constituencies what it does, who it serves, and why it does so. The Board of Commissioners has established the following mission statement:

Ottawa County is committed to excellence and the delivery of cost-effective public services.

GOALS focus the direction of an organization's work, under the guidance from the vision and mission statement. Goals are relatively static in nature and will not often change. The four goals of the Board of Commissioners are:

- 1. To maintain and improve the strong financial position of the County.**
- 2. To maintain and enhance communication with citizens, employees and other stakeholders.**
- 3. To contribute to a healthy physical, economic and community environment.**
- 4. To continually improve the County's organization and services.**

A formal statement of organizational values was developed to clearly identify not only the principles upon which the organization is based, but the way in which it treats its employees and residents.

We recognize the importance of the **DEMOCRATIC PROCESS** in the accomplishment of our mission, and hold it as a basic value to respect the rule of the majority and the voted choices of the people; to support the decisions of duly elected officials; and to refrain from interference with the elective process.

We recognize the importance of the **LAW** in the accomplishment of our mission and hold it as a basic value to work within, uphold, support, and impartially enforce the law.

We recognize the importance of **ETHICS** in the accomplishment of our mission and hold it as a basic value to always act truthfully, honestly, honorably and without deception; to seek no favor; and to receive no extraordinary personal gain from the performance of our official duties.

We recognize the importance of **SERVICE** in the accomplishment of our mission and hold it as a basic value to treat each resident as a customer; to do all we can, within the bounds of the County's laws, regulations, policies and budget, to meet requests for service.

We recognize the importance of **EMPLOYEES** in the accomplishment of our mission and hold it as a basic value to treat each employee with professional respect, recognizing that each person using his or her trade or vocation makes a valuable contribution; to treat each employee impartially, fairly and consistently; and to listen to the recommendations and concerns of each.

We recognize the importance of **DIVERSITY** in the accomplishment of our mission and hold it as a basic value to treat all people with respect and courtesy.

We recognize the importance of **PROFESSIONALISM** in the accomplishment of our mission and hold it as a basic value that each employee will perform to the highest professional standards and to his or her highest personal capabilities.

We recognize the importance of **STEWARDSHIP** of public money in the accomplishment of our mission and hold it as a basic value to discharge our stewardship in a responsible, cost-effective manner, always remembering and respecting the source of the County's funding.

BUSINESS PLAN - 2011

OBJECTIVES, DELIVERABLES AND OUTCOMES

While goals are relatively static in nature, the objectives that assist in accomplishing the goals are likely to change annually. Deliverables are items that give further meaning and substance to an objective. Outputs are specific items of action and outcome indicators are a measure of success, demonstrating the impact of actions conducted to achieve goals and objectives.

Prior to setting goals, members of the Board of Commissioners examined the strengths, weaknesses, opportunities, and threats affecting the County as a whole. The items in each category are not ranked by importance, nor is this intended to be an all-inclusive list, however it forms a basis for the development of goals and objectives. In addition, the items identified provide a view of potential issues that may impact the environment in which the County provides services in the near- or long-term future.

STRENGTHS

- Community image - good place to raise a family, quality of life
- Location - good place to live
- Natural Resources (lakes, rivers, trees)
- Financial health
- Quality management by County Board and staff
- Effective services provided by dedicated employees
- Public safety - low crime
- Parks system
- Agriculture
- Potential for future energy development
- Industry
- Educational systems; public and private, higher education
- Entrepreneurs
- Regional cooperation
- Training programs and communication with employee groups
- Area traits; conservative, work ethic and religion
- Close to cultural resources
- Transportation
- Health care, local hospitals and proximity to Kent County
- Culture of volunteering and philanthropy, community services provided by non-profit and religious groups
- Strong recreational opportunities
- Infrastructure
- Website
- Open Space
- Broadband → coverage as % of county

OPPORTUNITIES

- Legislative activity - lobbyist to develop proactive strategies
- Local government communication, relations and assistance
- Economic development (Pfizer plant, energy, agriculture)
- Use of new communication tools, social networking
- Sustainable thinking - "going green", recycling, cost savings
- Growth in health care industry
- Economic climate allows for new thinking; regional focus, collaboration and consolidation
- Programs to meet new needs (emerging industries, substance abuse)
- Maintain open spaces
- Increase and recognize diversity
- Tourism (lakes, parks)
- Bring the road commission closer to the county, various strategies
- Bring balance to regulation in economic climate
- Provision of infrastructure
- Increase funding for mandated services
- Revenue sharing and finances
- Legislative plan to get state change(s)
- Improve transit, conduct corridor studies

WEAKNESSES

- Effective communication with citizens and other stakeholders
- Lack of diversity, need to be a more welcoming place for diversity
- Declining transportation system with inadequate funding
- Redundancy, need for increased regional collaboration/consolidation
- Need to bring issues along slower to match a comfort-level with local units of government
- Runoff and water pollution
- Geographic division by Grand River
- Overall economic conditions
- State government
- Workforce unprepared, inadequate for future jobs
- Lack of countywide mass transit, especially to County facilities, rural areas
- Three Metropolitan Planning Organizations (MPOs)
- Accessibility and affordability for housing in disabled and elderly populations
- Over-reliance on manufacturing
- Managing growth to keep open spaces

THREATS

- Financial state of the economy - unemployment, state budget
- Loss of revenue sharing, dropping property tax revenue
- Crisis in the housing industry; foreclosures, loss of value, etc
- Rising pension and health care costs
- Lack of a regional economic development entity
- Bigotry and challenges of diversity
- Decreasing water quality, beach closures
- Excessive State/Federal regulation and mandates
- Air pollution regulation changes
- Gang and drug activity, WEMET funding
- Conflicts between being environmental and promoting business
- Aging population
- Road conditions and funding
- Domestic violence and hunger
- Substance abuse
- Globalization
- Term limits and potential of a Constitutional Convention
- Green industry overkill, need to keep goal of a diverse economy
- Amount of non-taxable land
- Loss of personal property tax
- Right to work laws

GOAL 1: TO MAINTAIN AND IMPROVE THE STRONG FINANCIAL POSITION OF THE COUNTY.

Output

Outcome Indicator

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

- *Advocate to achieve full funding of mandates.*
- *Advocate to achieve the full reinstatement of revenue sharing.*
- *Identify other legislation that impacts our financial position and develop clear position statements on those issues.*
- *Work with our legislative delegation to make our positions clear.*
- *Develop improved communication methods regarding our position statements, including a Dashboard, Dollars and Sense Report and other items requested by the Governor.*
- *Evaluate the value of the lobbyist contract.*

Produce documentation clearly outlining our issues.
 Conduct a survey of our legislative delegation on various issues.
 Post on the website a Dashboard and Dollars and Sense Report.
 Lobbyist provides quarterly legislative updates to the Board.

Legislation is adopted that more fully funds mandates.
 Revenue sharing is not further cut and eventually fully restored.
 Positive legislation adopted and negative legislation defeated.
 The Board affirms the value of the lobbyist contract.

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

- *Adopt a budget calendar and provide information to the Board necessary to make key decisions.*
- *Identify financial threats and approve strategies to mitigate those threats.*
- *Maintain the health of the County financing tools.*
- *Eliminate operational budget deficits, adopting the budget by the end of October.*

Adopt a budget calendar and adhere to established timelines.
 Provide information to the Board in a timely fashion.

The County financing tools are fully financed.
 Budgets are adopted without deficits.

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

- *Approve a strategy to move to a defined contribution (DC) plan for new hires.*
- *Report on the possibility to move out of the MERS retirement system.*
- *Approve strategies to contain health benefit costs.*
- *Implement a health management plan.*

Board considers a strategy to establish a DC plan for new hires.
 Board considers a report on moving out of the MERS system.
 Board considers strategies regarding health costs.
 Implement a health management plan.

Employee benefit costs rise at a rate lower than established benchmarks.

Objective 4: Maintain or improve bond ratings.

- *Continue to address budget deficits with pro-active, balanced approaches.*
- *Present thorough, high-quality information to bond rating agencies.*

Board adopts a balanced budget.
 Meet with bond rating agencies as scheduled.

Achieve and maintain the top ratings from all rating agencies.

WHAT WILL WE DO TO GET THERE?

GOAL 2: TO MAINTAIN AND ENHANCE COMMUNICATION WITH CITIZENS, EMPLOYEES, AND OTHER STAKEHOLDERS.

Output
Outcome Indicator

Objective 1: Continue to improve the County website.

- Increase and improve the services that citizens can access and receive through the website.
- Continue to evaluate the expanded use of social networking options that are linked to the website.
- Evaluate the value of the website contract.

Regularly review the work of the website contractor, tracking metrics and revenue of the website.
Board considers the website contract.

The 2012 citizen survey reflects a 5% increase in citizen use of website.

Objective 2: Review and update a comprehensive communication plan to maximize communication with citizens.

- Increase focus on receiving coverage on local radio and community television stations.
- Develop a report on the benefit of County property tax dollars.
- Evaluate the use of citizen budget meetings.

Board considers an updated Communications Plan.
Board considers a "Property Tax Dollar" report.
Conduct citizen budget meetings.

The 2012 citizen survey reflects a 5% increase in citizen awareness of County activities.

Objective 3: Continue to develop and implement methods of communicating with employee groups.

- Continue using the Front Page and all-staff e-mails to communicate important information to employees.
- Continue the Labor-Management Cooperation Committee.
- Continue and improve employee-edited newsletter.
- Continue brown-bag lunches and other information sessions.

Administration maintains consistency with brown bag luncheons, newsletters, Labor-Management meetings and other means to communicate with employees.

The 2011 employee satisfaction survey reflects an increase in overall employee satisfaction.

Objective 4: Continue to improve communication with Commissioners.

- Continue departmental annual report process.
- Evaluate use of paperless packets and other communication tools with Commissioners.

Communication methods continue with the Board.
Conduct a survey of the Board rating communication.

Commissioners report 100% satisfaction with communication from Administration.

Objective 5: Evaluate communication with other key stakeholders.

- Develop and implement a legislative action plan.
- Continue to evaluate the role of Commissioners and staff in national, state and regional professional organizations and define the specific purpose of what we are to accomplish in those roles.
- Evaluate communications with local units of government, including the use of quadrant meetings.

The Board adopts and monitors a legislative action plan.
Quadrant meetings are held on a regular basis.

