

Agenda
Finance and Administration Committee
West Olive Administration Building – Board Room and YouTube
12220 Fillmore, West Olive, MI 49460
Tuesday, December 8, 2021
11:00 AM

Public Comment

Consent Items:

1. Approval of the Agenda
2. Approval of Minutes from the [November 16, 2021](#) Finance and Administration Committee Meeting.

Action Items:

1. [Statement of Review](#)
Suggested Motion:
To approve the Statement of Review for the month of November 2021.
2. [Fiscal Services Personnel Request](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the request from Fiscal Services to add one, full-time, benefited Provider Compliance and Claims Supervisor at Unclassified, Paygrade 10, at a cost of \$110,732 paid for with Medicaid and grant funds.
3. [Grant Agreement for Ottawa Sands](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the four-way Grant agreement with the Bill and Bea Idema Foundation, Ottawa County Parks Foundation and the Ottawa County Parks Commissions for the financial support for the Ottawa Sands Master Plan which would offset the development cost needed to construct infrastructure to the already funded Idema Explorers Camp (Treehouse Village and Yurt Village) and to approve the naming of the Ottawa Sands Greenway Camping Area the "Idema Explorers Camp".
4. [Coastal Zone Management Grant Application FY2023](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the Resolution for the Michigan Coastal Zone Management (CZM) program for funding assistance to construct a kayak launch and supporting facilities at Ottawa Sands.

5. [COVID-19 American Rescue Plan Act Advisory Committee Items](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the COVID-19 American Rescue Plan Act Advisory Committee proposed Lenses Project Evaluation, Focus Areas, and Flow Diagram.

6. [Public Health Personnel Request](#)

Suggested Motion:

To approve and forward to the Board of Commissioners the request from Public Health to increase the part-time, non-benefited Environmental Health Specialist position to a full-time, benefited position in Group T at Paygrade 8 at an increased cost of \$64,350.

Discussion Items: None

Adjournment

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

FINANCE AND ADMINISTRATION COMMITTEE

Proposed Minutes

DATE: November 16, 2021

TIME: 10:00 a.m.

PLACE: Fillmore Street Complex

PRESENT: Douglas Zylstra, Matthew Fenske, Gregory DeJong, Philip Kuyers, Joseph Baumann

STAFF & GUESTS: John Shay, County Administrator; Karen Karasinski, Fiscal Services Director; Amanda Price, County Treasurer; Sherri Sayles, Chief Deputy Clerk; Madison Schnaidt, Deputy Clerk; Paul Klimas, IT Director; Becky Huttenga, Economic Development Coordinator; Paul Sachs, Planning & Performance Improvement Director; Ann Heerde, Community Mental Health; Lori Brassard, Equalization; Brian Busscher, Deputy Equalization Director; Curt Ter Haar, Parks & Recreation; Jason Shamblin, Parks & Recreation Director (by zoom); Marcie VerBeek, Human Resources Director

SUBJECT: CONSENT ITEMS

FC 21-113 Motion: To approve the agenda of today as presented and to approve the minutes from the October 19, 2021 Finance & Administration Committee meeting.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: 2021 AND 2022 BUDGET ADJUSTMENTS

FC 21-114 Motion: To approve and forward to the Board of Commissioners the 2021 and 2022 budget adjustments per the attached schedule.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 21-115 Motion: To approve the Statement of Review for the month of October 2021.
Moved by: Philip Kuyers UNANIMOUS

SUBJECT: REVISED 2021 OTTAWA COUNTY APPORTIONMENT REPORT

FC 21-116 Motion: To approve and forward to the Board of Commissioners the revised 2021 Ottawa County Apportionment Report.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: OTTAWA COUNTY CORRECTIONAL FACILITY TELECOMMUNICATIONS

FC 21-117 Motion: To approve and forward to the Board of Commissioners the proposal from Smart Communications to provide telecommunications, tablets, and additional services within the Ottawa County Adult Correctional Facility.

Moved by: Matthew Fenske

MOTION PASSES

Yeas: Philip Kuyers, Matthew Fenske, Gregory DeJong, Joseph Baumann

Nays: Douglas Zylstra

SUBJECT: DECLARATION OF INTENT TO ENTER INTO A CONTRACT OF LEASE WITH THE OTTAWA COUNTY BUILDING AUTHORITY

FC 21-118 Motion: To approve and forward to the Board of Commissioners the Resolution to ratify and confirm actions taken by the Board on October 26, 2021.

Moved by: Matthew Fenske

MOTION PASSED

Yeas: Philip Kuyers, Matthew Fenske, Gregory DeJong, Joseph Baumann

Nays: Douglas Zylstra

SUBJECT: SECURITY ENTERPRISE AGREEMENT WITH SENTINEL TECHNOLOGIES

FC 21-119 Motion: To approve and forward to the Board of Commissioners the 3-year Security Enterprise Agreement with contracted vendor Sentinel Technologies, Inc. for a total cost of \$376,369.06.

Moved by: Philip Kuyers

UNANIMOUS

SUBJECT: WAGE AND BENEFIT ADJUSTMENTS FOR UNCLASSIFIED GROUP, GROUP N AND GROUP T EMPLOYEES FOR 2022

FC 21-120 Motion: To approve and forward to the Board of Commissioners the following wage and benefit adjustments for Unclassified, Group N, and Group T Employees for 2022:

a.) Wages: Effective January 1, 2022, increase the existing salary schedule by 2%.

(Excluding Elected Officials, Judges, and Board of Commissioners)

b.) Benefits: In 2022, the employee co-pay on the 100/80 (High) plan would remain at 20%. The High Deductible Health Plan with a Health Savings Account would have a zero co-pay, and the deductibles in 2022 would be \$1,400 (single) and \$2,800 (family) and the Employer will fund the deductible for 2022 at 50% (\$700 single/\$1,400 two person/family). (Including Elected Officials and Judges)

Moved by: Matthew Fenske

UNANIMOUS

SUBJECT: HOLSTEGE CONSERVATION EASEMENT OPTION AGREEMENT

FC 21-121 Motion: To approve and forward to the Board of Commissioners a Conservation Easement Option Agreement with Thomas W. Holstege and Janice L. Holstege in the amount of \$272,000 for +/- 36.1 acres located in Zeeland Township, Michigan.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: 5-YEAR AGREEMENT FOR COPIER AND PRINT MANAGEMENT SERVICES

FC 21-122 Motion: To approve and forward to the Board of Commissioners the 5-year agreement with Copy Tech for a countywide equipment assessment, replacement, and printer management services at a not to exceed cost of \$650,000.
Moved by: Matthew Fenske UNANIMOUS

SUBJECT: SPOONVILLE TRAIL OWNERSHIP & MAINTENANCE ISSUES

FC 21-123 Motion: To approve and forward to the Board of Commissioners to have Ottawa County assume ownership of the Spoonville Trail and accept \$3,000 per year contribution from Crockery Township for 25 years for routine maintenance expenses of the Spoonville Trail.
Moved by: Philip Kuyers UNANIMOUS

SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL REQUEST

FC 21-124 Motion: To approve and forward to the Board of Commissioners the request from CMH to add 6 full-time, benefited positions and to increase the FTE of 2 part-time positions to full-time at a cost of \$622,466 paid for with Medicaid, millage, and grant funds.
Moved by: Gregory DeJong UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Financial Month End Update – The Treasurer's Financial Month End update was presented by Amanda Price, Ottawa County Treasurer.
2. Scheduling a special meeting of the Finance Committee during the week of December 6, 2021 – Regina MacMillan will be reaching out to the Finance and Administration committee members to find a date.

SUBJECT: ADJOURNMENT

FC 21-125 Motion: To adjourn at 10:26 a.m.
Moved by: Matthew Fenske UNANIMOUS

Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/08/2021

Requesting Department: Human Resources

Submitted By: Regina MacMillan

Agenda Item: Statement of Review

Suggested Motion:

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

Summary of Request:

Mileage payments to Commissioners per the Commissioners' Mileage Policy.

