

Special Revenue Funds



COUNTY OF OTTAWA
SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for revenue from specific revenue sources (other than expendable trusts or major capital projects) and related expenditures which are restricted for specific purposes by administrative action or law.

MAJOR SPECIAL REVENUE FUNDS:

Parks and Recreation Fund (2081) - This Fund was established for the development, maintenance and operation of the Ottawa County parks. Funding is provided from General Fund appropriations, State grants and user charges. A Millage of .33 mills was re-approved by the County electorate during 2006 for ten years and expires in 2016.

Health Fund (2210) - This Fund is used to account for monies received from Federal, State and local grants and County appropriations. These monies are utilized in providing a variety of health-related services to County residents.

Mental Health Fund (2220) - This Fund is used to account for monies to provide mental health services within the County. Monies are provided by Federal, State and County appropriations, contributions and charges for services.

NONMAJOR GOVERNMENTAL FUNDS

Special Revenue Funds are used to account for revenue from specific revenue sources (other than major capital projects) and related expenditures which are restricted for specific purposes by administrative action or law.

Friend of the Court Fund (2160) - This Fund accounts for the operations of the Friend of the Court including the Co-op Reimbursement Grant, the Medical Support Enforcement Grant, and the 3% Friend of the Court incentive payments established under Act 297 of 1982, Section 2530.

9/30 Judicial Grants (2170) - This Fund accounts for miscellaneous grant revenue received from the State and other agencies for judicial programs. This fund is closed as of September 30, 2012.

Other Governmental Grants (2180) - This fund was opened in 2012 and accounts for various grants, primarily judicial grants, previously reported in funds 2170 and 2941.

Landfill Tipping Fees Fund (2272) - This Fund was established to account for the County's share of the tipping fee surcharge of Ottawa County Farms landfill starting in 1991 in accordance with an agreement between Ottawa County, Sunset Waste System, Inc., and the Township of Polkton. The monies are to be used for implementation of the Solid Waste Management Plan.

Transportation System Fund (2320) - This Fund is used to account for a grant from the Michigan Department of Transportation to provide public transportation in concentrated areas for persons who are handicapped or who are sixty-five years of age or older.

COUNTY OF OTTAWA

SPECIAL REVENUE FUNDS (CONTINUED)

Farmland Preservation (2340) – This fund is used to account for cash purchases and/or installment purchases of development rights voluntarily offered by landowners. Once purchased, an agricultural conservation easement is placed on the property which restricts future development.

Brownfield Redevelopment Authority (2430) – This fund was established by the County Board for the purpose of revitalizing certain environmentally distressed or functionally obsolete and/or blighted areas in the County.

Infrastructure Fund (2444) - This fund was established by the County Board to provide financial assistance to local units of government for water, sewer, road and bridge projects that are especially unique, non-routine, and out-of-the ordinary.

Public Improvement Fund (2450) - This Fund is used to account for earmarked revenues set aside for public improvements. Funding is provided from General Fund appropriations and building rentals.

Homestead Property Tax (2550) – This fund was established as a result of the passage of Public Act 105 of 2003 which provides for the denial of homestead status by local governments, counties and/or State of Michigan. The County's share of interest on tax revenue collected under this statute is to be used solely for the administration of this program, and any unused funds remaining after a period of three years may be transferred to the county general fund (MCL 211.7cc, as amended).

Register of Deeds Technology Fund (2560) – This Fund was established under Public Act 698 of 2002 to account for newly authorized additional recording fees effective March 31, 2003. The revenue collected is to be spent on technology upgrades.

Prosecuting Attorney Grants Fund (2601) - This Fund is used to account for monies granted to the County by the State for prosecution against drug offenders. The grant was moved to the General Fund effective October 1, 2012, so this fund is closed as of September 30, 2012.

Sheriff 9/30 Grant Programs Fund (2609) - This Fund accounts for miscellaneous grant revenue received by the Sheriff's department from the State for special purpose programs. This fund is closed effective September 30, 2012. Future grants will be recorded in fund 2630.

Sheriff Contracts (2610) - These Funds account for Federal monies granted to the townships that contract with the County to improve the long-term ability of local law enforcement agencies public safety through innovative crime prevention, including community policing. The contracts were moved to fund 2630 effective October 1, 2012, so this fund is closed as of September 30, 2012.

COUNTY OF OTTAWA

SPECIAL REVENUE FUNDS (CONTINUED)

Sheriff Grants & Contracts (2630) – These funds account for various public safety grants and contracts for policing services with County municipalities.

Sheriff Road Patrol Fund (2661) - This Fund accounts for monies granted to the County by the State for the purpose of providing additional police supervision of traffic safety and additional patrol of the roads and parks as described in Public Act 416 of 1978. The contracts were moved to fund 2630 effective October 1, 2012, so this fund is closed as of September 30, 2012.

Workforce Investment Act Funds (2740, 2741, 2742, 2743, 2744, 2748, and 2749) - These Funds are used to account for Federal funds which are received by the County under the Workforce Investment Act. These Funds are targeted for training and employment programs for the under employed and economically disadvantaged citizens. These funds have been rolled into fund 2745 – Michigan Works or 2746 – Community Action Agency at the end of their 2012 fiscal years.

Michigan Works (2745) and Community Action Agency (2746) - These funds account for various labor related grants (including Workforce Investment Act grants) received by the Michigan Works agency and Community Action Agency. The funds were opened in 2012 to record grants previously reported in other Workforce Investment Act Funds, the Emergency Feeding Fund (2800), the Federal Emergency Management Agency fund (2810), the Community Action Agency fund (2870) and the Weatherization fund (2890).

Grant Programs - Pass Thru Fund (2750) - This Fund is used to account for monies received from State and Federal grants which are passed on to outside agencies through contractual agreements to carry out the grants intended purpose.

Emergency Feeding Fund (2800) - This Fund is used to account for monies received from the State for the purpose of distributing surplus food to the impoverished residents of the County. The fund has been rolled into 2746 – Community Action Agency as of October 1, 2012.

Federal Emergency Management Agency Fund (2810) - This Fund is used to account for monies received through the Emergency Food and Shelter National Board program for utility payments to prevent utility disconnection or heating source loss in households that have exhausted all other resources and do not qualify for other Community Action emergency funds. The fund has been rolled into 2746 – Community Action Agency as of October 1, 2012.

Community Corrections Fund (2850) - This Fund is used to account for State monies and fees received to enhance the delivery of adult probation services in the County. This fund also receives money from the County for a Domestic Violence Intervention Program. The grant was moved to the General Fund effective October 1, 2012, so this fund is closed as of September 30, 2012.

Community Action Agency Fund (2870) - This Fund is used to account for monies received from the State to be applied to various community programs for the impoverished residents of the County. The fund has been rolled into 2746 – Community Action Agency as of October 1, 2012.

COUNTY OF OTTAWA

SPECIAL REVENUE FUNDS (CONTINUED)

Weatherization Fund (2890) - This Fund is used to account for monies received through a State grant which aids in weatherizing homes of the disadvantaged, the elderly and people in the poverty zone. The fund has been rolled into 2746 – Community Action Agency as of April 1, 2012.

Department of Human Services (2901) - This Fund is used primarily to account for monies from State and local funding sources and to assist with the welfare program which offers aid to disadvantaged individuals of Ottawa County.

Child Care Funds (2920 and 2921) - These Funds are used to account for foster child care in the County. This encompasses the Ottawa County Detention Center, which is a facility that houses juveniles on a short-term basis. The primary funding comes from the State and a County appropriation which is used to aid children who require placement outside of their home.

Veterans Trust Fund (2941) - This fund was established under Section 35.607 of the Compiled laws of 1970. It is used to account for monies received by the State and distributed to needy veterans. The grant has been moved to fund 2180 as of October 1, 2012, so the fund is closed as of September 30, 2012.

DB/DC Conversion Fund (2970) – The fund was established by the County Board to set aside funds needed for startup costs associated with moving new hires to a defined contribution retirement system.

Compensated Absences Fund (2980) - This Fund is used to account for future payments of accumulated sick pay of County employees under the sick days/short and long-term disability plan. This fund is also used to accrue vacation pay.

