

Agenda
Finance and Administration Committee
West Olive Administration Building – Board Room
12220 Fillmore, West Olive, MI 49460
Tuesday, February 16, 2021
10:00 AM

Public Comment:

Consent Items:

1. Approval of the Agenda
2. Approval of the minutes from the [January 19, 2021](#) Finance and Administration Committee Meeting.

Action Items:

1. [FY2020 and FY2021 Budget Adjustments](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the 2020 and 2021 budget adjustments per the attached schedule.
2. [2022 Budget Calendar](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the 2022 Budget Calendar.
3. [2020 Budget Transfers](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the budget transfers between appropriations approved by the Administrator for \$50,000 or less through 9/30/2020.
4. [Statement of Review](#)
Suggested Motion:
To approve the Statement of Review for the month of January 2021.
5. [Cadet Tuition Reimbursement Policy](#)
Suggested Motion:
To approve and forward to the Board of Commissioners an addendum to the County's tuition reimbursement policy to include Cadets employed by the Sheriff's Office.

6. [Law Enforcement Deputy Sponsorship Program Pilot](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the proposal for a pilot deputy sponsorship program to include Non-Sworn Recruit positions to be filled by qualified candidates as they attend the GVSU police academy sponsored by the Sheriff's Office.

7. [Community Mental Health Personnel Request](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the request from CMH to make the following position additions and changes at a total cost of \$790,855.44.

1. Add a new Program Coordinator (COSSAP) at a 1.0 FTE
2. Add a new Mental Health Clinician (COSSAP) at a 1.0 FTE
3. Add a new Peer Recovery Coach (COSSAP) at a 1.0 FTE
4. Increase a Clerk position from 19.5 hrs to 20 hrs
5. Increase the Autism Supports Coordinator from .5 FTE to 1.0 FTE
6. Increase the Registered Nurse for the Developmental Disabilities from .75 FTE to 1.0 FTE
7. Increase the Senior Reach Case Manager from .5 FTE to .75 FTE
8. Increase the Intellectual and Developmental Disabilities Clerk from .5 FTE to 1.0 FTE
9. Increase the IDD Supports Coordinator Aide from .5 FTE to .6 FTE
10. Increase the IDD Supports Intensity Scale Mental Health Specialist/Assessor from .5 FTE to 1.0 FTE
11. Add a new Program Coordinator Integrated Health at a 1.0 FTE
12. Add a new Program Coordinator Autism Services at a 1.0 FTE
13. Add a new Supports Coordinator Autism Services at a 1.0 FTE
14. Add a new Family Services Community Living Supports Program Aide at a 1.0 FTE

8. [Quarterly Financial Status Report](#)

Suggested Motion:

To receive for information the detailed Financial Statements for the General Fund and Mental Health Fund, as well as a higher level summary for the rest of the Special Revenue Funds, through the end of the 1st quarter of Fiscal Year 2021.

Discussion Items:

1. [Treasurer's Financial Month End Update](#); Amanda Price

Adjournment

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

FINANCE AND ADMINISTRATION COMMITTEE

Proposed Minutes

DATE: January 19, 2021

TIME: 10:00 a.m.

PLACE: Fillmore Street Complex

PRESENT: Philip Kuyers, Mathew Fenske, Gregory DeJong, Joseph Baumann

ABSENT: Douglas Zylstra

STAFF & GUESTS: Alan Vanderberg, Administrator; Karen Karasinski Fiscal Services Director; John Shay, Deputy County Administrator; Paul Sachs, Planning & Performance Improvement Director; Douglas Van Essen, Corporate Counsel; Amanda Price, County Treasurer; Marcie VerBeek (by Zoom), Human Resources Director; Pat Staskiewicz, Public Utilities Director; Becky Huttenga (by Zoom), Planning & Performance; Sherri Sayles (by Zoom), Chief Deputy Clerk

SUBJECT: CONSENT ITEMS

FC 21-001 Motion: To approve the agenda of today as presented and to approve the minutes from the December 15, 2020 Finance and Administration Committee Meeting as presented.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: ELECTION OF VICE CHAIRPERSON

FC 21-002 Motion: To elect Matthew Fenske as Vice Chairperson of the Finance and Administration Committee for 2021.
Moved by: Gregory DeJong UNANIMOUS

SUBJECT: 2021 BUDGET ADJUSTMENTS

FC 21-003 Motion: To approve and forward to the Board of Commissioners the 2021 budget adjustments per the attached schedule.
Moved by: Gregory DeJong UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 21-004 Motion: To approve the Statement of Review for the month of December 2020.
Moved by: Philip Kuyers UNANIMOUS

SUBJECT: OTTAWA COUNTY SEWAGE DISPOSAL REFUNDING BONDS, SERIES 2021

FC 21-005 Motion: To approve and forward to the Board of Commissioners the Resolution to Authorize the Issuance of Not to Exceed \$465,000 Ottawa County Sewage Disposal Refunding Bonds, Series 2021 (Chester Township System No. 1).
Moved by: Matthew Fenske UNANIMOUS

Douglas Zylstra arrived by Zoom at 10:07 a.m.

SUBJECT: PLANNING & PERFORMANCE IMPROVEMENT PERSONNEL REQUEST

FC 21-006 Motion: To approve and forward to the Board of Commissioners the request to increase the Project Support Specialist from 0.48 FTE non-benefited, to 0.8 FTE benefited, at a total additional cost of \$34,598.83.
Moved by: Philip Kuyers UNANIMOUS

SUBJECT: FISCAL SERVICES PERSONNEL REQUEST

FC 21-007 Motion: To approve and forward to the Board of Commissioners the addition of a Public Health Financial Manager, as outlined below, at a total additional cost of \$27,395.22.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: MATRIX CONSULTING ENGINEERS' PROPOSAL TO PROVIDE LIGHTING CONSULTING SERVICES TO UPGRADE THE COUNTY'S FACILITIES TO LED LIGHTING

FC 21-008 Motion: To approve and forward to the Board of Commissioners the proposal from Matrix Consulting Engineers to provide lighting services to upgrade the County's facilities to LED lighting in the amount of \$77,500.
Moved by: Gregory DeJong UNANIMOUS

SUBJECT: HOLLAND DISTRICT COURTHOUSE LOCKER ROOM PROJECT

FC 21-009 Motion: To approve and forward to the Board of Commissioners the low bid from T2 Construction to construct men's and women's locker rooms at the Holland District Courthouse in the amount of \$167,739.00.
Moved by: Matthew Fenske MOTION PASSED

Yeas: Philip Kuyers, Matthew Fenske, Gregory DeJong, Joseph Baumann. (4)
Nays: Douglas Zylstra. (1)

SUBJECT: DISCUSSION ITEMS

1. 2021 Finance and Administration Committee Meeting Schedule: current is the third Tuesday of each month at 10:00 a.m. The Committee agreed to keep the same schedule for 2021.
2. Treasurer's Financial Month & Quarter End Update – Amanda Price, County Treasurer, presented the Treasurer's Financial Month & Quarter End update.

SUBJECT: ADJOURNMENT

FC 21-010

Motion: To adjourn at 10:31 a.m.
Moved by: Gregory DeJong

UNANIMOUS

Action Request



Committee: Finance and Administration Committee

Meeting Date: 02/16/2021

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: FY2020 and FY2021 Budget Adjustments

Suggested Motion:

To approve and forward to the Board of Commissioners the 2020 and 2021 budget adjustments per the attached schedule.

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:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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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: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Objective:

Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

Goal 1, Objective 3: Maintain or improve bond credit ratings.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Alan S. Vansuberg

Committee/Governing/Advisory Board Approval Date:

	Fund	Department	Explanation	Revenue	Expense
2020					
12-2593	Farmland Preservation	Planning and Performance Improvement	The preservation of the Kruihoff farm included a donation from the landowner covering approx 25% of conservation easement.	\$ 100,000	\$ 100,000
2021					
04-769	Public Defender Public Defender General Fund	Public Defender Public Defender GF Transfers Out	The required County contribution for the Public Defender Office was initially budgeted too high and State revenue was too low. This amendment reduces the General Fund contribution to the Public Defender and increases State revenue.	\$ 19,858 \$ (19,858)	\$ (19,858)
04-898	Register of Deeds	Clerk / Register of Deeds	An amendment to cover the cost of a commercial grade stand to the hands free kiosk (previous amendment approved 12/2020)		\$ 6,700
05-139	General Fund	Planning/Performance	Appropriating funds from the technology reserve to contract with a tower manager to consult with AT&T on Fillmore St Tower		\$ 2,500
05-158	Solid Waste Landfill Tipping	Landfill Landfill	This amendment moves the Ottawa County Southwest Landfill maintenance to be paid from tipping fees	\$ (10,000) \$ 10,000	\$ (317,000) \$ 317,000
05-211	Public Health Fund	Health Department - CDBG	The County received a CDBG in the amount of \$431,207 in FY20. This adjustment carries the unspent grant funds to FY21.	\$ 41,748	\$ 41,748
05-290	Building Authority Solid Waste	Building Authority Landfill	Family Courthouse funding prior to the issuance of debt. After bonds are issued, the County will be reimbursed from the proceeds. Solid Waste Landfill transfer to Building Authority to pre-fund expenses	\$ 1,050,000	\$ 1,050,000 \$ 1,050,000
05-338	General Fund	Department of Equity and Inclusion	Unplanned computer replacement for DEI Director Contingency		\$ 1,200 \$ (1,200)

Action Request



Committee: Finance and Administration Committee

Meeting Date: 02/16/2021

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: 2022 Budget Calendar

Suggested Motion:

To approve and forward to the Board of Commissioners the 2022 Budget Calendar.

Summary of Request:

Adoption of the budget calendar provides guidance and structure to the process for all stakeholders.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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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: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Objective:

Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

Goal 1, Objective 3: Maintain or improve bond credit ratings.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

County of Ottawa 2022 Budget Calendar

February 16, 2021	Budget Calendar presented to the Finance Committee
February 23, 2021	Budget Calendar presented to the Board of Commissioners for approval
March 31, 2021	Departments/Agencies submit Capital Improvement Project requests
April 13, 2021	2022 Operating Budget Kick-off week
TBD	Board Strategic Planning Session
May 7, 2021	Departments/Agencies finalize 2022 Operating Budget Requests & 2022 New Personnel Request due
July 16, 2021	Fiscal Services and Administration budget review complete
July 26, 2021	Community Mental Health Board holds the Public Hearing and adopts the 2022 Community Mental Health Budget
August 4, 2021	Parks and Recreation Board reviews and adopts the 2022 Parks Budget
August 17, 2021	Planning and Policy Committee review the 2022 CIP
August 17, 2021	Finance Committee 1 st review of the 2022 County Budget; approve 2022 CIP; approve resolution for the distribution of Convention Facility Tax and sets the Public Hearing for the 2022 County Budget
August 24, 2021	Board sets the Public Hearing for the 2022 County Budget; Board of Commissioners approve the 2022 CIP and the resolution regarding the distribution of the Convention Facility Tax
September 7, 2021	Deadline for publication of the 2022 County Budget Public Hearing notice
September 14, 2021	Public Hearing for the 2022 County Budget
September 21, 2021	Finance Committee approve the 2022 County Budget
September 28, 2021	Board of Commissioners adopts the 2022 County Budget

Action Request



Committee: Finance and Administration Committee

Meeting Date: 02/16/2021

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: 2020 Budget Transfers

Suggested Motion:

To approve and forward to the Board of Commissioners the budget transfers between appropriations approved by the Administrator for \$50,000 or less through 9/30/2020.

Summary of Request:

To ratify budget adjustments already approved by the County Administrator that were processed during the year 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:	General Fund Cost:	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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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: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

Goal 1, Objective 3: Maintain or improve bond credit ratings.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

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karasinski

OTTAWA COUNTY, MI
JOURNAL INQUIRY

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YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	01	485	BUA	10/16/2019	10/16/2019	HVAC emgnyseath		1	N	Hist	2020	
LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB	
1	10102651	937000		BRD				HVAC cracked heat exchange	29,930.00			
	1010-03-2650-2651-0000-0000-937000-						Building Repairs					
2	10108900	990800		BRD				HVAC cracked heat exchange		29,930.00		
	1010-09-8900-0000-0000-0000-990800-						Contingency					
** JOURNAL TOTAL									0.00	0.00		

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	02	196	BUA	11/07/2019	11/07/2019	Contract	kampenga	1	N	Hist	2020	
LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB	
1	10102800	803240		BRD				New Contract	40,000.00			
	1010-03-2800-0000-0000-0000-803240-						Soil Conservation Fee					
2	10108900	990800		BRD				New Contract Soil Conserva		40,000.00		
	1010-09-8900-0000-0000-0000-990800-						Contingency					
** JOURNAL TOTAL									0.00	0.00		

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	05	380	BUA	02/13/2020	02/13/2020	PD Member	mayer	1	N	Hist	2020	
LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB	
1	10102990	830000		BRD				FOR PROF MEMBERSHIPS	3,025.00			
	1010-02-2990-0000-0000-0000-830000-						Memberships & Dues					
2	10108900	990800		BRD				PD MEMBERSHIPS		3,025.00		
	1010-09-8900-0000-0000-0000-990800-						Contingency					
** JOURNAL TOTAL									0.00	0.00		

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	08	416	BUA	05/15/2020	05/15/2020	corp couns	seath	1	N	Hist	2020	
LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB	

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OTTAWA COUNTY, MI
JOURNAL INQUIRY

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YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	08	416	BUA	05/15/2020	05/15/2020	corp	counsseath	1	N	Hist	2020	
LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3 ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB		
1	10102660	727000		BRD			budget adj to meet actuals	300.00				
	1010-03-2660-0000-0000-0000-727000-					Office Supplies						
2	10102660	730000		BRD			budget adj to meet actuals	100.00				
	1010-03-2660-0000-0000-0000-730000-					Postage						
3	10102660	807000		BRD			budget adj to meet actuals			200.00		
	1010-03-2660-0000-0000-0000-807000-					Legal/Trial Ct Apt Att Fe						
4	10102660	808000		BRD			budget adj to meet actuals	40,000.00				
	1010-03-2660-0000-0000-0000-808000-					Service Contracts						
5	10102660	850000		BRD			budget adj to meet actuals	644.00				
	1010-03-2660-0000-0000-0000-850000-					Telephone						
6	10108900	990800		BRD			budget adj to meet actuals			40,844.00		
	1010-09-8900-0000-0000-0000-990800-					Contingency						
** JOURNAL TOTAL								0.00		0.00		

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	08	424	BUA	05/15/2020	05/15/2020	Scanning	kampenga	1	N	Hist	2020	
LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3 ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB		
1	10101910	704000		BRD			Scanners			9,000.00		
	1010-03-1910-0000-0000-0000-704000-					Salaries - Regular						
2	10101720	808000		BRD			Scanners	9,000.00				
	1010-03-1720-0000-0000-0000-808000-					Service Contracts						
** JOURNAL TOTAL								0.00		0.00		

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2020	12	2516	BUA	09/30/2020	12/01/2020	cover	shorkarasinski	1	N	Hist	2020	
LN	ORG ACCOUNT	OBJECT PROJ	REF1	REF2	REF3 ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB		
1	10106480	835000		BRD			short	20,000.00				
	1010-06-6480-0000-0000-0000-835000-					Health Services						
2	10108900	990800		BRD			short			20,000.00		
	1010-09-8900-0000-0000-0000-990800-					Contingency						
** JOURNAL TOTAL								0.00		0.00		

** GRAND TOTAL 0.00 0.00

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| OTTAWA COUNTY, MI
| JOURNAL INQUIRY

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** END OF REPORT - Generated by Karen Karasinski **

Action Request



Committee: Finance and Administration Committee

Meeting Date: 02/16/2021

Requesting Department: Human Resources

Submitted By: Al Vanderberg

Agenda Item: Statement of Review

Suggested Motion:

To approve the Statement of Review for the month of January 2021.

Summary of Request:

Mileage payments to Commissioners per the Commissioners' Mileage Policy.

Financial Information:

Total Cost: \$295.68	General Fund Cost: \$295.68	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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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: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

Goal 1, Objective 3: Maintain or improve bond credit ratings.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

Commissioner Mileage Voucher

To: Roger A. Bergman

Date:

January 31 2021

Address: 214 Washington Avenue

Dept:

10101010 860000 (Unless otherwise noted)

City: Grand Haven

State: Michigan

Zip: 49417

Date	Description	Miles	Current Rate	Amount
January 4 2020	Board of Commissioners Meeting	28.00	\$0.560	\$15.68
January 11 2020	Elected Official Meeting	28.00	\$0.560	\$15.68
January 12 2020	Board of Commissioners Meeting	28.00	\$0.560	\$15.68
January 14 2020	Rules committee meeting	28.00	\$0.560	\$15.68
January 26 2020	Board of Commissioners Meeting	28.00	\$0.560	\$15.68
			\$0.580	\$0.00
			\$0.580	\$0.00
			\$0.580	\$0.00
			\$0.580	\$0.00
			\$0.580	\$0.00
			\$0.580	\$0.00
			\$0.580	\$0.00
			\$0.580	\$0.00
			\$0.580	\$0.00
	Pick From List		\$0.580	\$0.00
	Pick From List		\$0.580	\$0.00
	Pick From List		\$0.580	\$0.00
	Pick From List		\$0.580	\$0.00
Total Mileage:		140.00	\$0.560	\$78.40

Action Request



Committee: Finance and Administration Committee

Meeting Date: 02/16/2021

Requesting Department: Sheriff's Office

Submitted By: Marcie Ver Beek

Agenda Item: Cadet Tuition Reimbursement Policy

Suggested Motion:

To approve and forward to the Board of Commissioners an addendum to the County's tuition reimbursement policy to include Cadets employed by the Sheriff's Office.

Summary of Request:

The purpose of this addendum is to establish a written, uniform policy and procedure through the County regarding tuition reimbursement for cadets employed by the Sheriff's Office. Ottawa County has long maintained a tuition reimbursement program to allow eligible, interested employees financial support in encouraging them to participate in furthering their education outside of work hours. The current tuition reimbursement program requires an employee to be benefitted to be eligible. The Cadet classification currently does not fall into this category.

The Sheriff's Office has experienced a high number of retirements and has many employees that will be eligible for retirement in the next five years. There is a limited number of candidates to fill these openings. All local law enforcement agencies are experiencing this which makes finding qualified candidates more competitive. This change would give an opportunity to a Cadet that has made a commitment to our organization, and allow us the opportunity to interview qualified, dedicated employees for our openings. This would allow us to retain them as they begin their long term career in the Road Patrol or Corrections Division.

The intent of this policy is to supplement, not replace, the current County tuition reimbursement policy and the tuition reimbursement provisions that may be contained in any existing collective bargaining agreement(s). The Sheriff's Office will identify cadets who are interested in furthering their career by attending a MCOLES certified police academy. The cadets selected will be eligible for reimbursement for expenses related to the police academy, including tuition, fees, and uniforms. If reimbursement is allowed, the employee agrees to remain in the County's employment for at least one (1) year after completion of the academy. If the employee leaves the County's employment before such time, the employee shall repay the County a proportionate share of the reimbursed expenses.

As our number of retirements continue to rise, this is being proposed as a one-year pilot to provide a clear understanding of the cost and benefit of this plan. Please refer to the proposed policy addendum included with this request.

Financial Information:

Total Cost: \$8,000.00	General Fund Cost: \$8,000.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

The County tuition reimbursement fund.

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

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

Objective: Goal 4, Objective 1: Conduct activities and maintain systems to continuously improve to gain efficiencies and improve effectiveness.

Goal 4, Objective 3: Maintain and expand investments in the human resources and talent of the organization.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

Cadet Tuition Reimbursement

HR Policy
County of Ottawa
Revised January 28, 2021

TUITION REIMBURSEMENT POLICY

I. POLICY

The purpose of this policy is to establish a written, uniform policy and procedure throughout the County regarding tuition reimbursement for Sheriff's Office cadets. Ottawa County has long maintained a tuition reimbursement program to allow eligible, interested employees financial support in encouraging them to participate in furthering their education outside of work hours. The Sheriff's Office recognizes the challenge for cadets to pay for police academy expenses. The intent of this policy is to supplement, not replace, the current County tuition reimbursement policy and the tuition reimbursement provisions that may be contained in any existing collective bargaining agreement(s).