Legislative delegation reports understanding of County legislative positions. Ottawa County is viewed as a leader for best management practices and collaborative efforts.

GOAL 3: TO CONTRIBUTE TO A HEALTHY PHYSICAL, ECONOMIC, & COMMUNITY ENVIRONMENT.

Output

Outcome Indicator

Objective 1: Discuss and act upon road policy issues as appropriate.

- Regularly contact legislators and road officials on relevant road-related legislation and project status of the US-231 project.
- Communicate and coordinate with the road commission on relevant issues and to improve public understanding on roles.

Continue regular meetings with the Road Commission and MDOT.

The US-231 project is completed. The 2012 citizen survey demonstrates improved public understanding of roles.

Objective 2: Consider opportunities to improve economic development in the region.

- Work with existing partners on regional economic development efforts.
- Continue work on developing an agriculture incubator.
- Work to maintain MSU Extension services in the County.
- Look for ways to support agricultural tourism.

Economic development groups give report to the Board. Board considers a feasibility study of agriculture incubator. Board receives information on agricultural tourism.

Unemployment rates decrease in the County. The 2012 citizen survey reflects a lower concern regarding economic development.

Objective 3: Continue initiatives to preserve the physical environment.

- Continue efforts related to water quality.
- Complete a groundwater resources inventory.
- Develop a comprehensive sustainability plan.
- Continue to support completion of the Parks and Recreation Commission Parks and Recreation Plan.

Water Quality Forum held. Board considers groundwater resources inventory and sustainability plan.

A plan of action with measurable results is developed from water quality research.

Objective 4: Continue initiatives to positively impact the community.

- Continue work with the Agricultural Preservation Board.
- Complete Urban Smart Growth demonstration project.
- Conduct build-out analysis for local government units.
- The Board of Commissioners will review the strategic plans of County departments and agencies, as requested by those entities, that provide direct services to the residents of the County.

Complete Urban Smart Growth project and build-out analysis for two local government units. Department strategic plans are reviewed by Planning and Policy.

The 2012 citizen survey reflects a higher rating of County government.

Objective 5: Provide quality County facilities throughout the County.

- Analyze the potential use of County land for additional communication tower leasing.
- Effectively maintain the existing facilities in the County.
- Investigate providing power to County facilities with wind, solar and other alternative energy options.

Board approves the construction of an additional communication tower. Board considers alternative power options.

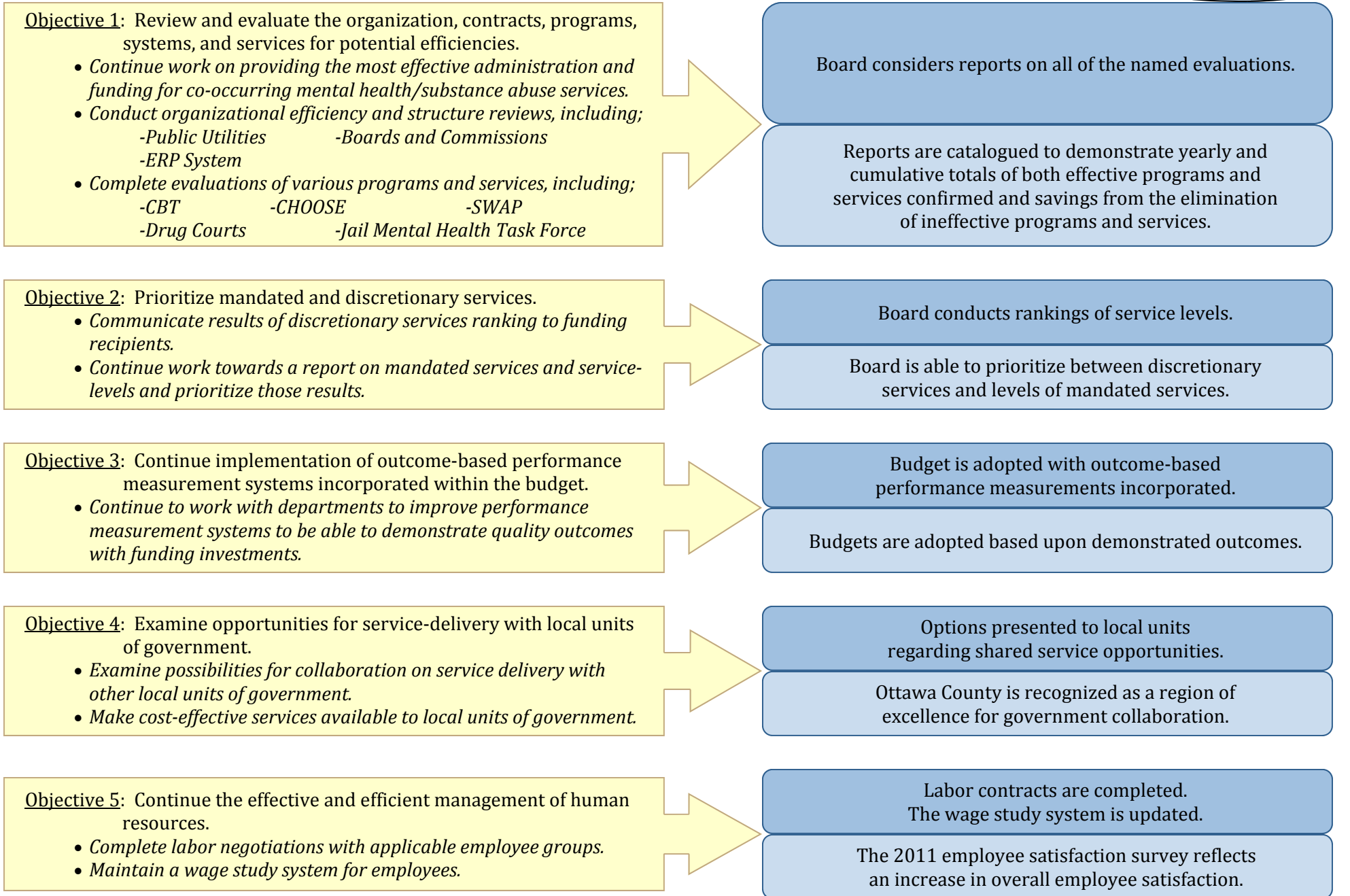
County facilities are maintained at a lower cost than an established benchmark.

WHAT WILL WE DO TO GET THERE?

GOAL 4: TO CONTINUALLY IMPROVE THE COUNTY'S ORGANIZATION AND SERVICES.

Output
Outcome Indicator

WHAT WILL WE DO TO GET THERE?



ASSIGNED RESOURCES AND DEADLINES

Once objectives, deliverables and outputs have been established, it is important to assign deadlines and resources to ensure that the plan activities are completed.

**Ottawa County Board of Commissioners
Business Plan: Deadlines and Resources**

	Projected Completion	Resources Assigned
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.		
Produce documentation clearly outlining our issues.	Ongoing	Administrator, Fiscal Services, Planning, Corporation Counsel
Conduct a survey of our legislative delegation on various issues.	12/31/11	Administrator, Planning
Post on the website a Dashboard and Dollars and Sense Report.	9/1/11	Administrator, Fiscal Services, Planning, IT
Lobbyist provides quarterly legislative updates to the Board.	Ongoing	Administrator, Planning
Objective 2: Implement processes and strategies to deal with operational budget deficits with pro-active, balanced approaches.		
Adopt a budget calendar and adhere to established timelines.	10/31/11	Administrator, Fiscal Services
Provide information to the Board in a timely fashion.	10/31/11	Commissioners, Administrator, Fiscal Services
Objective 3: Approve strategies to reduce the negative impact of rising employee benefit costs on the budget.		
Board considers a strategy to establish a defined contribution (DC) plan for new hires.	12/31/11	Commissioners, Administrator, Human Resources, Fiscal Services
Board considers a report on moving out of the MERS retirement system.	8/1/11	Administrator, Human Resources, Fiscal Services
Board considers strategies regarding health costs.	Ongoing	Commissioners, Administrator, Human Resources, Fiscal Services
Implement a health management plan.	3/1/11	Administrator, Human Resources
Objective 4: Maintain or improve bond ratings.		
Board adopts a balanced budget.	Ongoing	Commissioners, Administrator, Fiscal Services
Meet with bond rating agencies as scheduled.	Ongoing	Administrator, Fiscal Services
Goal 2: To maintain and enhance communication with citizens, employees, & other stakeholders.		
Objective 1: Continue to improve the County website.		
Regularly review the work of the website contractor, tracking metrics and revenue of the website.	Ongoing	Administrator, IT
Board considers the website contract.	10/31/11	Commissioners, Administrator, IT
Objective 2: Review and update a comprehensive communication plan to maximize communication with citizens		
Board considers an updated communications plan.	12/31/11	Commissioners, Administrator, Fiscal Services
Board considers a "Property Tax Dollar" report.	12/31/11	Commissioners, Administrator, Fiscal Services
Conduct citizen budget meetings.	7/1/11	Administrator, Fiscal Services
Objective 3: Continue to develop and implement methods of communicating with employee groups.		
Administration maintains consistency with brown bag luncheons, newsletters, Labor-Management meetings and other means to communicate with employees.	Ongoing	Administrator, Administration Departments
Objective 4: Continue to improve communication with Commissioners.		
Communication methods continue with the Board.	Ongoing	Administrator
Conduct a survey of the Board rating communication.	12/31/11	Administrator
Objective 5: Evaluate communication with other key stakeholders.		
The Board adopts and monitors a legislative action plan.	Ongoing	Commissioners, Administrator, Planning
Quadrant meetings are held on a regular basis.	Ongoing	Administrator