COUNTY OF OTTAWA
2014 BUDGET SUMMARY
SPECIAL REVENUE FUNDS

FUND NUMBER	FUND NAME	2013 PROJECTED FUND BALANCE	2014 REVENUE/ OPERATING TRANSFERS	2014 EXPENDITURES/ OPERATING TRANSFERS	2014 PROJECTED FUND BALANCE
2081	Parks and Recreation	\$3,790,794	\$3,866,469	\$4,108,885	\$3,548,378
2160	Friend of the Court		3,527,498	3,527,498	
2180	Other Governmental Grants	17,578	478,494	478,494	17,578
2210	Health	952,576	9,019,433	9,219,433	752,576
2220	Mental Health	219,697	39,672,212	39,672,212	219,697
2271	Solid Waste Clean-Up	4,224,957	36,895	304,000	3,957,852
2272	Landfill Tipping Fees	1,082,805	399,650	437,852	1,044,603
2340	Farmland Preservation	776		224	552
2430	Brownfield Redevelopment Authority	270	514	784	
2444	Infrastructure	1,792,907	21,263	125,000	1,689,170
2450	Public Improvement	3,809,107	251,406	614,421	3,446,092
2550	Homestead Property Tax	1,885	10,059	1,828	10,116
2560	Register of Deeds Technology	597,627	304,412	281,284	620,755
2570	Stabilization	9,155,838			9,155,838
2630	Sheriff Grants & Contracts	1,611	6,971,349	6,971,349	1,611
2745	Michigan Works	95,671			95,671
2746	Community Action Agency	97,284			97,284
2901	Department of Human Services	20,875	44,547	44,547	20,875
2920	Child Care - Circuit Court	1,172,093	8,501,960	8,701,960	972,093
2970	DB/DC Conversion	4,702,338	41,219		4,743,557
2980	Compensated Absences	3,479,192	103,549	27,163	3,555,578
TOTAL SPECIAL REVENUE FUNDS		\$35,215,881	\$73,250,929	\$74,516,934	\$33,949,876

Fund: (2081) Parks and Recreation

Function Statement

The Parks and Recreation Commission oversee acquisition, development, operation and maintenance of the County Parks and Open Space system totaling over 6,000 acres. The Commission also oversees management of the Musketawa Trail under an agreement with the Michigan Department of Natural Resources. The Commission is continually evaluating long-term park and open space needs and seeking to add lands and facilities to keep pace with population growth and the needs of the public.

Additional services provided by the Parks and Recreation Commission include the sponsorship of outdoor education programs throughout the park system and offering facility reservations at picnic buildings, shelters, and other facilities designed for group outings.

Mission Statement

The Ottawa County Parks and Recreation Commission enhances quality of life for residents and visitors, by preserving parks and open spaces and providing natural resource-based recreation and education opportunities

TARGET POPULATION	Ottawa County Residents and Visitors
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment
	Department Goal 1: Provide natural resource-based recreational opportunities (e.g. hiking, biking, skiing, swimming)
	<i>Objective 1) Acquire land in areas not adequately served by county parks as identified in Long-Range Parks Plan</i>
	<i>Objective 2) Enhance park lands to create recreational opportunities</i>
	<i>Objective 3) Ensure individuals with disabilities can access county park lands and facilities</i>
	Department Goal 2: Protect and restore significant natural resource features (e.g. wetlands, dunes, river corridors)
	<i>Objective 1) Acquire key parcels, open space, and interconnected lands</i>
	<i>Objective 2) Restore significant natural resource features to their natural state</i>
	<i>Objective 3) Control invasive species on park lands</i>
	Department Goal 3: Promote the natural and cultural history of Ottawa County
	<i>Objective 1) Provide natural resource-based education programs</i>
	<i>Objective 2) Provide interpretive facilities at selected county park lands and open spaces</i>
	<i>Objective 3) Increase awareness of available park lands, open space, facilities, and programs</i>
Department Goal 4: Maintain diversified sources of funding and partnerships that provide for maintenance and expansion of the park system	
<i>Objective 1) Secure grant funding</i>	
<i>Objective 2) Maximize donations and partnership contributions</i>	
<i>Objective 3) Support the County’s employee training and development program</i>	
<i>Objective 4) Generate revenue from park entrance fees and reservations</i>	
County Goal: Continually improve the County's organization and services	
Department Goal 5: Provide excellent overall customer service/satisfaction	
<i>Objective 1) Provide interaction with customers that is courteous, respectful, and friendly</i>	
<i>Objective 2) Provide timely responses to requests for service</i>	
Department Goal 6: Provide exceptional services/programs	
<i>Objective 1) Maintain high-efficiency work outputs¹</i>	
<i>Objective 2) Meet or exceed the administrative performance (e.g. workload, efficiency, customer service) of comparable services provided in comparable counties²</i>	
<i>Objective 3) Meet or surpass the value-per-dollar (e.g. outcome results, cost per capita, FTE per resident) of comparable services provided in comparable counties²</i>	
SERVICES & PROGRAMS	Park Land Development Program (<i>Goal 1</i>) Land Preservation and Management Program (<i>Goal 2</i>) Natural Resource-Based Education Program (<i>Goal 3</i>) Parks Financial Planning Program (<i>Goal 4</i>) Professional Customer Service (<i>Goal 5</i>) Performance-Based Budgeting (e.g. Workload Analysis; Benchmark Analysis) (<i>Goal 6</i>)

Fund: (2081) Parks and Recreation

	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
WORKLOAD	# of acres of active park land maintained	-	4,038	4,467	5,010	5,233
	# of miles of trails maintained	-	74	80	88	90
	# of acres of park land acquired	-	294	6	80	100
	Square footage of facilities maintained	-	69,620	71,120	70,940	70,040
	# of acres of habitat restoration	-	8	44	8	40
	# of park improvement projects completed	-	6	14	10	10
	# of county parks with interpretive facilities	-	11	14	16	18
	# of education programs conducted	-	173	240	245	265
	# of persons participating in natural resource-based education programs	-	5,571	6,042	6,105	6,935
	# of paid reservation orders (e.g. shelters, picnic areas, lodges)	-	1,068	1,137	1,250	1,344
	# of people utilizing park facilities through reservation orders	-	73,614	73,782	78,100	82,062
	# of grants applied for or applications in-process	-	2	2	2	2
EFFICIENCY	Dollar value of grants awarded	-	\$500,000	\$971,568	\$350,000	\$350,000
	# of acres of land acquired through donations	-	17	0	0	0
	# of service hours provided by volunteers	-	4,500	10,448	8,000	9,000
	% of operating cost funded by millage	-	83%	81%	87%	83%
	Amount of revenue generated from user fees and leases	-	\$424,999	\$438,668	\$403,200	\$404,032
OUTCOMES	# of acres of county park land per 1,000 population	≥ 20	23.82	23.60	23.89	24.26
	% of park lands developed for accessible recreation	70%	53%	60%	60%	63%
	% of parks and facilities in compliance with ADA	100%	78%	88%	88%	88%
CUSTOMER SERVICE	# of formal compliments received regarding park services and staff interaction	-	132	150	150	150
	# of formal complaints regarding staff interaction	0	1	2	0	0
	# of formal complaints regarding customer service response time	0	8	0	0	0
COST⁵	Total operating cost ³ of parks and recreation department per capita	-	\$9.45	\$8.89	\$9.47	\$9.47
	Total operating cost of nature center per visitor	-	\$11.25	\$12.42	\$12.55	\$12.95
	# of acres of active park land maintained per Parks and Recreation FTE (permanent and temporary seasonal) ⁴	-	107.19	119.12	127.06	128.23
	# of total department FTE (permanent and temporary seasonal) ⁴ per 100,000 population	-	14.15	13.94	14.65	15.17

1. Department efficiency is assessed using annual workload and efficiency measures identified in the Performance Outline

2. The counties that will be used for benchmarking purposes will be determined based on, but not limited to, the following considerations: Population size; County equalized value; General Fund expenditures; data availability; and/or any other factors deemed necessary to ensure comparable benchmarks

3. Operating cost includes all department expenses less Capital Outlay, IT Charges (831002), and Administrative Expenses (831000)

4. Permanent FTE obtained from Fiscal Service's History of Positions by Fund report. Temporary seasonal FTE provided by Parks Department

5. Cost and FTE calculations computed by the Planning and Performance Improvement Department with the exception of the Nature Center cost measure which is calculated by the Parks Department

Ottawa County Parks and Open Space Land System

The Ottawa County Parks and Open Space Land system is comprised of 26 parks and 12 open land areas encompassing 6,000 acres of recreation opportunities for citizens. Popular County parks include:

Rosy Mound Natural Area



Rosy Mound is a classic Great Lakes dune system including high wooded dunes, foredunes, beach and a dune blowout. A 0.7 mile (one way) hiking trail from the parking area to the Lake Michigan shoreline includes 1,000 feet of stairs up and down the dunes and scenic views of woods, the dune blowout and Lake Michigan.

