



Roger A. Bergman
Chairperson

Matthew R. Fenske
Vice-Chairperson

Ottawa County

Board of Commissioners

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, February 23, 2021 at 1:30 PM** for the regular February meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan and via Zoom.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Dannenberg
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
 - A. Public Health Update: Paul Heidel and Derel Glashower
6. Public Comments
7. Approval of Agenda
8. Actions and Reports
 - A. Consent Resolutions:

From the County Clerk/Register

- I. Board of Commissioners Meeting Minutes

Suggested Motion:

To approve the Minutes of the [February 9, 2021 Board of Commissioners meeting](#).

Francisco C. Garcia Joseph S. Baumann Douglas R. Zylstra Allen Dannenberg Randall J. Meppelink
Kyle J. Terpstra James H. Holtvluwer Philip D. Kuyers Gregory J. DeJong

From Administration

2. [Accounts Payable for February 1 - 12, 2021](#)

Suggested Motion:

To approve the general claims in the amount of \$8,843,800.44 as presented by the summary report for February 1 - 12, 2021.

3. [FY2020 and FY2021 Budget Adjustments](#)

Suggested Motion:

To approve the FY2020 and FY2021 budget adjustments per the attached schedule.

4. [Correspondence Log 480](#)

Suggested Motion:

To receive for information the Correspondence Log.

B. Public Hearings – None

C. Action Items:

From the Planning and Policy Committee

1. [Idema Explorers Trail Stearns Bayou Service Contract](#)

Suggested Motion:

To approve and authorize the Board Chair and Clerk/Register to sign the modification to the existing agreement with Prein & Newhof engineers for design and engineering of the Stearns Bayou Connector segment of the Idema Explorers Trail in the amount of \$281,317.35.

2. [Idema Explorers Ravines Connector Trail Easement](#)

Suggested Motion:

To approve and authorize the Board Chair and Clerk/Register to sign the easement and construction agreements with Chad and Tami Ebel for the Idema Explorers trail route along the shoreline of the Grand River at the purchase price of \$85,000.

3. [Macatawa Greenway Real Estate Purchase Agreement](#)

Suggested Motion:

To approve and authorize the Board Chair and Clerk/Register to sign the purchase of real estate with E & B Development Co., L.L.C. for the purchase of 5.5 acres in Holland Township at a price of \$125,000.00 as part of the Macatawa Greenway and abutting Hawthorn Pond Natural Area.

From the Finance and Administration Committee

4. [2022 Budget Calendar](#)

Suggested Motion:

To approve the 2022 Budget Calendar.



5. [2020 Budget Transfers](#)

Suggested Motion:

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

6. [Cadet Tuition Reimbursement Policy](#)

Suggested Motion:

To approve an addendum to the County's tuition reimbursement policy to include Cadets employed by the Sheriff's Office.

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

Suggested Motion:

To approve 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.

8. [Community Mental Health Personnel Requests](#)

Suggested Motion:

To approve 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

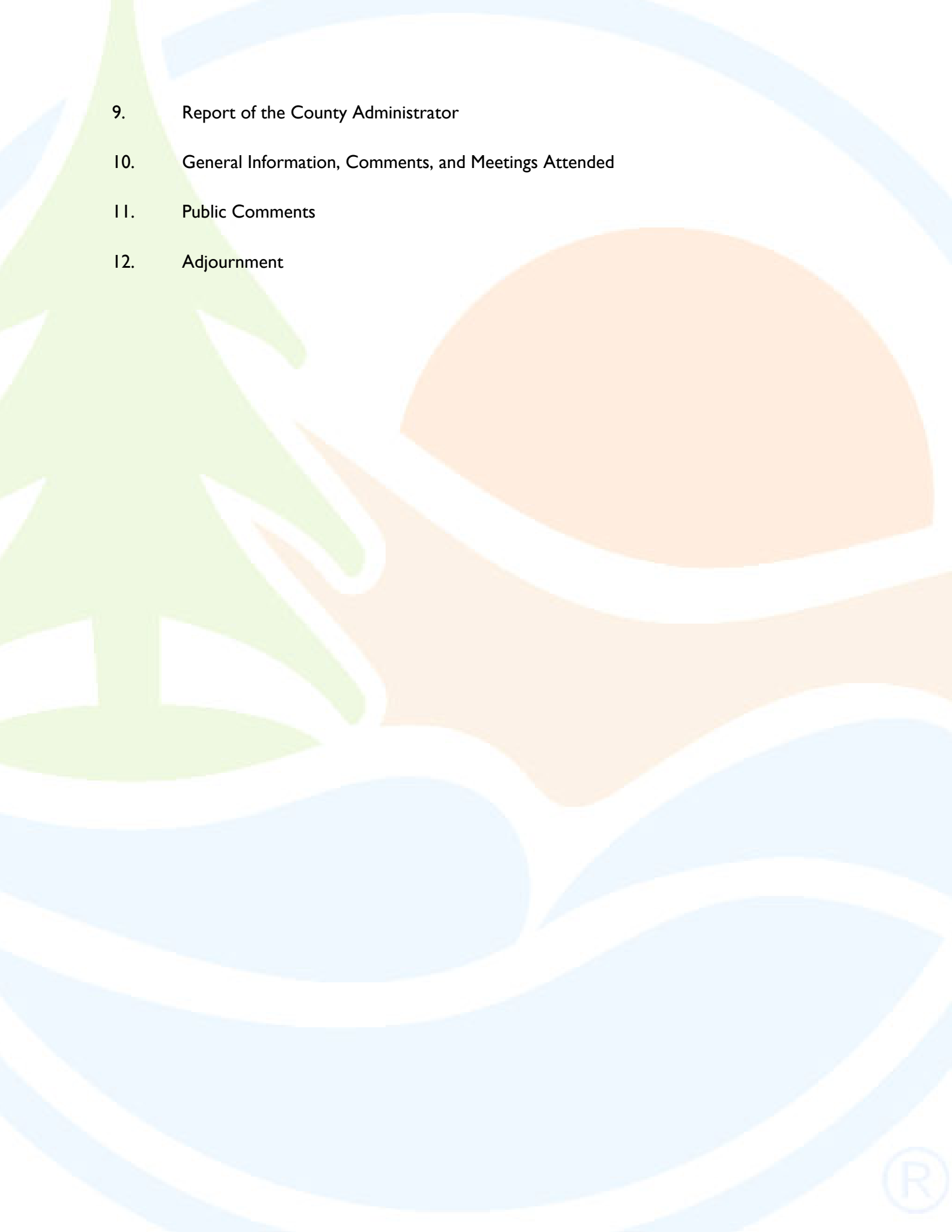
13. Add a new Supports Coordinator Autism Services at a 1.0 FTE

14. Add a new Family Services Community Living Supports Program Aide at a 1.0 FTE

D. Appointments: None

E. Discussion Items: None



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

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

The Ottawa County Board of Commissioners met on Tuesday, February 9, 2021, at t 1:30 p.m. and was called to order by the Chair.

Commissioner Douglas Zylstra pronounced the invocation.

The Chief Deputy Clerk led in the Pledge of Allegiance to the Flag of the United States of America.

Present at roll call: Joseph Baumann, Douglas Zylstra (by zoom), Allen Dannenberg, Randall Meppelink (by zoom), Kyle Terpstra (by zoom), James Holtvluwer (by zoom), Gregory DeJong, Philip Kuyers, Roger Bergman, Matthew Fenske. (10)

Absent: Francisco Garcia. (1)

Presentation of Petitions and Communications

- A. Outstanding Customer Service Award Recipients
1. Chairman Roger Bergman presented Kelly Chapman, Community Mental Health, with the Outstanding Customer Service Award.
 2. Chairman Roger Bergman presented Marshall Boyd, Innovation and Technology, was the Outstanding Customer Service Award.

Francisco Garcia arrived at 1:34 p.m.

- B. Public Health Update – Lisa Stefanovsky, Health Officer, and Derel Glashower, Senior Epidemiologist, presented a COVID-19 update.

B/C 21-035 Joseph Baumann moved to approve the agenda of today as presented. The motion passed as shown by the following votes: Yeas: Kyle Terpstra, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Gregory DeJong, Randall Meppelink, Joseph Baumann, Matthew Fenske, Allen Dannenberg, Francisco Garcia, Roger Bergman. (11)

B/C 21-036 Matthew Fenske moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 26, 2021 Board of Commissioners meeting.
2. To approve the general claims in the amount of \$8,570,665.96 as presented by the summary report for January 18 – 29, 2021.

3. To ratify all contracts currently pending on the post-execution ratification list as authorized under Section IV (D)(2) of the Ottawa County Contracting Authorization and Form Policy that was adopted on April 14, 2020.

The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Francisco Garcia, Allen Dannenberg, Gregory DeJong, Douglas Zylstra, Kyle Terpstra, Randall Meppelink, Joseph Baumann, Matthew Fenske, Roger Bergman. (11)

B/C 21-037 Allen Dannenberg moved to receive for information the Ottawa County Facilities Maintenance Department 2020 Annual Report. The motion passed as shown by the following votes: Yeas: Francisco Garcia, Matthew Fenske, Douglas Zylstra, Allen Dannenberg, Kyle Terpstra, Randall Meppelink, James Holtvluwer, Joseph Baumann, Philip Kuyers, Gregory DeJong, Roger Bergman. (11)

B/C 21-038 Allen Dannenberg moved to receive for information the Ottawa County Equalization Department 2020 Annual Report. The motion passed as shown by the following votes: Yeas: Allen Dannenberg, Joseph Baumann, Matthew Fenske, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Gregory DeJong, James Holtvluwer, Douglas Zylstra, Philip Kuyers, Roger Bergman. (11)

B/C 21-039 Allen Dannenberg moved to receive for information the Ottawa County Community Mental Health 2020 Annual Report. The motion passed as shown by the following votes: Yeas: Philip Kuyers, James Holtvluwer, Randall Meppelink, Kyle Terpstra, Francisco Garcia, Douglas Zylstra, Matthew Fenske, Allen Dannenberg, Gregory DeJong, Joseph Baumann, Roger Bergman. (11)

B/C 21-040 Francisco Garcia moved to place into nomination the names of (*indicates recommendation from the Interview Subcommittee):

*Rebecca Hop

and to select one (1) to fill one (1) Director vacancy on the Ottawa County Economic Development Corporation/Brownfield Redevelopment Authority beginning immediately and ending December 31, 2026.

*Garry Post

and to select one (1) to fill one (1) Director vacancy on the Lakeshore Region Entity Substance Abuse Oversight Board beginning immediately and ending December 31, 2021.

The motion passed as shown by the following votes: Yeas: Matthew Fenske, Douglas Zylstra, Philip Kuyers, Francisco Garcia, James Holtvluwer, Joseph Baumann, Gregory DeJong, Randall Meppelink, Allen Dannenberg, Kyle Terpstra, Roger Bergman. (11)

B/C 21-041 Francisco Garcia moved to place into nomination the names of (*indicates recommendation from the Interview Subcommittee):

*Richard Kanten

*David Parnin

and to select two (2) to fill two (2) Lakeshore Regional Entity Substance Abuse Oversight Policy Board vacancies beginning immediately and ending December 31, 2023.

The motion passed as shown by the following votes: Yeas: Douglas Zylstra, Matthew Fenske, Joseph Baumann, Philip Kuyers, Francisco Garcia, Randall Meppelink, Allen Dannenberg, Gregory DeJong, James Holtvluwer, Kyle Terpstra, Roger Bergman. (11)

Discussion Items

1. Ottawa County Facilities Maintenance Department 2020 Annual Report – John Shay, Deputy County Administrator, presented the Ottawa County Facilities Maintenance Department 2020 Annual Report.
2. Ottawa County Equalization Department 2020 Annual Report – Michael Galligan, Equalization Director, presented the Ottawa County Equalization Department 2020 Annual Report.
3. Ottawa County Community Mental Health 2020 Annual Report – Lynne Doyle, Community Mental Health Director, presented the Ottawa County Community Mental Health 2020 Annual Report.
4. First Quarterly Update to 2020-2021 Business Plan – Alan Vanderberg, County Administrator, presented the First Quarter Update to the 2020-2021 Business Plan.

Report of the County Administrator – The Administrator had nothing more to add after the above presentation.

Several Commissioners reported on meetings attended and future meetings to be held.

B/C 21-042 Kyle Terpstra moved that the Board waive the attorney/client privileges from the opinion by Corporate Counsel dated January 11, 2021 regarding the fiduciary duties of the Commissioners.

Chairman Bergman stated motions were already made and were on the agenda and that Commissioner Terpstra could forward his requested motion to Planning and Policy if he would like.

B/C 21-043 Joseph Baumann moved to adjourn at 3:07 p.m. subject to the call of the Chair. The motion passed.

JUSTIN F. ROEBUCK, Clerk/Register
Of the Board of Commissioners

ROGER A. BERGMAN, Chairman
Of the Board of Commissioners

Action Request



Committee: Board of Commissioners

Meeting Date: 02/23/2021

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: Accounts Payable for February 1 - 12, 2021

Suggested Motion:

To approve the general claims in the amount of \$8,843,800.44 as presented by the summary report for February 1- 12, 2021.

Summary of Request:

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

Financial Information:

Total Cost: \$8,843,800.44	General Fund Cost: \$8,843,800.44	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.

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Alan G. Vandenberg

Committee/Governing/Advisory Board Approval Date:

Total CHECKS | EFTs | WIRES



Ottawa County
Where You Belong

Dates: February 1, 2021
to February 12, 2021

I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The amount of claims to be approved totals:

\$8,843,800.44

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<u>1,022 INVOICES</u>	<u>8,843,800.44</u>
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Karen Karasinski
Fiscal Services Director

2-17-21


Date

We hereby certify that the Board of Commissioners has approved
the claims on Tuesday, February 23, 2021

Roger Bergman, Chairperson
Board of Commissioners

Justin Roebuck
Clerk/Register of Deeds

Total CHECKS | EFTs | WIRES

 Ottawa County <i>Where You Belong.</i>	Dates: February 1, 2021	
	to February 12, 2021	
	Total of all funds:	\$8,843,800.44
<hr/>		
0000	TREASURY FUND	5,500.45
1010	GENERAL FUND	3,116,832.19
1500	CEMETERY TRUST	0.00
2081	PARKS & RECREATION	43,915.85
2160	FRIEND OF COURT	9,755.00
2180	OTHER GOVERNMENTAL GRANTS	130,510.98
2210	HEALTH	50,795.78
2220	MENTAL HEALTH	974,706.28
2221	MENTAL HEALTH MILLAGE	91,927.52
2225	SUBSTANCE USE DISORDER	62,665.74
2271	SOLID WASTE CLEAN-UP	0.00
2272	LANDFILL TIPPING FEES	12,783.93
2340	FARMLAND PRESERVATION	305.06
2430	BROWNFIELD REDEVELOPMENT	0.00
2444	INFRASTRUCTURE FUND	0.00
2550	HOMESTEAD PROPERTY TAX	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	89.00
2600	PUBLIC DEFENDERS OFFICE	24,843.03
2620	FEDERAL FOREITURE	0.00
2602	WEMET	23,181.15
2630	SHERIFF GRANTS & CONTRACTS	38,015.30
2631	CONCEALED PISTOL LICENSING	906.73
2901	DEPT OF HUMAN SERVICES	3,088.25
2920	CHILD CARE - PROBATE	187,345.93
2970	DB/DC CONVERSION	0.00

Total CHECKS | EFTs | WIRES



Ottawa County
Where You Belong.