Financial Information:

Total Cost: \$514.42	General Fund Cost: \$514.42	Included in Budget:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

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

Action is Related to Strategic Plan:

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

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator: *John Smith*

Committee/Governing/Advisory Board Approval Date:

Commissioner Mileage Voucher

To: Roger A. Bergman

Date:

November 30 2021

Address: 214 Washington Avenue

Dept:

10101010 860000 (Unless otherwise noted)

City: Grand Haven

State: Michigan

Zip: 49417

Date	Description	Miles	Current Rate	Amount
November 9 2021	Board of Commissioners Meeting	28.00	\$0.560	\$15.68
November 11 2021	ARPA MEETING	28.00	\$0.560	\$15.68
November 17 2021	Drain Board 80104450 966000	28.00	\$0.560	\$15.68
November 19 2021	Grand Haven Chamber Event	6.00	\$0.560	\$3.36
November 19 2021	Newsletter meeting	28.00	\$0.560	\$15.68
November 29 2021	MEETING WITH ROBINSON TOWNSHIP	28.00	\$0.560	\$15.68
	Pick From List		\$0.560	\$0.00
	Pick From List		\$0.560	\$0.00
	Pick From List		\$0.560	\$0.00
	Pick From List		\$0.560	\$0.00
	Pick From List		\$0.560	\$0.00
	Pick From List		\$0.560	\$0.00
	Pick From List		\$0.560	\$0.00
	Pick From List		\$0.560	\$0.00
	Pick From List		\$0.560	\$0.00
	Pick From List		\$0.560	\$0.00
	Pick From List		\$0.560	\$0.00
	Pick From List		\$0.560	\$0.00
Total Mileage:		146.00	\$0.560	\$81.76

Commissioner Mileage Voucher

To: Matthew R. Fenske

Date:

November 30 2021

Address: 2077 Luce Street SW

Dept:

10101010 860000 (Unless otherwise noted)

City: Grand Rapids

State: Michigan

Zip: 49534

Date	Description	Miles	Current Rate	Amount
November 1 2021	Meeting with Supervisor Crockery Twp	36.00	\$0.560	\$20.16
November 3 2021	Ag Bd Meeting	32.00	\$0.560	\$17.92
November 9 2021	Board of Comm Mtg/GRCC Tour James Street	50.00	\$0.560	\$28.00
November 16 2021	Planning and Policy Committee Meeting	32.00	\$0.560	\$17.92
November 17 2021	West Michigan Shoreline Regional Development Commission	72.00	\$0.560	\$40.32
November 19 2021	Commissioner Newsletter Discussion	32.00	\$0.560	\$17.92
November 22 2021	CMH Board 50%-64955020 860000 - 50%-64955029 860000	58.00	\$0.560	\$32.48
November 23 2021	Board of Commissioners Meeting	32.00	\$0.560	\$17.92
November 29 2021	Robinson Township/ARP funds Waterline dicussion	32.00	\$0.560	\$17.92
November 30 2021	Plat Board Meetings 10102470 860000	32.00	\$0.560	\$17.92
	Pick From List		\$0.580	\$0.00
	Pick From List		\$0.580	\$0.00
	Pick From List		\$0.580	\$0.00
	Pick From List		\$0.580	\$0.00
	Pick From List		\$0.580	\$0.00
	Pick From List		\$0.580	\$0.00
	Pick From List		\$0.580	\$0.00
	Pick From List		\$0.580	\$0.00
	Pick From List		\$0.580	\$0.00
	Pick From List		\$0.580	\$0.00
Total Mileage:		408.00	\$0.560	\$228.48

Commissioner Mileage Voucher

To: James H. Holtvluwer

Date: November 30 2021

Address: 8092 Weatherwax Drive

Dept: 10101010 860000 (Unless otherwise noted)

City: Jenison

State: Michigan

Zip: 49428

Date	Description	Miles	Current Rate	Amount
November 3 2021	Parks and Recreation Commission 20817510 860000	32.00	\$0.560	\$17.92
November 4 2021	GVMC	16.00	\$0.560	\$8.96
November 9 2021	Board of Commissioners Meeting	32.00	\$0.560	\$17.92
November 10 2021	Health and Human Services Committee Meeting	32.00	\$0.560	\$17.92
November 11 2021	Parks Committee	32.00	\$0.560	\$17.92
November 22 2021	CMH Board 50%-64955020 860000 - 50%-64955029 860000	43.00	\$0.560	\$24.08
November 23 2021	Board of Commissioners Meeting	32.00	\$0.560	\$17.92
Total Mileage:		219.00	\$0.560	\$122.64

Commissioner Mileage Voucher

To: Randall J. Meppelink

Date:

November 30 2021

Address: 7130 88th Ave.

Dept:

10101010 860000 (Unless otherwise noted)

City: Zeeland

State: Michigan

Zip: 49464

Date	Description	Miles	Current Rate	Amount
November 9 2021	Board of Commissioners Meeting	16.00	\$0.560	\$8.96
November 10 2021	Health and Human Services Committee Meeting	16.00	\$0.560	\$8.96
November 23 2021	Board of Commissioners Meeting	16.00	\$0.560	\$8.96
	Pick From List		\$0.580	\$0.00
	Pick From List		\$0.580	\$0.00
	Pick From List		\$0.580	\$0.00
	Pick From List		\$0.580	\$0.00
	Pick From List		\$0.580	\$0.00
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	Pick From List		\$0.580	\$0.00
	Pick From List		\$0.580	\$0.00
	Pick From List		\$0.580	\$0.00
Total Mileage:		48.00	\$0.560	\$26.88

Commissioner Mileage Voucher

To: Douglas R. Zylstra

Date: November 30 2021

Address: 152 E 24th St

Dept: 10101010 860000 (Unless otherwise noted)

City: Holland

State: Michigan

Zip: 49423

Date	Description	Miles	Current Rate	Amount
November 9 2021	Board of Commissioners Meeting	30.00	\$0.560	\$16.80
November 16 2021	Finance Meeting	30.00	\$0.560	\$16.80
November 22 2021	CMH	7.60	\$0.560	\$4.26
November 23 2021	Board of Commissioners Meeting	30.00	\$0.560	\$16.80
	Pick From List		\$0.560	\$0.00
	Pick From List		\$0.560	\$0.00
	Pick From List		\$0.560	\$0.00
	Pick From List		\$0.560	\$0.00
	Pick From List		\$0.560	\$0.00
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	Pick From List		\$0.560	\$0.00
	Pick From List		\$0.560	\$0.00
	Pick From List		\$0.560	\$0.00
Total Mileage:		97.60	\$0.560	\$54.66

Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/08/2021

Requesting Department: Human Resources

Submitted By: Marcie Ver Beek

Agenda Item: Fiscal Services Personnel Request

Suggested Motion:

To approve and forward to the Board of Commissioners the request from Fiscal Services to add one, full-time, benefited Provider Compliance and Claims Supervisor at Unclassified, Paygrade 10, at a cost of \$110,732 paid for with Medicaid and grant funds.

Summary of Request:

Fiscal Services has seen a significant increase in workload for the Community Mental Health financial team. Community Mental Health (CMH) recently received a substantial grant to become a Certified Community Behavioral Health Clinic. This change has significantly impacted the billing and claims processes for Fiscal Services at CMH.

In order to ensure that staff are credentialed according to grant requirements and that services are being billed and paid in a timely manner, Fiscal Services requests the following additional position:

1. Add 1 Provider Compliance and Claims Supervisor at a 1.0 FTE at a cost of \$110,732.

This position will be funded by Medicaid and grant funds.

Financial Information:

Total Cost: \$110,732.00	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:

Budget amendment in progress

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

Action is Related to Strategic Plan:

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

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: Fiscal Services DATE REQUESTED: 11/24/21

POSITION TITLE: Provider Compliance & Claims Supervisor ORG CODE: 1910 (paid for from C)

DATE NEEDED ASAP

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: U-4

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.

See attached.

COST INFORMATION:

Additional source of revenue (in percentage) to support this position. medicaid funding/rates

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

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.

We will need a new laptop, telephone, and miscellaneous office supplies.

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

Prior to the CCBHC grant, Community Mental Health provided most services via through vendor contracts. Financially, this means that Fiscal Services staff set up contracts/rates, review claims for services, and pay vendors within the limits of the capitated system.

With the new grant, Community Mental Health (CMH) staff will be directly caring for consumers in a fee for service pay structure. Billing for services requires that CMH professionals are credentialed to bill private insurance companies, Medicaid and Medicare. The grant did fund a Claims and Billing Clerk position, but we planned to have the current Provider Compliance and Claims Supervisor oversee the position.

Although the grant is still in the early stages, we have realized that this is too much for one supervisor.

With this proposal we request authorization to add a second Provider Compliance and Claims Supervisor position. This will allow the current supervisor to focus on helping vendors submit clean claims that can be paid timely.

The second (new) position will make sure that staff are credentialed, we are billing services, and being paid timely.