**Ottawa County Board of Commissioners
Business Plan: Deadlines and Resources**

	Projected Completion	Resources Assigned
Goal 3: To contribute to a healthy physical, economic, and community environment.		
<i>Objective 1: Discuss and act upon road policy issues as appropriate.</i>		
Continue regular meetings with the Road Commission and MDOT.	Ongoing	Commissioners, Administrator
<i>Objective 2: Consider opportunities to improve economic development in the region.</i>		
Economic development groups give report to the Board.	10/1/11	Administrator, Planning
Board considers a feasibility study of agriculture incubator.	10/1/11	Administrator, Planning
Board receives information on agricultural tourism.	10/1/11	Administrator, MSU Extension, Planning
<i>Objective 3: Continue initiatives to preserve the physical environment.</i>		
Water Quality Forum held.	11/1/11	Administrator, Parks, MSU Extension, Health
Board considers groundwater resources inventory.	12/31/13	Administrator, Planning
Board considers sustainability plan.	12/31/11	Administrator
<i>Objective 4: Continue initiatives to positively impact the community.</i>		
Complete Urban Smart Growth project.	7/1/12	Planning
Complete build-out analysis for two local government units.	12/31/11	Planning
Department strategic plans are reviewed by the Planning and Policy Committee.	Ongoing	Administrator, All Departments
<i>Objective 5: Provide quality County facilities throughout the County.</i>		
Board approves the construction of an additional communication tower.	8/1/11	Administrator, Planning, IT, Fiscal Services
Board considers alternative power options.	12/31/11	Administrator, Fiscal Services, Facilities
Goal 4: To continually improve the County's organization and services.		
<i>Objective 1: Review and evaluate the organization, contracts, programs, and services for potential efficiencies.</i>		
Board considers report on the administration of co-occurring mental health/substance abuse services.	12/31/11	Administrator, CMH, Corporation Counsel
Board considers a report regarding the potential reorganization of Public Utilities.	6/1/12	Administrator, Planning, Corporation Counsel, Fiscal Services
Board considers a report regarding various boards and commissions.	12/31/11	Administrator
Board considers a report regarding the ERP system.	12/31/13	Administrator, Planning, Fiscal Services
Board considers a thorough evaluation of the Cognitive-Behavioral Therapy (CBT) Program.	12/31/11	Planning, Community Corrections
Board considers a thorough evaluation of the CHOOSE Program.	12/31/11	Planning, Health
Board considers a thorough evaluation of the SWAP Program.	12/31/11	Planning, Sherrif
Board considers a thorough evaluation of the Drug Court pilot projects.	9/30/10	Planning
Board considers a report from the Jail Mental Health Task Force.	12/31/10	Administrator, CMH, Planning, Sheriff
<i>Objective 2: Prioritize mandated and discretionary services.</i>		
Board conducts rankings of service levels.	6/1/11	Administrator, Fiscal Services
<i>Objective 3: Continue implementation of outcome-based performance measurement systems incorporated within the budget.</i>		
Budget is adopted with outcome-based performance measurements incorporated.	internal 5/31/11	Planning
Budget is adopted with outcome-based performance measurements incorporated.	board 10/31/11	Administrator, Fiscal Services
<i>Objective 4: Examine opportunities for service-delivery with local units of government.</i>		
Options presented to local units regarding shared service opportunities.	Ongoing	Administrator, All Departments
<i>Objective 5: Continue the effective and efficient management of human resources.</i>		
Labor contracts are completed.	12/31/11	Administrator, Human Resources
The wage study system is updated.	12/31/11	Administrator, Human Resources

Action Request



Committee: Board of Commissioners

Meeting Date: 5/24/2011

Requesting Department: Administration

Submitted By: Al Vanderberg

Agenda Item: POAM Non-312 Resolution for Changing MERS Benefits

SUGGESTED MOTION:

To approve and authorize the Board Chair to sign the resolution for changing MERS Benefits approving the POAM Non-312 MERS Pension Enhancement.

SUMMARY OF REQUEST:

The POAM N312 unit voted in the pension enhancement that we negotiated with them. They will be going from a B-2 to a B-3. We negotiated with them their ability to have this pension enhancement provided they agreed to the formula Fiscal Services had to determine the cost moving forward in subsequent years. Included is the language from the negotiated contract and the formula that Fiscal Services created as to how the subsequent years will be calculated.

Their members currently pay 1.27% for the B-2 and will pay 3.85% for the B-3. The language from their contract which was approved by the Board on February 8, 2011 is:

Article 15 – Retirement- agree to allow the members to purchase a pension enhancement at their cost and contingent on the agreement between the parties on the method of calculating the cost of the enhancement annually, with the members paying that identified annual increased or decreased cost due to the enhancement.

15.1: The employees in this bargaining unit have a MERS B-2 benefit, with an F-55 waiver, with the employees contributing 1.27% of annual MERS reportable wages towards the pension benefits. During 2011 the employees shall have the option of purchasing a B-3 (2.25%) multiplier. The employees shall pay the full actuarial cost of the enhancement through payroll deductions, at the cost determined by having a supplemental actuarial evaluation performed by MERS and in accordance with the rules established by MERS. The cost of the supplemental shall be paid by the bargaining unit.

Annually, the cost for the B-3 benefit shall be evaluated to determine the actual cost of the benefit, and any increase or decrease shall be paid by the employees through payroll deduction.

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: 6: Continue the effective and efficient management of human resources.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org
Reason: I am approving this document
Date: 2011.05.18 09:40:17 -0400

Committee/Governing/Advisory Board Approval Date:

PROPOSED
PENSION EXAMPLE FOR
PLAN ENHANCEMENTS

Once MERS has established the cost of the enhancement requested and the union has accepted the results of the MERS calculation, Ottawa County will implement a plan as follows for future increases and decreases in the contribution rates for subsequent plan years.

As an example, if the new contribution rate is 3% for the employee and 9% for the County (Employer), then subsequent years will be 25% for the employee and 75% for the employer then the following will be contributed in future years by the employee and the employer:

	<u>Total contribution is 16%</u>	<u>Total contribution is 8%</u>
Employee Contribution	16% times 25% or 4%	8% times 25% or 2%
Employer Contribution	16% times 75% or 12%	8% times 75% or 6%

While these examples are extremes to the current 12% contribution, it may better illustrate the risks and opportunities to the employee and employer based on what may happen.

Date: February 10, 2011
Fiscal Services

**RESOLUTION FOR CHANGING MERS BENEFITS
(OTHER THAN DB COMPONENT OF HYBRID PROGRAM)**



In accordance with the MERS Plan Document of 1996, the Ottawa County
(Participating Municipality)
7003 adopts the following benefits for: Division 20, Sheriff POAM
(Municipality No.) (Reporting Unit No., MERS Division No. and Name)

A "division" is defined as an employee or group of employees covered by the same benefit programs **and** the same employee contribution program. Each division has a specific MERS number and name, such as "Div. 10, General-Admin.," and is part of a Reporting Unit, such as: "01."

Supporting Supplemental Valuation is dated March 21, 2011

BENEFIT MULTIPLIER

From B-2 To B-3 Effective Date 12/11/2011
(Current Benefit Multiplier) (New Benefit Multiplier)

Provisions for Earlier Normal Retirement

F50/25 F50/30 F(N)-Years and Out (Specify number of years) _____
 F55/15 F55/20 F55/25 F55/30
Effective Date _____

EMPLOYEE CONTRIBUTION RATE

New Rate 3.85%
Effective Date 12/11/2011

**ADDITIONAL BENEFITS
AFFECTING FUTURE RETIREES**

FAC 3 FAC 5 V-6 V-8 V-10 RS - 50%
 D-2 E-2 DROP+ with _____ %
Effective Date _____

RETIREE COST-OF-LIVING BENEFIT PROGRAMS FOR CURRENT RETIREES

E Standard E-1
 E - Other (Specify Factor _____ Adjustment Years _____)
Effective Date _____

WINDOW PERIOD (If applicable)

From _____ To _____
(Date) (Date)

I CERTIFY THAT THE ABOVE WAS ADOPTED BY Ottawa County Brd of Commissioners 05/24/2011
Governing Body Date of Meeting

Authorized Signature Title Date

NOTE: Standard/Nonstandard Benefit Provisions—Attach page fully describing provision(s), and (1) a complete copy of the fully executed collective bargaining agreement and a certified copy of official minutes where the collective bargaining agreement or this Resolution was adopted, or (2) a copy of the arbitration or mediation decision. If further information is needed, please contact MERS Employer Services Division at 1 (800) 767-6377.

Action Request



Committee: Board of Commissioners

Meeting Date: 5/24/2011

Requesting Department: Parks and Recreation

Submitted By: Keith Van Beek

Agenda Item: Declaration of Restriction on Land Use at Eastmanville Bayou

SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the Declaration of Restriction on Land Use placing restrictions on wetlands at the Eastmanville Bayou Open Space property as requested by the Corps of Engineers in conjunction with granting a permit for improvements at this site.

SUMMARY OF REQUEST:

Ottawa County Parks has been seeking a permit from the Army Corps of Engineers for over a year to make improvements at the Eastmanville Bayou Open Space property located near Eastmanville Bridge where 68th Avenue crosses the Grand River. As part of the proposed project, a small boat launch will be constructed to provide access to Eastmanville Bayou. This boat launch will negatively impact some wetlands along the shoreline. To compensate for this wetland loss, the Corps of Engineers has requested Ottawa County's approval of the attached Declaration of Restriction on Land Use which would guarantee we would not seek approval in the future to impact wetlands immediately adjacent to our project area. Ottawa County Parks views this as a reasonable request which will not negatively impact future plans. The Parks Commission recommends approval of the Declaration of Restriction on Land Use as presented.

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

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

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org
Reason: I am approving this document
Date: 2011.05.05 13:49:10 -0400

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 5/12/2011



MEMORANDUM

Date: July 19, 2010
To: Ottawa County Board of Commissioners
From: John Scholtz, Parks and Recreation Director
RE: Declaration of Restriction on Land Use at Eastmanville Bayou

Ottawa County Parks has been seeking a permit from the Army Corps of Engineers for over a year to make improvements at the Eastmanville Bayou Open Space property located near Eastmanville Bridge where 68th Avenue crosses the Grand River. As part of the proposed project, a small boat launch will be constructed to provide access to Eastmanville Bayou. This boat launch will negatively impact some wetlands along the shoreline. To compensate for this wetland loss, the Corps of Engineers has requested Ottawa County's approval of the attached Declaration of Restriction on Land Use which would guarantee we would not seek approval in the future to impact wetlands immediately adjacent to our project area. Ottawa County Parks views this as a reasonable request which will not negatively impact future plans. The Parks Commission recommends approval of the Declaration of Restriction on Land Use as presented.

Proposed motion:

To approve and authorize the Board Chair and Clerk to sign the Declaration of Restriction on Land Use placing restrictions on wetlands at the Eastmanville Bayou Open Space property as requested by the Corps of Engineers in conjunction with granting a permit for improvements at this site.

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

DECLARATION OF RESTRICTION
ON LAND USE

THIS DECLARATION is made this 24th day of May, 2011 by The County of Ottawa, 12220 Fillmore Street, West Olive, Michigan 49460 (herein referred to as "Owner").