Dates: February 1, 2021

to February 12, 2021

Total of all funds: \$8,843,800.44

3010	DEBT SERVICE	0.00
4020	CAPITAL IMPROVEMENTS	392,897.08
4690	BUILDING AUTHORITY CONSTRUCTION PROJECT	6,080.00
5160	DELINQUENT TAXES	6,536.52
5360	LAND BANK AUTHORITY	0.00
6360	INNOVATION & TECHNOLOGY	166,073.41
6450	DUPLICATING	0.00
6550	TELECOMMUNICATIONS	13,827.67
6641	EQUIPMENT POOL	59,565.58
6770	PROTECTED SELF-FUNDED INSURANCE	5,903.70
6771	EMPLOYEE BENEFITS	10,653.35
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00
6775	LONG-TERM DISABILITY INSURANCE	9,307.17
6780	OTTAWA CNTY-INSURANCE AUTHORITY	0.00
6810	DB/DC CONVERSION FUND	1,038,882.09
7010	TRUST & AGENCY	2,151,984.42
7015	TRUST & AGENCY JUVENILE COURT	801.00
7040	IMPREST PAYROLL	158,289.66
7210	LIBRARY PENAL FINE	0.00
7360	OPEB TRUST	0.00
8010	SPECIAL ASSESS. DRAINS	40,428.98
8011	DRAINS-CAPITAL PROJECTS FUND	0.00
8020	DRAINS-REVOLVING	0.00
8510	DRAINS-DEBT SERVICE FUND	0.00
8725	INLAND LAKE IMPROVEMENT	0.00
8800	BROWNFIELD REDEVELOPMENT AUTHORITY	5,401.64

Action Request



Committee:	Board of Commissioners
Meeting Date:	02/23/2021
Requesting Department:	Fiscal Services
Submitted By:	Karen Karasinski
Agenda Item:	FY2020 and FY2021 Budget Adjustments

Suggested Motion:

To approve the FY2020 and FY2021 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: 02/16/2021 Finance and Administration Committee

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: Board of Commissioners
Meeting Date: 02/23/2021
Requesting Department: County Clerk/Register of Deeds
Submitted By: Al Vanderberg
Agenda Item: Correspondence Log 480

Suggested Motion:

To receive for information the Correspondence Log.

Summary of Request:

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 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective: Goal 3, Objective 4: Evaluate communication with other key stakeholders.

Administration: Recommended Not Recommended Without Recommendation
County Administrator: *Al Vanderberg*

Committee/Governing/Advisory Board Approval Date:

CORRESPONDENCE LOG			
Date	Correspondent	Content	Referred To
1/22/2021	ALPENA CO BOC	PANDEMIC RESOLUTION	ADMINISTRATOR & COMMISSIONERS
1/29/2021	ANTRIM CO BOC	RESOLUTION IN SUPPORT OF LOCAL BUSINESSES	ADMINISTRATOR, COMMISSIONERS
1/4/2021	WEXFORD CO BOC	RESOLUTION IN SUPPORT OF LOCAL BUSINESSES	ADMINISTRATOR, COMMISSIONERS
2/16/2021	IRON CO BOC	RESOLUTION IN SUPPORT OF WAIVING FEES FOR LICENSES/PERMITS FOR SMALL BUSINESSES	ADMINISTRATOR, COMMISSIONERS
2/10/2021	MECOST COUNTY BOC	RESOLUTION OF SUPPORT FOR LOCAL BUSINESSES	ADMINISTRATOR, COMMISSIONERS
2/10/2021	MENOMINEE CO BOC	RESOLUTION SUPPORTING A COLLECTIVE EFFORT OPPOSING CURRENT & FUTRE ORDERS BY GOV	ADMINISTRATOR, COMMISSIONERS
1/28/2021	HOLLAND TWP	NOTICE OF HEARING	ADMINISTRATOR, DANNENBERG, BAUMANN
1/22/2021	CITY OF HUDSONVILLE	DEVELOPMENT & TX INCREMENT FINANCING PLAN	ADMINISTRATOR, MEPPELINK
From:	To:		
12/4/2020	2/18/2021		

Action Request

Electronic Submission – Contract # 1149



Committee: BOARD OF COMMISSIONERS

Meeting Date: 2/23/2021

Vendor/3rd Party: PREIN & NEWHOF

Requesting Department: PARKS AND RECREATION

Submitted By: JASON SHAMBLIN

Agenda Item: IDEMA EXPLORERS TRAIL STEARNS BAYOU SERVICE CONTRACT

Suggested Motion:

To approve and authorize the Board Chair and Clerk/Register to sign the modification to the existing agreement with Prein & Newhof engineers for design and engineering of the Stearns Bayou Connector segment of the Idema Explorers Trail in the amount of \$281,317.35.

Summary of Request:

Prein & Newhof consulting engineers have been doing work under a number of different PO's over several years for design and engineering of the Stearns Connector Segment of the Idema Explorers Trail. Their current PO (#19000116) of \$148,310 has \$135,232.65 left to be paid.

We recently received a very large grant from the MDOT Transportation Alternatives Program (\$2,337,757) to assist in funding this project, however, requirements to fulfill this grant are extensive. The new proposal from Prein & Newhof to complete the project with the new requirements is estimated at \$416,550. This amount includes cost increases required for additional environmental review (\$9,950), potential freshwater mussel relocation (up to \$35,000), special inspections of bridge components (\$40,000), increased on-site construction observation and management (\$86,000), and miscellaneous other MDOT requirements. In total, these costs would increase the current agreement by \$281,317.35. Approval of this change would add this amount to the current agreement amount of \$135,232.65 for a total new contract of \$416,550.

Park staff believe this increase is justified based on the new requirements which have typically increased overall costs by 5-10% on other projects. It should also be noted that the Eastmanville Connector segment of trail was recently removed from MDOT funding and its requirements. Costs saved on this segment will offset some of the costs on the Stearns segment.

Financial Information:

Total Cost: \$281,317.35

General Fund Cost: \$0.00

Included in Budget: Yes

If not included in Budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

Objective:

Administration:

Recommended by County Administrator:

Committee/Governing/Advisory Board Approval Date: PLANNING AND POLICY: 2/16/2021

January 15, 2021

Mr. Curt TerHaar
Ottawa County Parks and Recreation Commission
12220 Fillmore Street,
West Olive, MI 49460

RE: Ottawa County Parks and Recreation Commission
Idema Explorers Trail, Stearns Bayou Section
Final Design and Construction Engineering

Dear Mr. TerHaar:

Congratulations on receiving Conditional Commitment for a FY 2022 MDOT TAP Grant for the project! Thank you for the opportunity to update our proposal to provide professional engineering services for the above referenced project. We updated the proposal to meet the design and construction engineering requirements for this type of funding. We are very excited to be moving forward on this project with you.

Scope

We understand Ottawa the County Parks and Recreation Commission wants to complete the section of the Idema Explorers Trail from Connor Bayou to 144th Avenue in Robinson Township. Please see the attached map of the proposed route.

The proposed scope of the project includes approximately 11,800' of 10' wide HMA Shared Use Path, approximately 400' of 14' wide Boardwalk over Robinson Creek, the addition of a 420' long, 14' wide Shared Use Path lane to the north side of the Green Street Bridge over Stearns Bayou, retaining walls, culverts, and grading.

Per our communication this past June, we estimate construction costs to be \$3,550,000.

Professional Services

Per our attached fee spreadsheet with a detailed breakdown of our scope of services, we propose the following tasks:

Design Engineering

1. Begin NEPA Process per separate proposal dated January 15, 2021.
2. Additional Topographical Survey to supplement existing and for easement locations
 - a. It is our understanding that the County has already negotiated all required easements for the project. We understand we will create the descriptions and exhibits for these easements under a separate agreement.

3. Wetland Determination for the route
4. Soil Borings at Robinson Creek (Per our review we feel the existing soil borings for the Green Street Bridge are sufficient)
5. Final Design for the Shared Use Path, Boardwalk and Additional Lane on the Green Street Bridge meeting MDOT, AASHTO and ADA criteria as required per the grant
6. Bathymetric Survey and Hydraulic Analysis for Stearns Bayou with completion of the EGLE Permit Application for the Green Street Bridge work and the Boardwalk over Robinson Creek.
7. Review NEPA results prior to submittal of GI Package to MDOT.
8. Submittal of project information to MDOT and attendance at a Grade Inspection Meeting
9. Final design revisions per MDOT GI review.
10. Submittal of bid package to MDOT for letting.

Note we have included time for minor revisions to the design based on typical EGLE permitting comments. However, if the permitting agencies require multiple or major design revisions, we can provide these as additional services.

Construction Administration

1. Preconstruction Meeting
2. Construction Staking
3. Construction Administration including Full Time Inspection and Project File Management per MDOT requirements
4. Construction Material Testing
5. MDOT Plant Fabrication Inspection during Steel Bridge Beam and Bridge Railing Fabrication
6. Field Audit / Final Inspection with MDOT Officials
7. File Closeout and Audit with MDOT Officials
8. Record Plan Drawings

Fee Estimate & Schedule

We propose to provide the professional services outlined above and per the attached detailed breakdown of our scope of services on a time and material basis with a not-to-exceed fee of:

Design Engineering:	\$102,800
Construction Administration:	<u>\$268,800</u>
Total Engineering Services:	\$371,600

We will begin final design services upon approval of our proposal and will meet the County's proposed timeline, scheduling the Grade Inspection Meeting with MDOT by July 2021 and complete design by August 2021 for bidding through MDOT in anticipation of construction in the spring of 2022.

Mr. Curt TerHaar
January 15, 2021
Page 2

Additional Services

Should additional services be requested by you or required by conditions encountered, we will contact you and obtain your authorization prior to performing such services.

General Conditions

Prein&Newhof's Terms and Conditions relating to the performance of our services are attached and are made a part of this agreement.

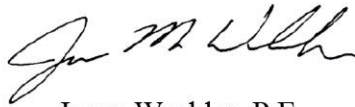
We appreciate the opportunity to submit this agreement and look forward to working with you on this project. Please contact me if you have questions. If acceptable, please sign and return one copy of this agreement.

Sincerely,

Prein&Newhof



Scott T. Post, P.E.
Project Manager

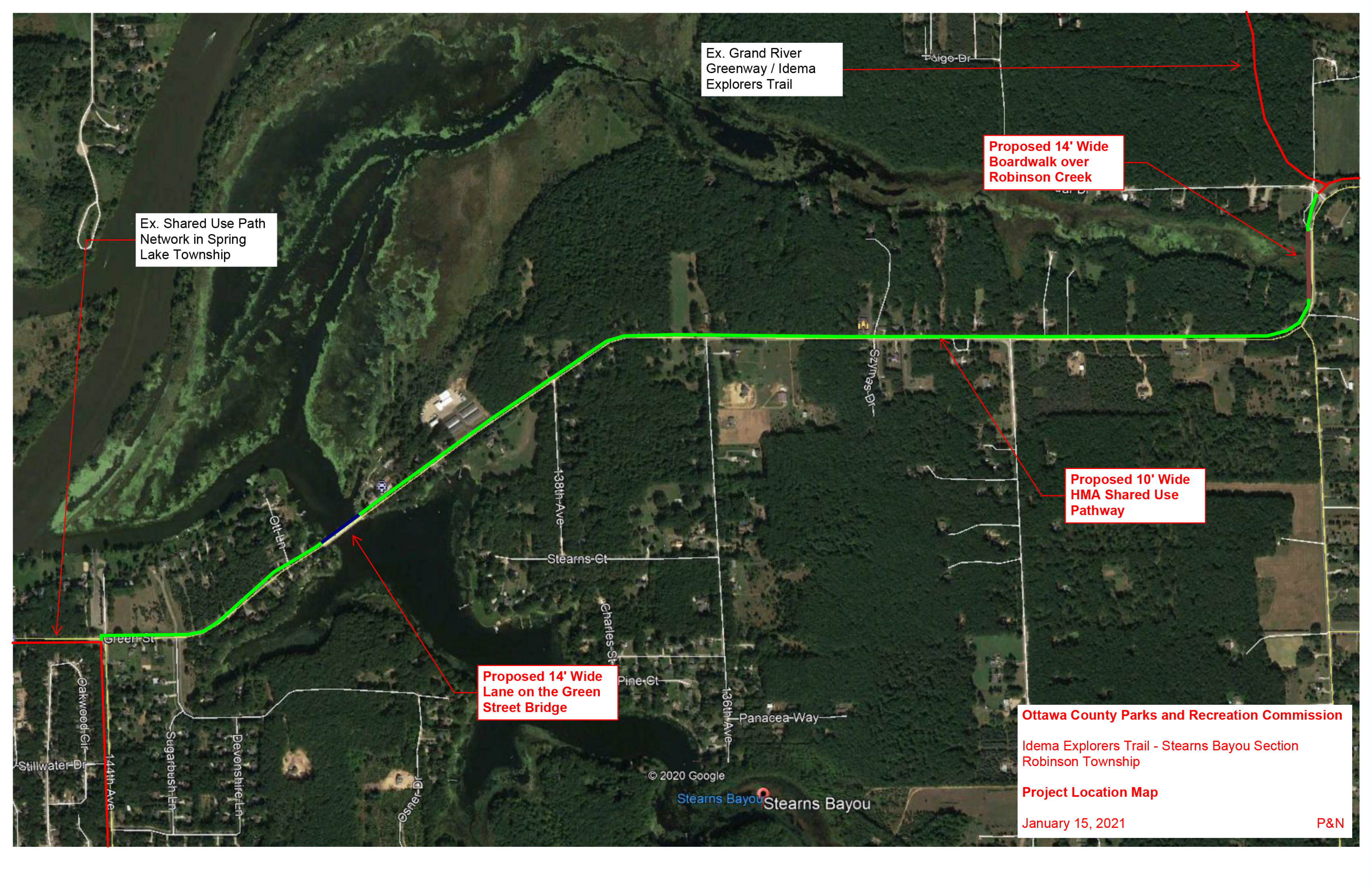


Jason Washler, P.E.
Vice President

Accepted by:

Ottawa County Parks and Recreation Commission Date

Enclosures: Project Map, Fee Worksheet, Terms and Conditions
STP/sp



Ex. Grand River Greenway / Idema Explorers Trail

Proposed 14' Wide Boardwalk over Robinson Creek

Ex. Shared Use Path Network in Spring Lake Township

Proposed 10' Wide HMA Shared Use Pathway

Proposed 14' Wide Lane on the Green Street Bridge

Ottawa County Parks and Recreation Commission

Idema Explorers Trail - Stearns Bayou Section
Robinson Township

Project Location Map

January 15, 2021

P&N

© 2020 Google

Stearns Bayou Stearns Bayou

Ottawa County Parks and Recreation Commission - Idema Explorers Trail, Stearns Bayou Section - Connor Bayou to 144th Avenue

Professional Fees Worksheet

MDOT TAP GRANT FUNDING

01/15/2021

	2021 Hourly Billing Rate	\$144	\$132	\$132	\$116	\$144	\$144	\$132	\$144	\$132	\$84	\$116	\$100	\$100	\$100	\$0	1.1	\$0.60	
	Staff member	SenPrMan	PrMan	LandArch	SenEngr	HydEngr	SenGeoEngr	GeoEngr	StructEngr	CADTech	CADTech	SenSvyr	Survey	Survey	CO	Clerical	Sub-contracts	Mileage	Total Cost
	KK	SP	ML	AM	TS	CC	JC	DB	BS	HH	DE	TBD	TBD	TBD	MVK				
Final Design Engineering																			
Cogent Engineering Bridge Design																	\$19,600.00		\$ 21,560.00
Additional Topo Survey for OCRC Permit and Easements										16	10	40	40						\$ 10,504.00
Wetland Determination																	\$800.00		\$ 880.00
Boardwalk Soil Borings / Geotech Analysis						4	8										\$4,500.00		\$ 6,582.00
P&N Bridge Design / Railing Details			16						24										\$ 5,568.00
Bayou Bathymetric Survey										4	6	16	16						\$ 4,232.00
Hydraulic Analysis/EGLE Permit (Bridge and Boardwalk)		8			24					32									\$ 8,736.00
90% Path Final Design/Details/Cross Sections		48	8							64								200	\$ 15,960.00
90% Boardwalk Design		4	4						16	12									\$ 4,944.00
90% Retaining Wall Design		4	4						16	12									\$ 4,944.00
90% Special Provisions		8																	\$ 1,056.00
90% Quantities / MERL Estimate		8	2																\$ 1,320.00
OCRC ROW Permit		20								8								100	\$ 3,756.00
Ottawa County SESC Permit		4																	\$ 528.00
MDOT Program Application		8	4																\$ 1,520.00
Submit GI Package to MDOT		2																	\$ 264.00
GI Meeting		4																100	\$ 588.00
90% Path Final Design/Details/Cross Sections		16								12									\$ 3,696.00
90% Boardwalk Design		2								4									\$ 792.00
90% Retaining Wall Design		2								4									\$ 792.00
90% Special Provisions		8																	\$ 1,056.00
90% Quantities / MERL Estimate		4																	\$ 528.00
Submit Final Bid Package to MDOT		2																	\$ 264.00
MDOT Bidding Assistance		16																	\$ 2,112.00
QA/QC	4																		\$ 576.00
Subtotal Design	4	168	34	4	24	4	8	56	148	20	16	56	56	0	0	\$ 27,390.00	400	\$ 102,800.00	
Construction Administration																			
Cogent Engineering Structural Inspection																	\$3,600.00		\$ 4,078.80
Preconstruction Meeting		8												8				100	\$ 1,973.48
Construction Staking										20	20	52	52						\$ 14,832.00
Construction Observation (20wks at 50hrs/wk)														1000				9000	\$ 108,562.00
P&N Structural Inpection/RFI/Shop Drawings								48										400	\$ 7,366.56
Construction Management (20wks at 12hrs/wk)		240							16									2400	\$ 36,486.72
MDOT Certified Office Tech Files (20wks at 8hrs/wk)					160														\$ 19,116.80
MDOT Plant Fabrication Inspection: Steel Beams & Railings																	\$36,000.00		\$ 40,788.00
MDOT Material Testing														40			\$9,000.00		\$ 14,317.00
MDOT Field Audit / Punch List		8												8				100	\$ 1,973.48
File Prep/Project Closeout/MDOT File Audit		60			60									16					\$ 16,974.40
Record Plans		2								12				4					\$ 2,315.44
Subtotal Construction	0	318	0	220	0	0	0	64	12	20	20	52	1,076	0	\$ 53,460.00	12,000	\$ 268,800.00		
Total Estimated Engineering Fees	4	486	34	224	24	4	8	120	160	40	36	108	56	1,076	0	\$ 80,850.00	12,400	\$ 371,600.00	
Engineer's Construction Estimate:																			\$3,539,190

2.9%

7.6%

January 15, 2021

Mr. Curt TerHaar
Coordinator of Park Planning & Development
Ottawa County Parks & Recreation Commission
Suite 331
12220 Fillmore St.
West Olive, MI 49460

Re: Ottawa County Parks and Recreation
Idema Explorers Trail, Stearns Bayou Section
Proposal for MDOT Local Agency Project Environmental Clearance Services

Dear Mr. TerHaar:

Prein&Newhof is pleased to present this proposal to provide services to fulfill MDOT Local Agency environmental clearance requirements for the Grand River Explorers Trail.

MDOT Environmental Review Process

The intent of this process is to identify the potential, direct and indirect, effects of the proposed Grand River Explorers Trail on the natural, human, and cultural environment and document those effects, or lack thereof, per MDOT's requirements as outlined in their "Local Agency Environmental Clearance Form Social, Economic, and Environmental Evaluation" (Form 5323).

It is expected that this project will likely be classified as a Class II, Categorical Exclusion and not require further environmental assessment work. This scope does not include efforts for an Environmental Assessment per National Environmental Policy Act requirements and the preparation and submittal of environmental permits. Required mitigation will be identified, but detailed plans that require additional regulatory components (permits and any local, state, or federal approvals) for implementation will be separate from this scope of work. It is anticipated that Section 106 review through the State Historic Preservation Office will be completed by the County.

SCOPE OF SERVICES

We propose the following scope of work:

- 1) Environmental Impact Analysis – We will evaluate the proposed alternatives for potential environmental impacts and identify areas that may require mitigation.

Areas for evaluation include:

- a. National Wild and Scenic Rivers and State Designated Natural Rivers
- b. Commercially Navigable River or Stream
- c. Coastal Zones
- d. Wetlands
 - i. This item of work does not include the delineation or mapping of wetlands but will rely on data collected during design.
- e. 100 Year Floodplain
- f. Water Quality
- g. Threatened and Endangered Species

- i. This item of work does not include the biological assessment of the project area but will rely on data previously collected to determine the potential impacts on any possibly present threatened and endangered species. P&N will utilize USFWS IPAC database as well as field observations to determine potential affect.
- ii. General Mussel Consulting Services are provided in this proposal as needed to coordinate with the Michigan DNR and/or USFWS as necessary to determine Robinson Creek and Stearns Bayou “Stream Group” designations per the Michigan Freshwater Mussel Survey Protocol and Relocation Procedures (2019). P&N’s Team’s coordination with DNR and/or USFWS would include receiving verification of Stream Group designation (Group 1-3) at the project location, determine mussel survey area extents based on area of direct impacts associated with proposed design, and then submitting and receiving a survey/relocation work plan to conduct mussel services during the mussel survey and relocation season which is June 1 – October 15. An allotment of \$4,950 has been included in this proposal for this.
- iii. *Note: Mussel survey relocation is not included in this proposal. P&N will assist in obtain a quote for the survey and relocation efforts once limits of potential impact in the waterways are narrowed. Fresh water mussel survey and relocation is anticipated to be required at the Stearns Bayou location at a minimum. At this time no Federal endangered mussel species are anticipated, however if determined potential additional coordination and permitting will be required. Cost of mussel surveys and relocation vary greatly based on location and area to of impact, it is estimated range between \$25,000 to \$35,000.*
- h. Historic Properties and Districts
 - i. This item of work does not include the preparation and submittal of a Section 106 application but rather determines the need for one. We understand that Ottawa County Parks and Recreation will prepare this information and provide it to P&N to complete the required section of Form 5323.
- i. Section 4(f) Public Parks, Recreation, Refuge
 - i. We understand that Ottawa County Parks and Recreation will prepare this information and provide it to P&N to complete the required section of Form 5323.
- j. Section 6(f) Grant Funded Public Park, Recreation, Refuge
 - i. We understand that Ottawa County Parks and Recreation will prepare this information and provide it to P&N to complete the required section of Form 5323.
- k. Agricultural Properties
- l. Hazardous and Toxic Materials
- m. Traffic Impacts
- n. Noise Impacts
- o. Air Quality

- p. Public Controversy
 - i. We understand that Ottawa County Parks and Recreation will prepare this information and provide it to P&N to complete the required section of Form 5323.
- 2) Determination of appropriate classification for the project
- 3) Project Mapping
- 4) Identification and Summary of Required Mitigation

PROFESSIONAL FEES

Based on the scope of services outlined herein, we anticipate the following professional fees of \$9,950.

SCHEDULE

Once given the notice to proceed we will begin the NEPA process along with the engineering design schedule. If a mussel survey is required, we will coordinate with the County to complete this during the seasonal limitations as described above.

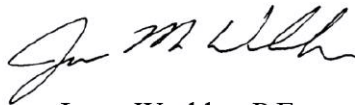
We appreciate the opportunity to submit this proposal to you and look forward to continuing our professional relationship. Please call with any questions.

Sincerely,

Prein&Newhof



Scott T. Post, P.E.
Project Manager



Jason Washler, P.E.
Vice President

Accepted by:

Ottawa County Parks and Recreation Commission

Date

Enclosures: Terms and Conditions
KM/sp

Prein&Newhof

Scope of Work & Professional Services

Ottawa County Parks and Recreation - Grand River Explorers Trail (AKA Grand River Greenway)

NEPA Clearance Services - Local Agency Environmental Clearance Form 5323 Assistance.

Position Staff Member	In-House		Sub-Contractor	Comments	Total Cost
	Proj. Man.	Engineer			
	SP	KM			
NEPA Form 5323			1.1		
National Wild and Scenic Rivers and State Designated Natural Rivers		0.25		<i>P&N will complete the form. Not applicable.</i>	\$32.00
Commercially Navigable River or Stream		0.25		<i>P&N will complete the form. Not applicable.</i>	\$32.00
Coastal Zones		1.0		Development map with coastal limits within project and summarizing Joint Permit Costal Zone in MDOT Form 5352. Assumed that Coastal impacts will be completed under design task based on prior delineation.	\$128.00
Wetlands		1.0		Development map with coastal limits within project and summarizing EGLE Permit Wetland section in MDOT Form 5352. Assumed that wetland impacts will be completed under design task based on prior delineation.	\$128.00
100 Year Floodplain		1.0		Time includes summarizing EGLE Permit Floodplain section in MDOT Form 5352. Assumed that floodplain impacts will be completed under design task.	\$128.00
Water Quality		1.0			\$128.00
Threatened and Endangered Species		8.0	4,500	This item of work does not include the biological assessment or stream mussel survey of the project area, but will rely on data previously collected to determine the potential impacts on possible present threatened and endangered species. Site review for mussel species will be completed by an expert subconsultant. If supporting habitat is found a river survey, relocation, and permitting will be required. P&N's team will provide guidance on this and fee if needed. If a biological assessment is required this would be additional service and is not included in our fee. P&N would team with an expert.	\$5,974.00
Historic Properties and Districts & Section 106 permit submittal		0.25		<i>Ottawa County Park & Rec to give P&N information and P&N will complete required section of form 5323.</i>	\$32.00
Section 4(f) Public Parks, Recreation, Refuge		0.25		<i>Ottawa County Park & Rec to give P&N information and P&N will complete required section of form 5323.</i>	\$32.00
Section 6(f) Grant Funded Public Park, Recreation, Refuge		0.25		<i>Ottawa County Park & Rec to give P&N information and P&N will complete required section of form 5323.</i>	\$32.00
Agricultural Properties		2.0		Will review property tax descriptions and P&N will complete required section of form 5323. Property descriptions to be provided by Ottawa County. If discovered that adjacent properties are PA116 and that right-of-way (easements or grading permits) is needed, additional services will be required from right-of-way agents to insure proper paperwork is completed for acquisition and compensation. This would be additional service and is not included in our fee. P&N would team with an expert.	\$256.00
Hazardous and Toxic Materials		1.0		Review of EGLE map tool for contaminated sites in the vicinity of the project and complete documentation for Form 5323. Although we do not anticipate any hazardous and toxic material sites in vicinity of project, if a site is found this would be additional service and is not included in our fee. Does not include environmental assessment or testing. P&N can provide this service.	\$128.00
Traffic Impacts		0.25		<i>P&N will complete the form. Not applicable.</i>	\$32.00
Noise Impacts		0.25		<i>P&N will complete the form. Not applicable.</i>	\$32.00
Air Quality		0.25		<i>P&N will complete the form. Not applicable.</i>	\$32.00
Public Controversy		0.3		<i>Ottawa County Park & Rec to give P&N information and P&N will complete required section of form 5323.</i>	\$32.00
Mapping of Documentation	2.0	4.0			\$792.00
QA/QC	2.0				\$280.00
MDOT Coordination, Review, and Responses	4.0	4.0			\$1,072.00
NEPA form final submittal once EGLE permits and SHPO clearance obtained	1.0	4.0			\$652.00
Total Estimated Services	9.0	29.3	4,950		\$9,954.00

Action Request

Electronic Submission – Contract # 1151



Committee: BOARD OF COMMISSIONERS

Meeting Date: 2/23/2021

Vendor/3rd Party: CHAD AND TAMI EBEL

Requesting Department: PARKS AND RECREATION

Submitted By: JASON SHAMBLIN

Agenda Item: IDEMA EXPLORERS TRAIL - RAVINES CONNECTOR - TRAIL EASEMENT

Suggested Motion:

To authorize the Board Chair and Clerk/Register to sign the easement and construction agreements with Chad and Tami Ebel for the Idema Explorers trail route along the shoreline of the Grand River at the purchase price of \$85,000.