Provider Compliance and Claims Supervisor

Class Code:
2033

Bargaining Unit: Unclassified

OTTAWA COUNTY
Established Date: Oct 26, 2021
Revision Date: Oct 26, 2021

SALARY RANGE

\$0.00 Hourly
\$0.00 Annually

JOB DESCRIPTION:

Under general supervision of the CMH Financial Manager, works with Community Mental Health to ensure proper claims and billing compliance and oversees the integrity of the electronic health record. Directly supervises the Claims and Billing Clerk.

ESSENTIAL JOB FUNCTIONS:

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

1. Develops, documents, and manages the claims cycle processing, policies, and procedures.
2. Manages the claims submission and vendor payment process.
3. Directs the billing function for internally rendered services.
4. Coordinates and verifies contractual requirements within the electronic health record.
5. Administers a central claim help desk for third-party vendors and contract agencies.
6. Trains and assists contract agencies on billing best practices and how to properly bill CMH for reimbursement. Including public presentations at the Provider Network Council meetings.
7. Evaluates outside agency providers for contractual financial compliance and compiles reports to assist in decision making.
8. Oversees credentialing of internal providers and maintains active status with participating third-party agencies.
9. Participates in the establishment, implementation, and revising of policies, standards, procedures, and practices. Administers policies and procedures for; participates in hiring and termination of; provides training, schedules and work direction for; coaches; and fulfills other supervisory functions for subordinate employees.
10. Performs other functions as assigned.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree from an accredited institution in accounting, finance, public finance or closely related field combined with two (2) years of progressively responsible experience in claims processing management, including one (1) year experience supervising or managing employees; or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS AND INFORMATION:

Required Knowledge and Skills:

1. Thorough working knowledge of Medicaid, Medicare, and primary payor guidelines.
2. Proficient knowledge of ICD10 coding and billing, including but not limited to applicable modifiers, rounding rules, and documentation standards.
3. Excellent computer skills, including a thorough working knowledge of word processing, spreadsheet, database management, and electronic health records.
4. Good analytical, quantitative and critical thinking skills, along with good organizational and leadership skills.
5. Thorough understanding of confidentiality and consumer rights to privacy issues, including HIPAA provisions.
6. Attention to detail.
7. Good verbal and written communication skills, along with good interpersonal and human relation skills.
8. Ability to interact positively and objectively with directors, managers, employees, auditors, regulatory and funding agency staff, vendors, contractors, consultants, and members of the general public from a wide range of cultural and socio-economic backgrounds.

Physical Requirements:

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

Working Conditions:

Work is performed in a normal office environment.

2022 Estimated Costs per Deductions			
Employee Costs			
Provider Compliance and Claims Supervisor			
Paygrade 10, Step 4			
FTE	Wages	Benefits	TOTAL COST
1.0000	64,942.18	45,790.73	110,732.91

Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/08/2021

Requesting Department: Parks and Recreation

Submitted By: Jason Shamblin

Agenda Item: Grant Agreement for Ottawa Sands

Suggested Motion:

To approve and forward to the Board of Commissioners the four-way Grant agreement with the Bill and Bea Idema Foundation, Ottawa County Parks Foundation and the Ottawa County Parks Commissions for the financial support for the Ottawa Sands Master Plan which would offset the development cost needed to construct infrastructure to the already funded Idema Explorers Camp (Treehouse Village and Yurt Village) and to approve the naming of the Ottawa Sands Greenway Camping Area the "Idema Explorers Camp".

Summary of Request:

Staff have been collaborating with the Ottawa County Parks Foundation on a funding proposal that would offset the estimated development costs of various phases of the Ottawa Sands Master Plan (see attached drawing and cost estimate). The attached Grant Agreement will allow the unique development of Ottawa Sands and the Grand River Greenway for the residents of Ottawa County.

This proposal would provide improved park access, including paved drives and parking, the initial development of a Welcome Center/Camp Office, and development of a non-motorized universally accessible kayak launch. The proposal also provides the funding needed for the construction of the Grand River Greenway camping area (including tent pads, supporting facilities and utilities) which will support the already funded Idema Explorers Camp (Treehouse Village and Yurt Village \$980,000).

Financial Information:

Total Cost: \$3,480,000.00	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 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

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

Administration: Recommended Not Recommended Without Recommendation
County Administrator: *John Su*

Committee/Governing/Advisory Board Approval Date:

GRANT AGREEMENT

BILL AND BEA IDEMA FOUNDATION

This Agreement dated _____, 2021, is between BILL AND BEA IDEMA FOUNDATION (“**Foundation**”), a Michigan nonprofit corporation, 150 Ottawa Avenue NW, Suite 1500, Grand Rapids, Michigan 49503, OTTAWA COUNTY PARKS FOUNDATION, INC. (“**Grantee**”), PO Box 314, West Olive, Michigan 49460, and OTTAWA COUNTY .

Foundation has approved a grant to Grantee of Two Million Five Hundred Thousand Dollars (\$2,500,000) to fund the Idema Explorers Camp Access and Improvement Project at Ottawa Sands Park as described in the proposal dated September 20, 2021, delivered to Foundation trustee E. Joyce Versluis (the “**Project**”). The following terms and conditions apply to this grant:

1. **Use of Funds.** This grant is made specifically and exclusively to fund the Project. Grantee may expend the grant funds for no other purpose.

2. **Payment Schedule.** Foundation shall make a payment of no less than \$1,250,000 in partial satisfaction of the grant in calendar year 2022 and shall pay the remaining unpaid amount, if any, in calendar year 2023.

3. **Return of Funds.** Grantee must return to Foundation any funds Grantee receives from Foundation that are not expended for the purposes of the Project within 36 months of Grantee’s receipt of such funds from Foundation.

4. **Recognition.** In recognition of this grant Grantee and County will cause appropriate portions of the Project to bear the name “Idema Explorers Camp” and to be referred thereafter as such.

5. **Reports.** In the springtime of year 2025 on or before May 31, 2025, Grantee will provide Foundation with a written report on the Project’s status. Grantee will provide the Foundation with such other periodic Project status reports as the Foundation requests. The foregoing required written report must include: (1) a detailed description of the entire Project as completed through the date of the report and (2) a financial accounting of how Project funds have been spent.

6. **Publicity.** Grantee and County may disclose or use Foundation’s name in connection with any announcements or statements made with respect to the Project without Foundation’s prior consent. Grantee and County will cause Foundation’s support of the Project to be recognized as Grantee or County deems appropriate in announcements made with respect to the Project.

7. **Reliance.** Foundation understands that Grantee, County, and other donors who may support the Project will rely on this grant in completing and funding the Project and that Grantee thus may enforce Foundation's pledge to make this grant.

8. **Participation in Legal Proceeding and Actions.** Although the Michigan Attorney General is a necessary party in any legal proceeding or action to enforce, construe, or modify this Agreement, Grantee, County and Foundation agree that each shall have independent standing to undertake or participate in a legal proceeding or action to enforce, construe, or modify this Agreement and that each shall be an interested person in any such legal proceeding or action entitled to notice of the commencement thereof.

9. **Amendment.** The Agreement may be amended only by written instrument signed by authorized individuals on behalf of Foundation, Grantee, and County.

BILL & BEA IDEMA FOUNDATION

OTTAWA COUNTY

By _____
Jeffrey B. Power
Its Secretary

By _____
County Board Chair

And by _____
County Clerk/Register

OTTAWA COUNTY PARKS FOUNDATION, INC.

By _____
Its President

OTTAWA COUNTY PARKS AND RECREATION COMMISSION

By _____
Its President

22633603



miOTTAWA SANDS PARK

DECEMBER 2, 2020





LEGEND

- A** CONSTRUCTED DUNAL WET PRAIRIE AND MARSH (+/- 18 AC.)
- B** NON-PAVED NATURE TRAILS
- C** PAVED SHARED-USE TRAIL
- D** BOARDWALKS AND VIEWING DECKS
- E** GREENWAY CAMPGROUND (TENT PLATFORM, TREEHOUSE CABINS AND YURT VILLAGE)
- F** RECREATION AREA BEACH
- G** MULTI-PURPOSE RECREATION PAVILION WITH RESTROOMS
- H** NATURE PLAY / DISCOVERY AREA
- I** BOATING CENTER WITH CANOE AND KAYAK RENTAL
- J** NON-MOTORIZED WATERCRAFT DOCKING AND BF LAUNCH
- K** WELCOME / INFORMATION STATION
- L** RIVER PROMENADE WALK AND TERRACED EDGE
- M** GRAND RIVER AND COASTAL GREENWAY PLAZA AND INTERPRETATION AREA
- N** RIVER OVERLOOK PIERS AND COURTESY DOCKS
- O** PARK MAINTENANCE FACILITY
- P** PENINSULA SHADE PAVILION
- Q** EVENT PAVILION WITH RESTROOM AND GREEN ROOF TERRACE
- R** OPEN LAWN AREA (+/- 2 AC.)
- S** ENHANCED LANDFORM BUFFERS