Owner is the title holder of certain property located in Allendale Township, Ottawa County, Michigan described on attached Exhibit "A" and which property is referred to herein as the "Property".

The Property contains areas which have been identified as "waters of the United States, including wetlands," as defined in regulations promulgated pursuant to Section 404 of the Clean Water Act (33 CFR 328.3 (b)), and

Owner desires to obtain reasonable use of the Property by constructing a boat launch on a portion of the Property, but any such boat launch facility requires certain improvements being constructed in portions of the waters of the United States. The improvements include gravel access drives and parking areas and a concrete launch ramp which require a Department of the Army permit. The locations of the improvement areas are shown on the sketch attached hereto as Exhibit "B," and

Owner has agreed to voluntarily restrict any activities in areas on the Property, as shown on the sketch attached, and depicted thereon as "Preserved Area", and

Owner has agreed to minimize detriments to resources in the Preserved Area remaining outside the improvement areas in exchange for and as a condition of authorization of the improvements by the Department of the Army, United States of America, Corps of Engineers ("Corps").

Owner hereby declares and covenants that no discharging of dredged or fill material, dredging, or other altering, modification or development of the Preserved Area shall be undertaken, and that they will ensure, to the best of their ability, that the vegetation, soils, and hydrology of the Preserved area shall remain in an unaltered, natural condition.

The restriction and covenant created herein shall be perpetual, and shall be binding upon the Owner and their legal representatives, heirs, and assigns. The Corps and its

successors and designees, shall have the right to enforce any of the provisions contained herein against the Owner and their legal representatives, heirs, and assigns.

IN WITNESS WHEREOF, this undersigned, being the Owner herein, have executed this instrument on the day set forth above.

Philip Kuyers, Chair
Ottawa County Board of Commissioners

Daniel C. Krueger
Ottawa County Clerk

WITNESSES:

STATE OF MICHIGAN)
) ss.
COUNTY OF OTTAWA)

On this 24th day of May, 2011 before me, a notary public in and for said county, personally appeared Philip Kuyers, Ottawa County Board Chair, and Daniel C. Krueger, Ottawa County Clerk, and made oaths that they executed the within Declaration of Restriction on Land Use of their own free act and deed.

Notary Public
Ottawa County, Michigan
Acting in Ottawa County, Michigan
My Commission Expires September 11, 2013

EXHIBIT "A"

LEGAL DESCRIPTION

The land referred to herein below is situated in the Township of Allendale, County of Ottawa, and State of Michigan, to wit:

Parcel 1:

Government Lot 4, Section 10, T7N, R14W, Allendale Township, Ottawa County, Michigan, lying North of the Bayou. (100-001)

Parcel 2:

That part of Government Lot 3, Section 10, T7N, R14W, Allendale Township, Ottawa County, Michigan, lying North of the Bayou, except commencing 566.93 feet South of the North 1/4 corner, thence South 135 feet, thence West 159 feet, thence North 135 feet, thence East 159 feet to beginning, also except the East 46 feet for road right-of-way.

Together with a perpetual easement appurtenant for the purpose of ingress and egress, and installation, maintenance and repair (including reconstruction) of utilities over the following described portion of the premises conveyed herein: Commencing at the North 1/4 corner of said Section 10; thence S0°00'W 566.93 feet along the N-S 1/4 line of said Section; thence N90°00'W 33.0 feet to the place of beginning for said easement; thence S0°00'W 135.0 feet; thence N90°00'W 25.0 feet; thence N0°00'E 110.0 feet; thence N90°00'W 101.0 feet; thence N0°00'E 25.0 feet; thence S90°00'E 126.0 feet to the place of beginning for said easement. Also, subject to highway R.O.W. for 68th Avenue over the Easterly 33.0 feet thereof. (100-010)

Parcel 3:

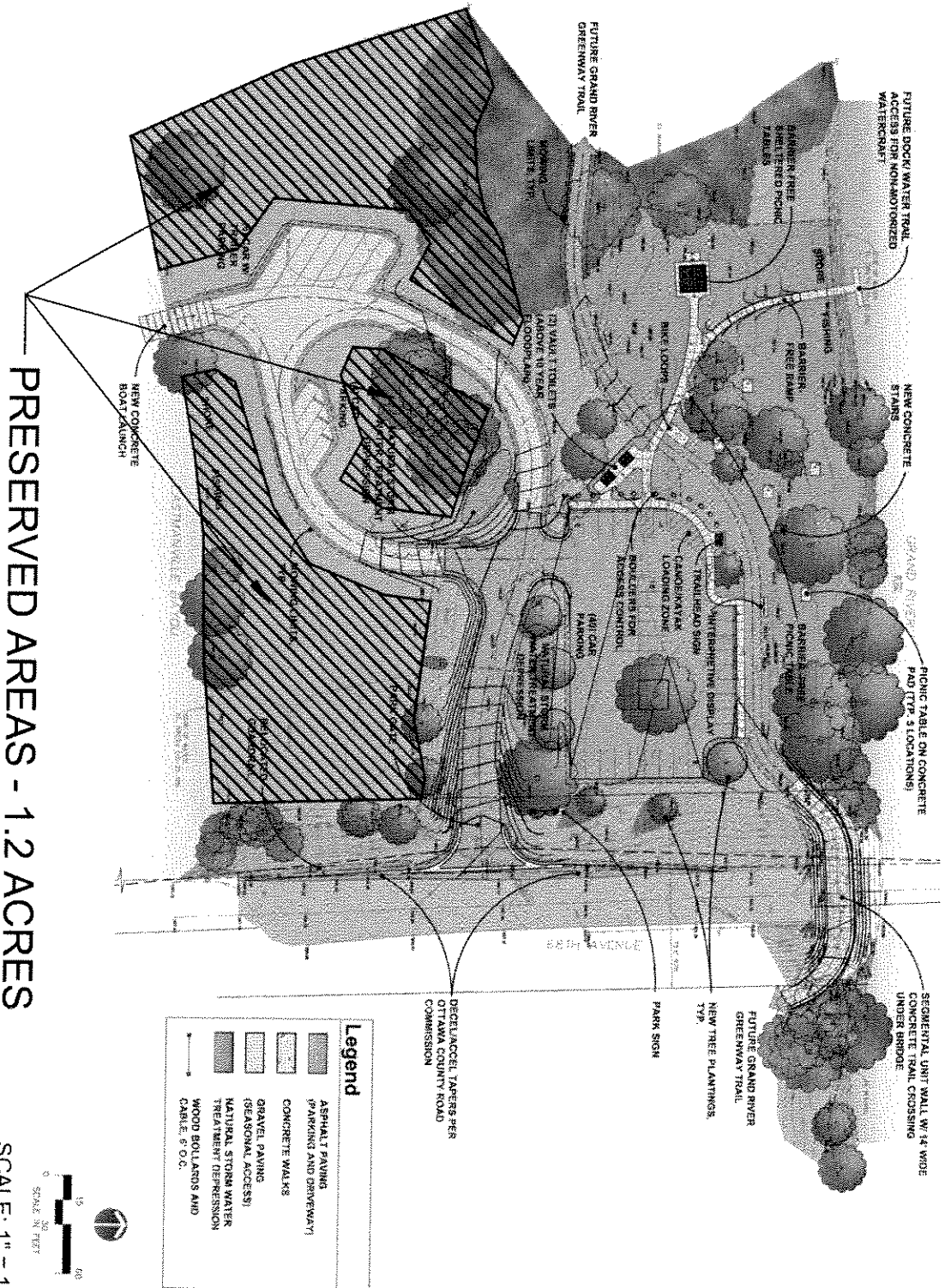
That part of Government Lot 3, Section 10, T7N, R14W, Allendale Township, Ottawa County, Michigan, described as: Beginning at a point on the N-S 1/4 line of said Section which is S0°00'W 566.93 feet from the N 1/4 corner of said Section; thence S0°00'W 135.0 feet; thence N90°00'W 159.0 feet; thence N0°00'E 135.0 feet; thence S90°00'E 159.0 feet to the point of beginning.

Reserving to Grantors a perpetual easement appurtenant for the purpose of ingress and egress, and installation, maintenance and repair (including reconstruction) of utilities over the following described portion of the premises conveyed herein: Commencing at the North 1/4 corner of said Section 10; thence S0°00'W 566.93 feet along the N-S 1/4 line of said Section; thence N90°00'W 33.0 feet to the place of beginning for said easement; thence S0°00'W 135.0 feet; thence N90°00'W 25.0 feet; thence N0°00'E 110.0 feet; thence N90°00'W 101.0 feet; thence N0°00'E 25.0 feet; thence S90°00'E 126.0 feet to the place of beginning for said easement. Also, subject to highway R.O.W. for 68th Avenue over the Easterly 33.0 feet thereof.

The easement reserved shall benefit and run with the following described property:

That part of Government Lot 3, Section 10, T7N, R14W, Allendale Township, Ottawa County, Michigan, lying North of the Bayou, except commencing 566.93 feet South of the North 1/4 corner, thence South 135 feet, thence West 159 feet, thence North 135 feet, thence East 159 feet to beginning, also except the East 46 feet for road right-of-way. (100-011)

01/06/2010



PRESERVED AREAS - 1.2 ACRES

EASTMANVILLE BAYOU COUNTY PARK

site and facility planning



Action Request



Committee: Board of Commissioners

Meeting Date: 5/24/2011

Requesting Department: Circuit Court/Juvenile Services

Submitted By: Marie Waalkes

Agenda Item: Circuit Court/Juvenile Services Personnel Request for a Contractual Treatment Specialist

SUGGESTED MOTION:

To approve the request from Circuit Court/Juvenile Services for a .5 FTE Treatment Specialist Position through Outside Temporary Services (contractual, unbenefitted) at a cost of \$17,600. Position funded from a Grant through 9/30/2011.

SUMMARY OF REQUEST:

The Lighthouse Program currently has only one therapist. This program is a residential, female-specific program to address the individual needs of adolescent female offenders. This program also generates revenue for the County through referrals from outside counties. This position is providing an additional treatment specialist to supplement the current level of therapy in the Lighthouse Program. This position is funded through grant dollars, and is sunsetted September 30, 2011.

FINANCIAL INFORMATION:

Total Cost: \$17,600.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source: Grant Funded

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal:

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

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

Objective:

Goal 3:

4: To continue initiatives to positively impact the community.