II. STATUTORY REFERENCES

None

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Resolution Number and Policy Adoption Date:

Board of Commissioners Resolution Number and Policy Review Date:

Name and Date of Last Committee Review: Planning and Policy Committee February 9, 2017

Last Review by Internal Policy Review Team: December 5, 2016

IV. PROCEDURE

1. The Sheriff's Office will identify cadets who are interested in furthering their career by attending a MCOLES certified police academy. The cadets selected will be eligible for reimbursement for expenses related to the police academy, including tuition, fees, and uniforms. Selection for tuition reimbursement eligibility will be at the sole discretion of Sheriff's Office Administration and must be mutually agreed upon between Sheriff's Office Administration and the cadet prior to the cadet beginning a police academy.

2. Upon successful completion of the police academy, including MCOLES certification exam, the cadet will receive a lump sum reimbursement totaling tuition costs, fees, and uniform expenses. The Sheriff's Office shall sign off on this reimbursement and forward it to Human Resources for payment.

3. Eligibility and Restrictions:

- a. In order for a cadet to be eligible for tuition reimbursement he/she must have been employed as a cadet for at least 1 year prior to the time the police academy begins.
- b. The cadet must remain employed with the Sheriff's Office on a part-time basis until the police academy is completed.
- c. The cadet must remain in good standing at the police academy at all times.
- d. Costs of books, registration, travel, supplies, etc. are not reimbursable. Only tuition, uniforms, and student fees are reimbursable.

4. Contract Language

- a. In advance of taking an accredited extension or similar formal educational course in an area related to their work and position, an employee may apply to the Employer for reimbursement of tuition costs for the course or courses. The Employer shall have full discretion to grant or deny any such requests. Reimbursement shall be subject to the satisfactory completion of the authorized course by the employee. If reimbursement is allowed, the employee agrees to remain in the County's employment for at least one (1) year after completion of the course. If the employee leaves the County's employment before such time, the employee shall repay the County a proportionate share of the reimbursed expenses.

V. REVIEW PERIOD:

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

Action Request



Committee: Finance and Administration Committee

Meeting Date: 02/16/2021

Requesting Department: Sheriff's Office

Submitted By: Marcie Ver Beek

Agenda Item: Law Enforcement Deputy Sponsorship Program Pilot

Suggested Motion:

To approve and forward to the Board of Commissioners the proposal for a pilot deputy sponsorship program to include Non-Sworn Recruit positions to be filled by qualified candidates as they attend the GVSU police academy sponsored by the Sheriff's Office.

Summary of Request:

The Sheriff's Office is requesting the Board of Commissioners to approve the sponsorship of potential deputies to go through a certified MCOLES police academy in an effort to help with recruitment for both the E-Unit Paramedic program and road patrol deputies. Currently, the Sheriff's Office is experiencing high turnover due to an increase in retirements; a trend that will continue over the next several years. Specifically, we are projecting an even higher demand for paramedic deputies. The paramedic deputies need an extensive amount of education and experience in paramedicine prior to attending an MCOLES Police Academy. MCOLES academies typically do not allow the perspective recruit to maintain full-time employment while attending the academy due to the time demands. Therefore, individuals must typically quit their full-time positions to attend the academy. This could mean going the length of the academy (up to 4 months) without an income or having insurance for their family. In addition, there are MCOLES rules in regard to sponsorship which requires the sponsor to provide certain pay and benefits while attending the academy. Given that our E-Unit positions are contracted positions with townships, they cannot go unfilled. In addition, we need to be competitive to attract talent to Ottawa County.

This is being proposed as a one-year pilot program, where we sponsor up to two recruits per academy to gain a clear understanding of the cost and benefit of this plan. The overall cost of sponsoring one (1) recruit is \$35,893, which includes wages, benefits and the academy for a 4-month period. Upon successful completion of the academy, the recruit will then move into the Field Training program as a full-time Deputy. Please refer to the full proposal and sponsorship policy included with this request.

Financial Information:

Total Cost: \$71,786.00	General Fund Cost: \$71,786.00	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Vacancy savings due to staffing levels and an advanced rate of retirement

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

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

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 4, Objective 1: Conduct activities and maintain systems to continuously improve to gain efficiencies and improve effectiveness.

Goal 4, Objective 3: Maintain and expand investments in the human resources and talent of the organization.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

SHERIFF'S OFFICE SPONSORSHIP POLICY

Overview

The Sheriff's Office will identify recruits interested in applying for sponsorship to GVSU's police academy.

Selection Process

The recruits will submit a formal application on the County's job board, indicating they are seeking sponsorship. The recruit will participate in a minimum of one panel interview with Sheriff's Office Administration, complete a thorough background investigation including psych and medical, and agrees to complete all necessary pre-requisite requirements prior to beginning the academy. The recruit will be given an offer of employment at the conclusion of this process for a Non-Sworn Recruit.

Pay and Benefits

The Non-Sworn Recruit position will be set at Group T, paygrade 12 of the Group T manual. The recruit will begin at step 1. The payrate for that paygrade/step is \$22.06/hr. The recruit will be eligible for benefits upon the start of the police academy. The candidate will be paid for all hours worked while attending the academy, with hours in excess of 40 going towards their comp time bank.

Upon completion of the police academy and passing score on the MCOLES licensing exam, the recruit will be promoted to full-time Road Patrol Deputy, part of the Police Officers Labor Council (POLC 312) union. They will start at Step A of the Road Patrol Paygrade, which equates to 26.1811 per hour in 2021. Their MCOLES will then begin the Field Training Program (FTO).

Logistics

Ottawa County will pay GVSU directly for the Recruit's Academy, including tuition, uniform, and student fees. The Recruit must remain in good academic standing at all times. Recruits will follow the chain of command set forth by GVSU's police academy regarding time off requests, appointments, emergencies, etc. during the course of the academy. Any issues that arise during the course of the police academy in regard to the recruit will be brought to the Undersheriff's attention by the Director of the Police Academy.

The recruit agrees to remain the County's employment for two years upon successful completion of the police academy. Should the employee leave employment for any reason prior to two years, voluntary or involuntary, the recruit shall repay the County a proportionate share of the total cost of the academy.

The Sheriff's Office reserves the right to terminate this agreement at any time.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 02/16/2021

Requesting Department: Human Resources

Submitted By: Marcie Ver Beek

Agenda Item: Community Mental Health Personnel Request

Suggested Motion:

To approve and forward to the Board of Commissioners the request from CMH to make the following position additions and changes at a total cost of \$790,855.44.

1. Add a new Program Coordinator (COSSAP) at a 1.0 FTE
2. Add a new Mental Health Clinician (COSSAP) at a 1.0 FTE
3. Add a new Peer Recovery Coach (COSSAP) at a 1.0 FTE
4. Increase a Clerk position from 19.5 hrs to 20 hrs
5. Increase the Autism Supports Coordinator from .5 FTE to 1.0 FTE
6. Increase the Registered Nurse for the Developmental Disabilities from .75 FTE to 1.0 FTE
7. Increase the Senior Reach Case Manager from .5 FTE to .75 FTE
8. Increase the Intellectual and Developmental Disabilities Clerk from .5 FTE to 1.0 FTE
9. Increase the IDD Supports Coordinator Aide from .5 FTE to .6 FTE
10. Increase the IDD Supports Intensity Scale Mental Health Specialist/Assessor from .5 FTE to 1.0 FTE
11. Add a new Program Coordinator Integrated Health at a 1.0 FTE
12. Add a new Program Coordinator Autism Services at a 1.0 FTE
13. Add a new Supports Coordinator Autism Services at a 1.0 FTE
14. Add a new Family Services Community Living Supports Program Aide at a 1.0 FTE

Summary of Request:

CMHOC is requesting multiple staffing changes and new positions due to growth in service requests, securing additional grant funding, and increased Medicaid revenue. Approximately 7 years ago CMHOC went through significant layoffs due to decreased funding however, the workloads did not decrease. The number of individuals served has grown steadily over the years and they are at a point where the current staffing does not adequately cover their needs. Fortunately, the funding has stabilized due to adjustments in the Medicaid rate structure and additional grant dollars coming into the agency.

• CMHOC has recently been awarded a COSSAP grant (Comprehensive Opiate, Stimulant, and Substance Abuse Program). This \$900,000 (\$300,00 for 3 years) Department of Justice grant expands mental health and substance abuse treatment in our jail. The mission of the project is to reduce the impact of opioids, stimulants, and other substances for criminal justice involved persons in Ottawa County by expanding access to comprehensive supervision, treatment, and recovery support services.

The request is for 3 new positions for this grant:

1. Add a new Program Coordinator COSSAP - 1.0 FTE at a cost of \$101,862 funded 50% by the COSSAP grant and 50% by millage
2. Add a new Mental Health Clinician COSSAP – 1.0 FTE at a cost of \$90,152 funded by the COSSAP grant
3. Add a new Peer Recovery Coach COSSAP – 1.0 FTE at a cost of \$62,963 funded by the COSSAP grant

• Due to increased demand for service and growth in CMH programs, the following increases in staff hours are being requested:

4. Increase the front desk Clerk – from 19.5 hrs to 20 hrs at a cost of \$17,222 funded by Medicaid
5. Increase the Autism Supports Coordinator – from .5 FTE to 1.0 FTE at a cost of \$47,107 funded by Medicaid
6. Increase the Registered Nurse for the Developmental Disabilities from 30 hrs to 1.0 FTE at a cost of \$21,061 funded by Medicaid
7. Increase the Senior Reach Case Manager- from 20 hrs to 30 hrs at a cost of \$18,894 funded by the millage
8. Increase the Intellectual and Developmental Disabilities (IDD) Clerk – from .5 FTE to 1.0 FTE at a cost of \$33,755 funded by Medicaid
9. Increase the IDD Supports Coordinator Aide from 20 hrs to 24 hrs at a cost of \$10,503 funded by Medicaid
10. Increase the IDD Supports Intensity Scale (SIS) Mental Health Specialist/Assessor – from .5 FTE to 1.0 FTE at a cost of \$40,482 funded by Medicaid

• Due to increased demand for service and growth in programs following new positions are being requested:

11. Add a new Program Coordinator Integrated Health – 1.0 FTE at a cost of \$101,862 funded by the millage
12. Add a new Program Coordinator Autism Services – 1.0 FTE at a cost of \$101,862 funded by Medicaid
13. Add a new Supports Coordinator Autism Services – 1.0 FTE at a cost of \$80,972 funded by Medicaid
14. Add a new Family Services Community Living Supports (CLS) Program Aide – 1.0 FTE at a cost of \$62,153 funded by Medicaid

Financial Information:

Total Cost: \$790,855.44	General Fund Cost: \$0.00	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Grant and/or Medicaid and/or millage

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

Goal: Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

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

Objective: Goal 2, Objective 2: Consider initiatives that contribute to the social health and sustainability of the County and its' residents.

Goal 4, Objective 3: Maintain and expand investments in the human resources and talent of the organization.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:
 Committee/Governing/Advisory Board Approval Date:



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: MENTAL HEALTH DATE REQUESTED: 12/21/2020

POSITION TITLE: PROGRAM COORDINATOR- COSSAP/CIT ORG CODE: 2220

DATE NEEDED 1/1/2021

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: _____

Expansion of Existing Hours → From: _____ To: _____ hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: CMH Unclassified

2. Pay Grade: 07

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

This position will split their time between program coordination of the COSSAP grant in the jail and coordination of a joint Crisis Intervention Training (CIT) program with the Sheriff's Office and Holland Police Department

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. 50% Grant / 50% millage

Provide the revenue line to be amended if this position is approved: _____

Estimated salary cost (including for the budget year: 62,302.65) (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: 40,315.75 (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

Computer (\$1,000), monitor (\$200), docking station (\$200), telephone (\$400)

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: _____

DATE: 12/28/20 _____

BUDGET DATA: _____

Fiscal Services Department Use Only

CONTROL #: _____

Fiscal Services Department Use Only

OTTAWA COUNTY

TITLE: PROGRAM COORDINATOR – COSSAP/CIT **EMPLOYEE GROUP:** CMH-UNCLASSIFIED
DEPARTMENT: COMMUNITY MENTAL HEALTH **GRADE:** 7

JOB DESCRIPTION:

Responsible for supervising staff who conduct assessments, make diagnoses, develop treatment plans, and provide direct behavioral health services to adults with mental illness, adults with substance use disorders, and adults with co-occurring mental illness and substance use disorders. Provides clinical supervision to staff as needed. Acts as liaison to law enforcement involved in the Crisis Intervention Training (CIT) initiative.

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

1. Assures services to individuals meet standards of quality and quantity. Quality standards include ensuring individuals are treated in a manner consistent with agency policy, divisional standards, and good clinical practice. Quantity standards require demonstrating units of service provided reflect adherence to goals set for the program.
2. Adequately manages staff resources to provide optimal service provision to Ottawa County residents.
3. Assists with development of agency policy direction, goals, and outcomes by participating on agency-wide committees and task forces.
4. Manages the COSSAP Grant including data collection, reporting, and ensuring all grant activities are carried out in compliance with the grant agreement. Collaborates with the Ottawa County Jail and Ottawa County Courts to assist in planning of release from incarceration for individuals with substance use disorders or co-occurring mental illness and substance use disorders.
5. Works with the Ottawa County Sheriff's Department, other first responders and key stakeholders to implement the Crisis Intervention Team (CIT) Program in Ottawa County.
6. Establishes/plans/implements program priorities, goals, and outcomes in cooperation with the Program Supervisor, other Clinical Supervisors, and Clinicians, including responsibility for the program's achievement of planned productivity.
7. Participates in hiring, management, and evaluation of professional and support staff.
8. Participates in the development and management of agency contracts applicable to the respective program.
9. Monitors management reports dealing with productivity, consumer service, and expense/revenue.
10. Assures staff adequately perform their job functions via periodic review of clinical documentation, units of service provided, and general job performance.

11. Provides consultation to other agencies regarding services and behavioral health issues of individuals and referrals.
12. Provides community education regarding behavioral health issues.
13. Provides quality care to individual encompassing assessment, diagnosis, treatment planning, therapy, and case management as appropriate.
14. Assures clinicians are receiving clinical supervision and may provide clinical supervision to select clinicians.
15. Maintains all agency paperwork and clinical record documentation in an accurate and timely fashion.
16. Attends and participates in agency meetings as well as program specific team meetings.
17. Consistently maintains individual productivity within expected range.
18. Understands and implements agency and county personnel policies and the collective bargaining agreement.
19. Performs other functions as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

1. Thorough working knowledge of the principles and practices of social work, psychology, and the treatment of individuals with co-occurring mental health and substance use disorders.
2. Thorough knowledge of the principles of recovery, community integration, and maximized independence.
3. Thorough working knowledge of effective leadership techniques, independent problem solving, conflict resolution, team building, and interagency collaboration.
4. Thorough working knowledge of the principles and practices of clinical assessment and diagnosis, and the DSM -V criteria.
5. Thorough working knowledge of MDHHS accreditation requirements and mental health care practitioner requirements.
6. Good working knowledge of the principles and practices of community-based mental health services.
7. Demonstrates the capacity to work effectively within agency parameters.
8. Good working knowledge of managerial and supervisory principles and practices.
9. Good working knowledge of relevant Evidence-Based Practices, relevant to specific target populations.
10. Good working knowledge of varied interventions.
11. Participates with and accepts clinical and administrative supervision.
12. Engages consumers easily and establishes a therapeutic alliance early in the treatment process.
13. Good working knowledge of grant management and budget preparation and control.
14. Shows willingness to learn and use new skills and takes advantage of regular training and staff development opportunities and resources.

15. Thorough working knowledge of the principles and practices of medical record documentation and medical records management.
16. Good working knowledge of program assessment and quality assurance principles, practices, protocols and instruments.
17. Excellent interpersonal communication skills.
18. Excellent verbal and written communication skills.
19. Computer literacy and working knowledge of word-processing, spreadsheet, database and project management software.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Master's degree in social work, psychology, or a related mental health field is required. Two years of relevant professional experience in a mental health agency preferred. Lived experiences with mental illness, developmental disabilities or substance use disorders are valued.

Must possess or obtain State of Michigan Licensure as a Licensed Master's Social Worker, Limited Licensed Master's Social Worker, Licensed Psychologist, or Limited Licensed Psychologist. Additional certification as a CADC, CAADC, CCS or equivalent is required.

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:

Services primarily are provided in the Ottawa County Jail, other community settings, and some office-based work.

2021 Estimated Costs per Deductions
Employee Costs

Program Coordinator
Unclassified - CMHU-7/ Step 1

FTE	Wages	Benefits	TOTAL COST
1.0000	63,866.52	37,995.77	101,862.29



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: MENTAL HEALTH DATE REQUESTED: 12/21/2020

POSITION TITLE: MENTAL HEALTH CLINICIAN - COSSAP ORG CODE: 2220

DATE NEEDED 1/1/2021

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: _____

Expansion of Existing Hours → From: _____ To: _____ hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: CMH-T

2. Pay Grade: 15

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

CMH was recently awarded a three-year grant to provide Comprehensive Opioid, Stimulant,
and Substance Abuse Programming in the jail. This position will provide assessments, treatment,
and referrals to inmates with SUD issues.

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. Grant

Provide the revenue line to be amended if this position is approved: _____

Estimated salary cost (including for the budget year: 53,204.81 (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: 38,443.61 (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

Laptop (\$1000); monitor (\$200), docking station (\$200), telephone (\$400)

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: _____

DATE: 12/28/20 _____

BUDGET DATA: _____

Fiscal Services Department Use Only

CONTROL #: _____

Fiscal Services Department Use Only

OTTAWA COUNTY

TITLE: MENTAL HEALTH CLINICIAN – COSSAP **EMPLOYEE GROUP:** CMH-T
DEPARTMENT: COMMUNITY MENTAL HEALTH **GRADE:** 15

JOB DESCRIPTION:

This is a professional position responsible for providing clinical assessment, diagnostic and treatment services to individuals with substance use disorders or co-occurring mental illness and substance use disorders who have plead guilty or have been sentenced for a misdemeanor or felony offense. Participates with other behavioral health care professionals in the development, implementation, and evaluation of person-centered treatment plans. Ensures individuals have access to internal and external treatment services and community-based social and economic services required for achievement of treatment goals and maximum independent functioning to reduce recidivism.

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

1. Conducts mental health screening, intake, and assessment of individuals at the jail, conducting interviews and conferring with other team members in order to establish eligibility for services, make clinical diagnoses, and develop treatment plans.
2. Conducts individual and group-based substance use treatment programming for individuals identified as having a substance use disorder.
3. Provides high quality, goal oriented, short term and crisis orientated therapy and case management.
4. Provide short term case management services post release from Ottawa County Jail to link and coordinate recovery coach services, substance use disorder treatment, and transition housing options.
5. Employs evidence-based and best practices to treat target population, adhering to principles of recovery, community integration, and reduced recidivism.
6. Identifies and establishes working relationships with community resources and establishes referral protocols.
7. Collaborates with the Ottawa County Jail and Ottawa County Courts to assist in planning of release from incarceration for individuals with substance use disorders or co-occurring mental illness and substance use disorders.
8. Performs court-ordered clinical evaluations of families and individuals in order to assist the courts in case disposition. May testify in legal proceeding in the capacity of expert witness.
9. May provide crisis intervention, assessing the immediate danger of the individual to self and/or others, and authorize placement of individual into crisis facility or psychiatric inpatient unit. May coordinate with police and other community service providers.

10. May provide clinical supervision for less-experienced clinical, para-professional and technical members of the treatment team.
11. Collaborates with psychiatrists and psychiatric nurse practitioners in medication reviews and presents case data with respect to consumer behavior and affect in order to properly manage consumer psychotropic medication regimens.
12. Maintains case documentation and case notes, and ensures the security and integrity of private health information in compliance with the provisions of HIPAA, Ottawa County and CMH policies and procedures.
13. Provides information about mental health services and makes presentations to members of the community and the general public.
14. Serves as an advocate for greater access to affordable, quality mental health care for the target population.
15. Performs other functions as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

1. Thorough working knowledge of the principles and practices of social work and psychology.
2. Thorough working knowledge of evidence-based and best practices appropriate to target population, including the principles of recovery, community integration, and independence.
3. Thorough working knowledge of the principles of treatment for individuals with co-occurring mental illness and substance use disorders.
4. Thorough working knowledge of the principles and practices of clinical assessment and diagnosis, and the DSM-V criteria.
5. Good working knowledge of the Medicaid Manual for Service Providers.
6. Thorough working knowledge of professional standards of practice and ethics.
7. Thorough working knowledge of the principles and practices of medical record documentation and medical records management.
8. Good working knowledge of program assessment and quality assurance principles, practices, protocols and instruments.
9. Excellent interpersonal communication skills.
10. Computer literacy and working knowledge of word-processing.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Master's degree in social work, psychology, or a related mental health field is required. Two years of relevant professional experience in a mental health agency preferred. Lived experiences with mental illness, developmental disabilities or substance use disorders are valued.