MASTER PLAN ENLARGEMENT

miOTTAWA SANDS PARK
DECEMBER 2, 2020

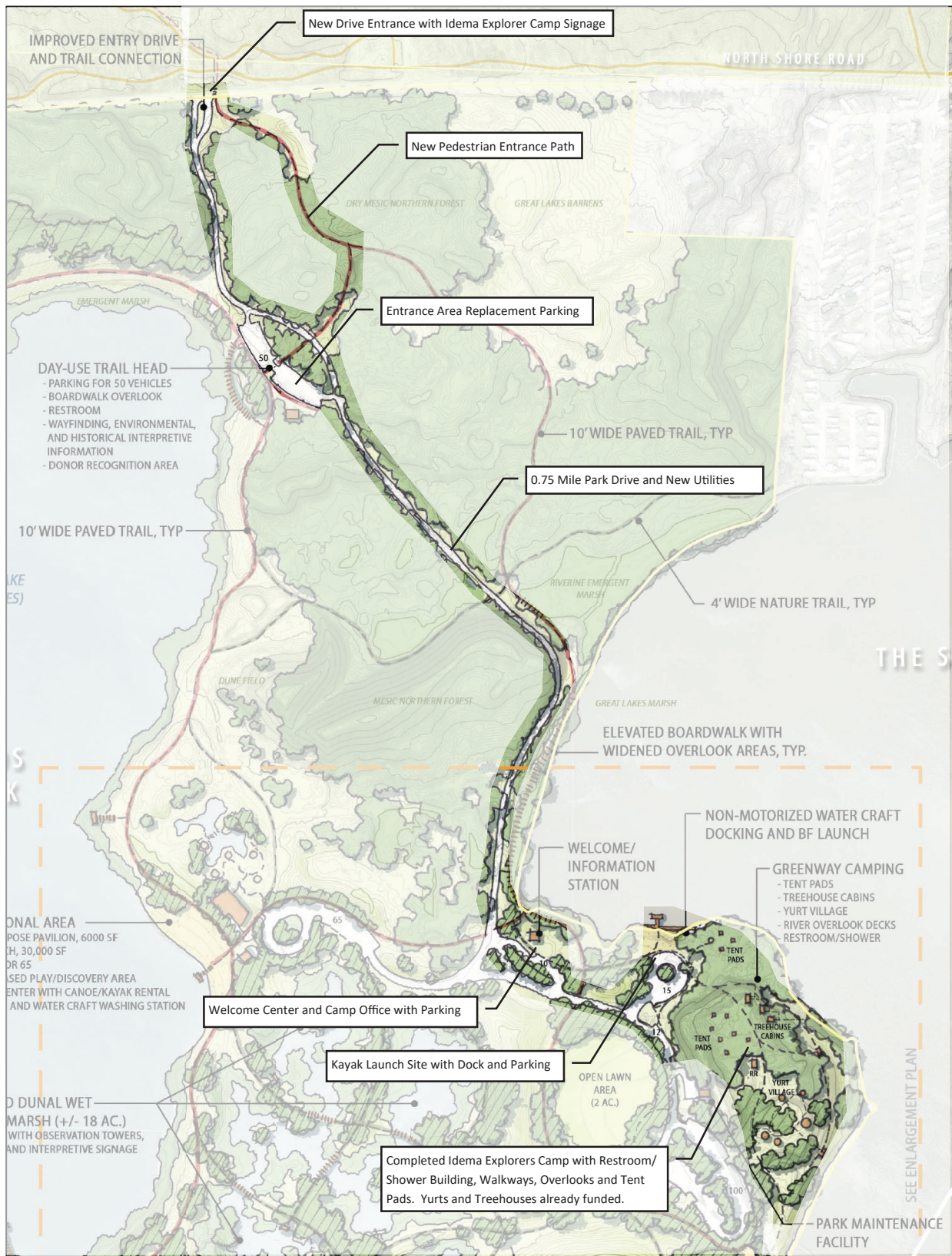


Project Area



Idema Explorers Camp Access & Improvement Project at Ottawa Sands September 20, 2021

Project Area Enlargement



Idema Explorers Camp Access & Improvement Project at Ottawa Sands

September 20, 2021

Cost Estimate

**Idema Explorers Camp Access & Improvement Project
at Ottawa Sands
September 20, 2021**



Master Plan Phase	Cost Estimates		
	Master Plan Total	Original Idema Explorers Camp Gift*	Current Idema Proposal Total
Day-Use Trailhead/Lake Loop	\$2,543,812	\$0	\$457,648
Entry-Drive/Shared-Use Trail/Sag Access	\$2,297,739	\$0	\$970,182
Idema Explorers Camp (Yurt & Treehouse Village)	\$2,418,080	\$980,000	\$1,072,657
Totals	\$7,259,631	\$980,000	\$2,500,487

*2020 gift received for yurt and treehouse villages

Additional Master Plan Phases not in Proposal	
Open Lawn Area/South Nature Trails	\$1,620,623
Riverfront Promenade	\$6,574,228
Dunal Wet Prairie & Marsh	\$2,991,536
Recreation Area	\$2,892,078
Nature-Based Play	\$650,000
Coastal Greenway Trail	\$1,332,913
Additional Phases Total	\$16,061,379

Project Elements

**Idema Explorers Camp Access & Improvement Project
at Ottawa Sands
September 20, 2021**



Proposed Project Element	Description
General Site Work	Site preparation, removals, earthwork, and soil erosion controls
Drives & Parking	+/- 0.75 mile long entrance road, +/- 75 parking spaces
Utilities	Water, electricity, on-site or public sanitary sewer
Buildings	Welcome center/camping office, camping restroom/shower building
Amenities	Paved and crushed stone walkways, kayak launch, tent pads, river overlooks, benches, bike racks, litter receptacles, entrance and operational signage
Restoration and Landscaping	Seeding, native plantings, trees
Professional Services	Surveying, permitting, engineering, design, bidding, and construction administration