Goal 4:

1: To review and evaluate the organization, contracts, programs and services for potential efficiencies.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2011.05.12 13:10:33 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 5/17/2011

COUNTY OF OTTAWA
2011 NEW TEMPORARY (UNBENEFITED) POSITION REQUEST FORM
 Please Return Form to the Fiscal Services Department

POSITION TITLE: Treatment Specialist

FUND/DEPARTMENT NUMBER: 2920-6623

CHECK ONE: New Position: Number of hours per week requested: 20
 Expansion of Existing Hours: From: _____ To: _____ per week

CHECK ONE: Temporary Salaries (Account Number 7050.0000)
 Temporary Salaries – Sheriff Reserves (Account Number 7050.0040)
 Outside Temporary Service (Account Number 8210.0060)

GENERAL INFORMATION:

- Description of help being requested:
Additional treatment specialist to supplement current level of therapy in the Lighthouse Program.
- Briefly explain why the help is being requested and the specific effect on your performance measures and outcomes:
Currently there is only one program therapist, thus leaving the program vulnerable during leaves of that person.
- Estimated duration that help is needed:
September 30, 2011
- What is the projected duration of the need for this position?
Need will be determined during the next fiscal year and will be considered based on available grant dollars.
- How will progress to meet or eliminate the need for the position be measured?
Based on work load, client needs and numbers within the Lighthouse Program

COST INFORMATION:

ESTIMATED SALARY COST FOR THE BUDGET YEAR: \$17,600.00 *

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$0.00

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: *Sandi Tuttle*

DATE: 5/5/11

BUDGET DATA: _____
 Fiscal Services Department Use Only

CONTROL #: _____
 Fiscal Services Department Use Only

* \$10,000 from Title 1-D
 \$ 7,600 from 2920-6623

RECEIVED
 FISCAL SERVICES
 DEPARTMENT
 2011 MAY 6 AM 8 35

OTTAWA COUNTY

TITLE: TREATMENT SPECIALIST SERVICES

EMPLOYEE GROUP: JUVENILE

DEPARTMENT: JUVENILE SERVICES

GRADE: J09

DATE: 12/31/2008

JOB SUMMARY:

On contract for temporary, part-time services, under the supervision of the Detention Superintendent and Treatment Programs Supervisor, provides individual, family, and group therapy for female juvenile offenders and their families as part of a coordinated treatment program designed to prevent further escalation of juveniles in the juvenile justice system. Assesses juveniles and their families and develops individualized treatment plans and goals. Provides therapy in individual and group sessions, and facilitates psycho-educational and support groups. Provides clinical services to assigned juveniles in the context of a larger treatment team representing all segments of the juvenile justice process. May be assigned to treatment of female offenders residing in the Juvenile Detention Center or others as directed.

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

1. Identify and implement strategies to effect improvements in individual, family, psychological and social functioning within the structure of the juvenile justice system.
2. Provides intensive therapy to juvenile offenders and their families in individual, group, and family sessions.
3. Administers assessment instruments to diagnose psychological, emotional, behavioral, cognitive and other problems; establish goals for juveniles and their families, and develop treatment plans.
4. Employs a range of clinical treatment therapies, including cognitive-behavioral, affective therapeutic and experiential interventions as appropriate to diagnoses and needs.
5. Refers juveniles requiring treatment beyond the scope of Court programs to outside clinicians and treatment services.
6. Provides crisis intervention services for juveniles and their families, assisting families to de-escalate conflict situations.
7. Maintains clinical case files and case notes for proper documentation of juvenile assessments, diagnoses, progress and treatment services delivered.
8. Administers interim assessment instruments to measure changes in client behavior and psychological, social and emotional functioning; evaluate client progress in achieving treatment goals; and recommend changes in treatment plans and strategies as needed.
9. Participates in treatment teams and assessment of individual and group progress in achieving treatment goals.

10. Develops placement recommendations to the Court for individual offenders, including foster care and other out-of-home community placements, as well as placement in in-patient and residential treatment facilities.
11. Supervises experiential treatment exercises to teach pro-social and teamwork skills and develop improved self-esteem.
12. Develops and delivers curricula in anger management, impulse control, parenting skills, conflict resolution, interpersonal communications and life skills.
13. Establishes and maintains working relationships with a broad range of public and private community resources for treatment and post-treatment community integration of juveniles.
14. Performs other functions as required.

CONTACTS: This position has frequent contact with:

1. Juvenile offenders.
2. Caseworkers, Court administration and judges.
3. Ottawa County Health Department.
4. Community Mental Health.
5. Juvenile Detention Center staff.
6. Contractual case managers.
7. Parents, guardians, siblings and other members of clients' families.
8. Medical and mental health practitioners.
9. Teachers and school administrators.
10. Law enforcement officers and surveillance officers.
11. Drug Court staff.
12. Civic, business, faith-based and other community groups.
13. Michigan Works!
14. Department of Human Services.

REQUIRED KNOWLEDGE AND SKILLS:

1. Thorough working knowledge of developmental, abnormal and behavioral psychology and behavior modification principles and practices.
2. Thorough working knowledge of the principles and practices of child and youth guidance

and counseling.

3. Thorough working knowledge of female-specific issues.
4. Ability to testify in court on behalf of client, as needed
5. Thorough working knowledge of youth intervention and treatment programs.
6. Working knowledge of the Michigan Court Rules, Michigan, Juvenile Code and the Michigan Judicial Institute's Delinquency Bench Book, as appropriate.
7. Thorough working knowledge of principles and practices of cognitive, behavioral, affective, and other treatment modalities.
8. Thorough working knowledge of substance abuse prevention programs and principles, and drug and alcohol testing protocols.
9. Thorough working knowledge of family and peer group dynamics and other sociological factors influencing juvenile and adolescent behavior.
10. Knowledge of public and private community resources available to juveniles.
11. Computer literacy and familiarity with word-processing, spreadsheet, database management and other applications software.
12. Thorough interpersonal and human relations skills.
13. Proficient oral and written communication skills.
14. Ability to gain the respect, confidence and cooperation of youth, and to interact with youth with problems in a positive, patient and caring manner while maintaining appropriate discipline and structure.
15. Ability to interact positively and professionally with at-risk youth from widely diverse cultural and socioeconomic backgrounds and with varying levels of social and interpersonal communications skills.

NOTE: Employees/contractors must be able to pass a stringent background investigation.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Master's degree in social work, psychology, sociology or a related field combined with one (1) year of progressively responsible experience in providing treatment services to at-risk youth, or an equivalent combination of education, training and experience.

LICENSES AND CERTIFICATIONS:

1. Required to possess and maintain State of Michigan license as Limited License or Temporary Limited License Psychologist, Fully Licensed Psychologist, Licensed Social Worker, or Licensed Professional counselor.

2. Valid State of Michigan Driver's License.

PHYSICAL REQUIREMENTS:

1. Must possess sufficient visual acuity, with or without corrective lenses, to visually monitor facility residents in all activities.
2. Must possess sufficient auditory acuity, with or without audio-logical appliances, to monitor residents in all activities.
3. Must have the ability to detect smoke, fire and contraband in the facility.
4. Must have sufficient mobility, with or without assistive devices, to supervise and observe residents participating in activities in all areas of the facility.
5. Must possess sufficient strength and mobility to subdue and restrain residents with the assistance of staff when necessary.

WORKING CONDITIONS:

May be exposed to risk of physical violence while working in the Detention Center.

May be exposed to bloodborne pathogens if required to conduct a drug or alcohol screening test.

Action Request



Committee: Board of Commissioners

Meeting Date: 5/24/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Tax Allocation Recommendation

SUGGESTED MOTION:

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

SUMMARY OF REQUEST:

The County Tax Allocation Board convenes on the third Monday of April and will determine at a future meeting the allocation of the 15 mill tax proceeds. The determination by the Tax Allocation Board will be acted upon in June.

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective:

- 1: Advocate on legislative issues to maintain and improve the financial position of the County.
- 2: Implement processes and strategies to deal with operational budget deficits.
- 3: Reduce the negative impact of rising employee benefit costs on the budget.
- 4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am the author of this document
Date: 2011.05.12 13:39:16 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 5/17/2011

Action Request



Committee: Board of Commissioners

Meeting Date: 5/24/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Resolution to Approve the 2011 Millage Rate for Ottawa County

SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution to approve the 2011 Millage Rate for Ottawa County of 3.6 mills.

SUMMARY OF REQUEST:

TRUTH IN TAXATION HEARING NOT NECESSARY THIS YEAR (Bob Spaman)

Truth in Taxation information from the Guide to Michigan County Government, Fourth Edition, by Kenneth VerBurg

The so-called "truth in taxation" law adds a possible rollback to the annual tax rate to eliminate extra revenue to a government as a result of inflationary increases in property values greater than the rate of the Consumers Price Index. A taxing unit may not generate more revenue than it generated in the prior year unless it holds a Truth in Taxation public hearing. The County must also include the estimate of revenues that it will receive from the state liquor and hotel tax in their estimate of revenue for the current year. Historically, the County has held the Truth in Taxation hearings each year indicating that the County would collect more revenue than in the prior year even though the County did not increase the millage rate. This year, the tax revenue and revenue from the liquor and hotel tax will not exceed the amount of revenue received in 2009. Therefore, the County is not required to hold a public hearing prior to the Board approval of the millage resolution (no increase at 3.6 mills) for the July tax levy.

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: 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: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org
Reason: I am the author of this document
Date: 2011.05.12 13:40:50 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 5/17/2011

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

RESOLUTION TO APPROVE 2011 MILLAGE RATE FOR COUNTY OPERATIONS

At a meeting of the Board of Commissioners of the County of Ottawa, Ottawa County, Michigan, held at the Ottawa County Administrative Annex, Olive Township, Michigan in said County on May 24, 2011, at 1:30 p.m. local time.

PRESENT:

ABSENT:

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

WHEREAS, the Ottawa County Board of Commissioners has carefully examined the financial circumstances of Ottawa County, including estimated expenditures, estimated revenues, and the state taxable valuation of property located within Ottawa County and, determined that the levy of an additional millage rate will not be necessary for the sound management and operation of Ottawa County; and

WHEREAS, the Ottawa County Board of Commissioners has complete authority to establish that a maximum of 3.6000 mills be levied for operating purposes from within its authorized millage rate which includes a reduction in the millage rate of .0298 mills from the maximum allowed millage rate without a public hearing; and

NOW THEREFORE, BE IT RESOLVED THAT:

1. For 2011 the total millage rate of 3.6000 mills, which includes a reduction in the rate of .0298 mills from the maximum allowed millage rate without a public hearing, shall be levied upon property located within Ottawa County for operating purposes in 2011.