Summary of Request:

Ottawa County Parks has been seeking easements and property acquisitions along the proposed Grand River Greenway Idema Explorers Trail route to facilitate construction of the trail and improve the safety and experience for trail users. These purchases include a variety of road front as well as riverfront parcels.

Final agreement has now been reached with the remaining land owner who controls property along a particularly important segment of riverfront between Grand Ravines County Park and Grand River County Park. This segment has long been desired because of its natural features and proximity to the existing park properties. It will allow for the development of trail connecting these two parks and to other greenway properties. The agreed upon price was based on the appraised value with additional negotiated considerations.

Financial Information:

Total Cost: \$85,000.00

General Fund Cost: \$0.00

Included in Budget: Yes

If not included in Budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

Objective:

Administration:

Recommended by County Administrator:

Committee/Governing/Advisory Board Approval Date: PLANNING AND POLICY: 2/16/2021

GRAND RIVER TRAILWAY EASEMENT

**Parcel No. 70-10-32-400-023
Grand River Greenway
Non-Motorized Idema Trailway Project**

THIS INDENTURE made and entered into this 2 day of February, 2021, by and between **CHAD R. EBEL and TAMARA S. EBEL**, also known as Tamara Ebel, husband and wife, of 9980 Bend Drive, Jenison, MI 49428, hereinafter "Grantor," and the **COUNTY OF OTTAWA**, a body corporate, as authorized by the Constitution of the State of Michigan, and its successors and assigns, acting by and through its Parks & Recreation Commission, of 12220 Fillmore Street, West Olive, Michigan 49460, hereinafter "County;"

BACKGROUND:

For and in consideration of the mutual benefit of the Grantor and the County, and the considerations agreed to between the parties and the sum of Ten and no/100 (\$10.00) Dollars (Affidavit of Valuation attached), paid to Owner, the receipt of which is hereby acknowledged by all parties, the Grantor does hereby grant, bargain, convey and assign unto the County, its successors and assigns, a non-exclusive, perpetual and permanent easement and right-of-way over and across that certain piece or parcel of land situated in the **Township of Georgetown, County of Ottawa, and State of Michigan**, the piece or parcel of land being owned by the Grantor in fee simple and described as follows:

Fee Description: Part of the Southeast one-quarter (SE 1/4) of Section 32, T7N, R13W, as described in **Exhibit A** hereto.

IN A PUBLIC NON-MOTORIZED TRAILWAY FOR A BICYCLE PATH AND WALKWAY EASEMENT ("TRAILWAY") SPECIFICALLY DESCRIBED AS FOLLOWS:

Easement Description: An area within 100 feet above-described Fee Description adjoining the Southerly bank of the Grand River; provided at such time as Grantee has determined the proposed route and location of the Trailway, which will be 30 feet in width within the area referenced and will be the permanent Easement, with the design specifications and route to be submitted to Grantor for its consideration and route location approval, at which time the parties will amend this Easement to provide for the specific route to be utilized for this Easement Description and the Trailway location, along with improvements made by the Grantee during construction of the Trailway.

The Easement granted herein shall be for the purpose of installing, constructing, operating, maintaining, repairing, replacing, reinstalling, inspecting and keeping in working order the Trailway

(including sidewalks, and boardwalks, at the election of the County) which may run over and across the above-described Easement, all hereinafter collectively sometimes referred to as the "Trailway Easement."

The Easement shall include the right to enter upon sufficient land owned by the Grantor which is adjacent to the Trailway Easement as is required for the construction, installation, maintenance, repair, upkeep, replacement, reinstallation, operation and inspection of such Easement, together with the right to install signs on the adjacent land as to the use by the public.

TO HAVE AND TO HOLD the Trailway Easement over and across the above-described piece or parcel of land to the County, its successors and assigns, for the use and benefit of the County, its invitees, successors and assigns, **FOREVER**.

The Grantor warrants that they have the right and authority to grant this Trailway Easement as above-described and own the lands covered by the Trailway Easement.

The Trailway Easement shall include, but not be limited to, the right to enter upon it any time for the purpose of such construction, maintenance, repair, upkeep, replacement, reinstallation and inspection of its Trailway, together with the right to excavate a foundation for the location of such Trailway. This Trailway Easement shall further include the right to remove trees, brush, undergrowth and other obstructions situated upon and about the Trailway which may interfere with the location, construction, maintenance, repair or upkeep of such Trailway. The County, as a consideration for our granting the right to construct and install such Trailway, shall be obligated to fill and grade to ground level the areas adjoining the Trailway and shall also be obligated to restore to their former condition, insofar as is reasonable, the drives, parking areas, shrubs and/or grass alongside such Trailway. The County further covenants and agrees that it will restore such piece or parcel of land to a similar condition, insofar as is reasonably possible, in the event it shall at any time become necessary to enter upon the Trailway Easement for the purpose of maintenance, repair, upkeep, replacement, construction or reinstallation of such Trailway.

The removal or demolition of any existing buildings, structures or fences required for the reasonable exercise of the foregoing powers shall be removed or demolished at the County's expense, provided the County has agreed to construct and install improvements in such Easement, at the request of Grantor and pursuant to a separate Construction Agreement between the parties, (the "Construction Agreement").

The County agrees to fully indemnify, save and keep harmless the Grantor from any and all claims for damage to real and personal property and injuries or death suffered by persons in any manner caused by or growing out of the construction, installation, repair, upkeep, maintenance or presence of the Trailway over and across the piece or parcel of land of Grantor, except for the negligence or intentional acts of the Grantor, their heirs, representatives, successors or assigns. The Grantor further agrees that they will not construct a building, structure or improvement on such Trailway Easement without first obtaining the written consent of the County, or impede the access or use of anyone on the Trailway, and this conveyance includes a release of any and all claims to damage arising from or incidental to the exercise of any of the foregoing powers, except as above provided.

The pronouns and relative words herein are written in the masculine and singular only. If more than one joins in, or be of the feminine sex or a business entity, such words shall be read as if written in plural, feminine or neuter, respectively.

Exhibit "A"

That part of the Southeast 1/4 of Section 32, Town 7 North, Range 13 West, Township of Georgetown, Ottawa County, Michigan, described as: Commencing at the South 1/4 corner of said Section; thence North 00°56' West 1052.93 feet along the West line of said Southeast 1/4 to the centerline of Bend Drive (66.00 feet wide); thence North 40°08' East 100.00 feet; thence North 48°04' East 204.71 feet; thence Northerly 164.93 feet along a 270.00 foot radius curve to the left, the chord of which bears North 30°33'51" East 162.38 feet; thence North 13°04' East 34.77 feet (the 4 last above courses being along the centerline of Bend Drive); thence South 66°12' East 781.0 feet to the point of beginning; thence North 66°12' West 781.0 feet; thence North 13°04' East 85.0 feet along said centerline to Reference Point "No. 1"; thence North 86°35'15" East 622.55 feet; thence North 38°39'47" East 893 feet more or less to the centerline of the Grand River; thence Southeasterly along centerline 330 feet, more or less, to a line bearing North 38°39'47" East from the point of beginning; thence South 38°39'47" West 958 feet, more or less, to the point of beginning.

Together with an easement for ingress and egress over that part of said Southeast 1/4 described as: Commencing at aforesaid Reference Point "No. 1"; thence North 13°04' East 85.0 feet along the centerline of Bend Drive; thence South 76°56' East 33.00 feet; thence North 27°05'58" East 351.24 feet; thence South 83°16'28" East 466.23 feet to the point of beginning for said easement; thence North 38°39'47" East 66.0 feet; thence South 51°20'13" East 143.81 feet; thence South 38°39'47" West 66.0 feet; thence North 51°20'13" West 143.81 feet to the point of beginning of said easement.

Real Estate Transfer Tax Valuation Affidavit

Issued under authority of Public Act 134 of 1966 and 330 of 1993 as amended.

This form must be filed with the Register of Deeds for the county where the property is located when you choose not to enter the amount paid for real estate on the deed or when you contract for the transfer or acquisition of a controlling interest in an entity if the real property owned by that entity comprises 90% or more of the fair market value of the assets of the entity determined in accordance with generally accepted accounting principles. "Controlling interest" means more than 80% of the total value of all classes of stock of a corporation; more than 80% of the total interest in capital and profits of a partnership, association, limited liability company, or other unincorporated form of doing business; or more than 80% of the beneficial interest in a trust. The tax is based on the value of the real property transferred and is collected at the time the contract or instrument of conveyance is submitted for recording. "Value" means the current or fair market worth in terms of legal monetary exchange at the time of the transfer.

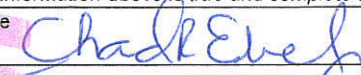
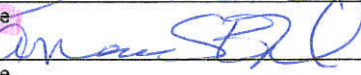
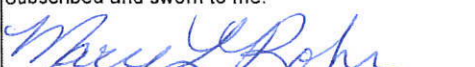
1. County of Property Ottawa		2. City or Township of Property Township of Georgetown	
3. Names of ALL Seller's Chad R. Ebel and wife, Tamara S. Ebel			
Sellers Mailing Address(es) 9980 Bend Drive		City Jenison	State MI
			ZIP Code 49428
4. Name's of ALL Purchaser's County of Ottawa			
Purchaser's Mailing Address(es) 12220 Fillmore Street		City West Olive	State MI
			ZIP Code 49460
5. Type and Date of Document <u> x </u> <u>Grand River Trailway Easement</u>			
<input type="checkbox"/> Land Contract Date of Contract: _____ <input type="checkbox"/> Deed Date _____			
<input type="checkbox"/> Contracts for the transfer or acquisition of a controlling interest in entity where 90% or more of the FMV of the assets are real property. The contract may be attached to this form when it is filed with the Register of Deeds..			
Entity name		State of Organization	Date of Contract
Entity address			
6. Cash Payment and/or Debt Relieved \$85,000.00		7. Amount of Mortgage/Land Contract	8. Total Consideration (Add lines 6 & 7) \$85,000.00
9. Amount of County Tax \$93.50		10. Amount of State Tax \$637.50	11. Total Revenue Stamps (Add lines 9 & 10) \$731.00
12. If consideration is less than market value, state market value.			
13. Legal Description of Real Estate Transferred A Grand River Trailway Easement over lands and premises in the Southeast 1/4 of Section 32, Town 7 North, Range 13 West, as described in Exhibit "A" attached.			
CERTIFICATION			
I certify that the information above is true and complete to the best of my knowledge			
Seller's signature 		If signer is other than the seller, print name and title.	
Seller's signature 		If signer is other than the seller, print name and title.	
Seller's signature		If signer is other than the seller, print name and title.	
Seller's signature		If signer is other than the seller, print name and title.	
NOTARIZATION			
Subscribed and sworn to me: 		Notary Public State of Michigan; County of <u>Ottawa</u>	on this date <u>02-02-2021</u> My commission expires on <u>02-23-2023</u>

Exhibit "A"

That part of the Southeast 1/4 of Section 32, Town 7 North, Range 13 West, Township of Georgetown, Ottawa County, Michigan, described as: Commencing at the South 1/4 corner of said Section; thence North 00°56' West 1052.93 feet along the West line of said Southeast 1/4 to the centerline of Bend Drive (66.00 feet wide); thence North 40°08' East 100.00 feet; thence North 48°04' East 204.71 feet; thence Northerly 164.93 feet along a 270.00 foot radius curve to the left, the chord of which bears North 30°33'51" East 162.38 feet; thence North 13°04' East 34.77 feet (the 4 last above courses being along the centerline of Bend Drive); thence South 66°12' East 781.0 feet to the point of beginning; thence North 66°12' West 781.0 feet; thence North 13°04' East 85.0 feet along said centerline to Reference Point "No. 1"; thence North 86°35'15" East 622.55 feet; thence North 38°39'47" East 893 feet more or less to the centerline of the Grand River; thence Southeasterly along centerline 330 feet, more or less, to a line bearing North 38°39'47" East from the point of beginning; thence South 38°39'47" West 958 feet, more or less, to the point of beginning.

Together with an easement for ingress and egress over that part of said Southeast 1/4 described as: Commencing at aforesaid Reference Point "No. 1"; thence North 13°04' East 85.0 feet along the centerline of Bend Drive; thence South 76°56' East 33.00 feet; thence North 27°05'58" East 351.24 feet; thence South 83°16'28" East 466.23 feet to the point of beginning for said easement; thence North 38°39'47" East 66.0 feet; thence South 51°20'13" East 143.81 feet; thence South 38°39'47" West 66.0 feet; thence North 51°20'13" West 143.81 feet to the point of beginning of said easement.

STATEMENT OF JUST COMPENSATION

**TO: CHAD R. EBEL and wife,
TAMARA S. EBEL
9980 Bend Drive
Jenison MI 49428**

["Interested Persons"]

THIS STATEMENT OF JUST COMPENSATION is based on the fair market value of the interest in real property, hereinafter described, obtained by the **County of Ottawa, a body corporate, as authorized by the Constitution of the State of Michigan, and its successors and assigns, acting by and through its Parks & Recreation Commission** for the **Idema Trailway Easement Project** in Georgetown Township. This Statement is not less than the appraised value of the interest in said property acquired, and this Statement disregards any decrease or increase of the fair market value of the property caused by the Project. It has been determined that there is no damage to any remaining real property. There are no buildings, structures or other improvements, including fixtures, removable building equipment and trade fixtures which are considered to be part of the real property interest for which the offer of just compensation is made, as follows:

Real Property: Part of the Southeast one-quarter (SE 1/4) of Section 32, T7N, R13W, as described in **Exhibit A** hereto.

Interest Obtained: Idema Trailway Easement.