GREENWAY CAMPING

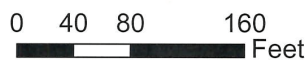



Idema Explorers
Yurt Village

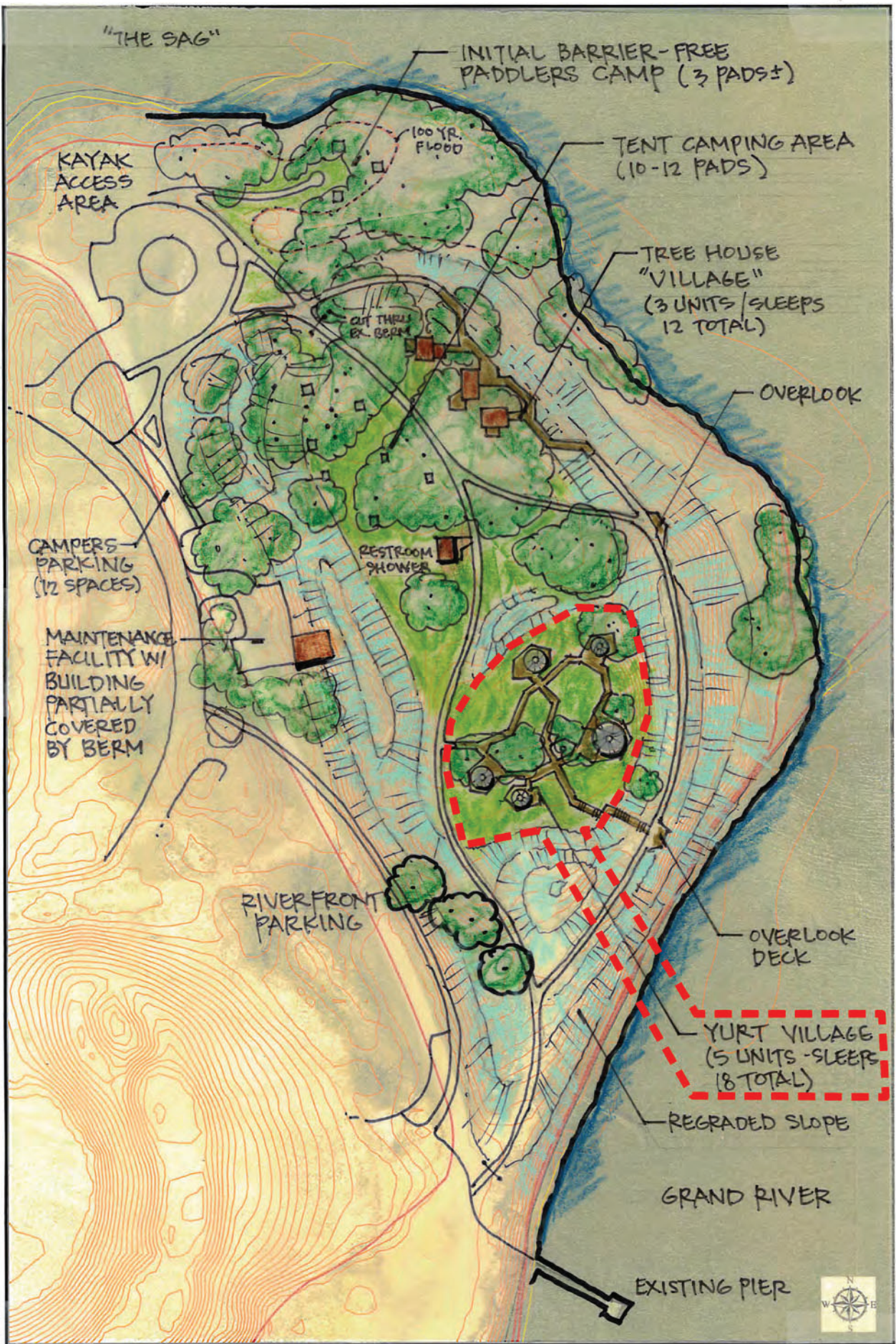
Proposed
Treehouse Village



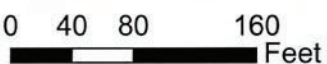
Greenway Camping Concept
 Ottawa Sands County Park




Preliminary Estimated Cost for the:			 Ottawa County Parks & Recreation Commission	
Ottawa Sands Tree House Village				
Ferrysburg, Michigan				
February 5, 2021				
<u>Item</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Cost</u>	<u>Total</u>
Tree House Village				
Site Preparation and Grading	1	LS	\$25,000.00	\$25,000.00
Crushed Stone Path	200	LF	\$40.00	\$8,000.00
On-grade Boardwalk	50	LF	\$75.00	\$3,750.00
Raised Boardwalk (high)	200	LF	\$250.00	\$50,000.00
Raised Wood Steps	60	LF	\$325.00	\$19,500.00
Shared Deck Areas	400	SF	\$40.00	\$16,000.00
Small Tree House w/ utilities	1	EA	\$80,000.00	\$80,000.00
Mid-sized Tree House w/ utilities	1	EA	\$115,000.00	\$115,000.00
Large Tree House w/ utilities	1	EA	\$150,000.00	\$150,000.00
Signage	1	LS	\$2,100.00	\$2,100.00
Restoration	1	LS	\$25,000.00	\$25,000.00
Construction Subtotal				\$461,350.00
Contingency (10%)				\$46,135.00
Topographic and Tree Survey				\$4,500.00
Professional Fees @ 15%				\$69,202.50
GRAND TOTAL				\$581,187.50



Greenway Camping Concept - December 4, 2020
 Ottawa Sands County Park



Preliminary Estimated Costs for the:			 Ottawa County Parks & Recreation Commission	
Ottawa Sands Yurt Village				
Ferrysburg, Michigan				
December 4, 2020				
<u>Item</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Cost</u>	<u>Total</u>
Turnpike Trail or On-grade Bwlk. (5' wide)	425	LF	\$75.00	\$31,875.00
Raised Boardwalk (low)	20	LF	\$200.00	\$4,000.00
Raised Wood Steps	20	LF	\$325.00	\$6,500.00
16' Yurt on platform *	2	EA	\$40,000.00	\$80,000.00
20' Yurt on platform *	2	EA	\$55,000.00	\$110,000.00
30' Yurt on platform w/ bathroom*	1	EA	\$70,000.00	\$70,000.00
Fire Pit patio	1	LS	\$10,000.00	\$10,000.00
Signage	1	LS	\$1,500.00	\$1,500.00
Restoration	1	LS	\$5,000.00	\$5,000.00
Construction Subtotal				\$318,875.00
Contingency (10%)				\$31,887.50
Topographic and Tree Survey				\$1,500.00
Professional Fees @ 15%				\$47,831.25
TOTAL				\$400,093.75

* All yurt costs include electricity and running water, furnishings, and heat (operational season to be determined)

Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/08/2021

Requesting Department: Parks and Recreation

Submitted By: Jason Shamblin

Agenda Item: Coastal Zone Management Grant Application FY2023

Suggested Motion:

To approve and forward to the Board of Commissioners the Resolution for the Michigan Coastal Zone Management (CZM) program for funding assistance to construct a kayak launch and supporting facilities at Ottawa Sands.

Summary of Request:

In accordance with the Ottawa County Parks capital improvement plan, staff is preparing for a potentially significant development project at Ottawa Sands over the next 2-3 years. It is hoped that several components from the Ottawa Sands Master Plan will be able to be included in this project, which would greatly improve public access to the park, especially for those with limited mobility.

Though this project is still in a preliminary planning phase, it is clear that funding will be needed from a variety of sources. This likely will include funding from the Parks Millage, Ottawa County Parks Foundation and, if possible, public grant sources.

Ottawa Sands is within the "Coastal Zone" boundary and is therefore eligible for Coastal Zone Management (CZM) funding for low-cost construction projects. The CZM program previously funded the Master Plan, and since the proposed Grand River kayak launch at "the Sag" appears to fit within the CZM Public Access Focus Area, staff believes it is worthwhile to submit a CZM Grant Application for Fiscal Year 2023 for the "Ottawa Sands Kayak Launch Project." The kayak launch is currently planned to be included in this initial development phase for Ottawa Sands.

Financial Information:

Total Cost: \$200,000.00	General Fund Cost: \$200,000.00	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:

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.

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the 14th day of December, 2021 at 1:30 o'clock p.m. local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

It was moved by Commissioner _____ and supported by Commissioner _____ that the following Resolution be adopted:

WHEREAS, the Parks and Recreation Commission is committed to providing public access to coastal resources in Ottawa County while also being good stewards of the special natural resource features under its management; and

WHEREAS, the Parks and Recreation Commission adopted the Ottawa Sands Master Plan in January, 2021 which recommended installation of a universally accessible kayak launch and supporting amenities at the Park to provide significantly improved access to the Grand River and Lake Michigan Water Trails; and

WHEREAS, this will be the first accessible kayak launch along the Grand River in the City of Ferrysburg; and

WHEREAS, this will be a critical access for water trail users to Ottawa Sands, which will have amenities such as camping, kayak storage, restrooms, wayfinding, visitor information; and

WHEREAS, the Parks and Recreation Commission desires to construct a universally kayak launch and supporting amenities utilizing funding available from the U.S. Department of Commerce through the Coastal Management Program for its Ottawa Sands Kayak Launch Project; and

WHEREAS, the Parks and Recreation Commission will be responsible for supplying a 50% match (\$100,000 of the \$200,000 total project cost) from the parks millage;

NOW THEREFORE, BE IT RESOLVED that the Ottawa County Board of Commissioners authorizes submittal of the grant application for the Ottawa Sands Kayak Launch Project to the Michigan Coastal Management Program in the amount of \$200,000 and commits that the local match shall be provided if the project is funded.

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED.

Roger A. Bergman
Chairperson, Ottawa County
Board of Commissioners

Justin F. Roebuck
Ottawa County Clerk/Register of Deeds

CERTIFICATION

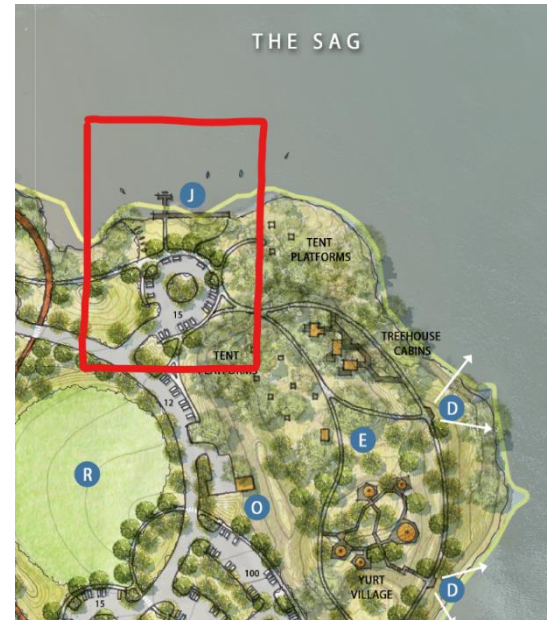
I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on December 8, 2020, the original of which is on file in my office. Public Notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this 8th day of December, 2020.