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

YEAS:

NAYS:

ABSTAIN:

ABSENT AT TIME OF VOTING:

RESOLUTION DECLARED ADOPTED.

Chairperson, Philip Kuyers

County Clerk, Daniel Krueger

Certification

I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on May 24, 2011, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 24th day of May, A.D., 2011.

County Clerk, Daniel Krueger

Action Request



Committee: Board of Commissioners

Meeting Date: 5/24/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Resolution to Approve the 2011 Millage Rate for E-911

SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution to approve the 2011 Millage Rate for E-911 of .4400 mills.

SUMMARY OF REQUEST:

TRUTH IN TAXATION HEARING NOT NECESSARY THIS YEAR (Bob Spaman)

Truth in Taxation information from the Guide to Michigan County Government, Fourth Edition, by Kenneth VerBurg

The so-called "truth in taxation" law adds a possible rollback to the annual tax rate to eliminate extra revenue to a government as a result of inflationary increases in property values greater than the rate of the Consumers Price Index. A taxing unit may not generate more revenue than it generated in the prior year unless it holds a Truth in Taxation public hearing. The County must also include the estimate of revenues that it will receive from the state liquor and hotel tax in their estimate of revenue for the current year. Historically, the County has held the Truth in Taxation hearings each year indicating that the County would collect more revenue than in the prior year even though the County did not increase the millage rate. This year, the tax revenue and revenue from the liquor and hotel tax will not exceed the amount of revenue received in 2009. Therefore, the County is not required to hold a public hearing prior to the Board approval of the millage resolution (no increase at 3.6 mills) for the July tax levy.

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: 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: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org
Reason: I am approving this document
Date: 2011.05.12 13:42:08 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 5/17/2011

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

RESOLUTION TO APPROVE 2011 MILLAGE RATE FOR E-911

At a meeting of the Board of Commissioners of the County of Ottawa, Ottawa County, Michigan, held at the Ottawa County Administrative Annex, Olive Township, Michigan in said County on May 24, 2011, at 1:30 p.m. local time.

PRESENT:

ABSENT:

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

WHEREAS, the Ottawa County Central Dispatch Authority Policy Board has carefully examined the financial projections of the Ottawa County Central Dispatch Authority for the 2012 fiscal year, including estimated expenditures, estimated revenues, and the state taxable valuation of property located within Ottawa County and, determined that a levy of .4400 mills will be necessary for the sound management and operation of the Ottawa County Central Dispatch Authority; and

WHEREAS, the Ottawa County Board of Commissioners has complete authority to establish that a maximum of .4400 mills be levied for the operation of the Ottawa County Central Dispatch Authority in 2012 from within its authorized millage rate; and

NOW THEREFORE, BE IT RESOLVED THAT:

1. For 2011 the total millage rate of .4400 mills shall be levied upon property located within Ottawa County for the operation of the Ottawa County Central Dispatch Authority.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

YEAS:
NAYS:
ABSTAIN:

ABSENT AT TIME OF VOTING:

RESOLUTION DECLARED ADOPTED.

Chairperson, Philip Kuyers

County Clerk, Daniel Krueger

Certification

I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on May 24, 2011, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 24th day of May, A.D., 2011.

County Clerk, Daniel Krueger

Action Request



Committee: Board of Commissioners

Meeting Date: 5/24/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Resolution to Approve the 2011 Millage Rate for Parks

SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution to approve the 2011 Millage Rate for Parks of .3165 mills.

SUMMARY OF REQUEST:

TRUTH IN TAXATION HEARING NOT NECESSARY THIS YEAR (Bob Spaman)

Truth in Taxation information from the Guide to Michigan County Government, Fourth Edition, by Kenneth VerBurg

The so-called "truth in taxation" law adds a possible rollback to the annual tax rate to eliminate extra revenue to a government as a result of inflationary increases in property values greater than the rate of the Consumers Price Index. A taxing unit may not generate more revenue than it generated in the prior year unless it holds a Truth in Taxation public hearing. The County must also include the estimate of revenues that it will receive from the state liquor and hotel tax in their estimate of revenue for the current year. Historically, the County has held the Truth in Taxation hearings each year indicating that the County would collect more revenue than in the prior year even though the County did not increase the millage rate. This year, the tax revenue and revenue from the liquor and hotel tax will not exceed the amount of revenue received in 2009. Therefore, the County is not required to hold a public hearing prior to the Board approval of the millage resolution (no increase at 3.6 mills) for the July tax levy.

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: 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: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org
Reason: I am approving this document
Date: 2011.05.12 13:44:07 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 5/17/2011

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

RESOLUTION TO APPROVE 2011 MILLAGE RATE FOR PARKS

At a meeting of the Board of Commissioners of the County of Ottawa, Ottawa County, Michigan, held at the Ottawa County Administrative Annex, Olive Township, Michigan in said County on May 24, 2011 at 1:30 p.m. local time.

PRESENT:

ABSENT:

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

WHEREAS, the Ottawa County Board of Commissioners has carefully examined the financial projections of the Ottawa County Parks and Recreation Commission for the 2012 fiscal year, including estimated expenditures, estimated revenues, and the state taxable valuation of property located within Ottawa County and, determined that a total levy of .3165 mills on the 2011 valuation will be necessary for the sound management and operation of the Ottawa County Parks and Recreation; and

WHEREAS, the Ottawa County Board of Commissioners has complete authority to establish that a maximum of .3165 mills be levied for park expansion, development and maintenance purposes in 2012 from within its authorized millage rate; and

NOW THEREFORE, BE IT RESOLVED THAT:

1. For 2011 the total millage rate of .3165 mills shall be levied upon property located within Ottawa County for Park expansion, development and maintenance purposes.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

YEAS:

NAYS:

ABSTAIN:

ABSENT AT TIME OF VOTING:

RESOLUTION DECLARED ADOPTED.

Chairperson, Philip Kuyers

County Clerk, Daniel Krueger

Certification

I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on May 24, 2011, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 24th day of May, A.D., 2011.

County Clerk, Daniel Krueger

Action Request



Committee: Board of Commissioners

Meeting Date: 5/24/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Establish a New Financing Tool to Facilitate a Move from a Defined Benefit (DB) Plan to a Defined Contribution (DC) Plan for New Employees

SUGGESTED MOTION:

To approve the establishment of a new financing tool for the transfer of new hires from the current MERS Defined Benefit Plan to a MERS Defined Contribution Plan and to seed the new financing tool with a transfer from the Health Insurance Fund in the amount of \$400,000.

SUMMARY OF REQUEST:

The County looked into a Defined Contribution (DC) Plan in 2009 and concluded that the time was not appropriate due to the necessary funding required then. The Board of Commissioners also laid the framework for relooking at implementing a DC Plan. Although all four criteria adopted at that time have not significantly changed, we feel that we still need to partially fund the amount of money needed that was actuarially calculated at that time. The State of Michigan has determined that this change would be looked upon favorably when the County looks at future financial assistance. The amount with a 6% contribution from the County was approximately \$8 million dollars over the next 15 years with smaller contributions in the first few years and larger contributions after 8 years if all new employees are required to join the DC Plan.

These extra contributions are required since the actuarial time to fully fund the plan is reduced by 2 years in each year of the actuarial calculations. This results in a faster time to reach a fully funded plan. Over 30 years, the 2009 studied projections indicated that this change would actually result in a net \$30 million savings to the current DB Plan. Implementation time is yet to be determined; however, for unclassified at a minimum, it appears to be July 1, 2012 or sooner if MERS is able to move expediently.

This allocation of \$400,000 from the Health Insurance comes after we have looked at the run out claims through April 2011 from our recent change from a self funded health plan to a fully funded health plan. Typically, run out claims are 3-4 months after the aforementioned change. Once we get a clearer picture of the Health Insurance Fund, we could address an additional amount. Other sources will be evaluated for additional funding of this new financing tool.

FINANCIAL INFORMATION:

Total Cost: \$400,000.00 General Fund Cost: \$0.00 Included in Budget: Yes No
If not included in budget, recommended funding source: Health Insurance Fund transfer

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

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=OC, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org
Reason: I am approving this document
Date: 2011.05.12 13:48:04 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 5/17/2011

Action Request



Committee: Board of Commissioners

Meeting Date: 5/24/2011

Requesting Department: Community Mental Health

Submitted By: Marie Waalkes

Agenda Item: Community Mental Health Personnel Request to Create Two (2) Mental Health Nurses

SUGGESTED MOTION:

To approve the request from Community Mental Health to create two (2) FTE's Mental Health Nurses (Group T Paygrade 13, C Step) at a cost of \$127,100.00. Funding to come from Medicaid Funds.

SUMMARY OF REQUEST:

These positions will provide nursing services and nursing case management services to developmentally disabled individuals in day programs, family homes, community facilities and specialized foster care facilities by assessing health care requirements, counseling, teaching and providing or coordinating follow-up health and social services.

They will also: monitor consumers for development of new and/or increasing severity or frequency of symptoms of health problems related to swallowing disorders, neuromuscular and musculoskeletal disorders, confinement to wheel chairs, and other disabilities; develop, monitor, and revise as necessary plans of nursing care for consumers to be carried out by care givers; ensure that follow-up services are provided and documented; acts as client advocate; and makes appropriate case referrals; provide direct nursing care to consumers and triages health care issues with day program, family members and caregivers in telephone interventions; and provide instruction and supportive counseling to consumers and caregivers regarding the overall treatment process and identified health care needs, including symptoms of illness and potential adverse reactions to prescribed medications.

These positions will allow CMH to adequately staff the CBS sites to assure consumer safety and wellbeing as indicated in the contractual mandates. They will use established clinical outcome data and direct-care service data to monitor the positions clinical and cost effectiveness.

FINANCIAL INFORMATION:

Total Cost: \$127,100.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source: Funding to come from Medicaid Funds.

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal:

3: To contribute to a Healthy Physical, Economic and Community Environment.

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

Objective:

Goal 3:

4: To continue initiatives to positively impact the community.