Must possess or obtain State of Michigan Licensure as a Licensed Master's Social Worker, Limited Licensed Master's Social Worker, Licensed Psychologist, or Limited Licensed Psychologist. Additional certification as a CADC, CAADC, CCS or equivalent is required.

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:

Services primarily are provided in the Ottawa County Jail, other community settings, and some office-based work.

2021 Estimated Costs per Deductions
Employee Costs

MH Clinician
Group T - CMHT-15/ Step 1

FTE	Wages	Benefits	TOTAL COST
1.0000	54,540.50	35,611.93	90,152.44



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: MENTAL HEALTH DATE REQUESTED: 12/21/2020

POSITION TITLE: RECOVERY COACH-JAIL (COSSAP) ORG CODE: 2220

DATE NEEDED 1/1/2021

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: _____

Expansion of Existing Hours → From: _____ To: _____ hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: CMH-T

2. Pay Grade: 7

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

Same job description as current Recovery Coach - Jail

CMH was recently awarded a three-year grant to provide Comprehensive Opioid, Stimulant, and Substance

Abuse Programming in the jail. This position will provide recovery coaching related to SUD to inmates.

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. Grant

Provide the revenue line to be amended if this position is approved: _____

Estimated salary cost (including for the budget year: 32,081) (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: 31,989.57 (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

Laptop (\$1000); monitor (\$200), docking station (\$200), telephone (\$400)

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: _____

DATE: 12/28/20 _____

BUDGET DATA: _____

Fiscal Services Department Use Only

CONTROL #: _____

Fiscal Services Department Use Only



Ottawa County
Where You Belong.

Recovery Coach (Jail)

Class Code:
5557

Bargaining Unit: Group T

OTTAWA COUNTY

Established Date: Sep 10, 2019

Revision Date: Sep 10, 2019

SALARY RANGE

\$16.79 - \$21.27 Hourly
\$34,923.20 - \$44,241.60 Annually

JOB DESCRIPTION:

Under the supervision of a Mental Health Program Coordinator, responsible for a broad range of services for individuals with substance use disorders. Services are primarily in the Ottawa County Jail and may include some community based services. Services include screenings, brief interventions, referrals to treatment, and education on overdose prevention. This is a full-time benefited grant funded position.

ESSENTIAL JOB FUNCTIONS:

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

1. Provides direct services to consumers consistent with established treatment plans and Evidence Based Practices, which may include but is not limited to sharing personal story of recovery; providing encouragement and acting as a role model of competency in recovery; and offering or recommending specific treatment modalities specific to promoting recovery.
2. Conducts screenings to identify the presence of a substance use disorder and/or the risk of potential overdose.
3. Provides brief intervention which could include motivational enhancement, sharing personal experience, and/or relapse prevention planning
4. Train inmates on the use of Narcan and other overdose prevention strategies.
5. Assist with connecting inmates with community providers for continuity of services upon release.
6. Attends team meetings and other meetings as necessary, which may include meetings with other Recovery Coaches and/or substance use disorder treatment agencies, strengthening relationships with community providers to provide options for ACT consumers.
7. Maintains work level within established productivity goals.
8. Maintains positive community contacts.
9. Completes required paperwork in an accurate and timely fashion.
10. Performs other functions as assigned.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

High school diploma or GED. Associates degree preferred. Lived experience with and sustained recovery (minimum 2 years) from substance use disorder required.

Licenses and Certifications:

Michigan Certification as Recovery Coach (CCAR trained) and Michigan Department of Health and Human Services Certified Peer Recovery Coach, or have the ability to be trained and certified.

Valid State of Michigan Driver's License with the ability to operate a county vehicle.

ADDITIONAL REQUIREMENTS AND INFORMATION:

Required Knowledge and Skills:

1. Good working knowledge of the principles and practices of clinical assessment and DSM 5/ICD 10 criteria.
2. Good working knowledge of community resources, and specifically substance use disorder resources.
3. Ability to pass required background check to gain clearance into Ottawa County Jail.
4. Demonstrates flexibility in the selection of interventions for each consumer.
5. Establishes therapeutic alliance with consumers.
6. Demonstrates an understanding of severe mental illness and co-occurring substance use disorders, and applies this to everyday work.
7. Works well with colleagues, both intra- and interagency.
8. Good working knowledge of the principles and practices of medical record documentation and medical records management.
9. Shows willingness to learn and use new skills and take regular advantage of internal and external training and staff development opportunities and resources.
10. Computer literacy and working knowledge of word processing, spreadsheet, database, and other necessary software programs.
11. Good working knowledge of recovery principles and willingness to share personal journey of recovery with others.
12. Good working knowledge of Evidence Based Practices related to target population.

Physical Requirements:

1. Must have sufficient visual acuity with or without corrective lenses to visually observe clients and detect signs of changes in consumer behavior, adverse medication reactions, or other activity or event requiring intervention.
2. Must be able to bend, reach, and lift up to 25 pounds.
3. Must be able to navigate stairs and ambulate across uneven pavement/surfaces.
4. Must be able to work in a jail setting.

Working Conditions:

Services primarily are provided in the Ottawa County Jail, other community settings, and some office-based work.

2021 Estimated Costs per Deductions
Employee Costs

Recovery Coach
Group T - CMHT-7/ Step 1

FTE	Wages	Benefits	TOTAL COST
1.0000	32,886.39	30,076.91	62,963.30



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: MENTAL HEALTH DATE REQUESTED: 12/21/2020

POSITION TITLE: MH CLERK - PT ORG CODE: 2220

DATE NEEDED 1/1/2021

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: 20

Expansion of Existing Hours → From: 19.5 To: 20 hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position:

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: CMH-T

2. Pay Grade: 6

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

Additional support is needed to ensure adequate coverage to meet the customer service needs of the organization.

The individual in this position will also provide support to CMHOC administrative and clinical staff. The position is

funded using Medicaid. This is expanding a part-time non-benefitted position to a part-time benefitted position

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. Medicaid

Provide the revenue line to be amended if this position is approved: Mental Health Administration

Estimated salary cost (including for the budget year: 800) (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: 650 (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

All equipment is already on site - no new equipment needed

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: _____

DATE: 12/28/20

BUDGET DATA: _____

Fiscal Services Department Use Only

CONTROL #: _____

Fiscal Services Department Use Only



Ottawa County
Where You Belong.

OTTAWA COUNTY
Revision Date: May 31, 2018

Mental Health Clerk

Class Code:
6701

Bargaining Unit: Group T

SALARY RANGE

\$14.35 - \$18.18 Hourly

JOB DESCRIPTION:

Under the supervision of a Team Supervisor, performs a variety of clerical tasks to support clinical treatment teams serving consumers of CMHOC. Provides assistance to consumers and the public, answering questions and providing information. Assists in enrolling clients in treatment programs. Types a variety of forms and documents. Completes various documents with information from the consumer, team members, supervisor, or from file documentation. Assists in maintaining recordkeeping systems.

ESSENTIAL JOB FUNCTIONS:

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

1. Assists consumers and members of the public in processing records and documents such as clinical documentation, insurance verification forms, enrollment documents, etc.
2. Takes and transcribes minutes from team meetings and other meetings, as assigned, and provides general clerical support for team supervisor.
3. Answers questions in person and by telephone regarding departmental procedures and requirements, program requirements, scheduling information, and other activities. Takes messages and schedules appointments for staff. Assists citizens in filling out forms and reviews documents for proper completion.
4. Types various correspondence, forms, reports, contracts and other documents, using word processing software, following established procedures or specific instructions. Information for such assignments is generally readily available. May type documents requiring knowledge of medical terminology and medical transcription. Utilizes word processing and other software programs to format documents, spreadsheets, brochures, training materials and other documents. May assist with writing, editing, and laying out brochures and pamphlets using desktop publishing software.
5. Types physicians' case notes, correspondence, and other materials from dictation equipment which requires a working knowledge of medical terminology and abbreviations. Responds to requests for clarification regarding medications and

- dosages from pharmacies and department staff by referring to written materials prepared by a physician.
6. Prepares and processes forms such as purchase orders, requisitions, or other documents.
 7. Assists in the maintenance of departmental filing systems by ensuring proper filing of documents and folders. Retrieves materials from system and conducts searches for necessary documentation.
 8. Utilizes a computer for entry of data such as case notes, payments, vouchers, client information, and other information. Uses a computer to schedule appointments for clients.
 9. Processes and distributes mail of the office, prepares correspondence, and routes other documents to appropriate party.
 10. Places orders with vendors for equipment, supplies and materials based on suitable quality, availability and price. Receives and stocks materials and supplies. Maintains related records.
 11. May interpret for Spanish or other foreign language speaking clients.
 12. Processes petty cash requests, reconciles expenses and receipts, submits information to appropriate department.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

High school diploma or equivalent. One year of general clerical experience is required. May require experience and training in various computer software and equipment. Lived experiences with mental illness, developmental disabilities, or substance use disorders are valued.

ADDITIONAL REQUIREMENTS AND INFORMATION:

REQUIRED KNOWLEDGE AND SKILLS:

1. Good working knowledge of office practices and procedures.
2. Overall knowledge of departmental organization, procedures and regulations particular to a Community Mental Health Agency.
3. Ability to maintain multiple records and filing systems.
4. Ability to understand and follow detailed written and verbal instructions.
5. Proficiency in recording and transcribing minutes and the proceedings of administrative meetings.
6. Ability and willingness to undertake and complete new assignments requiring initiative, adaptability and deadlines.
7. Knowledge of medical records management principles and practices and confidentiality requirements, including the provision of HIPAA.
8. Willing to learn and use new skills and attend internal and external trainings and staff development opportunities and resources.
9. Working knowledge of local, state and federal health codes, statutes, rules and regulations as they relate to the Community Mental Health System, including but not limited to the Medicaid Provider Manual, Michigan Mental Health Code, HIPAA, CARF, and Recipient Rights.
10. Understanding of professional standards of practice and ethics.
11. Ability to apply the agency's mission, vision and value statements.
12. Understanding of contractual requirements, practices and principles.

13. Understanding of quality assurance and quality control protocols and practices.
14. Computer literacy including a thorough working knowledge of word processing, spreadsheets, electronic medical record systems, and database management.
15. Excellent verbal and written communication skills.
16. Excellent English language skills, including spelling, punctuation, grammar, and usage.
17. Excellent interpersonal communication skills.

PHYSICAL REQUIREMENTS:

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

WORKING CONDITIONS:

Work is performed in an office environment

2021 Estimated Costs per Deductions
Employee Costs

Mental Health Clerk - Part Time
Non-Benefited Clerk

FTE	Wages	Benefits	TOTAL COST
0.4875	13,450.81	564.78	14,015.60

Mental Health Clerk - Part Time
Group T - CMHT-6/ Step 1

FTE	Wages	Benefits	TOTAL COST
0.5000	15,220.19	16,017.84	31,238.03

Difference **1,769.38** **15,453.06** **17,222.44**



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: MENTAL HEALTH DATE REQUESTED: 12/21/2020

POSITION TITLE: SUPPORTS COORDINATOR - Autism ORG CODE: 2220

DATE NEEDED 1/1/2021

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: _____

Expansion of Existing Hours → From: 20 To: 40 hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: CMH-T

2. Pay Grade: 13

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

Family Services has seen a significant increase in requests for service particularly for Autism/ABA. Given the

increased demand for services, staff are seeing a significant increase in caseloads, pushing them beyond the bounds of

typical caseload numbers. Therefore, we are seeking to move this position from .5FTE to 1.0FTE to absorb the influx of youth.

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. Medicaid

Provide the revenue line to be amended if this position is approved: _____

Estimated salary cost (including for the budget year: 29,767.95 (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: 20,188.99 (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

All equipment is already on site - no new equipment needed

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: _____

DATE: 12/28/20

BUDGET DATA: _____

Fiscal Services Department Use Only

CONTROL #: _____

Fiscal Services Department Use Only

OTTAWA COUNTY

TITLE: MENTAL HEALTH SPECIALIST
(DD SUPPORTS COORDINATION)

EMPLOYEE GROUP: GROUP T

DEPARTMENT: MENTAL HEALTH

GRADE: T13

JOB SUMMARY: Under the supervision of a Mental Health Team Supervisor or Program Coordinator, serves as a supports coordinator for child or adolescents consumers who have been determined to have a developmental disability or are diagnosed as being on the autism spectrum disorder.

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

1. Receives consumer case referrals and conducts interviews to obtain necessary information to complete assessments of consumers' needs and community/natural support systems.
2. Develops plan of service with consumers and parents/guardians detailing the specific services the consumer will participate in including health, personal development, school, work, and family related services.
3. Chairs an interdisciplinary team composed of mental health professionals from various disciplines to develop a plan of service for assigned consumers and to provide and receive feedback on diagnostic and treatment work performed.
4. Monitors implementation of the plan of service for each assigned consumer. This includes providing regular follow-up and monitoring services related to plan goals, objectives, and planned interventions and completing periodic reviews, required assessments and status reports.
5. Assures adherence to all rules and regulations of the Department of Health and Human Services, CARF, Hab Waiver, and Children's Waiver,
6. Coordinates services for consumers among all involved agency personnel as defined by the established treatment plan in areas such as housing, legal, clothing, medical/psychological care, social security, utilities, education, transportation, employment and recreation.
7. Enhances community understanding and acceptance of developmentally disabled individuals and promotes mental health services through community presentations to civic and community agencies and other interested groups.
8. Uses a computer to maintain complete and detailed case records consistent with Department of Community Health standards, agency procedures and requirements of third-party funding sources.
9. Ensures that clinical documentation regarding consumers is kept secure and confidential and maintained consistent with Department of Community Health and Community Mental Health policies and procedures.
10. Complies with recipient rights reporting requirements established by the Community Health Code and procedures of the Community Health Services Board.
11. Assists respective supervisor(s) in evaluating the effectiveness of current programming and makes suggestions for improvements.
12. Other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

1. Good working knowledge of developmental disabilities and current supports and services coordination theory and practice for individuals with developmental disabilities.
2. Good working knowledge of the principles and practices of medical record documentation and medical records management. Ability to produce timely clinical notes.
3. Good working knowledge of community resources.

4. Understands and can apply a collaborative approach to both intra-agency and interagency relationships.
5. Ability to provide quality assessments of individuals.
6. Shows willingness to learn and use new skills and takes regular advantage of internal and external training and staff development opportunities and resources.
7. Knowledge-based competencies in person centered planning.
8. Computer literacy and working knowledge of word-processing, spreadsheet, database and other necessary software programs.

REQUIRED EDUCATION, TRAINING, AND EXPERIENCE:

Bachelor's degree in a human services discipline is required. Two years of relevant experience in a mental health agency is preferred. Must be trained in the Children's Waiver and Autism Benefit rules. and complete 24 hours child specific training annually.

CERTIFICATIONS AND LICENSES:

Must possess or obtain State of Michigan licensure as a Licensed Bachelor's Social Worker or Limited Licensed Bachelor's Social Worker. Must qualify as a QIDP (Qualified Intellectual Disability Professional.) Possession of a valid Michigan driver's license required.

PHYSICAL REQUIREMENTS:

Must be able to access consumers at various locations.

WORKING CONDITIONS:

Works in office locations and day programing areas. Travels throughout the area to attend meetings and access consumers in the community and in their homes.



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: MENTAL HEALTH DATE REQUESTED: 12/21/2020

POSITION TITLE: MH NURSE - IDD ORG CODE: 2220

DATE NEEDED 1/1/2021

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: _____

Expansion of Existing Hours → From: 30 To: 40 hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: CMH-T

2. Pay Grade: 14

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

Caseload numbers have continued to grow for the RNs assigned to I/DD team. 10 additional hours

will allow caseloads to be spread more evenly and additional care coordination activities to be completed

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. Medicaid

Provide the revenue line to be amended if this position is approved: _____

Estimated salary cost (including for the budget year: 15,234.96 (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: 10,271.20 (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

All equipment is already on site - no new equipment needed

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: _____

DATE: 12/28/20 _____

BUDGET DATA: _____

Fiscal Services Department Use Only

CONTROL #: _____

Fiscal Services Department Use Only



Mental Health Nurse (MI Services - ACT/IDDT)

Class Code:
2732

Bargaining Unit: Group T

OTTAWA COUNTY
Revision Date: Apr 13, 2018

SALARY RANGE

\$23.67 - \$29.98 Hourly

JOB DESCRIPTION:

Under general supervision of a Mental Health Team Supervisor, conducts assessments; develops treatment plans; and provides community based, mobile treatment using a broad range of services for individuals with severe/persistent mental illness, or co-occurring mental illness and substance use disorders.

ESSENTIAL JOB FUNCTIONS:

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

1. Provides services to consumers, mainly in their homes and in the community. Services may include medication monitoring, crisis intervention, assistance with addressing basic needs, and case management.
2. Conducts comprehensive, quality assessments.
3. Develops comprehensive, quality, individualized treatment plans.
4. Monitors consumer medication and lab work.
5. Transcribes physician orders for medication and lab work, and supervises non-medical team members in assuring orders are carried out correctly.
6. Administers IM medication as prescribed.
7. Monitors consumers' physical health care needs and links to community health services.
8. Completes required paperwork in an accurate and timely fashion.
9. Attends team meetings and other meetings as needed.
10. Maintains work level within established agency productivity level.
11. Maintains positive community contacts.
12. Provides after-hours on-call coverage for ACT/IDDT consumers in crisis.
13. Manages medication set-ups for consumers and coordinates as needed with pharmacy.
14. Provides work direction and oversight for medical assistant.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Bachelor of Science Degree in Nursing (B.S.N.) from an accredited college or university preferred, or R.N. degree from an accredited nursing program and two (2) years of progressively responsible experience in mental health nursing services. Lived experiences with mental illness, developmental disabilities, or substance use disorders are valued.

ADDITIONAL REQUIREMENTS AND INFORMATION:

REQUIRED KNOWLEDGE AND SKILLS:

1. Thorough working knowledge of professional nursing principles, procedures, and techniques used in the care and treatment of psychiatric patients.
2. Thorough working knowledge of social, psychological and physical factors of mental, emotional and substance-use disorders.
3. Thorough working knowledge of medical and psychological terminology.
4. Thorough working knowledge of professional and ethical practice standards.
5. Good working knowledge of medications, including psychotropic drugs, and effects on psychiatric patients.
6. Good working knowledge of control, preparation, and administration of medications.
7. Good working knowledge of symptoms and behavior patterns of emotionally disturbed and mentally ill patients.
8. Working knowledge of medical and psychiatric emergency procedures.
9. 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.
10. Thorough working knowledge of statutory and regulatory requirements governing the confidentiality of patient health information, including the provisions of HIPAA.
11. Computer literacy and working knowledge of word-processing, spreadsheet, and database management software.
12. Knowledge of health care and other public and private human service resources available to client populations.
13. Good interpersonal, verbal, and written communication skills.
14. Thorough working knowledge of case documentation standards and requirements.
15. Knowledge of the cultural and ethnic groups represented in Ottawa County and cultural norms affecting health maintenance and health care.
16. Good organizational and time management skills.

CERTIFICATIONS AND LICENSES:

1. Possession of valid State of Michigan certification as a Registered Nurse.
2. Possession of a valid Michigan driver's license is required.

PHYSICAL REQUIREMENTS:

This position provides services primarily in an office setting, but may be required to see consumers in their home or in other community settings. Must have a valid Michigan driver's license, be able to navigate stairs and uneven pavement, and to lift at least 25 lbs.

WORKING CONDITIONS:

Work is performed in an office environment and in community settings such as consumers'

homes, schools, or hospitals. Delivery of nursing care to consumers may entail exposure to a variety of disease vectors and potential exposure to bloodborne pathogens.

2021 Estimated Costs per Deductions
Employee Costs

Mental Health Nurse

Group T - CMHT-14/ Step 1

704000

FTE	Wages	Benefits	TOTAL COST
0.7500	38,414.35	26,718.22	65,132.57

Mental Health Nurse

Group T - CMHT-14/ Step 1

704000

FTE	Wages	Benefits	TOTAL COST
1.0000	51,219.14	34,762.96	85,982.09



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: MENTAL HEALTH DATE REQUESTED: 12/21/2020

POSITION TITLE: SENIOR REACH CARE MANAGER ORG CODE: 2220

DATE NEEDED 1/1/2021

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: _____

Expansion of Existing Hours → From: 20 To: 30 hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: CMH-T

2. Pay Grade: 12

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit you response to a maximum of one page, double spaced.