Hager Park

A highlight of Hager Park on the east side of the County is the Age of Discovery community-built playground which overlooks a terrain map of the United States.



Pigeon Creek Park



Pigeon Creek Park in the center of the County provides 10 miles of trails for hiking, biking and equestrian use, a 0.9 mile barrier free trail, 3 miles of ski trails including a sledding hill. The Pigeon Creek Lodge provides ski rental, a food and beverage concession and serves as a warming house.

Olive Shores Park

Olive Shores Park in West Olive is a mostly wooded 20-acre site including a mature beech-maple-hemlock forest, a steep dune formation, and 738' of Lake Michigan frontage. The park was the location of a scene in the Tom Hanks movie, "Road to Perdition."



Musketawa Trail



The Musketawa Trail is a 26 mile paved (12 foot wide) all-season linear park constructed on an abandoned rail line between Marne and Muskegon

Tunnel Park

The 22 acre Tunnel Park in Holland is a great place for swimming, sunbathing and picnicking. In addition to the unique tunnel through a dune, this park has a children's playground complete with a dune climb and a dune stairway with scenic views of Lake Michigan



Resources

Personnel	2012 # of Positions	2013 # of Positions	2014 # of Positions
Position Name	Positions	Positions	Positions
Director of Parks & Recreation	1.000	1.000	1.000
Coordinator of Park Planning & Development	1.000	1.000	1.000
Parks Planner	1.000	1.000	1.000
Parks Manager	1.000	1.000	1.000
Naturalist	1.000	1.000	1.000
Coordinator of Park Maintenance & Operations	1.000	1.000	1.000
Park Supervisor	4.000	4.000	4.000
Administrative Clerk	1.000	1.000	1.000
Natural Resources Management Supervisor	1.000	1.000	1.000
Secretary	0.750	0.750	0.750
Coordinator of Interpretive & Information Services	1.000	1.000	1.000
Park Equipment Specialist	1.000	1.000	1.000
Communication Specialist	0.000	0.500	0.500
Park Maintenance Worker	1.000	2.000	2.000
	15.750	17.250	17.250

Funding	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Taxes	\$3,171,884	\$3,035,087	\$2,969,261	\$2,945,764	\$2,980,969
Intergovernmental Revenue	\$296,116	\$564,477	\$1,270,495	\$195,100	\$377,600
Charges for Services	\$406,044	\$370,485	\$445,930	\$698,905	\$446,050
Interest	\$75,984	\$58,535	\$52,202	\$43,000	\$40,850
Rents	\$68,081	\$63,692	\$13,500	\$15,000	\$15,000
Other Revenue	\$237,089	\$722,026	\$66,712	\$23,208	\$6,000
Other Financing Sources		\$138,000			
Total Revenues	\$4,255,198	\$4,952,302	\$4,818,100	\$3,920,977	\$3,866,469
Expenditures					
Personnel Services	\$1,586,349	\$1,616,065	\$1,675,757	\$1,864,566	\$1,937,387
Supplies	\$178,719	\$187,126	\$240,111	\$189,890	\$217,045
Other Services & Charges	\$469,450	\$713,957	\$478,312	\$516,892	\$577,953
Capital Outlay	\$1,599,731	\$4,281,891	\$2,009,111	\$1,424,016	\$1,376,500
Debt Service			\$91,500		
Total Expenditures	\$3,834,249	\$6,799,039	\$4,494,791	\$3,995,364	\$4,108,885

Budget Highlights:

Intergovernmental Revenue and Capital Outlay fluctuate with the land purchases, park improvement projects planned and grant revenue received. The timing of project costs and grant dollars received are often not in the same years. Charges for Services in 2013 included nearly \$233,000 in land sale proceeds. Other Revenue in 2011 reflected a nearly \$500,000 donation from the Great Lakes Fishery Trust for the Holland Harbor Access Project. Other Revenue in 2010-2011 included donations for the Nature Education Center.

Fund: (2160) Friend of the Court

Function Statement

The Friend of the Court (FOC) has three broad statutory duties: 1) To investigate, report, and make recommendations to the 20th Judicial Circuit Court regarding child custody, parenting time, and child support issues; 2) To monitor and manage collection and disbursement of child support payments by the Michigan State Disbursement Unit (MiSDU); and 3) To enforce child custody, parenting time, and child support orders entered by the 20th Judicial Circuit Court.

Mission Statement

To administer justice and restore wholeness in a manner that inspires public trust

TARGET POPULATION	Children Custodial and Non-custodial Parents					
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment					
	FOC Goal 1: Ensure that support is provided for the care and maintenance of children					
	<i>Objective 1) Perform domestic relations hearings</i>					
	<i>Objective 2) Conduct parenting time and custody assessments</i>					
	<i>Objective 3) Process and enforce orders of support</i>					
<i>Objective 4) Manage the collection and disbursement of child support payments</i>						
<i>Objective 5) File civil warrants for non-payment of child support payments</i>						
<i>Objective 6) Comply with all state and federal regulations regarding child support, parenting time and custody</i>						
County Goal: Continually improve the County's organization and services						
FOC 2: To serve the public and Court stakeholders in a satisfactory and professional manner. (Access and Fairness - NCSC CourTools 1)						
<i>Objective 1) Survey court users to obtain their feedback on the Court's treatment of customers</i>						
SERVICES & PROGRAMS	Child support and Custody Services (<i>Goal 1</i>) Ensure quality of customer service and identify areas for improvement through the administration of surveys (<i>Goal 2</i>)					
WORKLOAD	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
	# of new cases filed (Title IV-D child support enforcement)	-	1,073	1,109	1,100	1,100
	# of cases active (Title IV-D child support enforcement)	-	12,571	12,177	12,200	12,200
	# of parenting time and custody assessments completed	-	223	211	220	220
EFFICIENCY	# of bench warrants filed	-	1,943	1,595	1,600	1,600
	% of domestic relation hearings scheduled within 3 weeks of case filing	85%	80%	90%	90%	90%
	% of custody assessments completed within time guidelines	95%	80%	98%	98%	98%
OUTCOMES	% of DHS-Office of Child Support audits that show compliance with Federal and State child support regulations	95%	100%	100%	100%	100%
	Paternity Establishment Rate	90%	95.4%	96.9%	96.9%	97.0%
	Support Order Establishment Rate	80%	79.0%	80.1%	82.0%	82.0%
	Collection Rate on Current Support (outstanding payments)	80%	73.8%	76.2%	77.0%	77.0%
	Collection Rate on Arrears	80%	76.9%	76.3%	77.0%	77.0%
CUSTOMER SERVICE	Collection Rate on Medical	80%	67.0%	68.6%	69.0%	69.0%
	% of attorneys satisfied with court services	90%	n/a ¹	85%	n/a ¹	90%
	% of public customers indicating interaction with staff was courteous, respectful, and friendly	90%	n/a ¹	89%	n/a ¹	90%

1. Survey is conducted every other year

Fund: 2160 Friend of the Court

Resources

Personnel

Position Name	2012 # of Positions	2013 # of Positions	2014 # of Positions
Friend of the Court	1.000	1.000	1.000
Assistant FOC - Operations	1.000	1.000	1.000
Accounting Manager	1.000	1.000	1.000
Investigators	11.000	11.000	11.000
Family Services Coord/Custody Investigator	3.000	3.000	4.000
Data Processing Specialist	4.000	4.000	4.000
Senior Data Processing Specialist	1.000	1.000	1.000
Location Specialist	1.000	1.000	1.000
FOC Clerk II	3.000	3.000	3.000
Accounting Clerk	3.000	3.000	3.000
Referee	1.125	1.125	1.725
FOC Clerk I	4.000	4.000	4.000
Deputy/Road Patrol	1.000	1.000	2.000
Third Party Liability Specialist	1.000	1.000	1.000
	36.125	36.125	38.725

Funding

Budget Summary	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$2,023,467	\$1,994,955	\$2,036,615	\$2,074,549	\$2,416,867
Charges for Services	\$298,081	\$414,887	\$453,139	\$282,977	\$274,625
Interest					
Other Financing Sources	\$546,235	\$702,574	\$695,542	\$875,085	\$836,006
Total Revenues	\$2,867,783	\$3,112,416	\$3,185,296	\$3,232,611	\$3,527,498
Expenditures					
Personnel Services	\$2,511,970	\$2,544,328	\$2,517,733	\$2,528,330	\$2,792,683
Supplies	\$54,814	\$46,441	\$40,607	\$53,270	\$81,142
Other Services & Charges	\$490,984	\$521,647	\$626,955	\$651,011	\$653,673
Capital Outlay					
Total Expenditures	\$3,057,768	\$3,112,416	\$3,185,296	\$3,232,611	\$3,527,498

Budget Highlights:

2.5 additional positions were approved for 2014 including a Family Services Coordinator/Custody, a FOC Warrant Officer and a 0.50 Attorney Referee.