Goal 4:

1: To review and evaluate the organization, contracts, programs and services for potential efficiencies.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=OS, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org
Reason: I am approving this document
Date: 2011.05.12 13:49:46 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 5/17/2011

COUNTY OF OTTAWA
2011 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION
REQUEST FORM

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Mental Health Nurse (2)
2220.6491.1240

FUND/DEPARTMENT NUMBER:

CHECK ONE: New Position: Number of hours per week requested: 40
 Expansion of Existing Hours: From: _____ To: _____ per week

GENERAL INFORMATION:

1. Bargaining Unit:

2. Proposed Pay Grade:

3. Briefly describe the functions of this position:

Provides nursing services and nursing case management services to developmentally disabled individuals in day programs, family homes, community facilities and specialized foster care facilities by assessing health care requirements, counseling, teaching and providing or coordinating follow-up health and social services.

Monitors consumers for development of new and/or increasing severity or frequency of symptoms of health problems related to swallowing disorders, neuromuscular and musculoskeletal disorders, confinement to wheel chairs, and other disabilities.

Develops, monitors, and revises as necessary plans of nursing care for consumers to be carried out by care givers; ensures that follow-up services are provided and documented; acts as client advocate; and makes appropriate case referrals.

Provides direct nursing care to consumers and triages health care issues with day program, family members and caregivers in telephone interventions.

Provides instruction and supportive counseling to consumers and caregivers regarding the overall treatment process and identified health care needs, including symptoms of illness and potential adverse reactions to prescribed medications.

Participates with supports coordinators, specialists, and clinicians in developing, reviewing, and modifying individual consumer treatment plans

Monitors compliance of day programs, foster care homes and residential treatment facilities serving consumers for compliance with all MDCH and federal Medicaid standards and guidelines for care and safety of consumers and recommends transfer of consumers to other facilities as appropriate.

Ensures that service delivery to consumers complies with CMH standard operating policies and procedures, Title X, Medicaid Manual for Providers, Michigan Mental Health Code (PA 258 of 1974), Michigan Department of Community Health rules and regulations and Self-determination Initiative, and CARF accreditation rules, regulations and requirements.

Maintains case documentation and case notes, and ensures the security and integrity of private health information in compliance with the provisions of HIPAA and County and CMH policies and procedures.

Provides information about mental health services and makes presentations to members of the community and the general public.

Performs other related duties as assigned.

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

Sixty Nine individuals with developmental disabilities attending the Community Based Services day program sites have medical issues that require coordination between the family/residential setting, doctor, and day program to assure adequate treatment and oversight of their health conditions. See attached documentation.

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?
Mandated.
7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?
This position will allow us to adequately staff our CBS sites to assure consumer safety and wellbeing as indicated in our contractual mandates. We will use established clinical outcome data and direct-care service data to monitor the position's clinical and cost effectiveness.

(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: \$85,074.00

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$38,892.00

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION: \$3,134.00
(If equipment is required, please complete an equipment request form and indicate it is for a new position.)

SIGNED: _____ DATE: _____

BUDGET DATA: _____ ***CONTROL #:*** _____
 Fiscal Services Department Use Only Fiscal Services Department Use Only

County of Ottawa
 Estimated Personnel Costs
 2220 Mental Health

Union code	W/C code	FTE	Salaries * Permanent	FICA	Hospi- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
	13	8835	1.0000	\$42,537	\$3,254	\$10,323	\$438	\$84	\$4,007	\$698	\$143	\$276	\$119	\$19,446	\$61,983
	13	8835	1.0000	\$42,537	\$3,254	\$10,323	\$438	\$84	\$4,007	\$698	\$143	\$276	\$119	\$19,446	\$61,983
			\$85,074	\$6,508	\$20,646	\$876	\$168	\$8,014	\$1,396	\$286	\$552	\$208	\$238	\$38,892	\$123,966

7040.0000 7150.0000 7160.0000 7160.0020 7170.0000 7180.0000 7190.0000 7200.0000 7220.0000 7230.0000 7240.0000

TITLE: CMH NURSE (DD)

EMPLOYEE GROUP: Group T

DEPARTMENT: COMMUNITY MENTAL HEALTH

PROGRAM: Clinical Support Services

SUMMARY: Under general supervision of the DD Program Coordinator, provides health assessment, teaching, counseling, direct care, referral and case management services to consumers. Collaborates with a variety of individual, organizational and community health partners to provide special health care services and case management to consumers in the community. Promotes maximum independent functioning of clients through the delivery of specialized health services and assistance to caregivers in promoting consumer health in the home/residential facility environment.

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

1. Provides nursing services and nursing case management services to developmentally disabled individuals in family homes, community facilities and specialized foster care facilities by assessing health care requirements, counseling, teaching and providing or coordinating follow-up health and social services.
2. Interviews and counsels consumers, caregivers, family members, primary care physicians, and other providers to obtain health histories and current diagnoses.
3. Performs initial nursing assessments including level of personal care, self-care skills, review of body systems, communications skills, particular strengths, special health needs, and maladaptive behaviors.
4. Performs health screening and diagnostic tests, administers medications and treatments, records data, makes referrals and performs related patient care duties.
5. Monitors consumers for development of new and/or increasing severity or frequency of symptoms of health problems related to swallowing disorders, neuromuscular and musculoskeletal disorders, confinement to wheel chairs, and other disabilities.
6. Develops, monitors, and revises as necessary plans of nursing care for consumers to be carried out by care givers; ensures that follow-up services are provided and documented; acts as client advocate; and makes appropriate case referrals.
7. Provides direct nursing care to consumers and triages health care issues with family members and caregivers in telephone interventions.
8. Provides nursing assessment in response to acute crises or illness as identified or reported by caregivers.
9. Provides instruction and supportive counseling to consumers and caregivers regarding the overall treatment process and identified health care needs, including symptoms of illness and potential adverse reactions to prescribed medications.
10. Participates with supports coordinators, specialists, and clinicians in developing, reviewing, and modifying individual consumer treatment plans.
11. Records consumer and treatment data in case notes, and ensures that case records are properly documented and that confidentiality of client information is maintained.
12. Monitors compliance of foster care homes and residential treatment facilities serving consumers for compliance with all MDCH and federal Medicaid standards and guidelines for care and safety of consumers and recommends transfer of consumers to other facilities as appropriate.
13. Ensures that service delivery to consumers complies with CMH standard operating policies and procedures, Title X, Medicaid Manual for Providers, Michigan Mental Health Code (PA 258 of 1974), Michigan Department of Community Health rules and regulations and Self-determination Initiative, and CARF accreditation rules, regulations and requirements.
14. Maintains case documentation and case notes, and ensures the security and integrity of private health information in compliance with the provisions of HIPAA and County and CMH policies and procedures.
15. Prepares all documentation and reports required to maintain compliance with Recipients' Rights

rules and regulations.

16. Provides information about mental health services and makes presentations to members of the community and the general public.
17. Performs other related duties as assigned.

CONTACTS: This position has frequent contact with:

1. Treatment team members.
2. Consumers and their families.
3. Group foster care homes and residential treatment facilities.
4. Contractual service providers.
5. Primary care physicians.
6. Pharmacies.
7. Community health partners, including hospitals, medical clinics and emergency care facilities.
8. Human and social service agencies and other community resources available to consumers and their families.
9. Michigan Department of Community Health.
10. Civic and community groups and members of the general public.
11. Professional organizations.
12. Similar programs in other counties.

REQUIRED KNOWLEDGE AND SKILLS:

1. Thorough working knowledge of the principles and practices of medical/surgical nursing and the interaction between developmental disabilities and health status of consumers.
2. Thorough working knowledge of nursing protocols and practices in the treatment of consumers with multiple developmental and neuromuscular, musculo-skeletal and other disabilities.
3. Thorough working knowledge of the principles and practices of intervention, prevention, support, case management and/or other services for developmentally disabled populations.
4. Thorough working knowledge of local, state and federal health codes, statutes, rules and regulations, including Title X, HIPAA, Michigan Mental Health Code (PA 258 of 1974, as amended), Medicaid Manual for Providers, MDCH Rule 325, Sec. 1430-14306, and CARF accreditation rules, regulations and standards.
5. Thorough working knowledge of statutory and regulatory requirements governing the confidentiality of patient health information, including the provisions of HIPAA.
6. Thorough working knowledge of professional and ethical practice standards.
7. Computer literacy and working knowledge of word-processing, spreadsheet, and database management software.
8. Knowledge of health care and other public and private human service resources available to client populations.
9. Good interpersonal and oral and written communications skills.
10. Thorough working knowledge of case documentation standards and requirements.
11. Knowledge of the cultural and ethnic groups represented in Ottawa County and cultural norms affecting health maintenance and health care.
12. Good organizational skills and ability to prioritize the workload.
13. Ability to interact positively and objectively with consumers, treatment team members, co-workers, health care and human service practitioners and community representatives from widely diverse cultural and socio-economic backgrounds and with varying levels of interpersonal and communications skills.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Bachelor of Science Degree in Nursing (B.S.N.) from an accredited college or university or R.N. degree from an accredited nursing program and three (3) years of progressively responsible and demonstrably successful experience in nursing services for the developmentally disabled.

LICENSES AND CERTIFICATIONS:

1. Possession of valid State of Michigan certification as a Registered Nurse.
2. Individuals in this classification provide services to consumers in a variety of locations throughout the County are responsible for providing their own transportation.

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 generally performed in a normal office environment. Delivery of nursing care to consumers may entail potential exposure to bloodborne pathogens.

Action Request



Committee: Board of Commissioners

Meeting Date: 5/24/2011

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Public Health Department Personnel Request to Increase a .75 FTE to a .8 FTE Environmental Health Specialist

SUGGESTED MOTION:

To approve the request from the Public Health Department to increase (1) .75 FTE Environmental Health Specialist (Group T, Paygrade 14) to a .8 FTE Environmental Health Specialist, at a cost of \$21,389.00. Funding to come from a grant through the Michigan Department of Environmental Quality. Position to sunset September 2012.

SUMMARY OF REQUEST:

When the board originally approved the request for a .75 FTE in February 2011, the FTE was calculated on the grant allocation spread over a two year period. We are currently 8 months into the grant and have not expended any of our salary line since we were only recently able to fill the position. Since much of the sampling work must be performed in the summer months, it made sense to delay the hire until this time. The original grant request which was approved by the board outlines the job responsibilities and scope of the project. Since received the grant, we have identified new project partners (Hope College, GVSU, MSU and Muskegon Co.) which may lead to additional testing and monitoring and would require additional work on the part of our new employee.