This millage funded service continues to grow.

An additional 10 hrs per week will allow CMHOC to serve more seniors with mental health issues through this program.

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. Millage

Provide the revenue line to be amended if this position is approved: _____

Estimated salary cost (including for the budget year: 13,900.78 (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: 9,794.09 (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

no new equipment needed - existing position

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: _____

DATE: 12/28/20 _____

BUDGET DATA: _____

Fiscal Services Department Use Only

CONTROL #: _____

Fiscal Services Department Use Only



Ottawa County
Where You Belong.

Senior Reach Care Manager

Class Code:
2434

Bargaining Unit: Group T

OTTAWA COUNTY

Established Date: Feb 12, 2016

Revision Date: Sep 25, 2018

SALARY RANGE

\$20.79 - \$26.34 Hourly
\$43,243.20 - \$54,787.20 Annually

JOB DESCRIPTION:

Under the general supervision of a Mental Health Program Coordinator, coordinates the delivery of community support, psychosocial rehabilitation, and a variety of other services to older adults enrolled in the Senior Reach Program. Ensures that Senior Reach participants access the community-based social, economic, and health services required to achieve goals and maximize independent functioning and community integration.

ESSENTIAL JOB FUNCTIONS:

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

1. Assists older adults enrolled in Senior Reach obtain a variety of community supports and access community resources and benefits, in order to promote independence and self-sufficiency.
2. Provides outreach to Senior Reach participants in order to establish and maintain engagement in treatment.
3. Coordinates care with primary care physicians and other medical providers.
4. May complete forms on behalf of Senior Reach participants and explain rules and regulations.
5. Assists Senior Reach participants during emergent situations by determining needs and linking participants to needed supports.
6. Establishes working relationships with community resources for older adults. Acts as a liaison between participants and those resources as needed.
7. Assists the Senior Reach Program Manager and Senior Reach Behavioral Health Clinician in program planning and ongoing monitoring of program services to ensure that participant needs are being met and that agency and program policies and procedures are being followed.
8. Participates in Senior Reach staff meetings.
9. Participates in all required in-services and trainings.
10. Maintains case documentation and case notes, and ensures the security and integrity of private health information in compliance with the provisions of HIPAA, Ottawa

- County, and CMHOC policies and procedures.
11. Collects data and prepares all documentation and reports required to maintain compliance with Senior Reach requirements and Recipient Rights rules and regulations.
 12. Provides information about mental health and Senior Reach supports to community partners.
 13. Other duties as assigned.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree in social work is required. One year experience working with older adults required. Lived experience with mental illness, developmental disabilities, or substance use disorders is valued.

Certifications and Licenses:

Must possess or obtain at minimum State of Michigan licensure as a Licensed Bachelor's Social Worker (LBSW) or Limited Licensed Bachelor's Social Worker (LLBSW). Certified Alcohol and Drug Counselor (CADC) strongly preferred.

ADDITIONAL REQUIREMENTS AND INFORMATION:

Required Knowledge and Skills:

1. Good working knowledge of the principles and practices of social work and psychology, principles of recovery, and principles of treatment of older adults.
2. Good working knowledge of various evidence-based practices related to older adults.
3. Good working knowledge of the principles and practices of assessment and care management planning.
4. Good working knowledge of behavioral modification protocols, practices, and techniques.
5. Thorough working knowledge of professional standards of practices and ethics.
6. Good working knowledge of the principles and practices of medical record documentation and medical records management.
7. Thorough working knowledge of public and private services and community resources available to older adults.
8. Excellent verbal and written communication skills.
9. Computer literacy.

Physical Requirements:

Must be able to perform essential job functions with or without reasonable accommodation.
Must be able to lift at least 25 lbs.

Working Conditions:

Work primarily is performed in community settings, including participants' homes.

2021 Estimated Costs per Deductions
Employee Costs

Senior Reach Care Manager
Group T - CMHT-12/ Step 1

FTE	Wages	Benefits	TOTAL COST
0.5000	22,495.86	17,877.58	40,373.43

Senior Reach Care Manager
Group T - CMHT-12/ Step 1

FTE	Wages	Benefits	TOTAL COST
0.7500	33,743.78	25,524.37	59,268.15



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: MENTAL HEALTH DATE REQUESTED: 1/13/21

POSITION TITLE: MENTAL HEALTH CLERK ORG CODE: 2220

DATE NEEDED 2/1/2021

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: _____

Expansion of Existing Hours → From: 20 To: 40 hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: CMH - T

2. Pay Grade: 6 - G

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

IDD department splits the clerks within the teams. This position works with the clinical team and the Supports coordinator teams. There has been an increase in mailings and follow up with getting signatures on releases and plans. Clerks have been assisting the SC's with the follow-up. Also with most of the staff working from home, there is an increase in communication between clerks and staff in regards to incoming mail, faxes (incoming and outgoing), copies, and outgoing mail.

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. Medicaid

Provide the revenue line to be amended if this position is approved: 64911000-517005

Estimated salary cost (including for the budget year: \$19,186.86 (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$16,562 (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

None

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: _____

DATE: 1/14/21

BUDGET DATA: _____

Fiscal Services Department Use Only

CONTROL #: _____

Fiscal Services Department Use Only



Ottawa County
Where You Belong[®]

OTTAWA COUNTY
Revision Date: May 31, 2018

Mental Health Clerk

Class Code:
6701

Bargaining Unit: Group T

SALARY RANGE

\$14.35 - \$18.18 Hourly

JOB DESCRIPTION:

Under the supervision of a Team Supervisor, performs a variety of clerical tasks to support clinical treatment teams serving consumers of CMHOC. Provides assistance to consumers and the public, answering questions and providing information. Assists in enrolling clients in treatment programs. Types a variety of forms and documents. Completes various documents with information from the consumer, team members, supervisor, or from file documentation. Assists in maintaining recordkeeping systems.

ESSENTIAL JOB FUNCTIONS:

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

1. Assists consumers and members of the public in processing records and documents such as clinical documentation, insurance verification forms, enrollment documents, etc.
2. Takes and transcribes minutes from team meetings and other meetings, as assigned, and provides general clerical support for team supervisor.
3. Answers questions in person and by telephone regarding departmental procedures and requirements, program requirements, scheduling information, and other activities. Takes messages and schedules appointments for staff. Assists citizens in filling out forms and reviews documents for proper completion.
4. Types various correspondence, forms, reports, contracts and other documents, using word processing software, following established procedures or specific instructions. Information for such assignments is generally readily available. May type documents requiring knowledge of medical terminology and medical transcription. Utilizes word processing and other software programs to format documents, spreadsheets, brochures, training materials and other documents. May assist with writing, editing, and laying out brochures and pamphlets using desktop publishing software.
5. Types physicians' case notes, correspondence, and other materials from dictation equipment which requires a working knowledge of medical terminology and abbreviations. Responds to requests for clarification regarding medications and

- dosages from pharmacies and department staff by referring to written materials prepared by a physician.
6. Prepares and processes forms such as purchase orders, requisitions, or other documents.
 7. Assists in the maintenance of departmental filing systems by ensuring proper filing of documents and folders. Retrieves materials from system and conducts searches for necessary documentation.
 8. Utilizes a computer for entry of data such as case notes, payments, vouchers, client information, and other information. Uses a computer to schedule appointments for clients.
 9. Processes and distributes mail of the office, prepares correspondence, and routes other documents to appropriate party.
 10. Places orders with vendors for equipment, supplies and materials based on suitable quality, availability and price. Receives and stocks materials and supplies. Maintains related records.
 11. May interpret for Spanish or other foreign language speaking clients.
 12. Processes petty cash requests, reconciles expenses and receipts, submits information to appropriate department.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

High school diploma or equivalent. One year of general clerical experience is required. May require experience and training in various computer software and equipment. Lived experiences with mental illness, developmental disabilities, or substance use disorders are valued.

ADDITIONAL REQUIREMENTS AND INFORMATION:

REQUIRED KNOWLEDGE AND SKILLS:

1. Good working knowledge of office practices and procedures.
2. Overall knowledge of departmental organization, procedures and regulations particular to a Community Mental Health Agency.
3. Ability to maintain multiple records and filing systems.
4. Ability to understand and follow detailed written and verbal instructions.
5. Proficiency in recording and transcribing minutes and the proceedings of administrative meetings.
6. Ability and willingness to undertake and complete new assignments requiring initiative, adaptability and deadlines.
7. Knowledge of medical records management principles and practices and confidentiality requirements, including the provision of HIPAA.
8. Willing to learn and use new skills and attend internal and external trainings and staff development opportunities and resources.
9. Working knowledge of local, state and federal health codes, statutes, rules and regulations as they relate to the Community Mental Health System, including but not limited to the Medicaid Provider Manual, Michigan Mental Health Code, HIPAA, CARF, and Recipient Rights.
10. Understanding of professional standards of practice and ethics.
11. Ability to apply the agency's mission, vision and value statements.
12. Understanding of contractual requirements, practices and principles.

13. Understanding of quality assurance and quality control protocols and practices.
14. Computer literacy including a thorough working knowledge of word processing, spreadsheets, electronic medical record systems, and database management.
15. Excellent verbal and written communication skills.
16. Excellent English language skills, including spelling, punctuation, grammar, and usage.
17. Excellent interpersonal communication skills.

PHYSICAL REQUIREMENTS:

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

WORKING CONDITIONS:

Work is performed in an office environment



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: MENTAL HEALTH DATE REQUESTED: 1/13/2021

POSITION TITLE: SUPPORTS COORDINATOR AIDE ORG CODE: 2220

DATE NEEDED: 2/1/2021

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: _____

Expansion of Existing Hours → From: 20 T : 24 hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: CMH5

2. Pay Grade: 12G

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

This position used to be 24 hours/week but when the shift occurred with Supports Coordinators switching to Supports Coordinator Aides, this position was also cut in hours. The SCA caseloads are 75-80. This position is currently at 40+ cases and would be able to alleviate some of the cases from the other 6 SCA's to make the caseloads more even.

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. Medicaid

Provide the revenue line to be amended if this position is approved: 64911000-517005

Estimated salary cost (including for the budget year: \$ 6,548.13 (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$ 1,430.36 (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

None

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: _____

DATE: 1/14/21

BUDGET DATA: _____

Fiscal Services Department Use Only

CONTROL #: _____

Fiscal Services Department Use Only



Ottawa County
Where You Belong[®]

Support Coordinator Aide

Class Code:
6224

Bargaining Unit: Group T

OTTAWA COUNTY

Established Date: Dec 18, 2015

Revision Date: Sep 26, 2018

SALARY RANGE

\$20.79 - \$26.34 Hourly
\$43,243.20 - \$54,787.20 Annually

JOB DESCRIPTION:

Under the supervision of a Mental Health Team Supervisor or Program Coordinator, serves as a support coordinator aide for adult consumers who have been determined to have a developmental disability.

ESSENTIAL JOB FUNCTIONS:

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

1. Monitors implementation of the plan of service for each assigned consumer. This includes providing regular follow-up and monitoring services related to plan goals, objectives, and planned interventions and completing periodic reviews, required assessments and status reports.
2. Completes wage reporting and entitlement gathering for necessary benefits.
3. Communicates with consumers, families and guardians on an as needed basis.
4. Assures adherence to all rules and regulations of the Department of Community Health, CARF, Hab Waiver, Children's Waiver, or Specialized Residential.
5. Coordinates services for consumers among all involved agency personnel as defined by the established treatment plan in areas such as housing, legal, clothing, medical/psychological care, social security, utilities, education, transportation, employment and recreation.
6. Enhances community understanding and acceptance of developmentally disabled individuals and promotes mental health services through community presentations to civic and community agencies and other interested groups.
7. Uses a computer to maintain complete and detailed case records consistent with Department of Community Health standards, agency procedures and requirements of third party funding sources.
8. Ensures that clinical documentation regarding consumers is kept secure and confidential and maintained consistent with Department of Community Health and Community Mental Health policies and procedures.

9. Complies with recipient rights reporting requirements established by the Community Health Code and procedures of the Community Health Services Board.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's Degree in Social Work and LBSW licensure preferred, with at least one year experience working with adults with Intellectual/Developmental Disabilities. Minimum of high school diploma is required.

ADDITIONAL REQUIREMENTS AND INFORMATION:

Required Knowledge and Skills:

1. Good working knowledge of developmental disabilities and current supports and services coordination theory and practice for individuals with developmental disabilities.
2. Good working knowledge of the principles and practices of medical record documentation and medical records management. Ability to produce timely clinical notes.
3. Good working knowledge of community resources.
4. Understands and can apply a collaborative approach to both intra-agency and inter-agency relationships.
5. Ability to provide quality assessments of individuals.
6. Shows willingness to learn and use new skills and takes regular advantage of internal and external training and staff development opportunities and resources.
7. Knowledge-based competencies in person centered planning.
8. Computer literacy and working knowledge of word-processing, spreadsheet, database and other necessary software programs.

Physical Requirements:

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

Working Conditions:

Works in office locations and day programming areas. Travels throughout the area to attend meetings and access consumers in the community and in their homes.



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: MENTAL HEALTH DATE REQUESTED: 1/13/2021

POSITION TITLE: IDD SIS ASSESSOR ORG CODE: 2220

DATE NEEDED 2/1/2021

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: _____

Expansion of Existing Hours → From: 20 T : 40 hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: CMHT

2. Pay Grade: 13 C

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

SIS assessments are a requirement by MDHHS. When this position was posted it was felt that a part-time position could manage all the assessments needed each year. We are currently behind in these assessments and moving to full time would close the gap of the overdue assessments and also keep up with the assessments as they become due. In October 2020, MDHHS mandated that all 16 & 17 year olds with a diagnosis of IDD also receive the SIS assessment. This has put an additional increase on the amount of assessments needed to be completed

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. Medicaid - 100%

Provide the revenue line to be amended if this position is approved: 64911000-517005

Estimated salary cost (including for the budget year: \$24,517.86 (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$18,584.91 (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

NONE

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: _____

DATE: 1/14/21

BUDGET DATA: _____

Fiscal Services Department Use Only

CONTROL #: _____

Fiscal Services Department Use Only



Ottawa County
Where You Belong[®]

Mental Health Specialist (SIS Assessor)

Class Code:
2332

Bargaining Unit: Group T

OTTAWA COUNTY

Established Date: Dec 11, 2018

Revision Date: Dec 11, 2018

SALARY RANGE

\$22.26 - \$28.20 Hourly
\$46,300.80 - \$58,656.00 Annually

JOB DESCRIPTION:

Under the supervision of a Program Coordinator or Program Supervisor, performs Supports Intensity Scale (SIS) Assessments for adults with intellectual and/or developmental disabilities as assigned.

ESSENTIAL JOB FUNCTIONS:

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

1. The SIS Assessor is specially trained in interviewing and information gathering which will provide information that can help planning teams, agencies, and organizations understand the support needs of people with intellectual and/or developmental disabilities.
2. Ensures assigned SIS interviews are completed in a timely, reliable, and respectful manner according to the American Association on Intellectual and Developmental Disabilities (AIDD) standards.
3. Assists in communicating the results of the assessment to the individual and his/her guardian/family/caregivers/team to help them understand the individual's support needs and to inform the Person Centered Planning process.
4. Participates in periodic SIS Drift Reviews and minimizes drift by maintaining a qualified status in Inter-Rater Reliability Quality Reviews (IRQR) conducted by an AIDDD recognized SIS Trainer.
5. Assures adherence to all rules and regulations of the Department of Health and Human Services, PIHP, Community Mental Health of Ottawa County, and CARF.
6. Enhances community understanding and acceptance of intellectual and/or developmentally disabled individuals and promotes mental health services through community presentations to civic and community agencies and other interested groups.
7. Uses a computer to maintain complete and detailed case records consistent with Department of Community Health standards, agency procedures and requirements of third party funding sources.

8. Ensures that clinical documentation regarding consumers is kept secure and confidential and maintained consistent with Department of Health and Human Services and Community Mental Health policies and procedures.
9. Complies with recipient rights reporting requirements established by the Community Mental Health Code and procedures of the Community Mental Health Services Board.
10. Other functions as assigned.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree in social work, psychology or related human services field. Two years of professional experience in a mental health agency preferred.

Certifications and Licenses:

Must possess or obtain State of Michigan licensure as a Licensed Bachelor's Social Worker or Limited Licensed Bachelor's Social Worker. Must qualify as a QIDP (Qualified Intellectual Disability Professional.) Possession of a valid Michigan driver's license required.

ADDITIONAL REQUIREMENTS AND INFORMATION:

Required Knowledge and Skills:

1. Good working knowledge of intellectual and/or developmental disabilities and current supports and services coordination theory and practice for individuals with intellectual and/or developmental disabilities.
2. Good working knowledge of the principles and practices of medical record documentation and medical records management.
3. Good working knowledge of community resources.
4. Understands and can apply a collaborative approach to both intra-agency and interagency relationships.
5. Ability to provide quality assessments of individuals.
6. Shows willingness to learn and use new skills and takes regular advantage of internal and external training and staff development opportunities and resources.
7. Knowledge-based competencies in person centered planning.
8. Computer literacy and working knowledge of word-processing, spreadsheet, database and other necessary software programs.

Physical Requirements:

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

Working Conditions:

Work is performed in an office environment or in the community. Will travel throughout the area to attend meetings and access consumers in the community and in their homes.



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: MENTAL HEALTH DATE REQUESTED: 12/21/2020

POSITION TITLE: Program Coordinator - Integrated Health Services ORG CODE: 2220

DATE NEEDED 1/1/2021

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: _____

Expansion of Existing Hours → From: _____ To: _____ hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: CMH Unclassified

2. Pay Grade: 07

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

Future funding opportunities for integrated health including CCBHC require significant preparation and program coordination.

This position will help prepare the application for CCBHC and/or health homes and provide management of the program once secured.

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. _____

Provide the revenue line to be amended if this position is approved: _____

Estimated salary cost (including for the budget year: 62,302.65) (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: 40,315.75 (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

Laptop (\$1,000), monitor (\$200), docking station (\$200), telephone (\$200)

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: _____

DATE: 12/28/20 _____

BUDGET DATA: _____

Fiscal Services Department Use Only

CONTROL #: _____

Fiscal Services Department Use Only

OTTAWA COUNTY

TITLE: MENTAL HEALTH PROGRAM COORDINATOR – INTEGRATED HEALTH SERVICE
EMPLOYEE GROUP: CMH UNCLASSIFIED **GRADE:** 7
DEPARTMENT: COMMUNITY MENTAL HEALTH **PROGRAM:** MI SERVICES

JOB SUMMARY:

Under the direction of the Executive Director, this professional position is responsible for developing, monitoring, coordinating, and continually improving Community Mental Health's (CMH) integrated care initiatives. May directly supervise CMH staff delivering integrated or specialty care to consumers as well as collaborate with and/or direct the services provided by community partners.

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

1. Responsible for overall development and management of integrated primary health care initiatives for all populations served by CMH.
2. Regularly meets with and collaborates with primary health care providers, Medicaid Health Plans, CMH leadership, and other community partners to develop integrated health programming that ensure seamless, efficient, evidence-based, and effective holistic health care to CMH consumers.
3. Collects and analyzes data from wide variety of sources to establish effective, efficient utilization management and care management strategies. Data may include those from UM/UR, health exchange, and clinical outcome reports.
4. Provides supervision for subordinate staff, including selection, hiring and termination; training, scheduling and provision of work assignments; performance management; administration of policy and procedure; and administration of discipline.
5. Participates in developing budgets for integrated care initiatives; monitors budgets to ensure cost effective programming.
6. Participates on CMH and/or community collaborative committees, including being a member of the CMH Integrated Health Committee.
7. Develops policies and practice guidelines for collaborative programming and integrated health care initiatives.
8. Seeks and identifies funding opportunities and writes/manages grants associated with assigned programs.
9. Identifies training needs and arranges for or delivers training to staff and community providers.
10. Performs other functions as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

1. Thorough working knowledge of the principles and practices of social work, psychology, and the treatment of individuals with mental health and substance use disorders.
2. Good working knowledge of the principles and practices of community-based mental health services. Demonstrates the capacity to work effectively within agency parameters.
3. Thorough knowledge of the principles of recovery, community integration, and maximized independence.
4. Thorough working knowledge of effective leadership techniques, independent problem solving, conflict resolution, team building, and interagency collaboration.
5. Thorough working knowledge of the principles and practices of clinical assessment and diagnosis, and the DSM-5 criteria.
6. Thorough working knowledge of the principles and practices of community-based mental health and substance use disorder services. Demonstrates the capacity to work effectively within agency parameters.
7. Good working knowledge of managerial and supervisory principles and practices.
8. Good working knowledge of relevant evidence-based practices, relevant to specific target populations.
9. Good working knowledge of varied clinical interventions.
10. Ability to write clear and concise evaluation reports, progress notes, and other necessary documentation.
11. Engages consumers easily and establishes a therapeutic alliance early in the treatment process.
12. Good working knowledge of the principles and practices of budget preparation and control.
13. Shows willingness to learn and use new skills and takes advantage of regular training and staff development opportunities and resources
14. Thorough working knowledge of the principles and practices of medical record documentation and medical records management.
15. Good working knowledge of program assessment and quality assurance principles, practices, protocols and instruments.
16. Excellent communication skills including interpersonal, verbal, and written.
17. Computer literacy and working knowledge of word-processing, spreadsheet, database and project management software.