Function Statement

This Fund accounts for miscellaneous grant revenue received from the State and other agencies for judicial programs, primarily drug court programs.

Resources

Personnel

Position Name	2012 # of Positions	2013 # of Positions	2014 # of Positions
Drug Court Coordinator	1.000	0.000	0.000
Caseworker	1.000	1.000	0.000
Probation Treatment Specialist	1.000	1.000	0.000
Administrative Aide	0.000	0.000	0.000
Assistant Director - Probation	0.000	0.150	0.000
Case Manager/Surveillance	1.000	0.000	0.000
	4.000	2.150	0.000

Funding

Budget Summary	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$211,989	\$283,905	\$309,034	\$0	\$0
Charges for Services	\$0	\$21,764	\$46,203	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$4,125	\$4,125	\$16,137	\$0	\$0
Other Financing Sources	\$73,827	\$43,172	\$12,087	\$0	\$0
Total Revenues	\$289,941	\$352,966	\$383,462	\$0	\$0
Expenditures					
Personnel Services	\$243,344	\$287,247	\$308,502	\$0	\$0
Supplies	\$20,878	\$17,605	\$24,883	\$0	\$0
Other Services & Charges	\$23,303	\$45,459	\$50,484	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$287,525	\$350,311	\$383,869	\$0	\$0

Budget Highlights:

Activity in this fund has been moved to fund 2180, Other Governmental Grants.

Fund: 2180 Other Governmental Grants

Function Statement

This Fund accounts for miscellaneous grant revenue received from the State and other agencies for drug court programs, veteran's trust, and transportation.

Resources

Personnel

Position Name	2012 # of Positions	2013 # of Positions	2014 # of Positions
Drug Court Coordinator	0.000	0.000	0.000
Caseworker	0.000	0.000	1.000
Probation Treatment Specialist	0.000	0.000	1.000
Administrative Aide	0.000	0.000	0.000
Assistant Director - Probation	0.000	0.000	0.150
Case Manager/Surveillance	0.000	0.000	0.000
	0.000	0.000	2.150

Funding

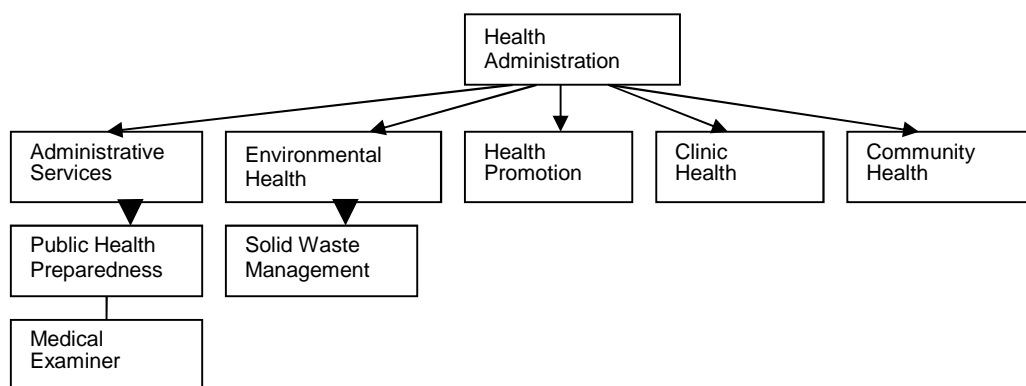
Budget Summary	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$0	\$0	\$92,562	\$499,337	\$379,233
Charges for Services	\$0	\$0	\$10,994	\$45,000	\$45,000
Interest	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$2,250	\$17,496	\$0
Other Financing Sources	\$0	\$0	\$9,707	\$44,723	\$54,261
Total Revenues	\$0	\$0	\$115,513	\$606,556	\$478,494
Expenditures					
Personnel Services	\$0	\$0	\$74,145	\$278,653	\$206,163
Supplies	\$0	\$0	\$2,136	\$23,606	\$11,437
Other Services & Charges	\$0	\$0	\$21,653	\$304,297	\$260,894
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$97,934	\$606,556	\$478,494

Budget Highlights:

This fund can vary depending on whether grants have been extended or have ended as well as the award amount received from the State or Federal Government. Consequently, the budget can vary significantly from year to year. 2012 represents three months of activity as activity for the 9/30 Judicial Grants (fund 2170), Transportation (fund 2320) and Veteran's Trust (fund 2941) were moved to this fund on 10/1/12.

Public Health (2210) Fund Summary

The Ottawa County Health Department provides environmental health services, client health services in both a clinic setting and the field, public health preparedness, and health education services. Services supervised by Health administration but not accounted for in fund 2210 include Landfill Tipping fees (solid waste planning - fund 2272) and Substance Abuse which is recorded in the General Fund (1010-6300).



Budget Summary - Fund 2210

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Licenses & Permits	\$399,731	\$265,590	\$691,093	\$773,840	\$765,155
Intergovernmental Revenue	\$3,847,837	\$4,800,092	\$3,881,637	\$3,812,086	\$3,681,511
Charges for Services	\$1,060,640	\$1,059,744	\$671,925	\$682,762	\$706,407
Other Revenue	\$396,984	\$386,779	\$197,529	\$239,326	\$206,220
Other Financing Sources	\$3,537,651	\$3,085,296	\$3,178,585	\$3,593,223	\$3,660,140
Total Revenues	\$9,242,843	\$9,597,501	\$8,620,769	\$9,101,237	\$9,019,433
Expenditures					
Personnel Services	\$6,317,526	\$6,066,874	\$5,891,724	\$6,112,403	\$6,362,839
Supplies	\$174,758	\$164,280	\$1,026,358	\$1,141,109	\$1,114,358
Other Services & Charges	\$2,740,863	\$2,492,907	\$1,702,687	\$1,847,725	\$1,742,236
Capital Outlay	\$10,089	\$4,306			
Other Financing Uses		\$871,527			
Total Expenditures	\$9,243,236	\$9,599,894	\$8,620,769	\$9,101,237	\$9,219,433

Function Statement

The epidemiology division of the Ottawa County Health Department is responsible for defining the causes and distribution of diseases within Ottawa County. This division's activities are directed towards strengthening disease surveillance practices (that enhance disease identification, prevention and control), monitoring the community health status, and providing Ottawa County health data to health providers and the community.

Mission Statement

Analyze the causes and distribution of disease in order to control their course and protect the community

TARGET POPULATION	Ottawa County Residents Medical Providers/Public Health Partners Health Department Programs					
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment					
	Department Goal 1: Monitor population health status to identify and mitigate health problems and to improve the delivery of public health services					
	<i>Objective 1) Collect, analyze and disseminate accurate and credible data regarding the health of residents and the environment (YAS¹, BRFSS², BMI³, morbidity and mortality, program statistics, etc.)</i>					
	<i>Objective 2) Maintain and enhance existing disease surveillance systems to identify, investigate & control public health threats</i>					
	<i>Objective 3) Advise health department staff and health system partners on emerging public health threats</i>					
	<i>Objective 4) Provide data analysis and support to internal and external public health partners</i>					
<i>Objective 5) Maintain and improve the accessibility of all current health data reports to stakeholders and the public</i>						
<i>Objective 6) Provide program specific data collection and reporting to state, federal partners</i>						
County Goal: Continually improve the County's organization and services						
Department Goal 2: Provide excellent customer service						
<i>Objective 1) Provide thorough and satisfactory services</i>						
<i>Objective 2) Provide interaction with customers that is courteous, respectful, and friendly</i>						
<i>Objective 3) Provide timely responses to requests for service</i>						
Department Goal 3: Provide exceptional services/programs						
<i>Objective 1) Maintain high-efficiency work outputs⁴</i>						
<i>Objective 2) Meet or exceed the administrative performance (e.g. workload, efficiency, customer service) of comparable services provided in comparable counties⁵</i>						
<i>Objective 3) Meet or surpass the value-per-dollar (e.g. outcome results, cost per capita, FTE per resident) of comparable services provided in comparable counties⁵</i>						
SERVICES & PROGRAMS	Health Data Collection, Monitor, Analysis, and Reporting Services (<i>Goal 1</i>) Professional Customer Service (<i>Goal 2</i>) Performance-Based Budgeting (e.g. Workload Analysis; Benchmark Analysis) (<i>Goal 3</i>)					
WORKLOAD	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
	% completion of the Ottawa County Health Assessment Profile (<i>Every 3 years</i>)	-	100%	100%	n/a	50%
	% completion of the Ottawa County BRFSS (<i>Every 3 years</i>)	-	100%	n/a	n/a	100%
	# of health data elements collected, analyzed, and displayed	-	2,235	3,210	3,000	3,000
	# of health data requests completed	-	21	64	65	65
	# of alerts, warnings, advisories or closures issued due to identified health threat	-	12	19	16	16
	# of data reports requiring data analysis	-	7	4	5	5
	# of committees/councils provided consultation and data support	-	6	9	8	8