Description of Property: An area within 100 feet of the above-described Fee Description adjoining the Southerly bank of the Grand River; provided at such time as County has determined the proposed route and location of the Trailway, which will be 30 feet in width within the area referenced and will be the permanent Easement, with the design specifications and route to be submitted to Grantor for its consideration and route location approval, at which time the parties will amend the Easement to provide for the specific route to be utilized for the Easement Description and the Trailway location, along with improvements made by the County during construction of the Trailway.

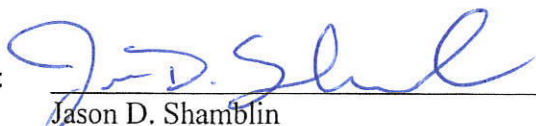
Interested Persons: Chad R. Ebel and wife, Tamara S. Ebel.

Apportionment of Just Compensation: One hundred (100%) percent to Interested Persons, as husband and wife.

Appraised Fair Market Value: Eighty-Five Thousand and no/100 (\$85,000.00) Dollars after improvements, and for the mutual benefit of the Interested Persons and the County, the Interested Persons grant the Idema Trailway Easement over Parcel No. 70-10-32-400-023.

**COUNTY OF OTTAWA
a body corporate**

By:



Jason D. Shamblin

Its:

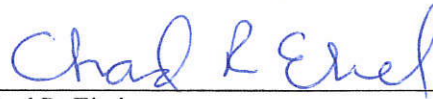
Director
Parks & Recreation Commission

THE UNDERSIGNED acknowledges receipt of the foregoing Statement of Just Compensation and understands their rights and hereby waives their rights under Public Law 91-646, and agrees to grant the interest requested on the terms proposed, even if a donation of such interest.

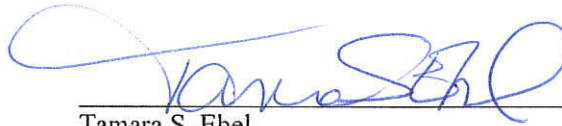
This waiver includes a waiver of any appraisal of our property, including accompanying an appraiser inspecting our property. This waiver and the execution of the Idema Trailway Easement and/or instruments of conveyance of our interest in such property is made without undue influence or coercive action of any nature by anyone involved in this Project. We understand that we could request an appraisal of our property and have the right to receive Just Compensation for the conveyance of the interest being requested by the party receiving the Easement/License or conveyance.

Dated this 2nd day of February, 2021.

GRANTOR/OWNER



Chad R. Ebel



Tamara S. Ebel

Exhibit "A"

That part of the Southeast 1/4 of Section 32, Town 7 North, Range 13 West, Township of Georgetown, Ottawa County, Michigan, described as: Commencing at the South 1/4 corner of said Section; thence North 00°56' West 1052.93 feet along the West line of said Southeast 1/4 to the centerline of Bend Drive (66.00 feet wide); thence North 40°08' East 100.00 feet; thence North 48°04' East 204.71 feet; thence Northerly 164.93 feet along a 270.00 foot radius curve to the left, the chord of which bears North 30°33'51" East 162.38 feet; thence North 13°04' East 34.77 feet (the 4 last above courses being along the centerline of Bend Drive); thence South 66°12' East 781.0 feet to the point of beginning; thence North 66°12' West 781.0 feet; thence North 13°04' East 85.0 feet along said centerline to Reference Point "No. 1"; thence North 86°35'15" East 622.55 feet; thence North 38°39'47" East 893 feet more or less to the centerline of the Grand River; thence Southeasterly along centerline 330 feet, more or less, to a line bearing North 38°39'47" East from the point of beginning; thence South 38°39'47" West 958 feet, more or less, to the point of beginning.

Together with an easement for ingress and egress over that part of said Southeast 1/4 described as: Commencing at aforesaid Reference Point "No. 1"; thence North 13°04' East 85.0 feet along the centerline of Bend Drive; thence South 76°56' East 33.00 feet; thence North 27°05'58" East 351.24 feet; thence South 83°16'28" East 466.23 feet to the point of beginning for said easement; thence North 38°39'47" East 66.0 feet; thence South 51°20'13" East 143.81 feet; thence South 38°39'47" West 66.0 feet; thence North 51°20'13" West 143.81 feet to the point of beginning of said easement.

TRAILWAY CONSTRUCTION AGREEMENT

Ebel
Parcel No. 70-10-32-400-023
Grand River Greenway
Non-Motorized Idema Trailway Project

THIS AGREEMENT is made and entered into this 2 day of February, 2021, by and between CHAD R. EBEL and TAMARA S. EBEL, also known as Tamara Ebel, husband and wife, of 9980 Bend Drive, Jenison, Michigan 49428, hereinafter "Grantor," and the COUNTY OF OTTAWA, a body corporate, as authorized by the Constitution of the State of Michigan, and its successors and assigns, acting by and through its Parks & Recreation Commission, of 12220 Fillmore Street, West Olive, Michigan 49460, hereinafter "County;" with reference to the following:

BACKGROUND:

A. County is considering a proposed public trailway (the "Trailway") to be constructed along the Southerly side of the Grand River in Georgetown Township and has requested a pedestrian and non-motorized vehicle easement and right of way ("Easement" and sometimes "Trailway Easement") to be granted to the County by the Grantor so a public access trailway can be constructed and maintained along the Grand River, passing along and over the lands of the Grantor.

B. By separate instrument, an Easement is being granted by the Grantor to the County for such Trailway. As part of the consideration for Grantor conveying such Easement to the County, the parties to this Agreement have agreed that County will cause certain fencing and gates pursuant to the specifications thereof to be installed along the Trailway Easement as stated below, prior to opening the Trailway for use by the public.

Now Therefore, the parties agree as follows:

1. Land for Improvements. The land that the Trailway Easement will burden, as owned by the Grantor (or sometimes herein, the "Owner"), is part of Tax Parcel No. 70-10-32-400-023, a sketch map of such parcel being attached as **Exhibit 1**. The exact location of the Trailway Easement within the Northerly 100 feet of such parcel (extending Southerly from the Southerly banks of the Grand River) will have a route staked with a 30-foot width generally parallel to the Grand River, and contain improvements within such 30-foot wide Easement as will be constructed by contractor of the County in a good and workmanlike manner using new materials, as follows:

(a) A pathway and railway which will accommodate in accordance with applicable laws and regulations pertaining to use thereof by the public, the surfaces, supports and width required to accommodate pedestrian and non-motorized transportation devices such as bicycles and items to be designed to accommodate persons with disabilities.

(b) A black colored vinyl covered chain link fence four (4) feet in height and approximately 100 feet in length along the Southerly side of such Easement for the Trailway with a ten (10) foot wide gate as depicted on Exhibit 2 attached (the "south side fence"). The ten (10) foot wide gate shall be installed in such fence for private use by the Owner only to provide vehicular and pedestrian access through the Trailway Easement to permit a vehicle of the Owner to access the waterfront of the Grand River. An extension Ag-style fence proceeding approximately 110 linear feet to the Northwesterly property line, along with an extension Ag-style fence running 190 linear feet, more or less, to the Southerly boundary line as shown on Exhibit 2.

(c) An identical quality black colored vinyl covered chain link fence four (4) feet in height along the Northerly side of the Trailway Easement, but with a three (3) foot wide gate to the dock area approximately 80 feet in length along the existing mooring dock area of the river side water frontage as noted in the specifications. The gates will be able to be locked by the Owner.

(d) Landscaping of the Trailway and the planting up to eight (8) evergreen trees, each eight (8) to ten (10) feet in height, along the South side of the Trailway for visual screening and privacy of the Owner's upland property and as located on Exhibit 2. County will assume responsibility for the continuing viability and growth of such trees for two (2) years after planting.

2. Ownership. Such Trailway Easement fencings and trees, after installation, shall become the property of Grantor, without liens or encumbrances by the County or its contractors.

3. Plans and Specifications. Attached is a site plan and sketch, as **Exhibit 2**. The parties have agreed that such site plan generally locates the improvements intended to be constructed by the County as partial consideration for the grant of the Trailway Easement by the Grantor.

4. Hold Harmless. Except for intentional acts of the Grantor, the County and its contractors agree to hold the Grantor harmless from all claims or demands for damages occurring during installation and construction of the fencing, trees, and the Trailway, whether to persons or property, for whatever cause or reason.

5. Binding Effect. This Agreement and the obligations herein are binding upon the parties, their successors, and legal representatives.

6. Time and Miscellaneous. The County intends for the construction of the Trailway in the Southeast one-quarter (SE 1/4) of Section 32, Town 7 North, Range 13 West of Georgetown Township to be completed prior to December 31, 2027. Prior to completion of the Trailway, subject to acts of God and impossibility of performance, the Trailway Easement improvements to be made by the County will also be installed and completed prior to that date. This Agreement is made in the State of Michigan and is interpreted according to the laws of the State of Michigan. Any changes made must be in writing and signed by both parties.

This Agreement is signed by the parties effective this 2 day of February, 2021.

GRANTOR/OWNER



Chad R. Ebel



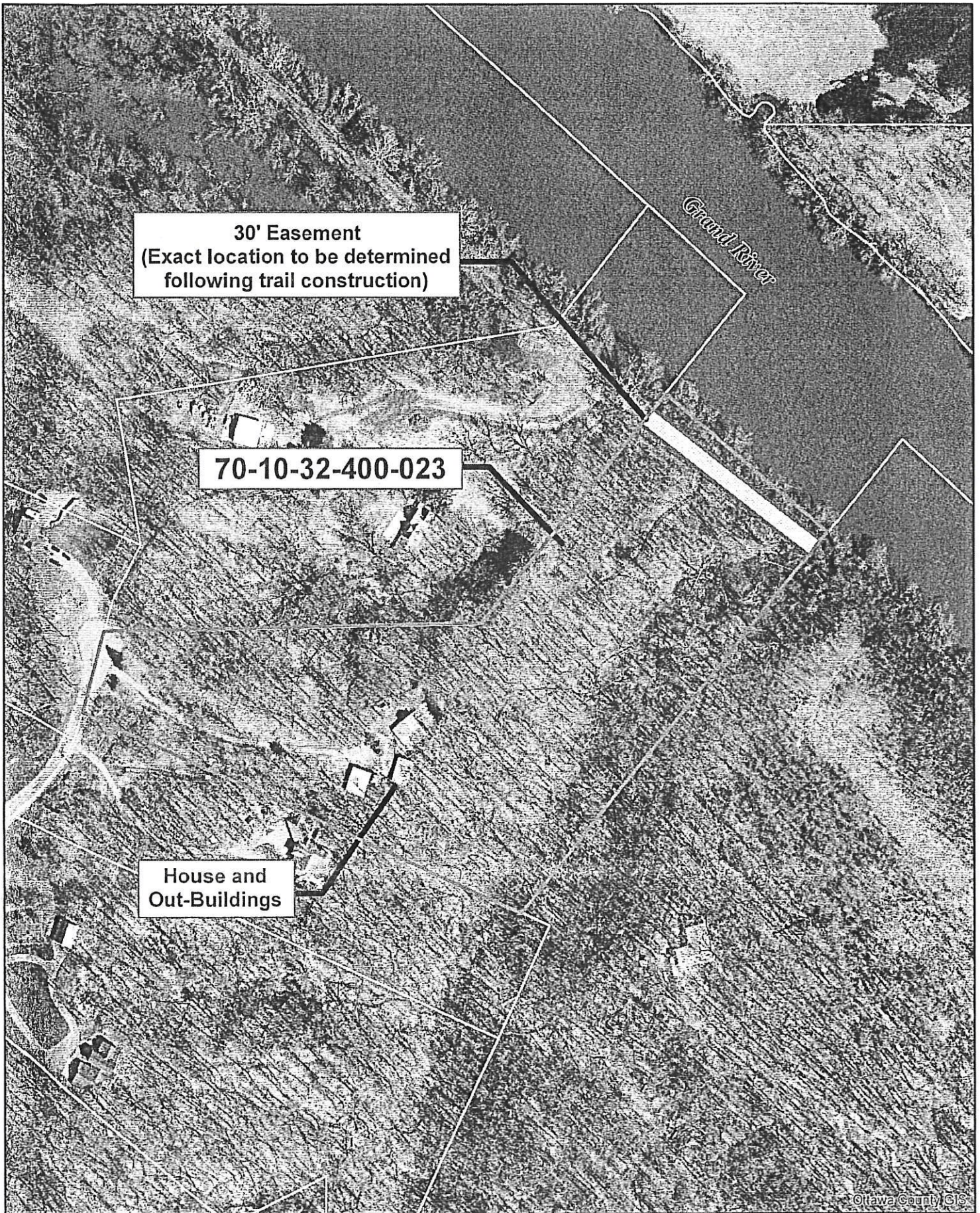
Tamara S. Ebel

COUNTY OF OTTAWA

a body corporate

By: 
Jason D. Shamblin

Its: Director
Parks & Recreation Commission



30' Easement
(Exact location to be determined following trail construction)