REQUIRED EDUCATION, TRAINING, AND EXPERIENCE

Master's degree in psychology, social work, public health, public administration, or a related mental health field with a minimum of two (2) years of relevant experience. Lived experiences with mental illness, developmental disabilities, or substance use disorders are valued.

REQUIRED CERTIFICATIONS AND LICENSES

Possession of a valid Michigan driver's license

PHYSICAL REQUIREMENTS:

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

WORKING CONDITIONS:

Work is performed in an office/clinical environment along with frequent community-based meetings and travel within and outside of Ottawa County.

2021 Estimated Costs per Deductions
Employee Costs

Program Coordinator
Unclassified - CMHU-7/ Step 1

FTE	Wages	Benefits	TOTAL COST
1.0000	63,866.52	37,995.77	101,862.29



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: MENTAL HEALTH DATE REQUESTED: 1/13/2021

POSITION TITLE: PROGRAM COORDINATOR - AUTISM ORG CODE: 2220

DATE NEEDED 2/1/2021

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: _____

Expansion of Existing Hours → From: _____ To: _____ hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: UNCLASSIFIED

2. Pay Grade: CMH U7

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

Family Services has seen a notable increase in the demand for services over the past 2 years.

There has been notable growth within the request for Autism/ABA services. In order to manage the growth and expansion of services, we need an additional Program Coordinator to manage the supports, services and staff (including contract) to handle this growth

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. Medicaid (100%)

Provide the revenue line to be amended if this position is approved: 64911000-517005

Estimated salary cost (including for the budget year: \$62,302.65 (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$40,315.75 (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

Laptop computer, monitor, mouse, keyboard, desk phone

Use of CMH Vehicles

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: _____

DATE: 1/14/21

BUDGET DATA: _____

Fiscal Services Department Use Only

CONTROL #: _____

Fiscal Services Department Use Only

OTTAWA COUNTY

TITLE: PROGRAM COORDINATOR – FAMILY SERVICES
DEPARTMENT: COMMUNITY MENTAL HEALTH

EMPLOYEE GROUP: UNCLASSIFIED
GRADE: U07

JOB SUMMARY: This is a professional position responsible for supervising staff from a variety of disciplines who conduct assessments, make diagnoses, develop treatment plans, and provide direct services to youth (birth to 21) diagnosed with Autism Spectrum Disorder. Youth may also have co-occurring mental illness, developmental disabilities and/or substance use disorders. Provides clinical supervision to staff as needed. May deliver direct mental health services to consumers assigned to team.

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

1. Assures that services to consumers meet standards of quality and quantity. Quality standards include ensuring consumers are treated in a manner consistent with agency policy, divisional standards, and good clinical practice. Quantity standards require demonstrating units of service provided reflect adherence to goals set for the program.
2. Adequately manages staff resources and program budget to provide optimal service provision to Ottawa County residents.
3. Assists with development of agency policy direction, goals, and outcomes by participating on agency-wide committees and task forces.
4. Establishes/plans/implements program priorities, goals, and outcomes in cooperation with the Program Supervisor, other Clinical Supervisors, and Clinicians, including responsibility for the program's achievement of planned productivity.
5. Participates in hiring, management, and evaluation of professional and support staff.
6. Participates in the development and management of agency contracts applicable to the respective program.
7. Monitors management reports dealing with productivity, consumer service, and expense/revenue.
8. May be responsible for authorization of individual and program expenses incurred by the program supervised.
9. Assures that staff adequately performs their job functions via periodic review of clinical documentation, units of service provided, and general job performance.
10. Provides consultation to other agencies regarding services and behavioral health issues of consumers and referrals.
11. Provides community education regarding behavioral health issues.
12. Provides quality direct consumer care encompassing assessment, diagnosis, treatment planning, therapy, and case management as appropriate.
13. Assures that staff are receiving clinical supervision and may provide clinical supervision to select clinicians.

14. Maintains all agency paperwork and clinical record documentation in an accurate and timely fashion.
15. Attends and participates in agency meetings as well as program specific team meetings.
16. Consistently maintains individual productivity within expected range.
17. Understands and implements agency and county personnel policies and the collective bargaining agreement.
18. Participates in the local appeal process as an agency representative.
19. May provide specialty supervision for a distinct professional discipline or evidence-based practice.
20. Performs other related duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

1. Thorough working knowledge of the principles and practices of social work, psychology, and the treatment of individuals with mental health, developmental disabilities and/or co-occurring mental health and substance use disorders.
2. Thorough knowledge of the principles of recovery, community integration, and maximized independence.
3. Thorough working knowledge of effective leadership techniques, independent problem solving, conflict resolution, team building, and interagency collaboration.
4. Thorough knowledge of Family Systems approach to working with families, including Family Driven, Youth Guided principles
5. Thorough working knowledge of the principles and practices of clinical assessment and diagnosis, and the
 - a. DSM-5 criteria.
6. Thorough working knowledge of MDCH accreditation requirements and mental health care practitioner licensing requirements.
7. Good working knowledge of the principles and practices of community-based mental health services.
 - a. Demonstrates the capacity to work effectively within agency parameters.
8. Good working knowledge of managerial and supervisory principles and practices.
9. Good working knowledge of relevant Evidence-Based Practices, relevant to specific target populations.
10. Good working knowledge of varied interventions.
11. Ability to write clear and concise evaluation reports, progress notes, and other necessary documentation.
12. Participates with and accepts clinical and administrative supervision.
13. Engages consumers easily and establishes a therapeutic alliance early in the treatment process.
14. Good working knowledge of the principles and practices of budget preparation and control.
15. Shows willingness to learn and use new skills and takes advantage of regular training and staff development opportunities and resources.

15. Thorough working knowledge of the principles and practices of medical record documentation and medical records management.
16. Good working knowledge of program assessment and quality assurance principles, practices, protocols, and instruments.
17. Excellent interpersonal communication skills.
18. Excellent verbal and written communication skills.
19. Computer literacy and working knowledge of word-processing, spreadsheet, database, and project management software.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Master's degree in psychology, social work, or related mental health field with a minimum of two (2) years of relevant experience.

For those supervising staff who work with children/adolescents, must have or attain certification as CAFAS reliable rater, and must complete 24 hours child specific training annually.

Lived experiences with mental illness, developmental disabilities, or substance use disorders are valued.

LICENSES AND CERTIFICATIONS:

Must possess or obtain State of Michigan licensure or certification (LLP, LMSW, LPC, etc.).

Possession of a valid Michigan driver's license is required.

PHYSICAL REQUIREMENTS:

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

WORKING CONDITIONS:

Work is performed in a normal office environment but may also be performed in some community settings.

2021 Estimated Costs per Deductions
Employee Costs

Program Coordinator
Unclassified - CMHU-7/ Step 1

FTE	Wages	Benefits	TOTAL COST
1.0000	63,866.52	37,995.77	101,862.29



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: MENTAL HEALTH DATE REQUESTED: 1/13/2021

POSITION TITLE: MENTAL HEALTH SPECIALIST
(Supports Coordinator) ORG CODE: 2220

DATE NEEDED 2/1/2021

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: _____

Expansion of Existing Hours → From: _____ To: _____ hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: CMH-T

2. Pay Grade: CMH 13

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

Family Services has seen a significant increase in the request for services, particularly for Autism/ABA services. Given the increased demand for services, staff are seeing a significant increase of case loads, pushing them beyond the bounds of typical case load numbers. Therefore we are seeking additional mental health specialist positions to allow for appropriate case loads.

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. Medicaid (100%)

Provide the revenue line to be amended if this position is approved: 64911000-517005

Estimated salary cost (including for the budget year: \$ 47,934.28 (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: \$ 36,833.29 (department to request amount from H/R)



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

This position will need: desk phone, laptop, monitor, docking station, mouse, and keyboard.

This position will use CMH vehicles as necessary.

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: _____

DATE: _____

1/14/21

BUDGET DATA: _____

Fiscal Services Department Use Only

CONTROL #: _____

Fiscal Services Department Use Only

OTTAWA COUNTY

TITLE: MENTAL HEALTH SPECIALIST
(DD SUPPORTS COORDINATION)

EMPLOYEE GROUP: GROUP T

DEPARTMENT: MENTAL HEALTH

GRADE: T13

JOB SUMMARY: Under the supervision of a Mental Health Team Supervisor or Program Coordinator, serves as a supports coordinator for child or adolescents consumers who have been determined to have a developmental disability or are diagnosed as being on the autism spectrum disorder.

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

1. Receives consumer case referrals and conducts interviews to obtain necessary information to complete assessments of consumers' needs and community/natural support systems.
2. Develops plan of service with consumers and parents/guardians detailing the specific services the consumer will participate in including health, personal development, school, work, and family related services.
3. Chairs an interdisciplinary team composed of mental health professionals from various disciplines to develop a plan of service for assigned consumers and to provide and receive feedback on diagnostic and treatment work performed.
4. Monitors implementation of the plan of service for each assigned consumer. This includes providing regular follow-up and monitoring services related to plan goals, objectives, and planned interventions and completing periodic reviews, required assessments and status reports.
5. Assures adherence to all rules and regulations of the Department of Health and Human Services, CARF, Hab Waiver, and Children's Waiver,
6. Coordinates services for consumers among all involved agency personnel as defined by the established treatment plan in areas such as housing, legal, clothing, medical/psychological care, social security, utilities, education, transportation, employment and recreation.
7. Enhances community understanding and acceptance of developmentally disabled individuals and promotes mental health services through community presentations to civic and community agencies and other interested groups.
8. Uses a computer to maintain complete and detailed case records consistent with Department of Community Health standards, agency procedures and requirements of third-party funding sources.
9. Ensures that clinical documentation regarding consumers is kept secure and confidential and maintained consistent with Department of Community Health and Community Mental Health policies and procedures.
10. Complies with recipient rights reporting requirements established by the Community Health Code and procedures of the Community Health Services Board.
11. Assists respective supervisor(s) in evaluating the effectiveness of current programming and makes suggestions for improvements.
12. Other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

1. Good working knowledge of developmental disabilities and current supports and services coordination theory and practice for individuals with developmental disabilities.
2. Good working knowledge of the principles and practices of medical record documentation and medical records management. Ability to produce timely clinical notes.
3. Good working knowledge of community resources.

4. Understands and can apply a collaborative approach to both intra-agency and interagency relationships.
5. Ability to provide quality assessments of individuals.
6. Shows willingness to learn and use new skills and takes regular advantage of internal and external training and staff development opportunities and resources.
7. Knowledge-based competencies in person centered planning.
8. Computer literacy and working knowledge of word-processing, spreadsheet, database and other necessary software programs.

REQUIRED EDUCATION, TRAINING, AND EXPERIENCE:

Bachelor's degree in a human services discipline is required. Two years of relevant experience in a mental health agency is preferred. Must be trained in the Children's Waiver and Autism Benefit rules. and complete 24 hours child specific training annually.

CERTIFICATIONS AND LICENSES:

Must possess or obtain State of Michigan licensure as a Licensed Bachelor's Social Worker or Limited Licensed Bachelor's Social Worker. Must qualify as a QIDP (Qualified Intellectual Disability Professional.) Possession of a valid Michigan driver's license required.

PHYSICAL REQUIREMENTS:

Must be able to access consumers at various locations.

WORKING CONDITIONS:

Works in office locations and day programing areas. Travels throughout the area to attend meetings and access consumers in the community and in their homes.

2021 Estimated Costs per Deductions
Employee Costs

Mental Health Specialist Supports Coordinator
Group T - CMHT-13/ Step 1

FTE	Wages	Benefits	TOTAL COST
1.0000	47,229.52	33,743.17	80,972.69



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: _____ DATE REQUESTED: _____

POSITION TITLE: _____ ORG CODE: _____

DATE NEEDED _____

CHECK ONE: Full-Time Benefitted

Part-Time Benefitted

New Position → Number of hours per week requested: _____

Expansion of Existing Hours → From: _____ To: _____ hrs/week

Non-Benefitted, Temporary → Duration of Temporary Position: _____

New Position → Number of hours per week requested: _____

Expansion of Existing Hours - please refer to the attached schedule to make this request

GENERAL INFORMATION:

1. Bargaining Unit/Benefit Group: _____

2. Pay Grade: _____

3. Does a current job description exist? Yes No

If no, please attach a one-page, proposed job description and a description of anticipated duties to this form.

4. Justification for establishing this additional position. Please explain rationale for requesting this position including background for this position, additional workload in department that needs to be covered, where is the additional funding for this position coming from, as well as the impact to the department. Please limit your response to a maximum of one page, double spaced.

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. _____

Provide the revenue line to be amended if this position is approved: _____

Estimated salary cost (including for the budget year: _____ (department to request amount from H/R)

Estimated fringe benefit cost for the budget year: _____ (department to request amount from H/R)



COUNTY OF OTTAWA


New Position Request Form

Please print form and return to the Human Resources Department

List all additional items associated with this position, including equipment, office modifications, vehicle costs, etc. List as follows: Item description, cost estimate, and justification for additional equipment.

Additional information:

- **For all approved positions:** the costs associated with this position (revenue, salary, fringe benefits, & equipment) will be entered by Fiscal Services into your budget if the position is approved. The department will not be responsible for this portion of the budget entry.
- Please include all position information on this form and attachments (as noted above). The justification that you submit for this position request should be well thought out and articulated in a way that the committee members who may not be familiar with day to day activities of your area can understand the information you provide. **Please remember to keep the justification to a maximum of one page.**

SIGNED: _____


DATE: _____

BUDGET DATA: _____
Fiscal Services Department Use Only

CONTROL #: _____
Fiscal Services Department Use Only

TITLE: Mental Health Aide

DEPARTMENT: COMMUNITY MENTAL HEALTH

PROGRAM: Family Services

EMPLOYEE GROUP: Group T

GRADE: CMH T7

SUMMARY:

Under close supervision, implements plans of service for consumers with a developmental disability and/or mental illness diagnosis. This position teaches and assists people with various disabilities in activities that help maintain and develop their basic skills and abilities including skills in communication, social interaction, activities of daily living including basic self care, community access and safety, behavioral self control, physical therapy exercises, basic domestic skills, independent living, and job skills. These skill building and support services will be offered primarily in the community. Work hours will include some evenings.

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

1. Implements direct services to client consistent with established treatment plans.
2. Records data on consumer behaviors, needs, and progress objectively and accurately.
3. Implements treatment plan goals written by professional staff including any psychological behavior plans.
4. Monitors existing health conditions and medications to ensure that proper dosages are taken at specified intervals and observes consumers for any adverse effects.
5. Plans and structures activities in conjunction with the consumer to correlate to plan goals.
6. Transports consumers to and from various planned activities and encourages consumer participation during such trips.
7. Ensures the safety of consumers who have a variety of disabilities.
8. Prepares written documentation of consumer behaviors and treatments in accordance with established policy and procedures; and makes notes in case records.
9. Completes necessary training to teach activities of daily living to help consumers maintain independent living.
10. Reviews and discusses consumers' treatment plans with professional staff.
11. Communicates consumers' responses to service to the involved professionals and recommend changes as needed.
12. Maintains the security and confidentiality of clinical documentation in accordance with statutory requirements and Department of Mental Health and Community Mental Health policies and procedures.
13. Monitors recipient rights and complies with reporting requirements established by the Mental Health Code and procedures of the Community Mental Health Services Board.

CONTACTS: This position has frequent contact with:

1. Consumers
2. Consumers' parents/guardians and family
3. Mental Health Clinicians
4. Supports Coordinators

REQUIRED KNOWLEDGE AND SKILLS:

1. Ability to interact positively and professionally with clients with developmental disability and/or mental illness, their families and other stakeholders.
2. Ability to work effectively in a team environment.
3. Ability to work independently.
4. Good powers of observation in order to identify changes in client behavior.
5. Certification of CPR and first aid practices, procedures and techniques.
6. Basic computer literacy in order to maintain digital case documentation and case notes.
7. Ability to interact positively and professionally with consumers, consumer family members, guardians, and other caregivers and representatives from widely diverse cultural and socioeconomic backgrounds and with varying levels of social and interpersonal communications skills.

NOTES:

Fluency in Spanish desirable.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

High school diploma or GED. Successful completion of a First Aid course and CPR training and selected classes in the Group Home Curriculum Training within six (6) months of the date of hire. Participation in required continuing education required. Must have valid driver's license. Must complete 24 hours child specific training annually.

PHYSICAL REQUIREMENTS:

1. Must be able to lift at least 25 pounds independently.
2. Must be able to lift, reach, bend, stoop, push and pull to perform housekeeping tasks while teaching daily living skills to consumers.

WORKING CONDITIONS:

Work will be performed in an office setting and community settings including public places, consumer homes and other agency settings.

2021 Estimated Costs per Deductions
Employee Costs

Mental Health Aide
Group T - CMHT-7/ Step 1

FTE	Wages	Benefits	TOTAL COST
1.0000	32,241.46	29,912.05	62,153.51

Action Request



Committee: Finance and Administration Committee

Meeting Date: 02/16/2021

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: Quarterly Financial Status Report

Suggested Motion:

To receive for information the detailed Financial Statements for the General Fund and Mental Health Fund, as well as a higher level summary for the rest of the Special Revenue Funds, through the end of the 1st quarter of Fiscal Year 2021.

Summary of Request:

The reports are distributed in department level detail for the year to date revenue and expenditure budgets and actual activity. The activity is summarized at the end of each report to reflect the total revenues, total expenditures, and fund balance.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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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: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

Goal 1, Objective 3: Maintain or improve bond credit ratings.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:



Ottawa County
Where You Belong.

Fiscal Services Department
12220 Fillmore Street
West Olive, MI 49460

Karen Karasinski
Fiscal Services Director

Myra Ocasio
Fiscal Services Assistant Director

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

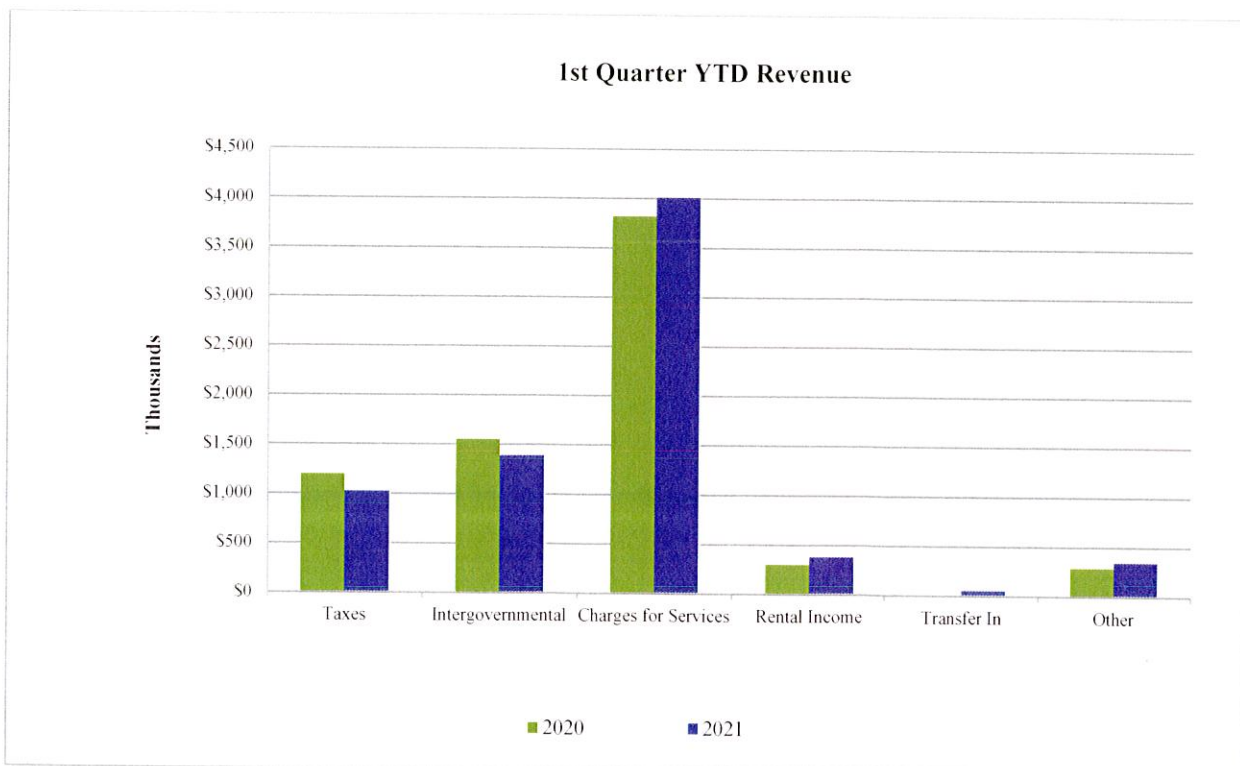
TO: Finance and Administration Committee
FROM: Karen Karasinski, Fiscal Services Director
SUBJECT: Quarterly Financial Status Report
DATE: February 16, 2021

Attached are the first quarter financial statements for the General Fund and Mental Health Fund as well as a summary for the rest of the Special Revenue funds. This memorandum is an overview intended to highlight significant trends and activities with the detailed reports attached as reference.