	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
EFFICIENCY	% of requests for data completed within agreed upon timeframe	100%	100%	100%	100%	100%
	% data report submitted to state within timeline	100%	100%	100%	100%	100%
	% of completed health data reports posted on website	100%	100%	100%	100%	100%
OUTCOMES	% of infectious diseases threats identified within 72 hours of index case identification	100%	100%	100%	100%	100%
CUSTOMER SERVICE	% of customers indicating that the services/information received was helpful/useful	100%	100%	100%	100%	100%
	% of customers indicating that the services/information received met their needs	100%	100%	100%	100%	100%
	% of customers indicating that interaction with staff was courteous and professional	100%	100%	100%	100%	100%
COST ⁸	Cost of Epidemiology per capita (total expenses ⁶)	-	\$0.00	\$0.24	\$0.38	\$0.38
	# of Epidemiology Division FTE ⁷ per 100,000 residents	-	0.00	0.42	0.42	0.42

1. YAS: Youth Assessment Survey
2. BRFSS: Behavioral Risk Factor Surveillance System
3. BMI: Body Mass Index
4. Department efficiency is assessed using annual workload and efficiency measures identified in the Performance Outline
5. The counties that will be used for benchmarking purposes will be determined based on, but not limited to, the following considerations: Population size; County equalized value; General Fund expenditures; data availability; and/or any other factors deemed necessary to ensure comparable benchmarks
6. Total expenses include all department/division expenses less IT Charges (831002) and Administrative Expenses (831000)
7. FTE is calculated using Fiscal Service's History of Positions By Fund report
8. The cost calculations are computed by the Planning and Performance Improvement Department

Resources			
Personnel	2012	2013	2014
Position Name	# of Positions	# of Positions	# of Positions
Account Clerk	1.000	1.000	1.000
Accountant I	1.000	1.000	1.000
Administrative Secretary	1.000	1.000	1.000
Assistant Health Administrator	1.000	1.000	1.000
Communication Specialist	1.000	1.000	1.000
Epidemiologist	0.000	1.000	1.000
Health Administrative Clerk	0.800	0.800	0.800
Health Officer/ Administrator	1.000	1.000	1.000
Health Promotion Clerk	0.100	0.100	0.100
Health Educator	1.000	0.000	0.000
Medical Director	1.000	1.000	1.000
PC Support Specialist	0.000	0.000	0.000
Programmer/ Analyst	1.000	1.000	1.000
Senior Accountant	1.000	1.000	1.000
	<u>10.900</u>	<u>10.900</u>	<u>10.900</u>

Funding	2010	2011	2012	2013	2014
	Actual	Actual	Actual	Current Year Estimated	Adopted by Board
Revenues					
Intergovernmental Revenue	\$1,108,810	\$1,082,782	\$1,036,123	\$1,036,569	\$1,036,220
Charges for Services	\$260				
Other Revenue	\$1,562	\$16,124	\$8,329		
Other Financing Sources	\$3,537,651	\$3,085,296	\$3,178,585	\$3,593,223	\$3,660,140
Total Revenues	<u>\$4,648,283</u>	<u>\$4,184,202</u>	<u>\$4,223,037</u>	<u>\$4,629,792</u>	<u>\$4,696,360</u>
Expenditures					
Personnel Services	\$1,009,317	\$1,105,473	\$1,032,063	\$1,029,650	\$1,062,087
Supplies	\$9,421	\$7,622	\$23,340	\$16,106	\$16,362
Other Services & Charges	\$835,503	\$792,715	\$872,109	\$930,518	\$987,660
Capital Outlay	\$991				
Other Financing Uses		\$871,527			
Total Expenditures	<u>\$1,855,232</u>	<u>\$2,777,337</u>	<u>\$1,927,512</u>	<u>\$1,976,274</u>	<u>\$2,066,109</u>

Budget Highlights:

Other Financing Sources revenue, the operating transfer from the General Fund, is higher to reflect stagnant state revenue for the entire fund.

Function Statement

The Public Health Preparedness Program (PHP) focuses on strengthening the public health infrastructure to increase the ability to identify, respond to, and prevent acute threats to public health by collaborating and coordinating response strategies with local, regional, and state partners. PHP ensures the availability and accessibility to health care for Ottawa County residents, and the integration of public health and public and private medical capabilities with first responder systems during a public health emergency.

Mission Statement

Prepare for the health and safety of Ottawa County citizens during public health emergencies

TARGET POPULATION	Ottawa County Residents Health Service Providers Long Term Care Outreach Community Outreach Agencies Special/Diverse Populations					
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment					
	Department Goal 1: Demonstrate ability to perform effective public health response during a public health emergency					
	<i>Objective 1)</i> Develop plans to respond to public health emergencies (i.e. Strategic National Stockpile (SNS) Plan, Crisis Emergency Risk Communication (CERC) Plan, Continuity of Operations Plan (COOP))					
	<i>Objective 2)</i> Assist community partners in creating local health preparedness plans					
	<i>Objective 3)</i> Conduct emergency response training exercises with local communities					
	<i>Objective 4)</i> Provide personal preparedness training to residents					
<i>Objective 5)</i> Maintain adequately trained health department staff						
<i>Objective 6)</i> Educate and coordinate with community partners on response to an actual public health emergency						
County Goal: Continually improve the County's organization and services						
Department Goal 2: Provide excellent customer service						
<i>Objective 1)</i> Provide thorough and satisfactory services						
<i>Objective 2)</i> Provide interaction with customers that is courteous, respectful, and friendly						
<i>Objective 3)</i> Provide timely responses to requests for service						
Department Goal 3: Provide exceptional services/programs						
<i>Objective 1)</i> Maintain high-efficiency work outputs ¹						
<i>Objective 2)</i> Meet or exceed the administrative performance (e.g. workload, efficiency, customer service) of comparable services provided in comparable counties ²						
<i>Objective 3)</i> Meet or surpass the value-per-dollar (e.g. outcome results, cost per capita, FTE per resident) of comparable services provided in comparable counties ²						
SERVICES & PROGRAMS	Health Preparedness Planning Services (<i>Goal 1</i>) Professional Customer Service (<i>Goal 2</i>) Performance-Based Budgeting (e.g. Workload Analysis; Benchmark Analysis) (<i>Goal 3</i>)					
WORKLOAD	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
	# of updates completed to SNS Plan	-	11	22	25	25
	# of updates completed to CERC Plan	-	3	15	15	15
	# of updates completed to COOP	-	0	2	5	5
	# of response training exercises conducted	-	5	13	8	8
	# of employees trained to respond to a public health emergency	All	16	All	All	All
	# of staff/community partners who received Personal Preparedness training	-	n/a	n/a	All	All
	# of emergency personnel who received Incident Command Structure and National Incident Management System Training	All	16	15	10	10
	# of actual documented public health emergency events/outbreaks	-	0	1	3	3

	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
EFFICIENCY	% of after-action reports for annual exercises completed within 60 days	100%	100%	100%	100%	100%
	% grade given to the ERP by MDCH – OPHP ³	100%	90%	n/a	100%	100%
	% grade given to the SNS Plan by MDCH – OPHP ³	100%	97%	97%	98%	98%
	% grade given to the CERC by MDCH – OPHP ³	100%	n/a	n/a	100%	100%
	% of PHEP Cooperative Agreement Local Health Department Workplan Requirements Completed	100%	n/a	100%	100%	100%
	% of PHEP Performance Measures Completed	100%	n/a	100%	100%	100%
	% of HHS/CDC 15 Target Capabilities Completed	100%	n/a	100%	100%	100%
OUTCOMES	# of critical deficiencies identified during actual public health emergency	0	0	1	0	0
	% of improvements implemented (as indicated in after action report)	100%	100%	100%	100%	100%
CUSTOMER SERVICE	% of customers indicating that the services/information received was helpful/useful	100%	100%	100%	100%	100%
	% of customers indicating that the services/information received met their needs	100%	100%	100%	100%	100%
	% of customers indicating that interaction with staff was courteous and professional	100%	100%	100%	100%	100%
COST⁶	Cost of department per capita (total expenses ⁴)	-	\$0.78	\$0.47	\$0.52	\$0.52
	Total # of department FTEs ⁵ per 100,000 residents	-	0.60	0.42	0.42	0.42