Justin F. Roebuck, Ottawa County Clerk/Register of Deeds

Project: Ottawa Sands CZM Grant FY2023- Kayak Access

- **Parks Initiative:** Lake Michigan Coastal Greenway/Grand River Greenway – Ottawa Sands (background below in *italics*)
- **Estimated Cost:** \$200,000
- **Proposed/Committed Funding:**
 - Ottawa County Parks Millage - \$100,000 (Committed)
 - Coastal Zone Management -\$100,000 (Proposed)
- **Location:** City of Ferrysburg, Ottawa County (Senate District 30, State House District 89)
- **Summary:** This project would seek grant funding through the federal Coastal Zone Management (CZM) program to assist with funding with the proposed kayak access at “the Sag.” The Sag is located on the Grand River. This universally accessible kayak launch will be a key amenity for users of the Idema Explorers Camp. It will include a floating launch dock, shoreline dock, parking lot, kayak storage, and water trail sign. This project aligns with the Public Access Focus Area of the CZM grant program and is therefore being pursued by staff (if approved by the Parks Commission).
- **Status:** Possible Construction in FY 2023. Project in preliminary design.



Ottawa Sands Background Info: *In 2019, Ottawa County Parks completed the purchase of this 345-acre former sand mine with over a mile of Grand River frontage, an 80-acre manmade lake, and critical dune features. The park is situated within a 6-mile corridor of duneland along Lake Michigan, stretching from the north side of the Grand River in Grand Haven to PJ Hoffmaster State Park. In 2021, the Ottawa Sands Master Plan was adopted, and it features several major proposed improvements including paved pathway connections to the regional trail system, a 1.6-mile paved path around the manmade lake, a kayak launch, swimming beach, Greenway Camping (including tent camping, yurts, and tree houses), and water taxi connections to downtown Grand Haven. This project has already attracted significant interest from funders for the Greenway Campground, but several phases need to be completed before the campground can be constructed, including the projects listed in this document. (Located in US District 2, State Senate District 30, State House District 89)*

Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/08/2021

Requesting Department: Department of Strategic Impact

Submitted By: Paul Sachs

Agenda Item: COVID-19 American Rescue Plan Act Advisory Committee Items

Suggested Motion:

To approve and forward to the Board of Commissioners the COVID-19 American Rescue Plan Act Advisory Committee proposed Lenses Project Evaluation, Focus Areas, and Flow Diagram.

Summary of Request:

The COVID-19 American Rescue Plan Act Advisory Committee was appointed by the Board of Commissioners on June 8, 2021 (B/C 21-140). The purpose of the Advisory Committee is to identify needs and assist with developing draft funding priorities. The Advisory Committee as a whole has held 5 meetings since their establishment to reach consensus on funding priorities for the County's expenditure of ARPA dollars. At the Committee's last meeting on November 11, 2021 the following three items were unanimously approved to be forwarded onto the Board of Commissioners for final approval:

- The Lenses for Project Evaluation will be utilized to guide the selection of projects to receive State and Local Financial Recovery Funds (SLFRF).

- The categorized Focus Areas for SLFRF are 1) County Operations; 2) Countywide Broadband; 3) Affordable Housing; 4) Social and Human Service Needs; and 5) Business Stabilization Needs.

- The Project Selection and Funds Distribution Process Flow Diagram identifies the general steps for soliciting, assessing, selecting, funding, and evaluation projects for SLFRF.

[continued on next page]

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

Objective: Goal 2, Objective 1: Consider initiatives that contribute to the economic health and sustainability of the County and its' residents.

Administration: Recommended Not Recommended Without Recommendation
County Administrator: *John Su*

Committee/Governing/Advisory Board Approval Date:

Summary of Request Continued:

Upon final approval of the lenses, priorities, and general ARPA application processes by the Board of Commissioners, the anticipated next actions of the ARPA Advisory Committee are to finalize the recommended application forms and logistics associated with funding distributions and agreement templates with the County for approved projects, along with reporting and accountability requirements.

Ottawa County ARPA Task Force

Lenses for Project Evaluation

These lenses have been developed by the Ottawa County ARPA Task Force as a means to guide its decision-making process for assessing and selecting projects to receive State and Local Financial Recovery Funds (SLFRF). The County received \$56.7M in SLFRF as part of the U.S. Department of Treasury's American Rescue Plan. These funds are intended to provide an infusion of resources to help communities lay the foundation for a strong and equitable recovery from the COVID-19 pandemic.

While the assessment and selection of projects in the County to receive SLFRF are not wholly rigid, the lenses offer the basis for recommendations that facilitate necessary dialog among the Task Force and the Ottawa County Board of Commissioners to ensure the best, most impactful projects are selected from across the County's geographic area. Priorities are placed on projects that not only meet basic eligibility criteria, but those that demonstrate strong community need, provide long-term, transformational impact, and enhance the equitable availability of services to propel Ottawa County forward as a community committed to inclusive, thoughtful, and beneficial opportunities for all.

Lenses for Project Evaluation:

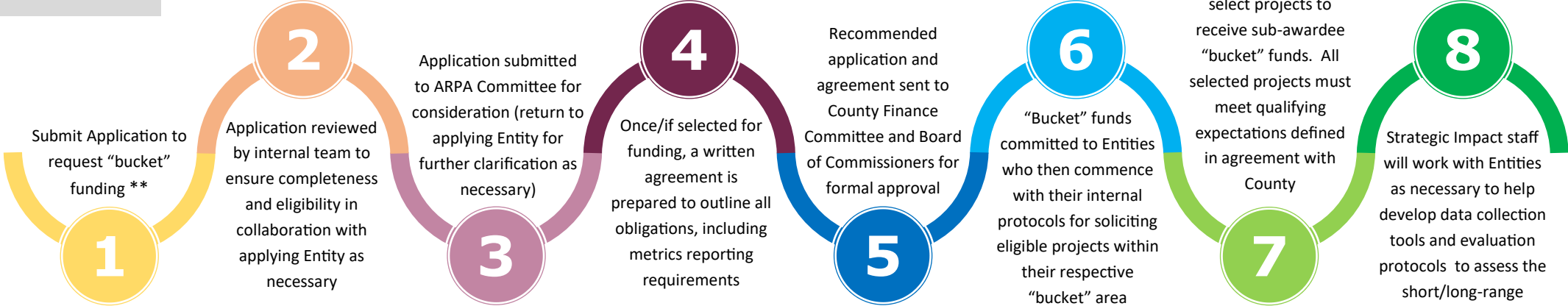
- The project meets known specific eligibility requirements established by the Federal Government
- The project is designed to address a known and demonstrated need
- The project addresses a needed change in societal opportunity and/or eliminates disparities and gaps in opportunities for underserved and underrepresented populations
- The project would not otherwise materialize without a significant infusion of County SLFRF dollars
- The opportunity for the project to sustain itself long-term after the initial infusion of SLFRF dollars is legitimate
- The long-term, transformational impact of the project, including its return on investment based on verified outcome-based results, can be quantified

Updated: 10/18/21

ARPA: State and Local Fiscal Recovery Fund (SLFRF)

Project Selection and Funds Distribution Process (as recommended by County ARPA Advisory Committee)

- ARPA Funding Prioritization Buckets:**
- County Operations -
 - Countywide Broadband -
 - Affordable Housing -
 - Social/Human Services -
 - Business Stabilization-



** Apart from County Operations and Countywide Broadband projects, which will be directly managed by the County, the intent is for a single Entity (e.g. HousingNext, Lakeshore Nonprofit Alliance, Lakeshore Advantage) to submit an Application(s) requesting funds to activate necessary, transformational projects within their respective "bucket" area. If/once awarded project funds, the Entity will then solicit, review, award, and work with the County to distribute funds to eligible, qualifying transformational projects within the targeted "bucket" area. It is anticipated that the amount of funds available within each "bucket" will be flexible based on sector need and/or other funds (e.g. state, federal) that may become available.