General Fund 1st Quarter 2021, Period Ending December 31, 2020

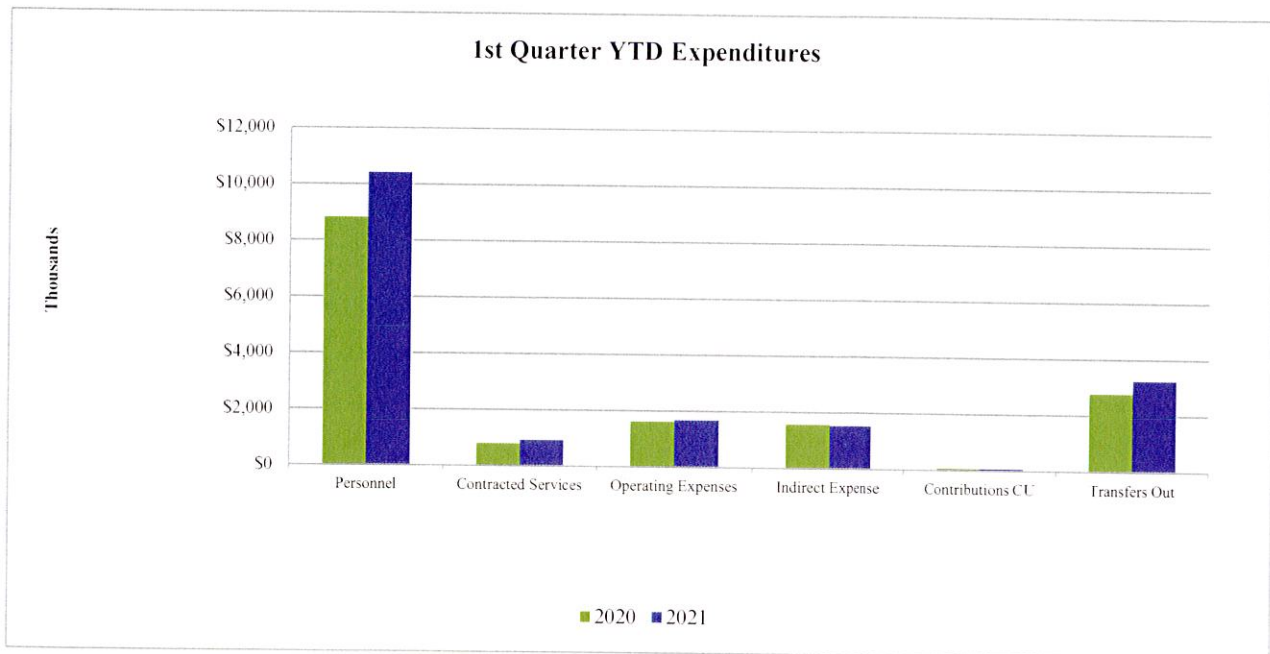
Period ending revenues and expenditures are on track with the budget throughout the General Fund.

REVENUE



- Property Taxes for County operating purposes are billed and generally received in July, August and September. The tax revenue for the pass-thru levy for the Road Commission and Central Dispatch are billed in December, and generally received in December, January, and February.
- The amount received in Intergovernmental Revenue is similar to prior years and consistent with what is expected at the end of the first quarter. Revenue such as State Convention Tax, Local Community Stabilization is not received in the first quarter, but will “catch-up” later in the fiscal year.
- Charges for Service revenue is very similar to fiscal year 2020, prior to the start of the pandemic. This is a positive trend because this category was negatively impacted during the pandemic when all activity slowed ore completely stopped.

EXPENDITURE



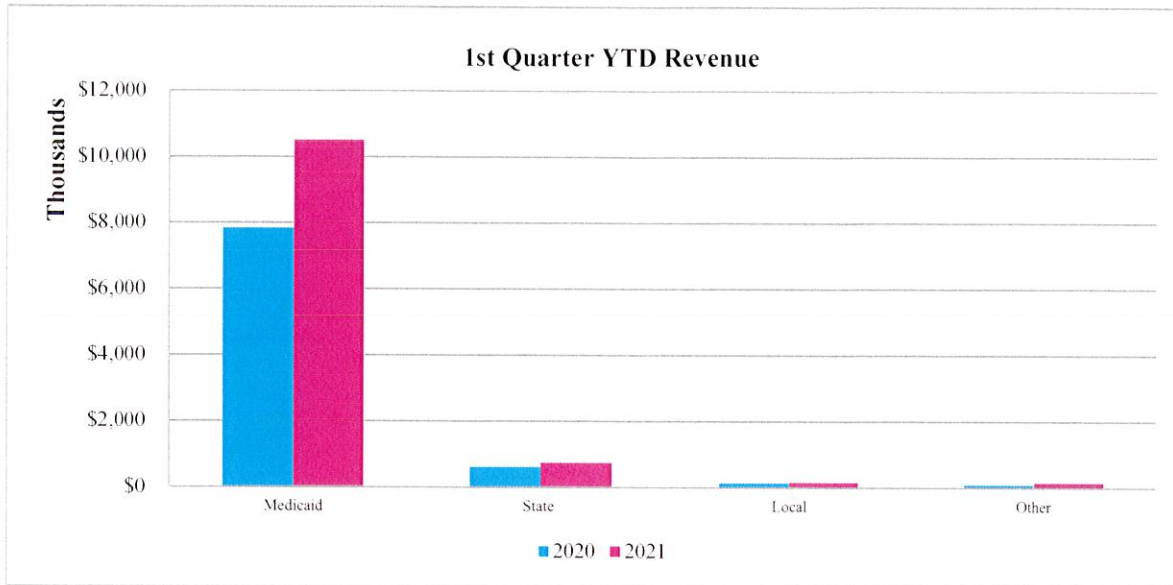
- Personnel services expenditures are consistent with the budget. They show an expected increase from 2020 to 2021 due to anticipated staffing salary and benefit increases.
- Overall, appropriations are within a reasonable and historical consistent range for this time of year. All Other General Government is the only area that is above 25% of budget expended and, that is because a second quarter payment to the Ottawa County Soil and Conservation District was paid prior to 12/31/20.

Mental Health Fund

1st Quarter 2021, Period Ending December 31, 2020

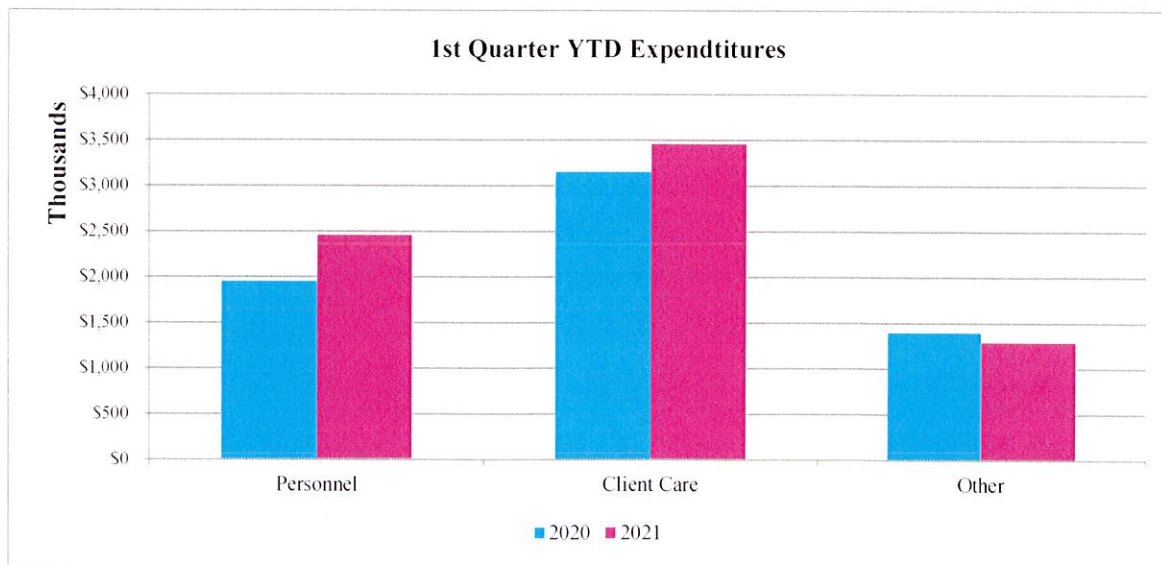
Mental Health revenues and expenditures are within budgeted projections through the first quarter.

REVENUE



The increased 2020 Medicaid rates have continued into 2021, as promised. The 2020 increases were paid after the 1st quarter so the year over year change in the graph looks greater right now. Additionally, current rates include a \$2/hour direct care worker pass through and an increase because individuals are allowed to keep Medicaid status throughout the pandemic. MDHHS ruled that people enrolled in Medicaid cannot lose that status through the pandemic even though they might have a qualifying event, such as increased revenue.

EXPENDITURES



Personnel services expenditures are consistent with the budget. They show an expected increase from 2020 to 2021 due to anticipated staffing salary, benefit increases, and new positions.

Client care expenses show an expected increase from 2020 to 2021 due to the COVID 19 Direct Care Worker \$2/hour pass through.

**GENERAL FUND (1010) - INTERIM STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

Fiscal Year 2021, 1st Quarter ending December 31, 2020

(with comparative actual amounts for Fiscal Year 2020, 1st Quarter ending December 31, 2019)

	2021				2020		
	Original Budget	Amended Budget	Actual 12/31/2020	% Difference from budget	Difference from budget	2020 Total at 12/31/2019	Actual Unaudited
Revenues:							
Taxes	\$57,124,665	\$57,124,665	\$1,022,845	1.8%	(56,101,820)	\$1,194,741	\$55,108,420
Intergovernmental	11,063,519	11,116,195	1,387,731	12.5%	(9,728,464)	1,551,566	12,821,185
Charges for services	15,624,236	15,624,236	4,003,940	25.6%	(11,620,296)	3,816,399	15,102,840
Fines and forfeits	71,100	71,100	27,310	38.4%	(43,790)	16,695	67,424
Interest on investments	606,447	606,447	113,381	18.7%	(493,066)	(70,763)	184,493
Licenses and permits	393,538	393,538	90,537	23.0%	(303,001)	80,345	353,371
Rental income	2,198,027	2,198,027	377,697	17.2%	(1,820,330)	297,928	1,879,255
Other	716,683	744,683	112,298	15.1%	(632,385)	260,754	895,876
Transfers In from Other Funds	3,864,814	3,864,814	52,696	1.4%	(3,812,118)	7,751	1,723,841
Total revenues	91,663,029	91,743,705	7,188,433	7.8%	(84,555,272)	7,155,416	88,136,704
Expenditures by Function:							
Legislative (Commissioners)	586,581	573,081	112,597	19.6%	460,484	116,875	530,045
Judicial:							
20th Circuit Court	3,372,861	3,371,757	807,348	23.9%	2,564,409	722,320	3,232,358
58th District Court	8,068,140	8,048,737	1,783,120	22.2%	6,265,618	1,730,583	7,610,780
Probate Court	998,844	1,001,268	167,837	16.8%	833,431	187,103	786,177
Juvenile Services Division	1,275,110	1,270,448	304,670	24.0%	965,778	240,311	1,119,837
Circuit Court Adult Probation	102,885	102,885	25,725	25.0%	77,160	22,356	95,033
All other judicial	57,929	57,929	14,207	24.5%	43,722	10,993	40,976
	13,875,769	13,853,024	3,102,907	22.4%	10,750,117	2,913,667	12,885,161
General Government:							
Administrator	1,365,893	1,385,893	278,102	20.1%	1,107,791	226,230	1,108,487
Fiscal Services	1,942,604	1,942,616	356,701	18.4%	1,585,915	300,010	1,546,509
County Clerk	2,649,584	2,678,258	630,754	23.6%	2,047,504	486,160	2,634,376
Prosecuting Attorney	5,064,945	5,064,945	1,107,357	21.9%	3,957,588	943,137	4,342,511
County Treasurer	982,562	984,841	199,096	20.2%	785,745	181,892	924,226
Equalization	1,595,933	1,595,933	391,113	24.5%	1,204,820	315,108	1,547,978
Geographic Information Systems	554,870	554,870	120,680	21.7%	434,190	106,771	507,097
MSU Extension	375,025	375,286	89,206	23.8%	286,080	89,304	371,883
Facilities Maintenance	4,697,690	4,632,707	823,603	17.8%	3,809,104	778,221	4,232,959
Corporate Counsel	306,866	306,866	55,279	18.0%	251,587	45,280	284,264

**GENERAL FUND (1010) - INTERIM STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

Fiscal Year 2021, 1st Quarter ending December 31, 2020

(with comparative actual amounts for Fiscal Year 2020, 1st Quarter ending December 31, 2019)

	2021				2020		
	Original Budget	Amended Budget	Actual 12/31/2020	% Difference from budget	Difference from budget	2020 Total at 12/31/2019	Actual Unaudited
General Government continued:							
Register of Deeds	750,616	750,616	165,899	22.1%	584,717	153,818	723,054
Human Resources	1,098,214	1,105,714	262,488	23.7%	843,226	220,881	972,093
Water Resources Commissioner	980,219	980,219	244,501	24.9%	735,718	216,970	950,859
All other general government	158,121	146,844	71,882	49.0%	74,961	44,161	151,816
	<u>22,523,142</u>	<u>22,505,607</u>	<u>4,796,661</u>	<u>21.3%</u>	<u>17,708,946</u>	<u>4,107,943</u>	<u>20,298,111</u>
Public Safety:							
Sheriff	12,748,569	12,733,846	3,045,944	23.9%	9,687,903	2,478,787	11,969,765
Central Dispatch	5,551,867	5,551,867	21,680	0.4%	5,530,187	25,966	5,274,303
Jail	11,420,815	11,422,128	2,642,608	23.1%	8,779,520	2,358,375	10,930,813
All other public safety	2,474,227	2,474,349	491,771	19.9%	1,982,579	470,564	2,674,475
	<u>32,195,478</u>	<u>32,182,191</u>	<u>6,202,002</u>	<u>19.3%</u>	<u>25,980,189</u>	<u>5,333,692</u>	<u>30,849,355</u>
Public Works							
Public Works (drain assessments)	214,000	214,000	0	0.0%	214,000	0	216,869
Road Commission	6,264,624	6,264,624	24,617	0.4%	6,240,007	29,899	5,987,928
Health & Welfare							
Substance Abuse	569,984	569,984	0	0.0%	569,984	0	275,492
All other health & welfare	619,118	660,623	66,780	10.1%	593,842	84,462	665,778
Community & Economic Development	2,089,907	2,123,581	239,128	11.3%	1,884,453	216,939	1,098,729
Other Expenditures	1,110,717	1,107,337	39,558	3.6%	1,067,779	35,661	142,644
Transfers Out to Other Funds	12,910,428	12,928,869	3,231,419	25.0%	9,697,449	2,763,942	14,496,652
Total General Fund Expenditures	<u>92,959,748</u>	<u>92,982,920</u>	<u>17,815,670</u>	<u>19.2%</u>	<u>75,167,250</u>	<u>15,603,080</u>	<u>87,446,764</u>
Net change in fund balance	(1,296,719)	(1,239,215)	(10,627,237)		(9,388,021)	(8,447,663)	689,940
Fund balance, beginning of year	24,882,599	24,882,599	24,882,599		0	23,909,484	24,192,659
Fund balance, end of year	<u>23,585,881</u>	<u>23,643,384</u>	<u>14,255,363</u>		<u>(9,388,021)</u>	<u>15,461,821</u>	<u>24,882,599</u>

**MENTAL HEALTH (2220) - INTERIM STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

Fiscal Year 2021, 1st Quarter ending December 31, 2020

(with comparative actual amounts for Fiscal Year 2020, 1st Quarter ending December 31, 2019)

	2021					2020 Total at 12/31/2019	2020 Actual Unaudited
	Original Budget	Amended Budget	Actual	Actual as a % of Budget	Variance		
Revenues:							
Intergovernmental	\$40,938,596	\$41,010,498	\$11,250,864	27.4%	(\$29,759,634)	\$8,430,749	\$41,578,791
Charges for services	202,900	202,900	139,482	68.7%	(63,418)	49,701	23,594
Interest on investments	20,000	20,000	8,531	42.7%	(11,469)	5,271	26,804
Other	46,407	46,407	(13,080)	-28.2%	(59,487)	23,166	89,224
Transfers In from Other Funds	1,475,618	1,475,618	131,405	8.9%	(1,344,214)	119,125	476,500
Total revenues	\$42,683,521	\$42,755,423	\$11,517,200	26.9%	(\$31,238,223)	\$8,628,011	\$42,194,913
Expenditures:							
Salaries	\$6,848,423	\$6,912,769	\$1,557,353	22.5%	\$5,355,416	\$1,182,858	\$6,286,386
Benefits	3,762,684	3,773,320	895,283	23.7%	2,878,037	765,236	3,317,778
Supplies	168,360	161,300	13,353	8.3%	147,947	12,492	107,979
Contracted Services	29,777,733	29,706,685	4,340,029	14.6%	25,366,656	4,023,119	29,016,505
Operating Expense	902,121	905,884	90,043	9.9%	815,841	181,036	763,193
Maintenance & Repair	20,925	18,335	1,884	10.3%	16,451	2,538	21,910
Utilities	130,362	130,842	30,966	23.7%	99,876	20,351	110,459
Insurance	277,115	277,115	68,942	24.9%	208,173	66,177	264,541
Indirect Expense	795,798	798,298	198,950	24.9%	599,349	240,412	963,998
Total Expenditures	\$42,683,521	\$42,684,548	\$7,196,804	16.9%	\$35,487,744	\$6,494,219	\$40,852,750
Net change in fund balance	0	70,875	4,320,396		4,249,521	2,133,792	1,342,163
Fund balance, beginning of year	1,985,700	1,985,700	1,985,700		0	643,537	643,537
Fund balance, end of year	<u>\$1,985,700</u>	<u>\$2,056,575</u>	<u>\$6,306,096</u>		<u>\$4,249,521</u>	<u>\$2,777,329</u>	<u>\$1,985,700</u>