This position will be responsible for documenting and carrying out the actions as specified in the work plan for the Modeling and Monitoring Beach Grants as awarded through Great Lakes Restoration Initiative (GLRI) funds. These actions include; developing a monitoring plan for specified beaches, conducting sanitary surveys, collecting and analyzing samples, submitting quarterly reports to the MDEQ, and revising current beach notification procedures. This position will increase the frequency and level of monitoring at select Ottawa County beaches. This will allow for increased data in order to construct more accurate predictive models for beach water quality. The 2011 summer will be mainly data collection and collaboration with the National Oceanic and Atmospheric Administration (NOAA) to create a working predictive model for the Grand Haven City and Grand Haven State Park beaches. The 2012 summer will be utilizing the model to predict water quality in conjunction with continued sampling to evaluate the accuracy of the model.

FINANCIAL INFORMATION:

Total Cost: \$21,389.00 General Fund Cost: 0.00 Included in Budget: Yes No

If not included in budget, recommended funding source: Funding to come from a grant through the Michigan Department of Environmental Quality.

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, and services for potential efficiencies.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org
Reason: I am approving this document
Date: 2011.05.16 13:41:04 -0400

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 5/17/2011

2011/2012 Salary and Fringe

		Sanatarian Vacant .8 FTE			
		FY 2010/2011	FY 2011/2012		Total
	HOURS	576	1,670		
7040.0000	Salaries-Regular	\$12,476	\$36,181		\$48,657
7050.0000	Salaries-Temporary				
7150.0000	Social Security	954	2,768		\$3,722
7160.0000	Hospitalization	2,859	8,258		\$11,117
7160.0010	OPEB	121	350		\$471
7170.0000	Life Insurance	25	72		\$97
7180.0000	Retirement	1,145	3,321		\$4,466
7190.0000	Dental Insurance	193	558		\$751
7200.0000	Worker's Comp	20	58		\$78
7210.0000	Longevity	0	0		\$0
7220.0000	Unemployment	81	235		\$316
7230.0000	Optical Insurance	29	83		\$112
7240.0000	Disability Insurance	35	101		\$136
	Total Personnel Services	\$17,938	\$51,985		\$69,923
	Salary	\$12,476	\$36,181		\$48,657
	Fringe	\$5,462	\$15,804		\$21,266
	Hourly rate - 2011 Step C			\$21.6603	

Ottawa County Board of Commissioners

May 24, 2011

Purchase of Military Service Credits under HR Policy 16

- **History:**
- Current Policy in place since 1998.
- In 2008, due to budget/costs concerns, the Board explored making changes to the policy.
- Work sessions were held in June, July and August of 2008 exploring various options.
- In September 2008, the Board approved the current policy.
- Current policy provides for a reduction in future purchases and eventually the county will no longer contribute to this purchase.
- In 2011, due to budget/costs concerns, the Board explored making changes to the policy.
- Board of Commissioners Work Session held April 12, 2011. After discussion, request was made to bring four or five options to the next Planning and Policy Committee.
- Planning and Policy Committee held May 12, 2011. Six potential options were reviewed. After discussion, request was made to forward to the Finance and Administration Committee the recommendation to eliminate the policy by January 1, 2014.
- Finance and Administration Committee held May 17, 2011. After discussion, request was made to bring four or five options to the next Board of Commissioners meeting for review and comment.
- Board of Commissioners Meeting to be held May 24, 2011. Discussion regarding policy and potential options.

Ottawa County Board of Commissioners

May 24, 2011

Purchase of Military Service Credits under HR Policy 16

- **Current Policy:** (Three classes of employees)
 - A - Employees who were vested on or before January 1, 2009 – are eligible to purchase up to 4 years for active duty, which occurred prior to January 1, 1999. The policy provided up to 5 years to purchase. (Potential 12 remaining)
 - B - Employees who were employed by the County on or before January 1, 2009, but not yet vested – are eligible to purchase up to 2 years for active duty which occurred prior to January 1, 1999. The policy provided up to 5 years after the employee vests, to purchase, which ends, January 1, 2024. (Potential 27 remaining)

In both of the above situations, MERS runs an actuarial and the payment due by the employee is 5% of their last four quarters of earnings multiplied by the number of years and months purchased. County pays the remainder.

Service credits will not be granted for active military time which is or could be used for obtaining or increasing a benefit from another retirement system. (In other words, not eligible if collecting or eligible to collect a military pension.)

- C – Employees hired after January 1, 2009, may purchase service credits in accordance with MERS policy, and the employee is responsible for the full amount, with no employer contribution.
-
- **Average number of years purchased: Three (3)**
 - **Average County cost: \$26,000.00**
 - **Factors that go into the MERS actuarial: Age, current years of service, wages, potential retirement date, and number of years purchased.**
 - **Twenty (20) employees have purchased Military Service Credits since 1997.**

Ottawa County Board of Commissioners

May 24, 2011

Purchase of Military Service Credits under HR Policy 16

- **Options:**

1 – Eliminate the current policy effective upon Second Reading at Board meeting.

2 - Eliminate the current policy at the end of 2011.

If end at the end of 2011, could potentially have 19 (12 for 4 years and 7 for 2 years) eligible to purchase within the next 8 months.

3 – Increase the employee contribution of the MERS actuarial cost to 50%, effective upon Second Reading at Board meeting, and then eliminate the policy at the end of 2011.

4 – Continue current policy until the end of 2011; increase the employee contribution to 50% beginning January 1, 2012 and then end the program by January 1, 2014.

5 – Eliminate the policy by January 1, 2014; (Proposed by Planning and Policy Committee)

If we were to end the program in 2014, anyone hired after January 1, 2004 and before January 1, 2009 will be cut out. This would reduce the potential employees eligible by 11 to a potential 28 total.



COUNTY OF OTTAWA

PURCHASE OF MILITARY SERVICE CREDITS POLICY

I. POLICY

A. This policy outlines the eligibility of Ottawa County employees to purchase qualified active duty military service credits.

1. Employees Eligible on or before January 1, 2009:

The Ottawa County Board of Commissioners will approve allowing the purchase of up to four (4) years for active duty military service which occurred prior to January 1, 1999, for eligible benefited employees of the County who have at least ten (10) years of credited service with MERS. Commissioners must have eight (8) years of credited service with MERS.¹

Eligible employees under this section will have up until January 1, 2014 (five years) to purchase eligible military service credits. Payment due from the employee prior to allowing the purchase is 5% of the last four quarters of earnings reported to MERS multiplied by the years and months to be credited.

2. Employees Eligible after January 1, 2009:

The Ottawa County Board of Commissioners will approve allowing the purchase of up to two (2) years for active duty military service which occurred prior to January 1, 1999, for eligible benefited employees of the County who have at least ten (10) years of credited service with MERS. Commissioners must have eight (8) years of credited service with MERS.

Eligible employees under this section will have up until January 1, 2024 (15 years) to purchase eligible military service credits. Payment due from the employee prior to allowing the purchase is 5% of the last four quarters of earnings reported to MERS multiplied by the years and months to be credited.

3. Employees hired after January 1, 2009:

Employees hired after January 1, 2009 may purchase military service credits in accordance with the MERS military service credit policy. The employee will be responsible for the full amount of the purchase with no employer contribution.

¹ Members of the Board of Commissioners have an eight (8) year vesting period.



COUNTY OF OTTAWA

B. Service will not be granted for active military time which is or could be used for obtaining or increasing a benefit from another retirement system, a copy of the military discharge papers must be filed with the Human Resources Department with payment from the employee.

C. The Board of Commissioners further authorizes the submission of required individual Resolutions to MERS for implementation of this policy.

II. STATUTORY REFERENCES

None

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Resolution Number and Policy Adoption Date: December 8, 1998, B/C 98-359, 98-409/ Date reviewed: September 19, 2001.

Board of Commissioners Resolution Number and Policy Adoption Date: September 23, 2008, B/C 08-218

Name and Date of Last Committee Review: Planning and Policy, September 11, 2008



County of Ottawa

DRAFT

PURCHASE OF MILITARY SERVICE CREDITS POLICY

I. POLICY

This policy outlines the eligibility of Ottawa County employees to purchase qualified active duty military service credits.

A. Employees Eligible on or before January 1, 2009:

The Ottawa County Board of Commissioners will approve allowing the purchase of up to four (4) years for active duty military service which occurred prior to January 1, 1999, for eligible benefited employees of the County who have at least ten (10) years of credited service with MERS. Commissioners must have eight (8) years of credited service with MERS.¹

Eligible employees under this section will have up until January 1, 2014 (five years) to purchase eligible military service credits. Payment due from the employee prior to allowing the purchase is 5% of the last four quarters of earnings reported to MERS multiplied by the years and months to be credited.

B. Employees Eligible after January 1, 2009:

The Ottawa County Board of Commissioners will approve allowing the purchase of up to two (2) years for active duty military service which occurred prior to January 1, 1999, for eligible benefited employees of the County who have at least ten (10) years of credited service with MERS. Commissioners must have eight (8) years of credited service with MERS.

Eligible employees under this section will have up until January 1, ~~2024-2014~~ (15 years) to purchase eligible military service credits. Payment due from the employee prior to allowing the purchase is 5% of the last four quarters of earnings reported to MERS multiplied by the years and months to be credited.

C. Employees hired after January 1, ~~2009~~2004:

Employees hired after January 1, ~~2009-2004~~ may purchase military service credits in accordance with the MERS military service credit policy. The employee will be responsible for the full amount of the purchase with no employer contribution.

Service will not be granted for active military time which is or could be used for obtaining or increasing a benefit from another retirement system, a copy of the military discharge papers must be filed with the Human Resources Department with payment from the employee.

¹ Members of the Board of Commissioners have an eight (8) year vesting period.



County of Ottawa

The Board of Commissioners further authorizes the submission of required individual Resolutions to MERS for implementation of this policy.

II. STATUTORY REFERENCES

None

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Resolution Number and Policy Adoption Date: December 8, 1998, B/C 98-359, 98-409/ Date reviewed: September 19, 2001.

Board of Commissioners Resolution Number and Policy Adoption Date: September 23, 2008, B/C 08-218

Name and Date of Last Committee Review: Planning and Policy, September 11, 2008

IV. 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.