1. Department efficiency is assessed using annual workload and efficiency measures identified in the Performance Outline

2. The counties that will be used for benchmarking purposes will be determined based on, but not limited to, the following considerations: Population size; County equalized value; General Fund expenditures; data availability; and/or any other factors deemed necessary to ensure comparable benchmarks

3. MDCH - OPHP: Michigan Department of Community Health - Office of Public Health Preparedness

4. Total expenses include all department/division expenses less IT Charges (831002) and Administrative Expenses (831000)

5. FTE is calculated using Fiscal Service's History of Positions By Fund report

6. The cost and FTE calculations are computed by the Planning and Performance Improvement Department

Resources

Personnel

Position Name	2012 # of Positions	2013 # of Positions	2014 # of Positions
PH Preparedness Coordinator	1.000	1.000	1.000
Community Health Nurse	0.000	0.000	0.000
Health Educator	0.000	0.000	0.000
	1.000	1.000	1.000

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Licenses and Permits	\$238,619				
Intergovernmental Revenue	\$375,442	\$216,257	\$143,297	\$159,155	\$145,904
Charges for Services					
Other Revenue	\$20,498	\$7,700	\$3,682		
Total Revenues	\$634,559	\$223,957	\$146,979	\$159,155	\$145,904

Expenditures

Personnel Services	\$305,715	\$90,552	\$80,313	\$91,100	\$93,274
Supplies	\$6,709	\$2,352	\$5,365	\$16,970	\$3,370
Other Services & Charges	\$201,456	\$87,662	\$21,957	\$24,057	\$18,841
Capital Outlay	\$6,458				
Total Expenditures	\$520,338	\$180,566	\$107,635	\$132,127	\$115,485

Function Statement

Programs and services of the Environmental Health Division (EH) are aimed at protecting resident and visitor health through control and prevention of environmental conditions that may endanger human health and safety. We are the defense system and response team. Our business as environmental health professionals is to identify, respond and prevent, or eliminate factors that create risk to human health by taking appropriate action based on professional judgment and accepted standards/methods.

Environmental Health Specialists routinely inspect restaurants, school kitchens, vending locations, and temporary food service establishments for proper food storage, preparation, and handling to protect the public from food-borne illnesses. Public and private water supplies are regulated, evaluated, and sampled to eliminate the risks of water-borne disease and toxic exposure. Through soil evaluations, issuance of permits and inspections of new on-site sewage disposal systems, the EH Specialists protect against illness and health hazards. The safety and sanitation of public swimming pools, spas, and bathing beaches are maintained through inspections and testing of water quality. Potential homebuyers are provided with results of water quality and condition of sewage disposal systems through a unique real estate evaluation program. EH specialists also inspect and evaluate mobile home parks, campgrounds, child care centers, adult and child foster homes, marinas, schools, new sub-divisions, and general nuisance complaints as well as provide educational and consultative services for the public.

Mission Statement

Environmental Health Services protect public health by assuring risks from exposure to environmental hazards are minimized through prevention, identification, and response. Hazards such as unsafe food, contaminated drinking water, polluted surface water, and hazardous materials seriously threaten the health of Ottawa County residents and visitors. It is the mission of the Environmental Health Services team to address those threats by providing State and locally mandated programs in an efficient and effective manner

TARGET POPULATION	Ottawa County Residents and Homeowners Food Service Establishments and Patrons
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment
	Department Goal 1: Protect the public from unsafe drinking water from groundwater supply systems (wells)
	<i>Objective 1) Perform inspections of wells</i>
	<i>Objective 2) Issue permits for new wells or repairs/replacements to existing wells</i>
	<i>Objective 3) Educate new homeowners about unsafe drinking water systems</i>
	Department Goal 2: Protect surface water and groundwater from onsite wastewater disposal systems
	<i>Objective 1) Perform inspections of sewage disposal systems</i>
	<i>Objective 2) Issue permits for new sewage systems or repairs/replacements to existing systems</i>
	<i>Objective 3) Educate new homeowners about faulty septic systems</i>
	Department Goal 3: Prevent exposure to unsafe surface and/or swimming waters
	<i>Objective 1) Collect water samples at public beaches</i>
	<i>Objective 2) Perform inspections of public swimming pools</i>
	<i>Objective 3) Issue "no body contact" advisories or correction orders as necessary</i>
	Department Goal 4: Reduce the risk of food borne illnesses from food service establishments
<i>Objective 1) Perform inspections of food service establishments</i>	
<i>Objective 2) Conduct investigations of food borne illnesses and complaints</i>	
<i>Objective 3) Develop and enforce risk control plans for food service establishments with persistent or emerging problems</i>	
<i>Objective 4) Improve the level of food safety knowledge among the food service community</i>	
Department Goal 5: Prevent persons from contracting rabies after being bitten by a rabid animal	
<i>Objective 1) Perform rabies testing on animals that have bitten people</i>	
<i>Objective 2) Provide treatment to persons bitten by a rabid animal</i>	
County Goal: Continually improve the County's organization and services	
Department Goal 6: Provide excellent customer service	
<i>Objective 1) Provide thorough and satisfactory services</i>	
<i>Objective 2) Provide interaction with customers that is courteous, respectful, and friendly</i>	
<i>Objective 3) Provide timely responses to requests for service</i>	
Department Goal 7: Provide exceptional services/programs	
<i>Objective 1) Maintain high-efficiency work outputs¹</i>	

	<p><i>Objective 2)</i> Meet or exceed the administrative performance (e.g. workload, efficiency, customer service) of comparable services provided in comparable counties²</p> <p><i>Objective 3)</i> Meet or surpass the value-per-dollar (e.g. outcome results, cost per capita, FTE per resident) of comparable services provided in comparable counties²</p>					
SERVICES & PROGRAMS	<p>Clean Drinking Water Program; Campground Inspection Services (<i>Goal 1</i>)</p> <p>Safe Sewage Disposal Program; Campground Inspection Services (<i>Goal 2</i>)</p> <p>Beach Testing Program; Public Swimming Pool Inspection Services (<i>Goal 3</i>)</p> <p>Food Service Inspection and Educational Program (<i>Goal 4</i>)</p> <p>Animal Rabies Testing Services (<i>Goal 5</i>)</p> <p>Professional Customer Service (<i>Goal 6</i>)</p> <p>Performance-Based Budgeting (e.g. Workload Analysis; Benchmark Analysis) (<i>Goal 7</i>)</p>					
	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
WORKLOAD	# of groundwater supply systems (wells) inspected prior to real estate transfers	-	616	677	680	690
	# of new and replacement well permits issued	-	304	311	326	336
	# of vacant property evaluations completed for future development	-	33	172	146	150
	# of wastewater disposal systems inspected prior to real estate transfers	-	935	1,063	1,163	1,211
	# of sewage disposal system permits issued for new construction	-	155	205	236	265
	# of sewage disposal system permits issued for repair/replacement at existing homes	-	301	273	260	265
	# of septage hauling vehicles inspected	-	25	25	27	27
	# of public beach sampling events conducted	-	924	945	720	720
	# of public swimming pools licensed and inspected	-	130	130	130	130
	# of campgrounds licensed and inspected	-	24	24	24	24
	# of fixed food establishment inspections	-	1,047	1,191	1,200	1,250
	# of vending machine and STFU inspections	-	81	72	80	80
	# of temporary food establishment inspections	-	213	299	300	300
	# of re-inspections conducted	-	492	436	400	400
	# of foodborne illnesses and/or complaints investigated	-	34	374	100	100
	# of food service employees trained, including school concessions	-	191	114	150	150
	# web-based food service training modules available	-	4	4	4	5
# of rabies tests conducted on animals	-	25	16	20	20	
EFFICIENCY	% of complaints related to food safety responded to within 1 day	100%	100%	100%	100%	100%
OUTCOMES	# of persons that become ill from unsafe well water	0	0	0	0	0
	# of reported injuries or fatalities at licensed pools or campgrounds resulting from non-compliant Environmental Health factors	0	0	0	0	0
	% of persons bitten by an animal confirmed to have rabies that contract the disease	0%	0%	0%	0%	0%

	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
CUSTOMER SERVICE	% of customers indicating that the services/information received met their needs	100%	100%	99%	99%	99%
	% of customers indicating that interaction with staff was courteous and professional	100%	100%	99%	100%	99%
COST ⁵	Cost of Division per capita (total expenses ³)	-	\$5.68	\$5.99	\$6.52	\$6.52
	Total # of Environmental Health FTE ⁴ per 100,000 residents	-	6.12	6.46	7.03	7.03



An Environmental Health employee conducts a drain field boring during a real estate evaluation. Prior to the transfer of ownership of any facility utilizing an on site water supply and/or an on site water dispersal system, the Ottawa County Department of Public Health must evaluate that water dispersal system and sample the water supply.