COUNTY OF OTTAWA
Fiscal 2021

	Original Revenue Budget	Adjusted Revenue Budget	Revenue Actual	% of budget	Original Expenditure Budget	Adjusted Expenditure Budget	Expenditure Actual	% of budget	Budgeted Fund Balance Gain (Use)	Current Fund Balance Gain (Use)
Special Revenue Funds										
General Fund Infrastructure	10,000	10,000	1,580	16%	125,000	125,000	-	0%	(115,000)	1,580
General Fund Solid Waste Clean-Up	10,000	10,000	6,652	67%	317,000	317,000	56,140	18%	(307,000)	(49,488)
General Fund Stabilization	-	-	-	-	-	-	-	-	-	-
General Fund DB/DC	3,870,697	3,870,697	-	0%	3,870,697	3,870,697	3,870,000	100%	-	(3,870,000)
Parks & Recreation	6,179,898	6,179,898	750,505	12%	6,233,056	6,201,924	1,521,119	25%	(22,026)	(770,615)
Child Care	8,077,455	8,087,455	855,006	11%	8,677,455	8,655,781	1,560,703	18%	(568,326)	(705,697)
Concealed Pistol License	141,000	141,000	70,924	50%	82,044	82,044	18,680	23%	58,956	52,244
Department of Health & Human Services	44,100	44,100	11,025	25%	44,100	38,533	11,781	31%	5,567	(756)
Farmland Preservation	247,749	832,749	449,035	54%	247,749	832,749	443,049	53%	-	5,986
Federal Forfeiture	-	-	-	0%	4,000	4,000	-	0%	(4,000)	-
Friend of the Court	5,197,927	5,203,177	517,153	10%	5,197,927	5,203,177	1,212,612	23%	-	(695,459)
Health	12,885,857	14,377,475	1,917,613	13%	12,885,857	14,378,581	3,155,911	22%	(1,106)	(1,238,298)
Homestead Property Tax	5,452	5,452	113	2%	1,707	1,707	-	0%	3,745	113
Landfill Tipping Fees	550,119	550,119	113,789	21%	615,360	480,241	180,379	38%	69,878	(66,590)
Mental Health Millage	4,818,912	4,818,912	244,772	5%	4,818,912	5,191,758	1,136,934	22%	(372,845)	(892,162)
Mental Health Substance Use Disorder	3,667,572	3,813,392	671,746	18%	3,667,572	3,751,807	492,353	13%	61,585	179,393
Other Governmental Grants	3,132,644	5,446,146	104,860	2%	3,141,788	4,706,982	1,432,008	30%	739,164	(1,327,148)
Public Defender's Fund	3,279,235	3,279,235	461,064	14%	3,279,235	3,279,235	717,070	22%	-	(256,006)
Register of Deeds Technology	250,411	250,411	88,173	35%	260,477	274,097	41,640	15%	(23,686)	46,533
Sheriffs Grants & Contracts	9,315,654	9,315,654	1,610,464	17%	9,388,493	9,386,993	2,294,698	24%	(71,339)	(684,234)
Debt Service Fund	4,706,728	4,706,728	80,874	2%	4,706,728	4,706,728	3,757,147	80%	-	(3,676,273)
Capital Projects Fund	1,598,794	4,021,288	308,137	8%	2,596,901	3,141,384	805,719	26%	879,904	(497,582)
Building Authority Capital Projects	-	-	-	#DIV/0!	-	-	11,280	#DIV/0!	-	(11,280)



County of Ottawa

Office of the Treasurer

Amanda Price
County Treasurer

Cheryl A. Clark
Chief Deputy Treasurer

Mollie L. Bonter
Deputy Treasurer

12220 Fillmore Street • Room 155 • West Olive, MI 49460
Tel. (616) 994-4501 • 1-888-731-1001 ext 4501 • Fax (616) 994-4509 • www.miOttawa.org

Report to: Ottawa County Finance and Administration Committee

From: Amanda Price, Treasurer

Date: February 9, 2021

Re: Financial Update for month end January 31, 2021

General Fund

In an effort to streamline the materials the Finance Committee receives each month, I have condensed the graphs indicative of Open Investments, Historical Comparison by Month, Investment Distribution by Maturity and the Yield Graph into a one-page document. I have also removed the backup documentation to these graphs but will include them on a quarterly basis with the monthly Finance Committee report.

The graphs represent the status of the General fund portfolio for Ottawa County as of January 31, 2021. As depicted in the graphs, the asset distribution of the General Pooled Funds by types and percentages meet the requirements of the County's Investment Policy.

Other Post Employee Benefits (OPEB)

The January 31, 2021 Statement from Greenleaf Trust along with a Cash Flow sheet and Asset Allocation sheet on the investments in our OPEB account are attached.

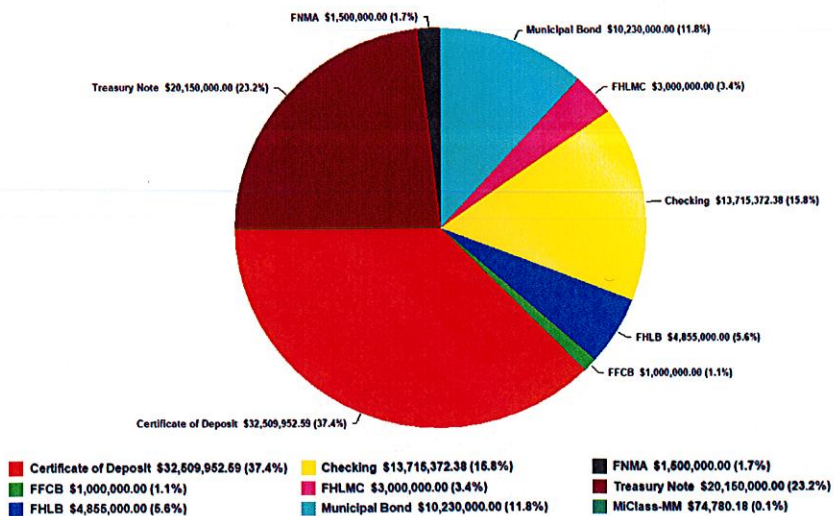
I plan to be at the February Finance Committee meeting either in person or via zoom.

Please contact me at aprice@miottawa.org or 616-994-4505 if you have any questions related to this material or the Treasurer's office.

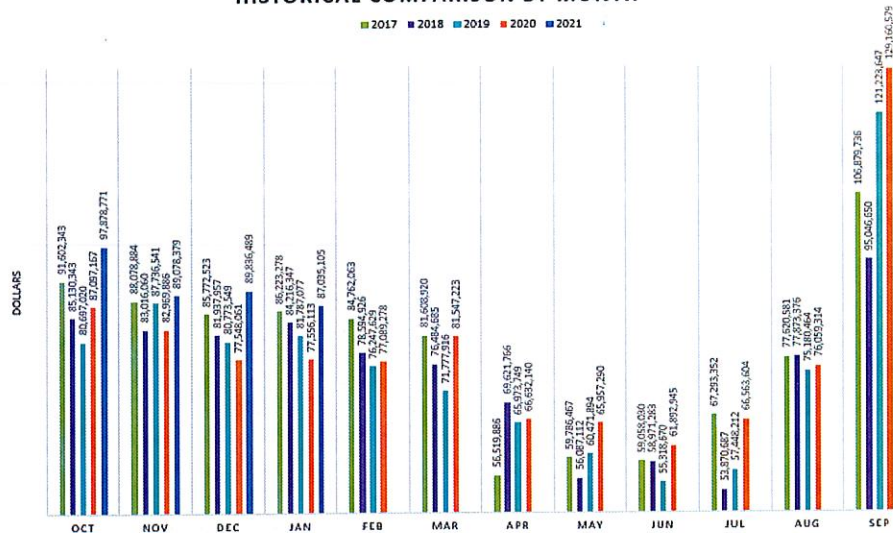
Ottawa County General Pooled Funds

January 31, 2021

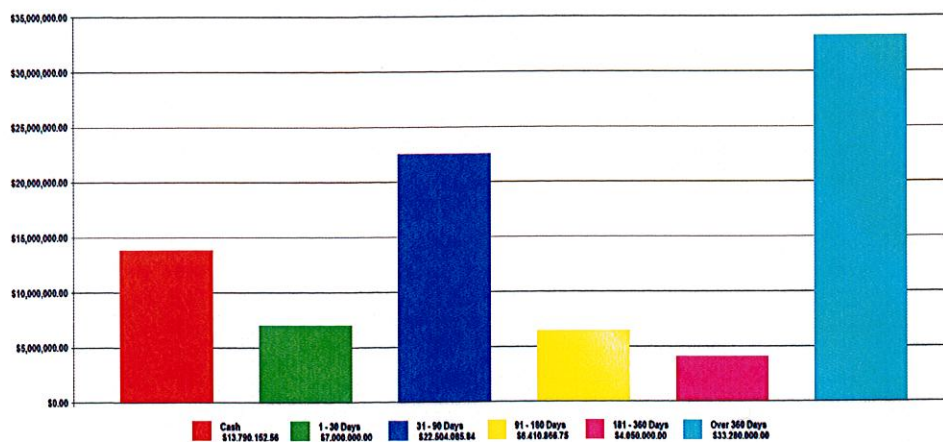
Open Investments (Ending Par Val/Shares): \$87,035,105.15
01/31/2021



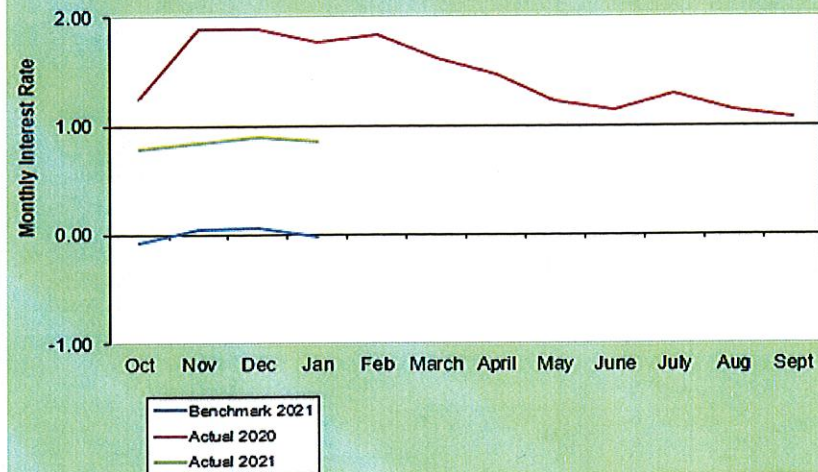
HISTORICAL COMPARISON BY MONTH



Inv. Distribution by Maturity (Ending Par Val/Shares): \$87,035,105.15
01/31/2021



General Fund Monthly Interest Yield
(before Unrealized Capital Gain/Loss)



Ottawa County, Michigan - OPEB Section 115 Trust

Greenleaf Trust

Portfolio Asset Allocation
From Monthly Statement

January 31, 2021

Asset	<u>Market Values at 10/1/2020</u>		<u>Market Values at 1/31/2021</u>		<u>Transactions Impacting Market Value</u>	<u>Year to Date Impact</u>
	Dollar Amount	Percentage	Dollar Amount	Percentage		
		0.00%		0.00%	Contributions	\$0.00
		0.00%		0.00%	Payments	
Exchange Traded Fds- Equity	\$2,898,310.78	44.33%	\$3,222,208.78	44.98%	Disbursements	(\$3,599.12)
		0.00%		0.00%	Withdrawals & Distributions	\$0.00
Mutual Fund - Equity	\$1,352,104.88	20.68%	\$1,514,035.09	21.13%	Management Fees	(\$4,932.45)
		0.00%		0.00%	Investment Income	\$2,037.87
Mutual Fund Equity - International	\$160,045.30	2.45%	\$168,584.61	2.35%	Investment Change (+/-)	-\$27,859.83
		0.00%		0.00%		
		0.00%		0.00%		
Corporate Bonds	\$897,680.22	13.73%	\$890,044.47	12.42%		
		0.00%		0.00%		
		0.00%		0.00%		
		0.00%		0.00%		
		0.00%		0.00%		
Mutual Fund - Fixed Income	\$135,263.92	2.07%	\$136,912.18	1.91%		
		0.00%		0.00%		
US Government Notes & Bonds	\$854,999.59	13.08%	\$845,338.66	11.80%		
		0.00%		0.00%		
		0.00%		0.00%		
		0.00%		0.00%		
		0.00%		0.00%		
Money Market Funds - Taxable	238998.79	3.66%	\$386,761.66	5.40%		
		0.00%		0.00%		
		0.00%		0.00%		
TOTAL PORTFOLIO	\$6,537,403.48	100.00%	\$7,163,885.45	100.00%	YTD Market Value Change	\$626,481.97

PORTFOLIO ASSET ALLOCATION PARAMETERS

	Current	Target
Equities	68.47%	65%
Total Fixed Income	26.14%	30%
Cash & Equivalents	5.40%	5%
	100%	100%

Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account Number : 62380025

January 1, 2021 Through January 31, 2021

County of Ottawa Section 115 Trust

Attn: Amanda Price, Trustee

12220 Filmore St Room 155

West Olive, MI 49460

Trust Relationship Officer Melinda P Shull

Wealth Management Advisor Mark A Jackson

January 01, 2021 through January 31, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

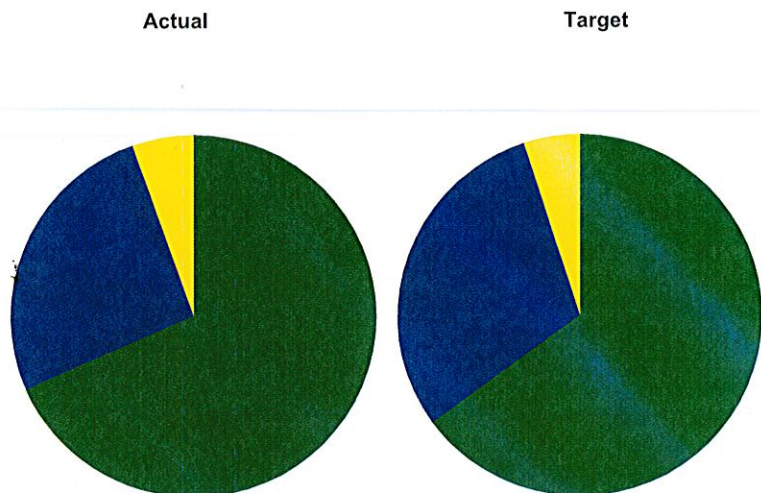
January 01, 2021 through January 31, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Account Summary

Portfolio Summary



■ Equity - 68.47%	■ Equity - 65.00%
■ Fixed - 26.14%	■ Fixed - 30.00%
■ Cash Equiv - 5.40%	■ Cash Equiv - 5.00%

	Market Value	Percent	Estimated	Current
	Current Date	Of Total	Ann Income	Yield
Total Account	7,163,885.45	100.00	112,179.66	1.57
Equity	4,904,828.48	68.47	71,038.84	1.45
Fixed	1,872,295.31	26.14	41,102.14	2.20
Cash Equiv	386,761.66	5.40	38.68	0.01
Net Cash	0.00			

Activity Summary

	Current Period	Year To Date
	01/01/2021-01/31/2021	01/01/2021-01/31/2021
Beginning Market Value	\$ 7,198,238.98	\$ 7,198,238.98
Contributions		
Cash Deposits	0.00	0.00
Asset Deposits	0.00	0.00
Total Contributions	0.00	0.00
Withdrawals		
Cash Disbursements	-3,599.12	-3,599.12
Asset Withdrawals	0.00	0.00
Management Fees	-4,932.45	-4,932.45
Total Withdrawals	-8,531.57	-8,531.57
Investment Income		
Tax Free Interest	0.00	0.00
Taxable Interest	2,034.68	2,034.68
Dividends	3.19	3.19
Return of Capital	0.00	0.00
Other	0.00	0.00
Total Investment Income	2,037.87	2,037.87
Investment Change	-27,859.83	-27,859.83
Ending Market Value	\$ 7,163,885.45	\$ 7,163,885.45

January 01, 2021 through January 31, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description				Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct
Cusip	Ticker	Price	Quantity					
<u>Equities</u>								
<u>Exchange Traded Fds-Equity</u>								
iShares Core MSCI EAFE ETF 46432F842	IEFA	68.58	1,525.000	104,584.50 2,001.07	84,691.47	19,893.03	1.91	1.46
iShares Core S&P 500 Index 464287200	IVV	371.52	2,355.000	874,929.60 13,913.94	645,846.56	229,083.04	1.59	12.21
iShares Core S&P Midcap 400 Index 464287507	IJH	233.25	1,524.000	355,473.00 4,485.06	257,049.68	98,423.32	1.26	4.96
iShares Core S&P Smallcap 600 Index 464287804	IJR	97.57	2,718.000	265,195.26 2,781.78	179,900.20	85,295.06	1.05	3.70
iShares MSCI EAFE ETF 464287465	EFA	72.39	4,285.000	310,191.15 6,651.31	277,903.81	32,287.34	2.14	4.33
iShares MSCI EAFE Value ETF 464288877	EFV	46.93	3,430.000	160,969.90 3,920.88	160,819.21	150.69	2.44	2.25
Vanguard Growth MFC 922908736	VUG	250.77	2,263.000	567,492.51 3,810.89	90,078.94	477,413.57	0.67	7.92
Vanguard Index Trust Value MFC 922908744	VTV	118.02	4,943.000	583,372.86 15,024.25	192,563.72	390,809.14	2.58	8.14

January 01, 2021 through January 31, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description				Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct
Cusip	Ticker	Price	Quantity					
Exchange Traded Fds-Equity Subtotal				3,222,208.78	1,888,853.59	1,333,355.19	1.63	44.97
				52,589.18				
<u>Mutual Fund-Equity</u>								
Hartford Dividend and Growth Fund F 41664T669	HDGFX	26.96	7,849.018	211,609.53 3,671.78	214,345.52	(2,735.99)	1.74	2.95
Sterling Capital Equity Income Fund CI I 85917L684	BEGIX	22.60	8,955.352	202,390.96 3,583.13	134,226.66	68,164.30	1.77	2.83
Touchstone Sands Capital Select Gr Instl 89155T524	CISGX	20.09	11,508.014	231,196.00 0.00	118,601.95	112,594.05	0.00	3.23
Vanguard 500 Index Admiral Share 922908710	VFIAX	343.06	1,907.499	654,386.61 10,130.73	380,000.00	274,386.61	1.55	9.13
William Blair Large Cap Gr-R6 969251636	LCGJX	20.60	10,410.291	214,451.99 566.11	197,742.90	16,709.09	0.26	2.99
Mutual Fund-Equity Subtotal				1,514,035.09	1,044,917.03	469,118.06	1.19	21.13
				17,951.75				
<u>Mutual Fund-Equity-Intl</u>								
Delaware Emerging Markets R6 245914510	DEMZX	26.58	3,136.761	83,375.11 203.89	41,190.56	42,184.55	0.24	1.16

January 01, 2021 through January 31, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description					Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct	
Cusip	Ticker	Price	Quantity							
Matthews Pacific Tiger Fund CII 577130834	MIPTX	36.29	2,348.016		85,209.50 294.02	49,093.74	36,115.76	0.35	1.19	
Mutual Fund-Equity-Intl Subtotal					168,584.61 497.91	90,284.30	78,300.31	0.30	2.35	
Equities Subtotal					4,904,828.48 71,038.84	3,024,054.92	1,880,773.56	1.45	68.45	
<u>Fixed Income</u>										
<u>Corporate Bonds</u>										
Starbucks Corp 855244AJ8	SBUX2121	2.100%	02/04/2021	100.01	25,000.000	25,002.63 525.00	25,073.87	(71.24)	2.10	0.35
TJX Cos Inc 872539AA9	TJX21	2.750%	06/15/2021	100.50	25,000.000	25,125.57 687.50	25,056.21	69.36	2.74	0.35
Wells Fargo & Co New 949746SA0	WFC21D	2.100%	07/26/2021	100.91	25,000.000	25,226.99 525.00	24,928.50	298.49	2.08	0.35
Omnicom Group Inc 3.6250% 05 681919AZ9	OGI3622	3.625%	05/01/2022	103.89	25,000.000	25,973.69 906.25	25,267.82	705.87	3.49	0.36
Ebay Inc 278642AE3	EBAY2622	2.600%	07/15/2022	102.66	25,000.000	25,664.34 650.00	24,521.75	1,142.59	2.53	0.36