Applications submitted for funding within the County Operations "bucket" will not require approval by ARPA Committee. Such requests will proceed direct to creating a written agreement and obtaining formal approval by Board of Commissioners

While the County will assist to market the availability of funds within non-county "buckets", it is ultimately the responsibility of the entity awarded "bucket" funds to solicit qualifying, transformational projects from prospective sub-awardees

Action Request



Committee: Finance and Administration Committee

Meeting Date: 12/08/2021

Requesting Department: Human Resources

Submitted By: Marcie Ver Beek

Agenda Item: Public Health Personnel Request

Suggested Motion:

To approve and forward to the Board of Commissioners the request from Public Health to increase the part-time, non-benefited Environmental Health Specialist position to a full-time, benefited position in Group T at Paygrade 8 at an increased cost of \$64,350.

Summary of Request:

Currently, Ottawa County restaurants are experiencing a labor shortage which has led to increased risk of public health violations occurring and related associated illnesses. Furthermore, due to the ongoing growth in Ottawa County, the number of restaurant establishments renewing their licenses is at an all-time high in 2021.

The FDA and Michigan Accreditation have standards to determine adequate staffing required for food safety programs. Per this standard, Ottawa County is currently operating understaffed, which results in difficulties with talent retainment as well as performance of Food Safety Program evaluations to current standards.

In order to help ensure the Food Safety Program continues to successfully help protect citizens and the local businesses owners from the consequences of food borne illness, Public Health is requesting the following position increase:

1. Increase the current part-time, non-benefited Environmental Health Specialist position from a .48 FTE to a full-time, benefited 1.0 FTE position at an increased cost of \$64,350.

Financial Information:

Total Cost: \$64,350.00	General Fund Cost:	Included in Budget:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Budget adjustment in process to appropriate funds in the Health Fund

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:

Ottawa County Department of Public Health

2022 New Position Request: Sr. EH Specialist Food Safety Program

November 17, 2021

Executive Summary

- Restaurants are experiencing a labor shortage which has led to increased risk of violations occurring and related associated illnesses.
- Due to the ongoing growth in Ottawa County, the number of establishments renewing their licenses is at an all-time high in 2021.
- The services provided by the Food Safety Team are greatly valued by the industry and outstanding customer service is provided.
- The FDA and Michigan Accreditation have standards to determine adequate staffing required for food safety programs. Per this standard Ottawa County is currently operating understaffed which results in difficulties with talent retainment as well as performance of Food Safety Program evaluations to current standards.
- Request 1.0 FTE EH Specialist (with a portion of the cost to be covered by the elimination of a part-time/unbenefited position, 0.48 FTE) to help ensure the program continues to successfully help protect citizens and the local businesses owners from the consequences of foodborne illness.

Restaurant Staffing & Food Safety Details

A high proportion of food poisoning outbreaks occur as a result of poor food handling practices. Staff training, adequate resources and appropriate management are keys to preventing foodborne illness outbreaks at restaurants.¹

Chipotle suffered from numerous outbreaks caused by Norovirus, Salmonella and E. coli that sickened more than 1,100 people between 2015 and 2018. It was determined that the chain's negligent attitude toward maintaining health standards led to these outbreaks. According to *Jacobin* magazine, Chipotle's restaurants were understaffed and its staff overworked, which lead to frequent violations of food safety codes.²

The restaurant industry is currently experiencing a labor shortage, resulting in fewer staff to complete the work necessary to remain open. Owners report it is difficult to find and hire staff, especially back of the house staff such as cooks and dishwashers. A recent survey from the Michigan Restaurant and Lodging Association (MRLA) confirms 9 in 10 restaurant operators say they do not have enough staff to meet consumer demand. According to Justin Winslow, MRLA President and CEO, "restaurant and hotel operators are trying to meet consumer demand that exceeds 2019 with 100,000 fewer workers".³

Ottawa County restaurants have also been impacted by understaffing and overworked staff. OCDPH Food Safety inspectors have noticed this impact in establishments. Often finding

¹ Deborah A. Clayton, Christopher J. Griffith, Patricia Price & Adrian C. Peters (2002) Food handlers' beliefs and self-reported practices, *International Journal of Environmental Health Research*, 12:1, 25-39, DOI: [10.1080/09603120120110031](https://doi.org/10.1080/09603120120110031)

² Dominko May 24, M. (2021, May 24). *Chipotle workers reveal reasons behind rampant food safety issues*. Eat This Not That. Retrieved November 22, 2021, from <https://www.eatthis.com/news-workers-reveal-reasons-behind-chipotle-food-safety-issues/>.

³ Selasky, S. (2021, August 12). 9 Of 10 Michigan restaurants are short-staffed, most oppose mask mandates, survey shows. *Detroit Free Press*.

Ottawa County Department of Public Health

2022 New Position Request: Sr. EH Specialist Food Safety Program

November 17, 2021

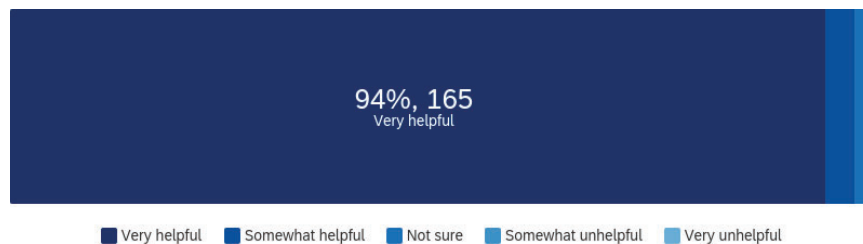
temperature, food handling and cleaning issues in establishments that previously did not. Operators have told inspectors that the issues are caused by understaffed crews as well as new and inexperienced staff coming onboard. This has resulted in longer inspection times, more follow-up inspections, and increased education and outreach activities by OCDPH inspectors.

Even with these challenges, the Ottawa County restaurant industry continues to grow. Plan review applications for new food establishments has continued to grow, with 43 applications received in the last 12 months. 2021 also saw the most food licenses than in any previous years. As the population growth in Ottawa County continues, the number of food service establishments, complaints, and illness investigations will also grow in proportion.

The Food Safety Team have built strong relationships with owner's and have received numerous nominations from the public for the Ottawa County Customer Service Award. A survey is provided to the owner/manager after each inspection to gather feedback on their experience, and 99% find our services helpful and trust us based on survey links offered with each inspection report completed (results below).

OCDPH Restaurant Survey Data

Was the evaluation provided by the Food Safety Team received helpful or unhelpful?



How much do you trust or distrust the Food Safety Team?



Would you like to make a nominate your inspector for an outstanding customer service award?



Ottawa County Department of Public Health

2022 New Position Request: Sr. EH Specialist Food Safety Program

November 17, 2021

Staffing Request

In order to adequately address the issues Ottawa County restaurants are currently facing, best prevent foodborne illness and continue to provide the level of customer service expected additional staff is needed for the OCDPH Food Safety Program.

This is supported by the FDA recommended staffing levels that are established in the National Retail Food Regulatory Program Standards. Per that standard, the FDA requires a staffing level of one FTE per 300 yearly evaluations. Evaluations for the purpose of this calculation include routine evaluations, re-evaluations, complaint investigations, outbreak investigations, follow-up evaluations, risk assessment reviews, process reviews, variance process reviews, and other direct establishment contact time such as on-site training.

$$\begin{aligned} \text{Total FTE} & & & \text{\# of Food Service Evaluations (FSEs) per year} \\ \text{FDA Recommended} & \text{=} & \frac{\text{}}{\text{300 FSEs}} \\ \text{Staffing Level} & & & \\ & & \frac{\text{2400 FSEs per year}}{\text{300 FSEs}} \\ & \text{=} & & \\ & \text{=} & & \text{8 FTEs} \end{aligned}$$

Current staff FTE = 5.48 FTE

This equals 438 Food Service Evaluations per FTE

Proposed staff FTE = 6.0 FTE

This equals 400 Food Service Evaluations per FTE

Create 1.0 FTE EH Specialist, with a portion of the cost to be covered by the elimination of a part-time/unbenefited position (0.48 FTE).

To remain fiscally responsible, and due to the current team efficiency, high quality service and compliance with program standards will continue to be met with this increase. This position will provide 6.0 FTEs dedicated to performing food service evaluations. Program evaluation and monitoring of staffing levels will be ongoing to determine if additional action is necessary.



COUNTY OF OTTAWA

New Position Request Form

Please print form and return to the Human Resources Department

DEPARTMENT: Public Health DATE REQUESTED: 11/22/2021

POSITION TITLE: Environmental Health Specialist ORG CODE: 22106021. 691000

DATE NEEDED 1/1/2022

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: Group T

2. Pay Grade: Grade 8

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.

Attached

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.

None, this is a current position (non-benefited, 1000hr position) to be replaced with 1 FTE

All equipment is already purchased.