70-10-32-400-023

House and Out-Buildings

Grand River

Ottawa County GIS

Parcel #70-10-32-400-023

1 inch = 200 feet

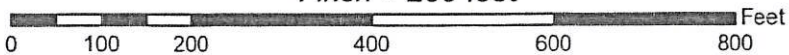
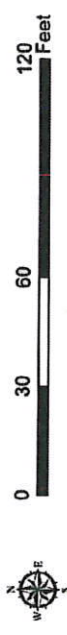
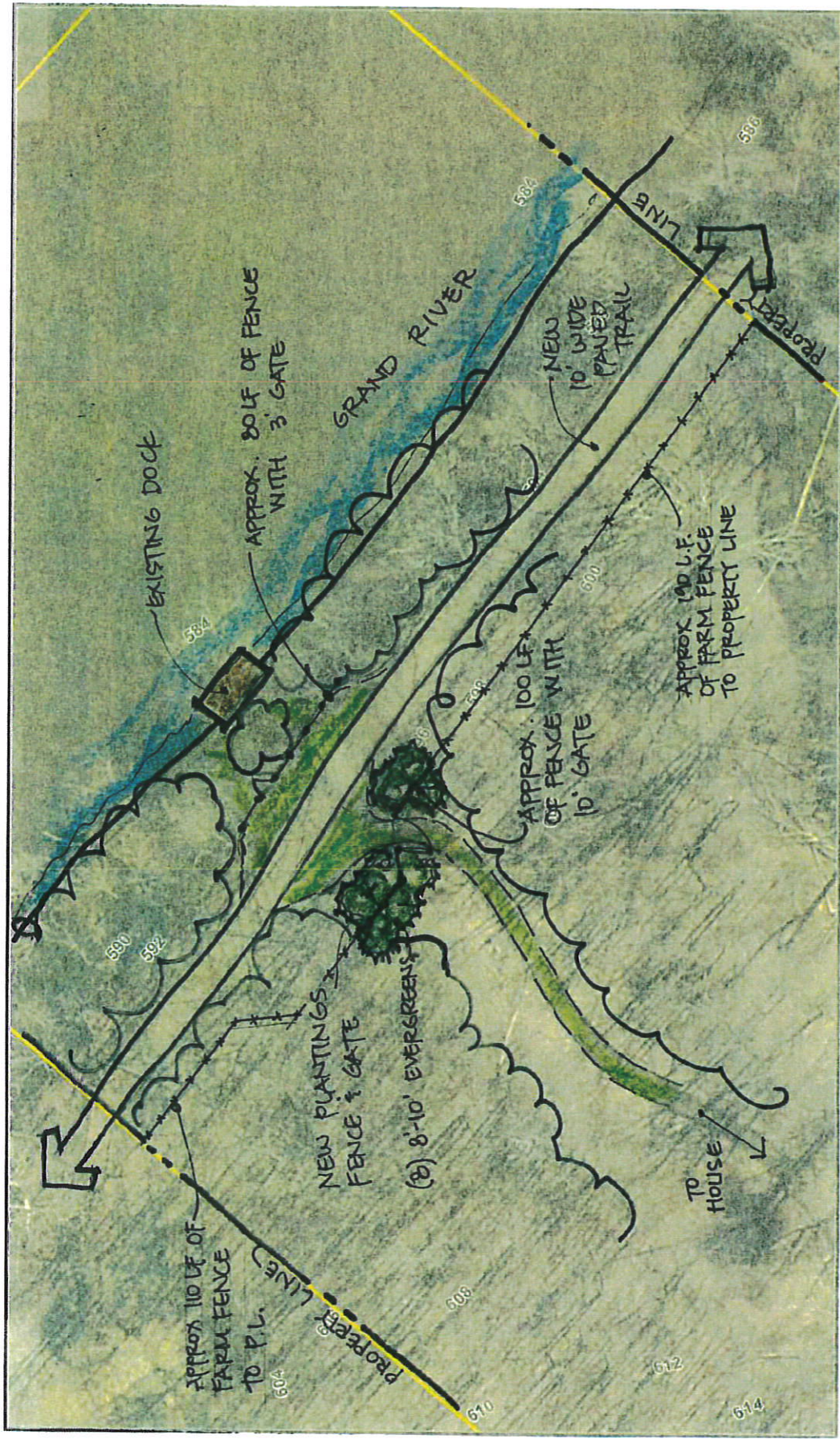


Exhibit 1





Ebel Property

Exhibit 2 Site plan and sketch

Action Request

Electronic Submission – Contract # 1150



Committee: BOARD OF COMMISSIONERS

Meeting Date: 2/23/2021

Vendor/3rd Party: E & B DEVELOPMENT CO., L.L.C.

Requesting Department: PARKS AND RECREATION

Submitted By: JASON SHAMBLIN

Agenda Item: MACATAWA GREENWAY REAL ESTATE PURCHASE AGREEMENT

Suggested Motion:

To approve and authorize the Board Chair and Clerk/Register to sign the purchase of real estate with E & B Development Co., L.L.C. for the purchase of 5.5 acres in Holland Township at a price of \$125,000.00 as part of the Macatawa Greenway and abutting Hawthorn Pond Natural Area.

Summary of Request:

A public route is nearly secure along the 1.4-mile long section of the Macatawa River Greenway between Hawthorn Pond and the Upper Macatawa Natural Area. With this purchase, Ottawa County Parks and partners will control a contiguous pedestrian route through this section. Ottawa County Parks now owns a strip of land that connects Hawthorn Pond Natural Area to 96th Avenue. However, the acquisition of this parcel will eliminate the need for two crossings over the winding Macatawa River, reducing the overall cost of Greenway construction. Securing this parcel will also offer high ground out of the floodplain that will allow our partner, Holland Charter Township, to potentially construct a restroom building and expanded parking that will serve

Hawthorn Pond Natural Area and the Macatawa Greenway.

Financial Information:

Total Cost: \$125,000.00

General Fund Cost: \$0.00

Included in Budget: Yes

If not included in Budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

Objective:

Administration:

Recommended by County Administrator:

Committee/Governing/Advisory Board Approval Date: PLANNING AND POLICY: 2/16/2021

**AGREEMENT FOR SALE AND PURCHASE
OF REAL ESTATE**

THIS AGREEMENT FOR SALE AND PURCHASE OF REAL ESTATE ("Agreement") is made and entered into as of the ____ day of _____, 20____, by and between **E & B DEVELOPMENT CO., L.L.C., a Michigan limited liability company**, of 1946 Turner Avenue, N.W., Grand Rapids, Michigan 49504, ("Seller"), and the **COUNTY OF OTTAWA, a Michigan public body corporate**, with an address in care of its Parks & Recreation Commission, of 12220 Fillmore Street, West Olive, Michigan 49460, ("Purchaser").

BACKGROUND:

Purchaser is in the process of planning and implementing a pathway and open lands recreation area to be located in a conservation and natural area along the Black River (Macatawa River) in Section 36 of Holland Township, Ottawa County, Michigan, and Seller is the owner of an approximate 5.5 acre parcel of vacant land in Section 36 abutting the Hawthorn Pond Natural Area. Purchaser desires to acquire such parcel from Seller.

That for and in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. **Conveyance.** Seller agrees to sell and convey and Purchaser agrees to purchase and take title to that certain parcel of vacant land comprising approximately 5.5 acres of land situated in the **Township of Holland, County of Ottawa and State of Michigan**, which real property is more particularly described as follows:

Lands and premises described in Schedule A-1 attached and as depicted in Schedule A-2 attached. (Tax Parcel No. 70-16-36-200-027, commonly known as 0 Black River Court, Holland, Michigan, sometimes described as Parcels G and H.)

(the "Premises").

2. **Purchase Price.** The purchase price of the Premises shall be One Hundred Twenty-Five Thousand and no/100 (\$125,000.00) Dollars ("Purchase Price") which shall be paid at Closing by Purchaser's check or wired funds drawn on account of the Ottawa County Treasurer. The Seller and Purchaser have agreed that the Purchase Price represents Fair Market Value for the Premises, and a Statement of Just Compensation will be presented by Purchaser to Seller prior to or at Closing for acknowledgment that Fair Market Value is being paid to Seller for such Premises, and otherwise waiving provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Public Law 91-646.

3. **Title.** Seller shall assist Purchaser with furnishing a commitment for the issuance of a policy of owner's title insurance ("Title Commitment") from a title insurer of Purchaser's choice (the "Title Company") covering the Premises and showing title vested in Seller, subject only to the Permitted Exceptions (as defined below) and exceptions which may be approved in writing by Purchaser prior to the expiration of the Review Period (as defined below), which exceptions shall thereby become Permitted Exceptions. The Title Commitment shall propose to issue to Purchaser an

ALTA Form-B Owner's Policy without standard exceptions (at Purchaser's election) in the full amount of the Purchase Price showing the status of title to the Premises. **The cost of the Title Commitment shall be paid by Purchaser.** A copy of the vesting Deed to Seller is attached as Schedule B, and the sketch map of the Premises as Schedule A-2.

The Title Commitment shall disclose Purchaser as the proposed insured and shall be in an amount equal to the Purchase Price. If the Title Commitment discloses any exceptions other than the Permitted Exceptions, either as set forth below or as approved in writing by Purchaser, Seller shall use reasonable efforts to make arrangements to cause any such objectionable exceptions to be deleted from the Title Commitment or to be insured over by the Title Company at Closing. If Seller does not effect such arrangements to remove objectionable exceptions and advise Purchaser thereof in writing on or before 5:00 p.m., local time, of the date which is five (5) days after the date that Purchaser advises Seller in writing of Purchaser's disapproval of one or more title exceptions, Purchaser, as its only remedies, may then elect either to waive its disapproval of such exceptions and close subject thereto, or to terminate this Agreement. In addition to the foregoing, if, prior to 5:00 p.m., local time, on the date of the expiration of the Review Period, Purchaser does not notify Seller in writing that Purchaser objects to any exceptions set forth in the Title Commitment, Purchaser shall be deemed to have accepted the state of title to the Premises as set forth in the Title Commitment and the parties shall proceed to close this transaction. On the Closing Date (as defined below), Seller shall convey by Warranty Deed title to the Premises free from defects, exceptions, and encumbrances except for the following (collectively, the "Permitted Exceptions"):

- (a) General real estate taxes which are not yet due and payable;
- (b) Exceptions to title relating to any matters created by, through or under the acts (or omissions to act) of Purchaser, its successors and/or assigns, commissioners, officers, employees, agents, contractors, licensees, or engineers, or any of them or any party acting by, through or under any of them, including, without limitation, any acts or omissions in connection with the Investigations (as defined below);
- (c) Exceptions or encumbrances to title with respect to which the Title Company commits to insure against loss that may be sustained by Purchaser by reason of such exceptions or encumbrances to title;
- (d) All easements, road right-of-way agreements and restrictions of record, provided such restrictions do not prohibit the Purchaser's use of the Premises for public recreational and conservation uses;
- (e) Any other exceptions to title approved in writing by Purchaser; and
- (f) Any matters which would be disclosed by an accurate survey and inspection of the Premises.

4. **Obligations to Close.** Provided that Purchaser has not terminated this Agreement pursuant to Paragraphs 3, 5 and 9 of this Agreement, Purchaser's obligation hereunder to close shall be subject only to (i) the Premises being in substantially the same condition on the Closing Date as it is on the date of this Agreement; (ii) the title to the Premises being free from defects and encumbrances, except for the Permitted Exceptions or as otherwise expressly provided herein; (iii)

Purchaser's Board of Commissioners shall have approved the purchase of the Premises; and (iv) Holland Charter Township, by its appropriate official, will have provided a land division approval in accordance with applicable law (if there will be a land division of a parent parcel) or there is a statutory exemption for this transaction. If all such conditions are not fulfilled, Purchaser shall have the option to terminate this Agreement on or before the Closing Date by written notice given to the other party stating the reason for such termination, in which event the Deposit (as defined below) shall be returned to Purchaser and both parties shall be relieved of all further liability hereunder except as expressly provided herein.

5. **Investigations by Purchaser.**

(a) Prior to February 12, 2021, (the "Review Period"), or such earlier date as Purchaser closes the purchase of the Premises, Purchaser shall have the right, at its sole cost and expense (unless otherwise specified herein), to perform whatever investigations and studies of the Premises that Purchaser deems reasonably advisable and appropriate (collectively, the "Investigations"). At Purchaser's option, the Investigations shall include but not be limited to Purchaser's right to determine the status of title to the Premises (in accordance with Paragraph 3 above), to perform a survey of the Premises and to have a qualified independent consultant, chosen by Purchaser (the "Consultant"), enter upon the Premises upon forty-eight (48) hours' prior notice to Seller in order to inspect the Premises. Seller agrees to use reasonable efforts to cooperate with Purchaser's Consultant. Notwithstanding anything to the contrary herein contained, under no circumstances shall Purchaser perform any invasive tests without Seller's prior written consent (which shall not be unreasonably withheld, but may be conditioned). Notwithstanding anything to the contrary contained herein, Purchaser shall have the right, in its sole and absolute discretion, to terminate this Agreement for any reason, including but not limited to adverse results of the Investigations or the failure of Purchaser to obtain the approval of its Board of County Commissioners for this transaction prior to the expiration of the Review Period, by causing written notice of termination to actually be received by Seller on or before 5:00 p.m., local time, on the date of the expiration of the Review Period. In such event, Purchaser, except as required by court order, shall disclose to no one, publicly or privately, any information with respect to the Premises supplied by Seller or developed by or for Purchaser, or Purchaser's reason or reasons for terminating this Agreement. In such event, this non-disclosure agreement, covenant and obligation shall be a continuing agreement, covenant and obligation of Purchaser which shall survive the termination of this Agreement. In such event, except as otherwise expressly provided, neither party shall have any further liability nor obligation to the other under this Agreement except as set forth herein;

(b) Except as otherwise provided herein, the Investigations shall be conducted at Purchaser's sole risk and expense. Purchaser hereby forever indemnifies Seller from and against any and all liability suffered by Seller as a result of Purchaser's or Consultant's (or their employees', agents', subcontractors' or representatives') activities upon the Premises, including without limitation, the cost of correcting or compensating for injuries to persons, the Premises, the environment, and any natural resources, and any fines or penalties arising out of or incidental to the performance of the Investigations. Following the Investigations, the Premises shall be restored, insofar as reasonably possible, by Purchaser to the condition that existed prior thereto. The obligations of Purchaser contained herein shall be continuing agreements, covenants and obligations of Purchaser that survive the Closing and the termination of this Agreement.

6. **Closing.** The closing of the transaction contemplated hereunder ("Closing") shall take place at the offices of Purchaser at the Fillmore Complex, 12220 Fillmore Street, West Olive, Michigan, (or the offices of the Title Company providing the title investigations, if mutually agreed to by the parties), on February 25, 2021, or such other mutually acceptable date as the parties may hereafter agree upon in writing, but in no event later than March 11, 2021 ("Closing Date"). Notwithstanding the foregoing, the parties hereby agree that the Closing Date shall be extended for the required period to allow Seller to clear any objectionable title exception pursuant to Paragraph 3 above, or for Purchaser to complete the requirements for receipt of a Grant of funds to assist in the payment of the Purchase Price. At the Closing:

(a) Seller shall execute and deliver, or cause to be executed and delivered, a Warranty Deed conveying the Premises to Purchaser, free and clear of all mortgage liens and encumbrances, subject only to the Permitted Exceptions, which may disclaim any warranty with respect to the number of land division rights.