January 01, 2021 through January 31, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description						Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct
Cusip	Ticker		Price	Quantity						
Duke Energy Corp New 26441CAJ4	DUK22	3.050% 08/15/2022	103.38	25,000.000		25,845.44 762.50	25,051.78	793.66	2.95	0.36
JPMorgan Chase & Co 46625HJE1	JPM22A	3.250% 09/23/2022	104.88	25,000.000		26,220.02 812.50	25,004.59	1,215.43	3.10	0.37
Agilent Technologies Inc 00846UAH4	A22	3.200% 10/01/2022	103.92	18,700.000		19,433.39 598.40	18,443.44	989.95	3.08	0.27
Verizon Communications Inc 92343VBJ2	VZ22	2.450% 11/01/2022	103.15	25,000.000		25,787.66 612.50	24,610.50	1,177.16	2.38	0.36
Disney Walt Co Mtns Be 25468PCW4	DIS22	2.350% 12/01/2022	103.72	25,000.000		25,931.13 587.50	25,303.82	627.31	2.27	0.36
Bank of America Corp 3.3 01 06051GEU9	BAC23	3.300% 01/11/2023	105.76	25,000.000		26,439.42 825.00	26,405.95	33.47	3.12	0.37
Morgan Stanley 61744YAN8	MS23H	3.125% 01/23/2023	105.37	25,000.000		26,343.42 781.25	26,277.99	65.43	2.97	0.37
McDonalds Corp 3.3500% 04/01 58013MFE9	MCD33523	3.350% 04/01/2023	106.12	25,000.000		26,528.95 837.50	25,183.93	1,345.02	3.16	0.37
Coca Cola Company 2.5000% 04 191216AZ3	CCC2523	2.500% 04/01/2023	105.11	25,000.000		26,276.48 625.00	24,746.50	1,529.98	2.38	0.37

January 01, 2021 through January 31, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description						Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct
Cusip	Ticker		Price	Quantity						
Apple Inc 037833AK6	AAP2423	2.400% 05/03/2023	104.73	25,000.000		26,183.35 600.00	24,580.25	1,603.10	2.29	0.37
Aflac Inc 001055AL6	AFL23	3.625% 06/15/2023	107.57	25,000.000		26,893.23 906.25	25,435.14	1,458.09	3.37	0.38
Chevron Corp 3.1910% 166764AH3	CC3123	06/24/2023	106.04	25,000.000		26,510.06 797.75	25,313.24	1,196.82	3.01	0.37
Oracle Corp 68389XAS4	ORCL23	3.625% 07/15/2023	107.89	25,000.000		26,972.46 906.25	25,204.37	1,768.09	3.36	0.38
Bristol Myers Squibb Co 110122AW8	BMY3223	3.250% 11/01/2023	107.86	25,000.000		26,964.75 812.50	25,300.34	1,664.41	3.01	0.38
Union Pac Corp 907818DV7	UNP24	3.750% 03/15/2024	108.98	25,000.000		27,246.18 937.50	25,076.81	2,169.37	3.44	0.38
PPG Inds Inc 693506BQ9	PPG24	2.400% 08/15/2024	105.57	25,000.000		26,391.58 600.00	25,418.73	972.85	2.27	0.37
Paypal Holdings Inc 70450YAC7	2 PYPL24	2.400% 10/01/2024	106.24	25,000.000		26,559.63 600.00	25,364.51	1,195.12	2.26	0.37
D R Horton Inc 23331ABM0	DHI24	2.500% 10/15/2024	106.28	25,000.000		26,570.13 625.00	26,518.28	51.85	2.35	0.37

January 01, 2021 through January 31, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description						Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct
Cusip	Ticker		Price	Quantity						
Waste Management Inc 94106LBA6	3.125 WM25	3.125%	03/01/2025	109.02	25,000.000	27,254.89 781.25	24,340.75	2,914.14	2.87	0.38
Republic Serv Inc 760759AQ3		3.200%	03/15/2025	108.99	25,000.000	27,246.95 800.00	24,824.75	2,422.20	2.94	0.38
DTE Energy Co 233331BG1		1.050%	06/01/2025	100.56	25,000.000	25,140.36 262.50	25,122.09	18.27	1.04	0.35
Netapp Inc 64110DAL8		1.875%	06/22/2025	103.93	25,000.000	25,981.26 468.75	25,953.48	27.78	1.80	0.36
Walmart Inc 931142ED1		3.550%	06/26/2025	112.48	25,000.000	28,119.73 887.50	25,187.53	2,932.20	3.16	0.39
Intuit 46124HAB2		0.950%	07/15/2025	101.06	25,000.000	25,265.53 237.50	25,268.27	(2.74)	0.94	0.35
Unitedhealth Group Inc 91324PCV2		3.100%	03/15/2026	110.83	25,000.000	27,707.26 775.00	24,050.00	3,657.26	2.80	0.39
Hershey Co 427866AX6		2.300%	08/15/2026	107.92	25,000.000	26,979.94 575.00	26,376.22	603.72	2.13	0.38
Amgen Inc 031162CT5		2.200%	02/21/2027	105.76	25,000.000	26,439.71 550.00	26,043.46	396.25	2.08	0.37

January 01, 2021 through January 31, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description						Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct
Cusip	Ticker		Price	Quantity						
Costco Corp 22160KAN5	1.3750% 06/ COST27	1.375%	06/20/2027	102.39	25,000.000	25,597.60 343.75	25,486.59	111.01	1.34	0.36
Packaging Corp America 695156AT6	3 PKG27	3.400%	12/15/2027	112.88	25,000.000	28,220.74 850.00	26,628.07	1,592.67	3.01	0.39
Corporate Bonds Subtotal						890,044.47 23,052.40	853,369.53	36,674.94	2.59	12.44
<u>Mutual Fund-Fixed Income</u>										
Vanguard S/T Inflation Protected Sec Admiral 922020706	VTAPX			25.75	5,316.978	136,912.18 1,618.49	130,000.00	6,912.18	1.18	1.91
Mutual Fund-Fixed Income Subtotal						136,912.18 1,618.49	130,000.00	6,912.18	1.18	1.91
<u>U S Government Notes & Bonds</u>										
United States Treas Nts 912828UN8	USTN2023	2.000%	02/15/2023	103.79	100,000.000	103,785.20 2,000.00	99,040.78	4,744.42	1.93	1.45
United States Treas Nts 9128282D1	UST1323	1.375%	08/31/2023	103.14	75,000.000	77,355.45 1,031.25	74,906.18	2,449.27	1.33	1.08
United States Treas Nts 912828U57	USTN2123	2.125%	11/30/2023	105.54	25,000.000	26,384.78 531.25	24,876.95	1,507.83	2.01	0.37

January 01, 2021 through January 31, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description						Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct
Cusip	Ticker			Price	Quantity					
United States Treas Nts 912828V23	USTN2223	2.250%	12/31/2023	106.01	50,000.000	53,003.90 1,125.00	50,058.57	2,945.33	2.12	0.74
United States Treas Nts 912828W48	USTN2124	2.125%	02/29/2024	105.90	25,000.000	26,474.60 531.25	25,166.54	1,308.06	2.01	0.37
United States Treas Nts 912828XT2	USTN2024b	2.000%	05/31/2024	105.88	50,000.000	52,937.50 1,000.00	47,888.67	5,048.83	1.89	0.74
United States Treas Nts 912828D56	UST2324	2.375%	08/15/2024	107.52	50,000.000	53,757.80 1,187.50	49,402.41	4,355.39	2.21	0.75
United States Treas Nts 912828J27	UST2025	2.000%	02/15/2025	106.77	75,000.000	80,077.13 1,500.00	75,706.00	4,371.13	1.87	1.12
United States Treas Nts 912828M56	USTN2225	2.250%	11/15/2025	108.70	115,000.000	125,008.57 2,587.50	114,395.10	10,613.47	2.07	1.74
United States Treas Nts 912828U24	UST226	2.000%	11/15/2026	108.09	50,000.000	54,046.90 1,000.00	46,953.12	7,093.78	1.85	0.75
United States Treas Nts 9128283F5	UST225127	2.250%	11/15/2027	110.00	175,000.000	192,506.83 3,937.50	185,513.78	6,993.05	2.05	2.69
U S Government Notes & Bonds Subtotal						845,338.66 16,431.25	793,908.10	51,430.56	1.94	11.80

January 01, 2021 through January 31, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Portfolio Holdings

Description				Market Value/ Estimated Inc	Cost Basis	Unrealized Gain/Loss	Current Yield	Percent Of Acct
Cusip	Ticker	Price	Quantity					
Fixed Income Subtotal				1,872,295.31 41,102.14	1,777,277.63	95,017.68	2.20	26.15
<u>Cash Equivalents</u>								
<u>Money Market Funds-Taxable</u>								
Northern Institutional Treasury Portfolio 665279808	NITXX	1.00	386,761.660	386,761.66 38.68	386,761.66	0.00	0.01	5.40
Money Market Funds-Taxable Subtotal				386,761.66 38.68	386,761.66	0.00	0.01	5.40
Cash Equivalents Subtotal				386,761.66 38.68	386,761.66	0.00	0.01	5.40
Cash Summary								
Principal				-261,241.13	-261,241.13			
Income				261,241.13	261,241.13			
Invested Income				0.00	0.00			
* * Grand Total * *				7,163,885.45 112,179.66	5,188,094.21	1,975,791.24	1.57	

LT Gain/Loss Fiscal YTD: 386.57

ST Gain/Loss Fiscal YTD: 0.00

January 01, 2021 through January 31, 2021

Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Account Transactions

Date	Type	Description	Amount
		<i>Starting Balance :</i>	\$0.00
01/04/2021	Daily Factor - Dividend	Northern Institutional Treasury Portfolio Dividend From 12/01/2020 To 12/31/2020	3.19
01/05/2021	Scheduled Cash Disbursement	Administrative Expense - Trust Paid To : Burnham & Flower Agency 4th Quarter 2020 Administration Fee	-3,599.12
01/11/2021	Amortization - Adjust Cost on Taxlots	-211.80 Of Bank of America Corp 3.3 01/11/23 [Bond Prem Amort]	
01/12/2021	Interest	Bank of America Corp 3.3 01/11/23	412.50
01/15/2021	Interest	Oracle Corp 3.625% 07/15/23	453.13
01/15/2021	Interest	Ebay Inc 2.6000% 07/15/22	325.00
01/15/2021	Interest	Intuit 0.9500% 07/15/25	129.31
01/15/2021	Amortization - Adjust Cost on Taxlots	-42.05 Of Oracle Corp 3.625% 07/15/23 [Bond Prem Amort]	
01/15/2021	Amortization - Adjust Cost on Taxlots	-4.73 Of Intuit 0.9500% 07/15/25 [Bond Prem Amort]	
01/22/2021	Market Fee	Market Value: 7,198,238.98	-4,932.45
01/22/2021	Partial Call - Sale	Agilent Technologies Inc 3.2000% 10/01/22 6300 PV @ 104.764 Cost Basis Removed \$6,213.56	6,600.13

January 01, 2021 through January 31, 2021

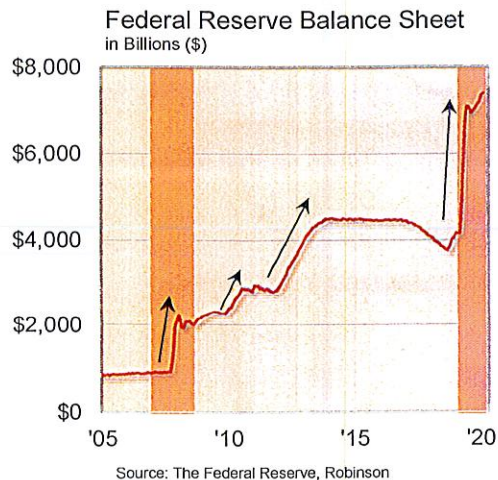
Account Name : Co of Ottawa Retiree Hlth Ins Sec 115 Tr

Account No : 62380025

Account Transactions

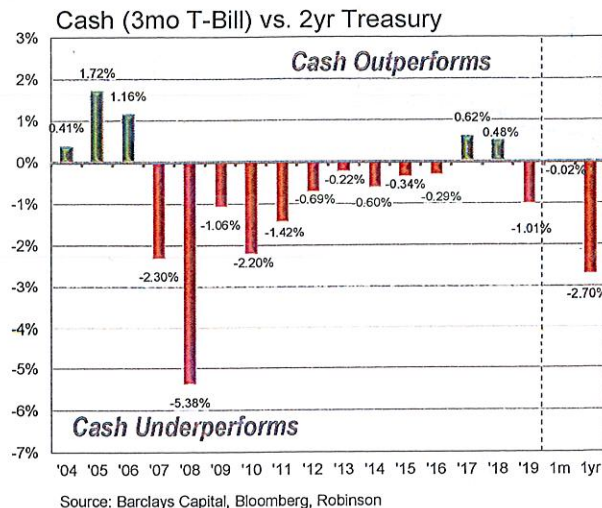
Date	Type	Description	Amount
01/22/2021	Partial Call-interest	Agilent Technologies Inc 3.2000% 10/01/22	61.61
01/25/2021	Interest	Morgan Stanley 3.1250% 01/23/23	390.63
01/25/2021	Amortization - Adjust Cost on Taxlots	-213.51 Of Morgan Stanley 3.1250% 01/23/23 [Bond Prem Amort]	
01/26/2021	Interest	Wells Fargo & Co New 2.1000% 07/26/21	262.50
		Net Cash Management	-106.43
		Ending Balance :	\$ 0.00

Federal Reserve Stance



The Federal Reserve announced the continuation of monthly asset purchases of \$120B. Currently, the market's primary concern is not the size of the Fed's balance sheet but the assurance that accommodative asset purchases will persist. Any pull pack in the Fed's purchasing plans would likely elicit a negative market response.

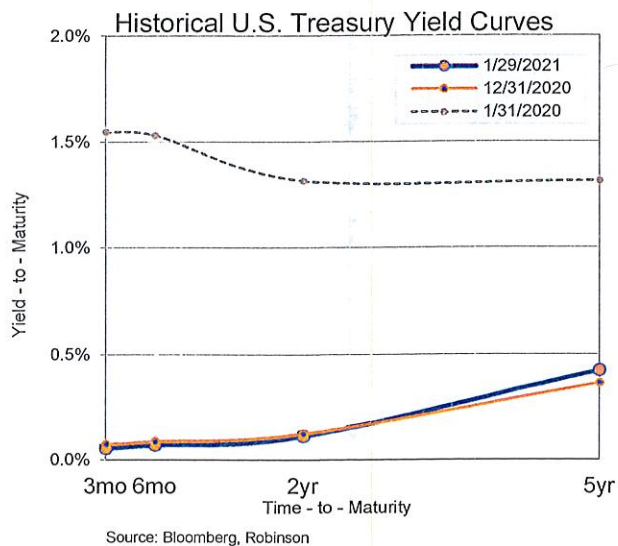
Performance



3-Month T-Bills and 2-Year Treasuries experienced negligible returns in January.

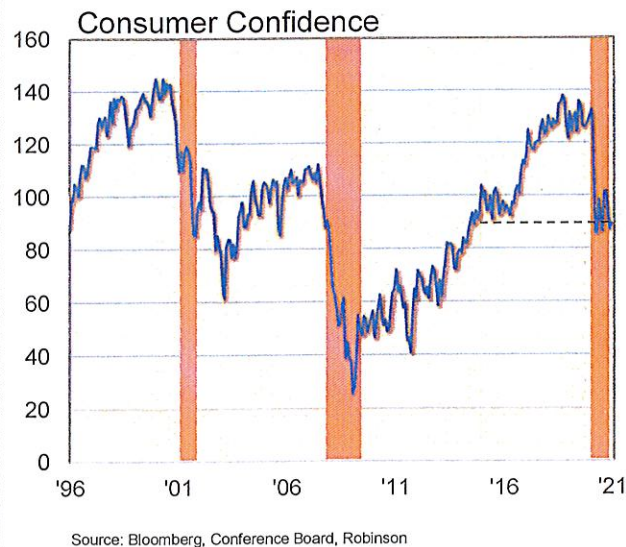
Returns		
	January	1yr
3mT-Bill	0.01%	0.55%
2y Tsy	0.03%	2.54%

Yield Curve



Interest rates stayed put in January.

Graph of the Month

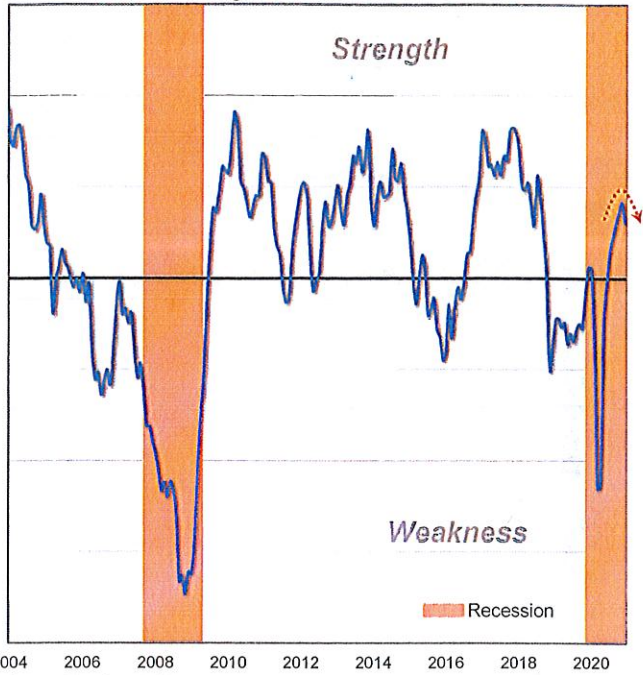


Consumer confidence has stabilized and currently sits well above the lows of the Great Recession. In fact, confidence is higher now than it was 5 years after the end of the last recession and serves as a reminder that not all recessions are equal. Consumer strength stems from fiscal support and asset prices reaching record highs. Additional stimulus checks should only move confidence higher.

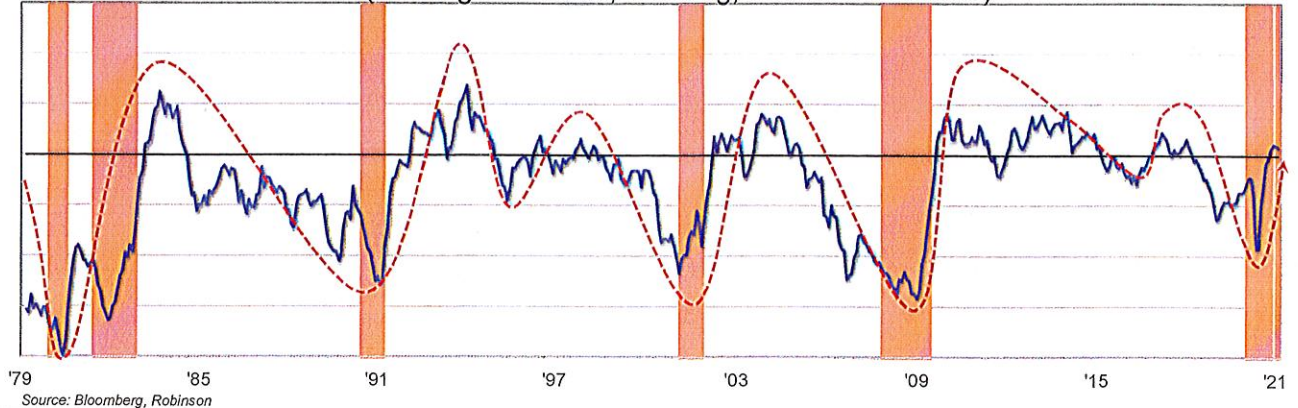
Economic Comments

- Market Review:** The Robinson Leading Index fell a bit in January, but remained well into expansion territory. The Index's turnover was due to a slight pullback in housing and manufacturing numbers, albeit from near record highs. The Coronavirus continues to maintain its substantial influence over the global economy, and it is important to recognize that different countries and regions experience different cycles of the Coronavirus, and the policies each country chooses to implement affects the speed and effectiveness of the global economic recovery. Vaccine distribution has accelerated over the last month and its impact on consumer behavior and public policy should be a positive for the economy. However, a full U.S. recovery is inextricably linked to a global recovery.
- Inflation:** The Institute for Supply Management Prices Paid Index rose to its highest reading in over a decade. The Index reflects purchasing manager's sentiment on monthly price changes and has been in expansion territory (higher prices) since June 2020. Thus far, relatively tame consumer inflation indicates that the higher business prices are not being passed off to customers and that the Index's rise may be the result of kinks in the supply chain being worked out after last year's unpredictability.
- Employment:** Permanent job losses have turned over and meaningfully declined for the first time since the recession began. The reversal is likely the result of businesses re-opening as states have relaxed business restrictions, as well as businesses planning ahead for a post-vaccine economy. If permanent job losses have indeed peaked, eyes will focus on the subsequent recovery; and, as the graph (see bottom right) shows, moves upwards can happen quite fast but recoveries are much slower. The employment market remains extremely important because its health will ultimately dictate future fiscal and monetary decisions.

Robinson Leading Economic Index



Robinson Combined Index (Leading Economic, Housing, Recession Models)



Permanent Job Losses



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