The Environmental Health Division offers several online training programs covering various food sanitation issues. The training programs help prepare restaurant managers and other key staff for the Food Service Safety & Sanitation Test which is required for their food service license.

Leading the Way to Food Safety Videos

The Ottawa County Department of Public Health is providing a series of short food safety videos. These videos are intended to be used to help educate the food service industry in reducing the risks associated with food borne illness. Even though these videos are intended for the food service industry, anyone preparing food at home will find them informative.

Time & Temperature Control for Potentially Hazardous Foods

Llevar la Manera a la Seguridad Alimentaria

1. Department efficiency is assessed using annual workload and efficiency measures identified in the Performance Outline
2. The counties that will be used for benchmarking purposes will be determined based on, but not limited to, the following considerations: Population size; County equalized value; General Fund expenditures; data availability; and/or any other factors deemed necessary to ensure comparable benchmarks
3. Total expenses include all department/division expenses less IT Charges (831002) and Administrative Expenses (831000)
4. FTE is calculated using Fiscal Service's History of Positions By Fund report
5. The cost and FTE calculations are computed by the Planning and Performance Improvement Department

Resources

Personnel

Position Name	2012 # of Positions	2013 # of Positions	2014 # of Positions
Environmental Health Clerk	2.400	2.400	3.300
Environmental Health Specialist*	9.000	9.900	9.900
Environmental Health Manager	0.900	0.900	0.000
Environmental Health Specialist/Beach Qual	0.800	1.000	0.000
Team Supervisor	2.000	2.000	2.000
Environmental Technician	0.000	0.500	0.500
Records Processing Clerk II	0.200	0.000	0.000
	15.300	16.700	15.700

*One position is partially funded, but may be fully reinstated if future resources allow.

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Licenses and Permits	\$161,112	\$265,590	\$691,093	\$773,840	\$765,155
Intergovernmental Revenue	\$364,499	\$417,862	\$175,372	\$163,409	\$67,400
Charges for Services	\$202,253	\$204,753	\$207,843	\$229,525	\$232,800
Other Revenue	\$12,641	\$9,684	\$33,002	\$40,070	\$34,670
Total Revenues	\$740,505	\$897,889	\$1,107,310	\$1,206,844	\$1,100,025

Expenditures

Personnel Services	\$976,599	\$1,012,550	\$1,121,911	\$1,137,255	\$1,190,698
Supplies	\$19,691	\$19,843	\$39,076	\$61,733	\$40,942
Other Services & Charges	\$145,797	\$196,851	\$159,422	\$181,958	\$162,186
Capital Outlay	\$872	\$1,412			
Total Expenditures	\$1,142,959	\$1,230,656	\$1,320,408	\$1,380,946	\$1,393,826

Function Statement

Community Health Services provides quality support, education and prevention programs to families, children and pregnant women throughout Ottawa County. Services are provided at the three office locations, in clinic settings, in homes, in schools and in community locations. Services within this department include; Hearing and Vision Screenings, Pre-natal care (PNC) and Enrollment, Children's Special Health Care Services, and Maternal and Infant Health Program.

Mission Statement

The mission of Community Health Services is to provide quality support, education, and prevention programs to families, children and pregnant women in Ottawa County

TARGET POPULATION	<p>Medicaid eligible pregnant women, mothers and children (Maternal and infant Health Program - MIHP)</p> <p>Children and their families with special health care needs (Children's Special Health Care Services - CSHCS)</p> <p>Children ages birth to 9th grade (Hearing and Vision Programs)</p>
PRIMARY GOALS & OBJECTIVES	<p>County Goal: Contribute to a healthy physical, economic, and community environment</p> <p>Department Goal 1: Reduce infant mortality and low birth weight for those enrolled in program</p> <p><i>Objective 1</i>) Ensure Medicaid eligible pregnant women receive prenatal care</p> <p><i>Objective 2</i>) Ensure Medicaid eligible infants receive pediatric care</p> <p><i>Objective 3</i>) Refer clients to domestic violence counseling, substance abuse counseling, and/or Community Mental Health, if necessary</p> <p><i>Objective 4</i>) Conduct case management visits with clients to review dietary and medical needs, and interactions with children</p> <p>Department Goal 2: Improve quality-of-care of children ages 0 to 21 with special health care needs who are in program</p> <p><i>Objective 1</i>) Refer children with special health care needs to appropriate medical services</p> <p><i>Objective 2</i>) Reduce the financial burden on parents for obtaining specialized health care services for their children</p> <p><i>Objective 3</i>) Provide support services to parents of children with chronic health problems</p> <p><i>Objective 4</i>) Conduct service contacts with clients to ensure necessary services are being obtained</p> <p>Department Goal 3: Improve hearing and vision in children ages 0 to 9th grade who have hearing loss or visual impairment</p> <p><i>Objective 1</i>) Screen children for hearing loss and/or visual impairment</p> <p><i>Objective 2</i>) Re-screen children determined to have potential hearing and/ or vision impairment</p> <p><i>Objective 3</i>) Refer children with two failed screens to appropriate medical services</p> <p><i>Objective 4</i>) Follow-up medically referred children to encourage evaluation and/or treatment</p> <p>Department Goal 4: Reduce the incidence and impact of child abuse</p> <p><i>Objective 1</i>) Conduct assessments and medical exams for abused children upon request of the Children's Advocacy Center</p> <p><i>Objective 2</i>) Assist prosecutors with investigations of suspected child abuse</p> <p>County Goal: Continually improve the County's organization and services</p> <p>Department Goal 5: Provide excellent customer service</p> <p><i>Objective 1</i>) Provide thorough and satisfactory services</p> <p><i>Objective 2</i>) Provide interaction with customers that is courteous, respectful, and friendly</p> <p><i>Objective 3</i>) Provide timely responses to requests for service</p> <p>Department Goal 6: Provide exceptional services/programs</p> <p><i>Objective 1</i>) Maintain high-efficiency work outputs¹</p> <p><i>Objective 2</i>) Meet or exceed the administrative performance (e.g. workload, efficiency, customer service) of comparable services provided in comparable counties²</p> <p><i>Objective 3</i>) Meet or surpass the value-per-dollar (e.g. outcome results, cost per capita, FTE per resident) of comparable services provided in comparable counties²</p>
SERVICES & PROGRAMS	<p>Maternal and Infant Health Care Program (MIHP) (<i>Goal 1</i>)</p> <p>Children's Special Health Care Services (CSHCS) (<i>Goal 2</i>)</p> <p>Hearing and Vision Screening Services (<i>Goal 3</i>)</p> <p>Children's Advocacy Center (CAC) Services (<i>Goal 4</i>)</p> <p>Professional Customer Service (<i>Goal 5</i>)</p> <p>Performance-Based Budgeting (e.g. Workload Analysis; Benchmark Analysis) (<i>Goal 6</i>)</p>