(b) Seller shall execute and deliver, or cause to be executed and delivered, an Affidavit of Title in favor of Purchaser;

(c) Seller shall execute and deliver, or cause to be executed and delivered, a certificate pursuant to the Foreign Investment in Real Property Transfer Act;

(d) Seller shall execute and deliver, or cause to be executed and delivered, a 1099 Solicitation Form;

(e) Purchaser and Seller shall execute and deliver an ALTA Settlement Statement as required by the title company involved in the Closing;

(f) Seller and Purchaser shall jointly execute and deliver a Closing Statement;

(g) Seller shall execute such waivers relating to federal and state laws concerning process and procedures for acquisition of land by a public body as are reasonably requested by Purchaser;

(h) Seller and Purchaser shall each deliver to the other such other documents and instruments as may reasonably be required by the other party or the Title Company involved in the Closing that may be necessary to close this transaction and enable the parties to complete the Closing;

(i) The Purchaser (or if closed at a Title Company office, the Title Company) shall complete the Closing and record the Deed and other applicable closing documents;

(j) **Purchaser shall pay any transfer taxes in connection with the sale of the Premises and shall pay to record the Deed to it from Seller. Any and all costs and fees charged by the Title Company for the title examination, the Title Commitment, the issuance of an Owner's title insurance policy (including any and all endorsements), shall be paid by Purchaser, and the Title Company's closing and escrow fees, if any, shall be paid by Purchaser (the "Closing Costs").**

(k) Seller shall deliver possession of the Premises to Purchaser as of Closing, vacant as to any tenants or outstanding possessory interests (or as otherwise agreed to in writing by Purchaser, at or prior to Closing).

7. **Apportionment and Adjustment.** The following items are to be apportioned to and adjusted between Seller and Purchaser as of the Closing Date and are to be fully assumed and paid thereafter by Purchaser:

(a) All utilities (if any);

(b) All other public or governmental charges or assessments against the Premises which are or may be payable (including, without limitation, other benefit charges, assessments, liens, or encumbrances for sewer, water, drainage, or other public improvements completed or commenced on or prior to the date hereof or subsequent hereto, with Seller being responsible for any installments of assessments due prior to the Closing Date and Purchaser responsible for any installments due on or after the Closing Date);

The adjustment of all such items shall be determined by apportionment as of the Closing Date (the "Apportionment Time"). If any refunds of real estate and personal property taxes or special assessments, water rates and charges or sewer taxes and rents shall be made after the Closing Date, the same shall be held in trust by Seller or Purchaser, as the case may be, and shall first be applied to the unreimbursed costs incurred in obtaining the same, and the balance, if any shall be paid to Seller (for the period prior to the Apportionment Time) and to Purchaser (for the period after the Apportionment Time).

Notwithstanding anything to the contrary herein, Seller shall pay in full all general taxes billed against the Premises prior to Closing and shall furnish adequate proof of payment to Purchaser prior to Closing. Seller shall pay in full all outstanding special assessments, if any, against the Premises. Taxes billed during calendar year 2021 shall be prorated as of Closing on a calendar year basis. For purposes of this Paragraph, it is understood and agreed that all real estate taxes billed during a calendar year are real estate taxes for that calendar year.

8. **Default Remedies.**

(a) In the event Seller fails to keep or perform any of the covenants or obligations to be kept or performed by Seller under this Agreement ("Seller's Default"), and the same shall continue for ten (10) days following written notice thereof to Seller from Purchaser specifying such default, Purchaser may (i) terminate this Agreement, or (ii) enforce Seller's obligations hereunder by a suit for specific performance; and such additional relief as may be granted by such court;

(b) In the event Purchaser fails to keep or perform any of the covenants or obligations to be kept or performed by Purchaser under this Agreement ("Purchaser's Default") and the same shall continue for ten (10) days following written notice thereof to Purchaser from Seller specifying such default, Seller may (i) terminate this Agreement, or (ii) enforce Seller's rights and remedies provided at law or in equity;

(c) In the event Seller has defaulted in any of its obligations under this Agreement, and Purchaser has elected to rescind this Agreement, then Purchaser shall also be reimbursed for any Closing Costs and attorneys' fees paid by Purchaser.

9. **Condition of the Premises.** Possession of the Premises shall be delivered by Seller to Purchaser at Closing. Purchaser agrees to accept the Premises at such time on an "AS-IS," "WHERE IS," and "WITH ALL FAULTS" basis and condition, and Seller shall have no obligation to remediate or improve the Premises, including, but not limited to, the environmental condition of the Premises, or any existing improvements located thereon. Seller shall have the right, but not the obligation, at any time prior to Closing hereunder to remove from the Premises all or any part of Seller's personal property, machinery, equipment, trade fixtures, and signs not being expressly purchased by Purchaser hereunder which, when so removed, shall remain Seller's property. Any such property currently located on the Premises as of the execution of this Agreement and not removed by Seller prior to Closing shall become the property of Purchaser, and be deemed to have been abandoned.

10. **Environmental Representation.** Seller makes no representations or warranties as to the environmental condition of the Premises and Purchaser has made its own inspection and environmental assessment of the Premises. Purchaser has conducted, by its Consultant, the Investigations it has desired and intends to proceed to Closing in accordance with the provisions stated in Paragraph 9 above.

11. **Governmental Requirements.** The parties acknowledge that the Premises are intended for public ownership and use as determined by the Purchaser. If a dwelling or other building exists on the Premises, it will be vacant of all occupants as of Closing and appropriate Disclosure Statements will be utilized as of Closing. Seller further agrees that it will not enter into any leases, options or agreements concerning any interest in the Premises after execution of this Agreement and that as of Closing, except for Permitted Encumbrances, there will be no outstanding agreements, leases, or licenses concerning the use, possession, or rights of use to such Premises, and that there are no buried storage tanks in the Premises.

12. **Waiver of Just Compensation.** Seller acknowledges that the price stated in this Agreement is fair and equitable and was arrived at by Seller's consent to the price, and Seller agrees to execute as of Closing, if requested by Purchaser, documents deemed necessary and appropriate by Purchaser to disclose Seller's consent to such Purchase Price and stating that it is **JUST COMPENSATION** for said Premises, in accordance with applicable law. If Seller has agreed to make a donation of any part of the Fair Market Value of the Premises to Purchaser, an appropriate receipt for such donation will be provided at Closing.

13. **Assignment.** The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, successors, and assigns. The Purchaser may not assign any of its rights or interests hereunder without first obtaining the prior written consent of Seller.

14. **Cumulative Rights.** All rights, privileges, and remedies of each of the parties provided for in this Agreement shall be cumulative, and the exercise of one remedy provided for in any Paragraph of this Agreement shall not be deemed to be a waiver of all or any other rights, remedies, or privileges provided for herein.

15. **Independent Contractors.** It is expressly understood and agreed that each party hereto is an independent contracting party and that in no event shall this Agreement be construed as creating a joint venture or partnership.

16. **Alteration.** This Agreement embodies the complete agreement between the parties hereto and cannot be altered, changed, or modified except by written instrument executed by each of Purchaser and Seller.

17. **Notice.** Every notice, demand, or other document or instrument required or permitted to be served upon either of the parties hereto shall be in writing and be deemed to have been duly served either:

- (a) When personally delivered;
- (b) One (1) business day after deposit with Federal Express or other overnight courier; or
- (c) Three (3) business days after being mailed by certified United States Mail, postage prepaid, return receipt requested, addressed to the parties at the addresses stated below:

To Purchaser:

Mr. Jason D. Shamblin, Director
Ottawa County Parks & Recreation Commission
12220 Fillmore Street
West Olive MI 49460
Telephone: (616) 738-4808

With a copy to:

Thomas M. Boven, Esq.
Scholten Fant Attorneys
P. O. Box 454
Grand Haven MI 49417-0454

To Seller:

E & B Development Co., L.L.C.
1946 Turner Avenue, N.W.
Grand Rapids MI 49504

With a copy to:

Mr. Greg Bol, Agent
Visser Development
1946 Turner Avenue, N.W.
Grand Rapids MI 49504

18. **Special Conditions.** If this Agreement is not fully executed by all parties by January 15, 2021, this Agreement shall be null and void.

19. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

20. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

21. **Time of the Essence.** Time is of the essence in this Agreement and each and every term and condition hereof.

22. **Condemnation; Fire; Other Casualty.** Seller shall promptly notify Purchaser of any impending or actual condemnation proceedings against the Premises or any portion of the Premises of which Seller has actual notice or of any fire or other casualty to the Premises. If any material portion of the Premises shall be threatened to be taken as a result of condemnation proceedings or be damaged as a result of fire or other casualty prior to the Closing, Purchaser shall have the right:

(a) To terminate this Agreement by written notice to Seller within ten (10) days after receipt of notice of such proceedings or damage, and, in such event, the Deposit shall be returned to Purchaser and neither party shall have any further liability under this Agreement; or

(b) To proceed to Closing as provided in this Agreement, agreeing to take the Premises in its then current condition, and, in such event, Purchaser shall be entitled to receive all of the condemnation or insurance proceeds payable as a result of such condemnation or such damage.

If an immaterial portion of the Premises shall be threatened to be taken or be taken as a result of condemnation proceedings or be damaged as a result of fire or other casualty prior to the Closing, Purchaser shall proceed to Closing as provided in this Agreement, agreeing to take the Premises in their condemned or damaged condition, and, in such event, Purchaser shall be entitled to receive all of the condemnation or insurance proceeds payable as a result of such condemnation or damage.

The parties hereto have set their hands as of the date and year first above written.

E & B DEVELOPMENT CO., L.L.C.
a Michigan limited liability company

By: Bruce G. Visser
Bruce G. Visser
Its: Member and Manager

- Seller -

COUNTY OF OTTAWA
a Michigan public body corporate

By: _____

Its: _____

- Authorized Representative and Agent -

- Purchaser -

COUNTY OF OTTAWA

By: _____ Witnessed: _____
Roger A. Bergman, Chairperson
Board of Commissioners

By: _____ Witnessed: _____
Justin F. Roebuck, County Clerk/Register

Schedule A-1

Seller: E & B Development Co., L.L.C.

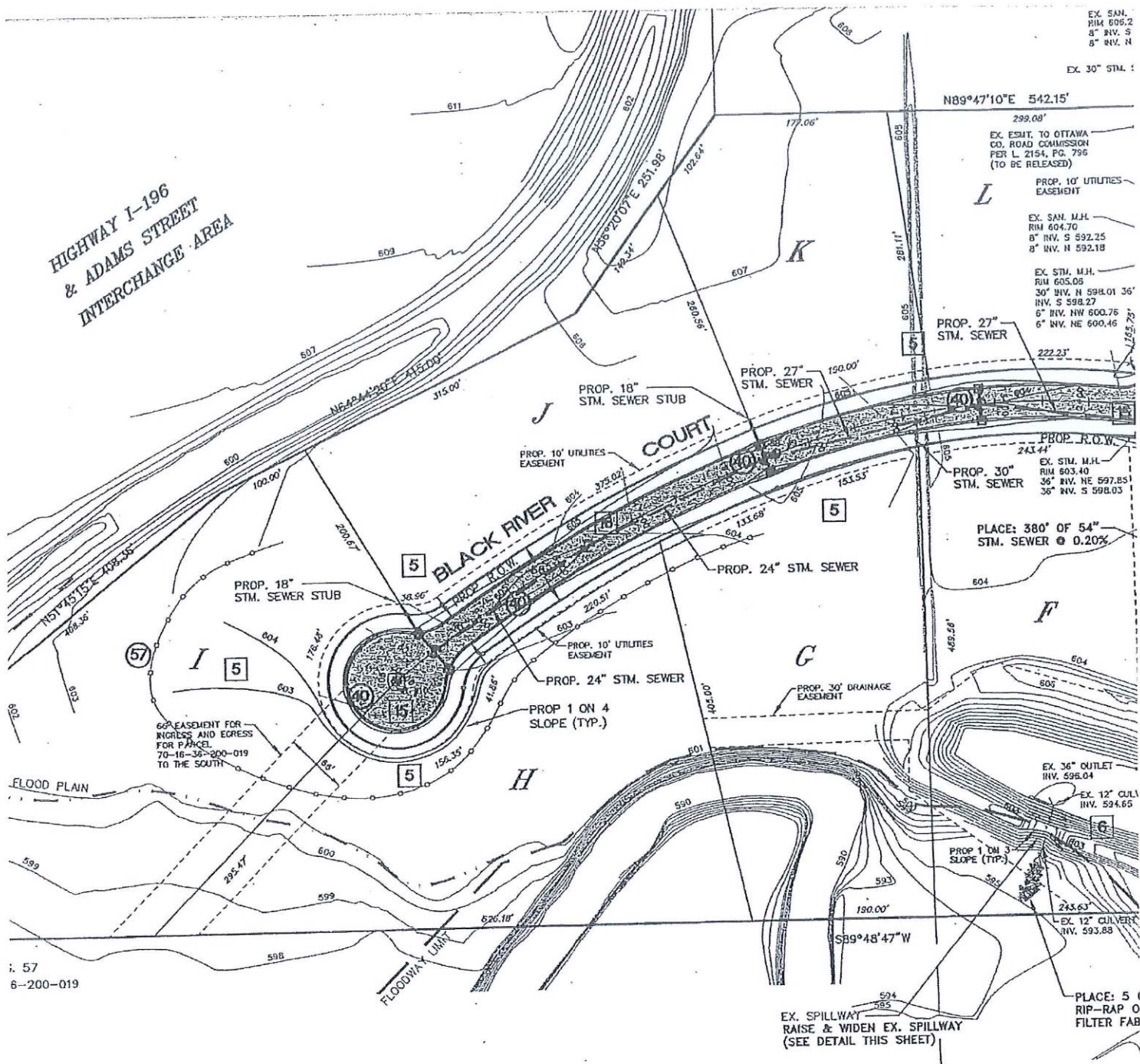
Lands and premises situated in the **Township of Holland, County of Ottawa and State of Michigan**, described as follows, to-wit:

Part of the Northeast one-quarter (NE 1/4) of Section 36, Town 5 North, Range 15 West, described as commencing at the Northeast corner of said Section; thence South 01 degree 04 minutes 52 seconds East 1322.93 feet along the East line of said Section; thence South 89 degrees 48 minutes 47 seconds West 1325.65 feet along the South line of the North one-half (N 1/2) of the Northeast one-quarter (NE 1/4) of said Section to the Point of Beginning; thence continuing South 89 degrees 48 minutes 47 seconds West 816.17 feet along said South line; thence North 44 degrees 58 minutes 58 seconds East 295.47 feet; thence Northeasterly 156.36 feet along a 70.00 foot radius curve to the left, said curve having a central angle of 127 degrees 58 minutes 47 seconds, and a chord bearing North 70 degrees 59 minutes 37 seconds East 125.82 feet; thence Northeasterly 41.86 feet along a 50.00 foot radius curve to the right, said curve having a central angle of 47 degrees 58 minutes 05 seconds, and a chord bearing North 30 degrees 59 minutes 16 seconds East 40.65 feet; thence Northeasterly 354.17 feet along a 1467.00 foot radius curve to the right, said curve having a central angle of 13 degrees 49 minutes 57 seconds, and a chord bearing North 61 degrees 53 minutes 18 seconds East 353.31 feet; thence Northeasterly 153.54 feet along a 767.00 foot radius curve to the right, said curve having a central angle of 11 degrees 28 minutes 12 seconds, and a chord bearing North 74 degrees 32 minutes 21 seconds East 153.29 feet [the previous four (4) calls all being along the Southerly right-of-way line for Black River Court, a public street]; thence South 00 degrees 56 minutes 28 seconds East 489.56 feet to the Point of Beginning.