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: Adeline Hambley

DATE: 11/22/21

BUDGET DATA: _____
Fiscal Services Department Use Only

CONTROL #: _____
Fiscal Services Department Use Only



Ottawa County
Where You Belong.

Environmental Health Specialist (Food Safety)

Class Code:
2926

Bargaining Unit: Group T

OTTAWA COUNTY
Established Date: Nov 16, 2008
Revision Date: Oct 9, 2018

SALARY RANGE

\$23.32 - \$30.32 Hourly
\$48,499.78 - \$63,057.36 Annually

JOB DESCRIPTION:

Under general supervision of the Environmental Health Team Supervisor, protects public health by inspecting permitted facilities and enforcing federal, state and local food safety and sanitation statutes, rules, regulations and codes. Ensures that food products are produced in a safe and sanitary manner in order to prevent outbreaks of foodborne illnesses. Responds to emergencies and investigates complaints including but not limited to vector control and general sanitation; assists food service establishments in developing plans and procedures to remediate operating and physical site deficiencies and establish and maintain compliance with the US Food and Drug Administration Food Code and the standards of design, construction, and equipment established under the Michigan Food Law Act 92 of 2000. Additional duties include inspection of body art facilities, pools, daycares, and other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

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

1. Reviews applications for food service licenses and license renewals for food service establishments (operations that store, prepare, package, serve, vend, or otherwise provide food for human consumption); retail grocery and convenience stores (operations that sell or offer to sell food to consumers for off-premises consumption, not including take-out food intended for immediate consumption); charitable organizations or private citizens serving food to the public; and new ownership of a food service establishment.
2. Inspects permanent, temporary and transient food establishments for compliance with the provisions of the Michigan Model Food Code and Michigan Food Act and all licensing requirements.
3. Inspects and evaluates the physical layout of food preparation and storage areas; food processing, preparation and storage equipment; utilities; sanitary fixtures; plumbing

- fixtures; water supplies; solid waste disposal equipment and containment; and other physical features, fixtures and furnishings of food service establishments.
4. Evaluates standard operating procedures and practices for food preparation, serving, storage, inventory control and other processes directly affecting the safety of food served by the establishment.
 5. Observes the performance food preparers and handlers to assess their respective levels of competence and compliance with standard operating procedures and code requirements.
 6. Prepares inspection reports, including descriptions of noncompliant conditions and the applicable section(s) of the Food Code, code requirements for compliance, the corrective action(s) necessary to achieve compliance, and the health hazards created by noncompliance.
 7. Reviews inspection results with food service operators and develops compliance schedules for establishments.
 8. Performs re-inspections to determine whether operators have voluntarily corrected violations in compliance with established schedules.
 9. Subject to final authorization by Environmental Health Team Supervisor, initiates enforcement actions against food service establishments and operators who fail to comply with voluntary correction plans and/or plans issued by the employee.
 10. Orders the closing of unlicensed food service establishments and of establishments presenting immediate threats to public health and safety.
 11. Reviews site plans for construction of new food service facilities, remodeling of existing facilities, and ownership transfers, and identifies changes required to ensure conformance to the Food Code, Michigan Food Act and County ordinances and successful application for licensure.
 12. May inspect sites during construction and remodeling as well as upon completion to ensure compliance with all requirements for structures, features, fixtures, equipment and building operating systems.
 13. Reviews and approves permit applications and renewals, based on inspection results, operating plans and documented standard operating procedures and training manuals for food service employees.
 14. Reviews and approves permit requests for temporary and transient food service establishments.
 15. Presents testimony in court as required for litigation of disputed enforcement actions.
 16. Receives and responds to complaints alleging violations of the Food Code, state Food Act and applicable local ordinances; reports of unlicensed food service operations; outbreaks of foodborne illnesses; and complaints with respect to adulteration and misrepresentation of food products.
 17. Conducts epidemiological investigations of foodborne illnesses in order to identify and isolate the source, prevent further disease transmission, and correct the condition(s) that facilitate further disease transmission.
 18. Prepares a variety of informational and educational media and delivers presentations to food industry groups, foodservice workers, community organizations, schools and other audiences.
 19. Prepares inspection and investigative reports and required documentation, compliance plans for food service establishments, recommendations for enforcement actions, and a variety of reports for internal and external audiences.
 20. Collects and compiles evaluation data for quality assurance.
 21. Ensures that all food safety and security services are provided in compliance with established standards of professional practice and ethics, and Health Department policies, procedures and quality standards.
 22. Performs other related duties as assigned.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree from an accredited institution in Environmental Health, Biology, Microbiology, or related field required.

Experience as an Environmental Health Specialist or Sanitarian preferred.

Licenses and Certifications:

1. Must have a valid motor vehicle license.
2. Valid State of Michigan certification as a Registered Sanitarian or certification from the National Environmental Health Association as a Registered Environmental Health Specialist preferred.

ADDITIONAL REQUIREMENTS AND INFORMATION:

Required Knowledge and Skills:

1. Thorough working knowledge of the US Food and Drug Administration Model Food Code, FDA Hazard Analysis and Critical Control Point program (HACCP), the Michigan Food Law Act 92 of 2000, and Ottawa County health and food safety ordinances.
2. Thorough working knowledge of the causes of foodborne illnesses.
3. Thorough working knowledge of the principles and practices of food safety and prevention of foodborne illnesses.
4. Ability to read and interpret blueprints, construction plans, engineering diagrams and specifications and as-built drawings in order to evaluate compliance of planned and completed food establishment facility construction.
5. Good working knowledge of sampling procedures, and sampling and testing techniques.
6. Good working knowledge of the principles, practices and protocols for conducting inspections and investigations, and gathering and preserving evidence in the course thereof.
7. Good working knowledge of the principles and practices of epidemiology.
8. Good working knowledge of basic principles of food science and technology such as food quality and its measurement, disposal of food wastes, food-borne infections and intoxication, and the technological aspects of processing and preserving foods.
9. Good working knowledge of the accepted practices for the design of food processing systems, including types of materials used and their location in relation to public health needs.
10. Knowledge of the cultural and ethnic groups represented in Ottawa County and cultural norms affecting food preparation and food storage practices.
11. Working knowledge of professional and ethical practice standards.
12. Computer literacy, including good user knowledge of word-processing, spreadsheet and database management applications software and Internet search engines.
13. Good organizational skills and ability to prioritize the workload.
14. Good oral and written communications skills.
15. Good interpersonal and human relations skills.
16. Ability to interact positively with food service establishment owners, operators and employees; architects, architectural engineers and construction managers; co-workers, health care and human service practitioners and community representatives from widely diverse cultural and socio-economic backgrounds and with varying levels of interpersonal and communications skills.

Note: Individuals in this classification provide services to clients in a variety of locations throughout the County are responsible for providing their own transportation.

Physical Requirements:

1. Must possess sufficient mobility with or without assistive devices to access all areas, features, fixtures and/furnishings of food service establishments during inspections.
2. Must have sufficient visual acuity with or without corrective lenses to visually inspect foodstuffs, food storage areas, and food preparation areas, and read thermometers, gauges and other measurement tools and instruments.
3. Must have sufficient olfactory acuity to detect odors associated with food spoilage.
4. Must be able to descend to and ascend from ground/floor level to take measurements and to inspect equipment, electrical connections, drains and other features, equipment and fixtures located at floor level.
5. Must have sufficient mobility in shoulders, elbows and wrists to access and operate fans, exhaust hoods, sprinklers systems, smoke detectors and other equipment located above shoulder level.
6. Must be able to ascent /descend ladders to access ceiling mounted fixtures and equipment in food service establishments.
7. Must be able to tolerate exposure to temperature extremes in kitchens, freezers and refrigerators.
8. Must be able move and setup inspection equipment weighing up to 30 lbs.

Working Conditions:

Work is performed at food service establishment sites throughout Ottawa County, including concession stands at athletic events and concerts, mobile food carts and field kitchens, institutional cafeterias, fast food operations, and restaurants. There is frequent exposure to steam and extreme high temperatures in food preparation areas, extreme low temperatures in cold storage areas, moving mechanical hazards from industrial food processing equipment and other physical hazards.

2022 Estimated Costs per Deductions			
Employee Costs			
Full-time, Benefitted			
Paygrade 8, Step 2. \$24.00			
FTE	Wages	Benefits	TOTAL COST
1.0000	50,918.40	40,669.71	91,588.11
Non-Benefitted			
Temp Scale \$24.70			
FTE	Wages	Benefits	TOTAL COST
0.4800	25,153.69	2,083.91	27,237.60
Difference	25,764.71	38,585.81	64,350.52