The above-described parcel is intended to describe Parcel 3 in a Quit-Claim Deed recorded as Document No. 2018-0025095 of Ottawa County records. (Tax Parcel No. 70-16-36-200-027)

Schedule A-2

HIGHWAY I-196
& ADAMS STREET
INTERCHANGE AREA



i. 57
6-200-019

EX. SAN.
RIM 606.2
8" INV. S
8" INV. N

EX. 30" STM.

N89°47'10"E 542.15'
299.00'
EX. EQUIT. TO OTTAWA
CO. ROAD COMMISSION
PER L. 2154, PG. 796
(TO BE RELEASED)

PROP. 10' UTILITIES
EASEMENT
EX. SAN. M.H.
RIM 604.70
8" INV. S 592.25
8" INV. N 592.18

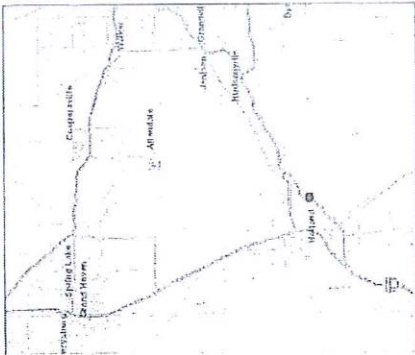
EX. STM. M.H.
RIM 605.05
36" INV. N 598.01 36"
INV. S 598.27
6" INV. NW 600.76
6" INV. NE 600.46

PROP. 27" STM. SEWER
222.23'
PROP. J.O.W.
243.44'
EX. STM. M.H.
RIM 603.40
36" INV. NE 597.85
36" INV. S 598.03

PLACE: 380' OF 54"
STM. SEWER @ 0.20%

EX. SPILLWAY
RAISE & WIDEN EX. SPILLWAY
(SEE DETAIL THIS SHEET)

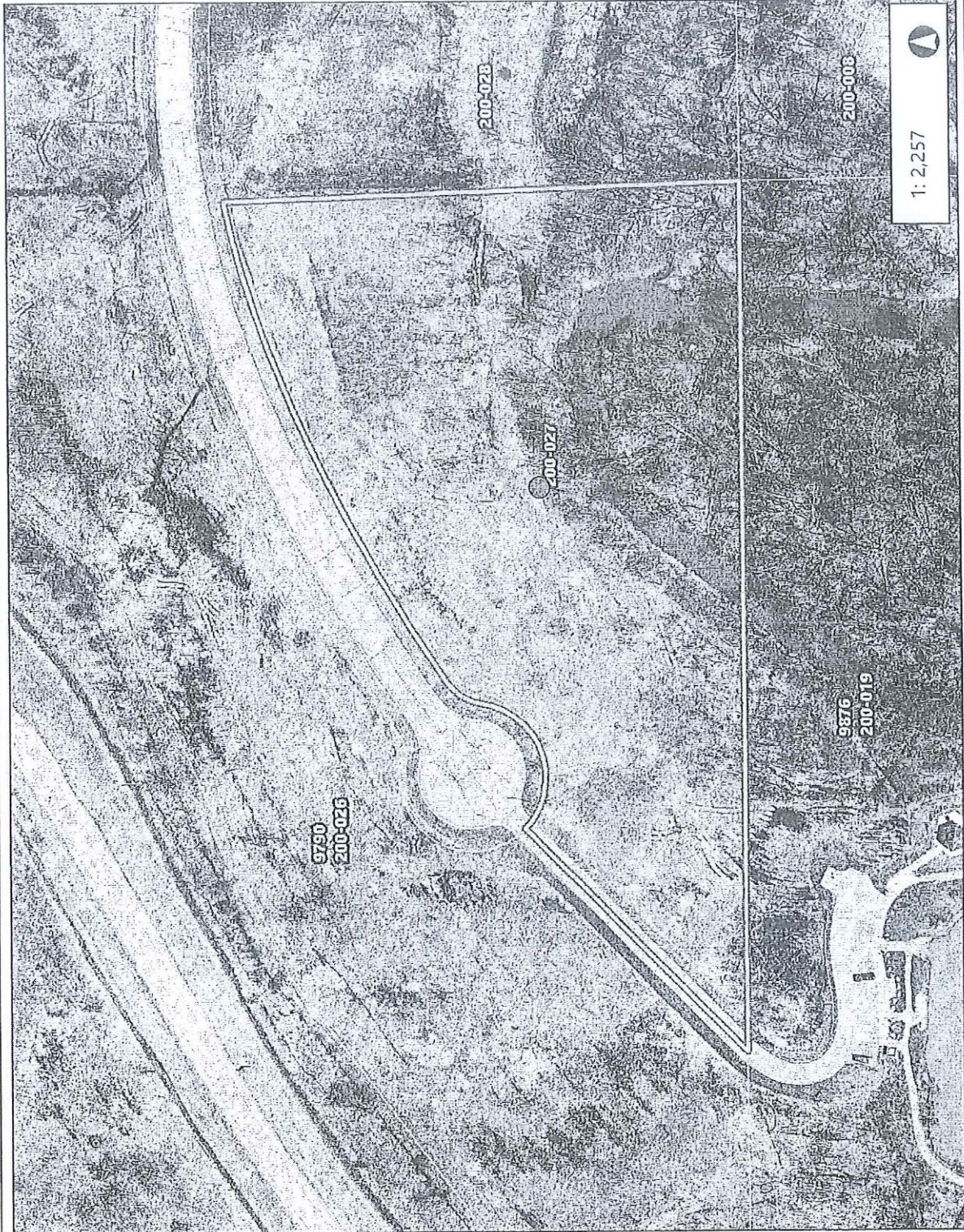
PLACE: 5 (RIP-RAP) FILTER FAB



Schedule A-2

Legend
□ Parcels

Notes



1: 2,257

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

376.2 0 188.06 376.2 Feet

B
ZVRGP

Schedule B



8 7 7 0 8 9 0
Tx:4397101

7/18/2018 11:40:00 AM

2018-0025095
FILED/SEALED FOR RECORD IN
OTTAWA COUNTY, MI
JUSTIN F. ROEBUCK
COUNTY CLERK/REGISTER OF DEEDS
07/18/2018 AT 12:37 PM
QUIT CLAIM DEED
30.00

QUIT CLAIM DEED

The Grantor, **ADAMS I-196 LIMITED PARTNERSHIP**, a dissolved Michigan limited partnership, whose address is 2801 East Beltline NE, Grand Rapids, Michigan 49525, quit claims to the Grantee, **E&B DEVELOPMENT CO., L.L.C.**, a Michigan limited liability company, whose address is 1946 Turner NW, Grand Rapids, Michigan 49504, the following described premises situated in the Township of Holland, County of Ottawa, State of Michigan:

See the attached Exhibit A.

This deed is given in consideration of less than One Hundred Dollars (\$100.00) and is exempt from transfer tax pursuant to MCLA 207.505(a); MCLA 207.526(a).

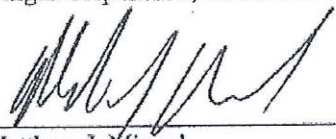
The Grantor grants to the Grantee the right to make all of the divisions under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967.

This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

Dated this 9th day of July, 2018.

ADAMS I-196 LIMITED PARTNERSHIP, a dissolved Michigan limited partnership

By: Universal Development and Real Estate, Inc., a Michigan corporation, its General Partner

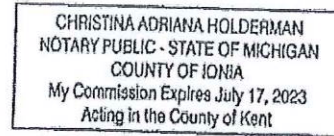
By: 
Matthew J. Missad

Its: President

STATE OF MICHIGAN)
)
COUNTY OF KENT)

The foregoing document was acknowledged before me this 9th day of July, 2018, by Matthew J. Missad, the President of Universal Development and Real Estate, Inc., a Michigan corporation, the General Partner of Adams I-196 Limited Partnership, a dissolved Michigan limited partnership, on behalf of the dissolved limited partnership.

Christina A. Holderman
*Christina A. Holderman
Notary Public, Ionia County, Michigan
My Commission Expires: 7-17-23
Acting in Kent County, Michigan



Drafted By and When Recorded
Return To:

Jonathan W. Anderson
Varnum LLP
P. O. Box 352
Grand Rapids, MI 49501-0352

Send Subsequent Tax
Bills To:

Grantee

13711605_1.DOC

**EXHIBIT A
TO QUIT CLAIM DEED**

PARCEL B:

That part of the Northeast 1/4 of Section 36, Town 5 North, Range 15 West, Holland Township, Ottawa County, Michigan, described as: Commencing at the Northeast corner of said Section; thence South 01°04'52" East 1322.93 feet along the East line of said Section; thence South 89°48'47" West 456.06 feet along the South line of the North 1/2 of the Northeast 1/4 of said Section to the point of beginning for this description; thence South 89°48'47" West 387.05 feet; thence North 01°04'52" West 470.86 feet; thence Westerly 122.34 feet on the arc of an 800.00 foot radius curve to the right, the chord of which bears North 77°27'39" West 122.22 feet (central angle of 08°45'43"); thence Westerly 71.59 feet on the arc of an 800.00 foot radius curve to the left, the chord of which bears North 75°38'36" West 71.57 feet (central angle of 05°07'38"); thence North 09°25'44" East 201.07 feet; thence Northerly 140.82 feet on the arc of an 833.00 foot radius curve to the left, the chord of which bears North 04°35'10" East 140.65 feet (central angle of 09°41'09"); thence North 00°15'25" West 117.47 feet; thence North 89°44'35" East 478.59 feet (the previous 3 courses being along the Southerly boundary of Adams Street Center as recorded in Liber 34 of Plats, Pages 60 and 61); thence South 01°04'52" East 473.45 feet; thence South 34°45'32" East 79.31 feet; thence South 01°04'52" East 433.52 feet to the point of beginning.

Parcel No. 70-16-36-200-016

PARCEL 2:

Part of the Northeast 1/4 of Section 36, Town 5 North, Range 15 West, Holland Township, Ottawa County, Michigan, described as: Commencing at the Northeast corner of said Section; thence S01°04'52"E 1322.93 feet along the East line of said Section; thence S89°48'47"W 843.11 feet along the South line of the North 1/2 of the Northeast 1/4 of said Section to the Point of Beginning; thence continuing S89°48'47"W 482.54 feet along said South line; thence N00°56'28"W 489.56 feet; thence Easterly 357.43 feet along a 767.00 foot radius curve to the right, said curve having a central angle of 26°42'00", and a chord bearing S86°22'33"E 354.20 feet; thence Southeasterly 132.08 feet along a 833.00 foot radius curve to the left, said curve having a central angle of 09°05'06", and a chord bearing S77°34'06"E 131.94 feet (The previous 2 calls being along the Southerly right-of-way line for Black River Court); thence S01°04'52"E 437.20 feet to the Point of Beginning.

Parcel No. 70-16-36-200-028

PARCEL 3:

Part of the Northeast 1/4 of Section 36, Town 5 North, Range 15 West, Holland Township, Ottawa County, Michigan, described as: Commencing at the Northeast corner of said Section; thence S01°04'52"E 1322.93 feet along the East line of said Section; thence S89°48'47"W 1325.65 feet along the South line of the North 1/2 of the Northeast 1/4 of said Section to the Point of Beginning; thence continuing S89°48'47"W 816.17 feet along said South line; thence N44°58'58"E 295.47 feet; thence Northeasterly 156.36 feet along a 70.00 foot radius curve to the left, said curve having a central angle of 127°58'47", and a chord bearing N70°59'37"E 125.82 feet; thence Northeasterly 41.86 feet along a 50.00 foot radius curve to the right, said curve having central angle of 47°58'05", and a chord bearing N30°59'16"E 40.65 feet; thence Northeasterly 354.17 feet along a 1467.00 foot radius curve to the right, said curve having a central angle of 13°49'57", and a chord bearing N61°53'18"E 353.31 feet; thence Northeasterly 153.54 feet along a 767.00 foot radius curve to the right, said curve having a central angle of 11°28'12", and a chord bearing N74°32'21"E 153.29 feet (The previous 4 call all being along the Southerly right-of-way line for Black River Court); thence S00°56'28"E 489.56 feet to the Point of Beginning.

Parcel No. 70-16-36-200-027

Action Request



Committee: Board of Commissioners

Meeting Date: 02/23/2021

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: 2022 Budget Calendar

Suggested Motion:

To approve 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: 02/16/2021

Finance and Administration Committee

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: Board of Commissioners

Meeting Date: 02/23/2021

Requesting Department: Fiscal Services

Submitted By: Karen Karasinski

Agenda Item: 2020 Budget Transfers

Suggested Motion:

To approve 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
-------------	--------------------	---------------------	------------------------------	--	------------------------------

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: 02/16/2021

Finance and Administration Committee

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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	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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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	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: Board of Commissioners
Meeting Date: 02/23/2021
Requesting Department: Sheriff's Office
Submitted By: Marcie Ver Beek
Agenda Item: Cadet Tuition Reimbursement Policy

Suggested Motion:

To approve 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: 02/16/2021

Finance and Administration Committee

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:	Board of Commissioners
Meeting Date:	02/23/2021
Requesting Department:	Sheriff's Office
Submitted By:	Marcie Ver Beek
Agenda Item:	Law Enforcement Deputy Sponsorship Program Pilot

Suggested Motion:

To approve 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: 02/16/2021

Finance and Administration Committee

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: Board of Commissioners
Meeting Date: 02/23/2021
Requesting Department: Human Resources
Submitted By: Marcie Ver Beek
Agenda Item: Community Mental Health Personnel Request

Suggested Motion:

To approve 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: 02/16/2021

Finance and Administration Committee



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 your 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 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 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 programming 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 you 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