	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
WORKLOAD	# of eligible pregnant women served (MIHP)	-	207	205	205	205
	# of eligible infants served (MIHP)	-	206	210	210	210
	# of infant case management contacts (MIHP)	-	1,883	1,782	1,800	1,800
	# of maternal case management contacts (MIHP)	-	927	1,039	1,000	1,000
	# of clients served with special health care needs (CSHCS)	-	943	927	965	1,000
	# of service encounter contacts (CSHCS)	-	705	565	665	580
	# of hearing screens conducted	-	14,808	14,579	14,317	14,400
	# of vision screens conducted	-	17,174	17,946	16,218	16,200
	# of children receiving a referral for vision/hearing	-	1,691	1,700	1,443	1,500
	# of assessments conducted for CAC	-	94	103	100	100
EFFICIENCY	% of MIHP clients contacted within 7 days (I) or 14 days (M) of referral	100%	100%	100%	100%	100%
	% of CSHCS clients contacted to renew coverage within 90 days of expiration	100%	100%	100%	100%	100%
	% of children with potential hearing/vision loss rescreened per State requirements	100%	100%	100%	100%	100%
OUTCOMES	Infant mortality rate of MIHP clients	5%	<5%	<5%	<5%	<5%
	% of MHP client newborns with low birth weight	7%	11%	10%	10%	10%
	% of CSHCS clients who receive specialty care for improving quality of life	100%	100%	100%	100%	100%
	% of children screened with potential hearing loss who had a confirmed medical diagnosis and/or received treatment	100%	92%	74%	75%	70%
	% of children screened with potential vision loss who had a confirmed medical diagnosis and/or received treatment	100%	95%	92%	93%	90%
CUSTOMER SERVICE	% of CSHCS enrollees contacted annually to assess family needs	100%	100%	100%	100%	100%
	% of customers indicating that the services/information received was helpful/useful	100%	100%	100%	100%	100%
	% of customers indicating that the services/information received met their needs	100%	100%	100%	100%	100%
	% of customers indicating that interaction with staff was courteous and professional	100%	100%	100%	100%	100%
COST⁵	Cost per MIHP client (total cost ³ divided by # clients served)	-	\$1,773.33	\$1,691.26	\$1,906.76	\$1,906.76
	Cost per CSHCS client (total cost ³ divided by # clients served)	-	\$407.66	\$371.33	\$374.80	\$361.68
	Cost per Hearing/Vision screen conducted (total cost ³ divided by # screens conducted)	-	\$9.13	\$9.58	\$10.26	\$10.24
	Total cost ³ of Community Health services per capita	-	\$6.62	\$6.30	\$6.67	\$6.67
	Total # of department FTEs ⁴ per 100,000 residents	-	7.63	7.47	7.49	7.49

1. Department efficiency is assessed using annual workload and efficiency measures identified in the Performance Outline

2. The counties that will be used for benchmarking purposes will be determined based on, but not limited to, the following considerations: Population size; County equalized value; General Fund expenditures; data availability; and/or any other factors deemed necessary to ensure comparable benchmarks

3. Total cost include all department/division expenses less IT Charges (831002) and Administrative Expenses (831000)

4. FTE is calculated using Fiscal Service's History of Positions By Fund report

5. The cost and FTE calculations are computed by the Planning and Performance Improvement Department



Hearing and vision screenings are one of the "silent" functions of your Department of Public Health. Unless your child has been referred for follow-up, you may not even realize the screenings we are providing at your child's school. In the school settings, hearing is screened during Kindergarten, 2nd grade, and 4th grade. Vision is screened in 1st grade, 3rd grade, 5th grade, 7th grade, and 9th grade or in conjunction with driver's education

Resources

Personnel Position Name	2012	2013	2014
	# of Positions	# of Positions	# of Positions
Clinic Support	0.500	0.500	0.500
Clinical Health Supervisor	0.000	1.000	1.000
Community Health Clerk	1.000	1.000	2.000
Community Health Nurse I	5.600	5.600	5.600
Community Health Supervisor	1.000	0.000	0.000
Community Health Team Supervisor	1.000	1.000	0.000
CSHCS Clerical *	1.000	1.000	1.000
Health Promotion Manager	0.340	0.340	0.340
Hearing & Vision Tech	3.200	3.400	3.400
Maternal and Infant Health Clerk	0.750	0.750	0.750
Nutritionist	0.500	0.600	0.600
Public Health Social Worker	1.800	2.000	1.800
Records Processing Clerk II	0.000	0.000	0.000
Public Health Outreach Worker	1.000	0.600	0.600
	17.690	17.790	17.590

* Children's Special Health Care Service Program Representative

Funding	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$563,763	\$845,061	\$843,289	\$790,056	\$768,571
Charges for Services	\$308,974	\$299,831	\$18,407	\$12,004	\$15,800
Other Revenue	\$7,510	\$25,341	\$13,124	\$37,810	\$35,700
Other Financing Sources					
Total Revenues	\$880,247	\$1,170,233	\$874,820	\$839,870	\$820,071
Expenditures					
Personnel Services	\$1,318,340	\$1,241,857	\$1,133,714	\$1,218,977	\$1,253,030
Supplies	\$18,634	\$18,347	\$40,883	\$23,872	\$29,648
Other Services & Charges	\$137,153	\$150,007	\$184,205	\$208,390	\$143,707
Capital Outlay					
Total Expenditures	\$1,474,127	\$1,410,211	\$1,358,802	\$1,451,239	\$1,426,385

Function Statement

Clinic services are provided in clinics, homes, schools, and community facilities. Programs provided include the following: Family Planning Program (medical exams, pregnancy testing/counseling, prescription birth control, and education); Sexually Transmitted Disease (STD) Clinics (confidential testing, treatment and education on STDs and anonymous counseling and testing for HIV/AIDS); Communicable Disease including Tuberculosis (investigation and follow-up); and Immunization Services (vaccine administration, monitoring, distribution, and Travel Clinic).

Mission Statement

Provide family planning, communicable disease and immunization services to underserved populations to reduce unplanned pregnancies and the occurrence and spread of communicable diseases in the County

TARGET POPULATION	At-Risk Populations (uninsured, underinsured, below poverty level, Medicaid eligible) Sexually Active Teens and Adults Ottawa County Residents
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment
	Department Goal 1: Reduce unplanned pregnancies among persons who seek family planning services*
	<i>Objective 1)</i> Conduct breast and pelvic exams and breast and cervical cancer screenings
	<i>Objective 2)</i> Provide family planning counseling and education
	<i>Objective 3)</i> Distribute contraceptives to clients
	Department Goal 2: Reduce Sexually Transmitted Infections (STI) being transmitted by those persons who receive STI treatment services*
	<i>Objective 1)</i> Provide education regarding STI prevention
	<i>Objective 2)</i> Provide STI testing, treatment, and counseling
	Department Goal 3: Minimize the spread of communicable disease
	<i>Objective 1)</i> Monitor communicable disease
	<i>Objective 2)</i> Investigate reported cases of communicable disease
	<i>Objective 3)</i> Provide treatment and control spread of confirmed cases of communicable disease
	<i>Objective 4)</i> Provide education regarding the signs, symptoms, and transmission of communicable disease
	Department Goal 4: Protect the public against vaccine preventable disease
<i>Objective 1)</i> Ensure vaccinations are received by eligible children and adults	
<i>Objective 2)</i> Provide immunizations to travelers to high risk areas	
<i>Objective 3)</i> Provide education regarding vaccinations, immunizations, and vaccine preventable disease	
<i>Objective 4)</i> Perform quality assurance with vaccine providers (e.g. proper storage, expirations)	
County Goal: Continually improve the County's organization and services	
Department Goal 5: Provide excellent customer service	
<i>Objective 1)</i> Provide thorough and satisfactory services	
<i>Objective 2)</i> Provide interaction with customers that is courteous, respectful, and friendly	
<i>Objective 3)</i> Provide timely responses to requests for service	
Department Goal 6: Provide exceptional services/programs	
<i>Objective 1)</i> Maintain high-efficiency work outputs ¹	
<i>Objective 2)</i> Meet or exceed the administrative performance (e.g. workload, efficiency, customer service) of comparable services provided in comparable counties ²	
<i>Objective 3)</i> Meet or surpass the value-per-dollar (e.g. outcome results, cost per capita, FTE per resident) of comparable services provided in comparable counties ²	
* Family planning and reproductive health services, and STI treatment and prevention services are mandated by Title X of the Public Health Services Act (Public Law 91-572)	
SERVICES & PROGRAMS	Family Planning Services; Reproductive Health Services (<i>Goal 1</i>) STI Prevention Services (<i>Goal 2</i>) Communicable Disease Prevention Services (<i>Goal 3</i>) Vaccines for Children Program; Immunization Services (<i>Goal 4</i>) Professional Customer Service (<i>Goal 5</i>) Performance-Based Budgeting (e.g. Workload Analysis; Benchmark Analysis) (<i>Goal 6</i>)

	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
WORKLOAD	# of unduplicated family planning clients receiving medical exam	2,200	2,007	1,888	1,965	1,965
	# of unduplicated family planning clients receiving counseling and education	3,000	2,426	2,185	2,671	2,671
	# of unduplicated clients receiving contraceptives	2,850	2,365	2,139	2,597	2,597
	# of STI clinic client encounters	5,900	5,250	4,679	4,651	4,651
	# of HIV tests performed	1,000	936	909	900	900
	# of STI prevention education sessions conducted	5,900	5,250	4,679	4,651	4,651
	# of MDSS communicable diseases reported	1,100	1,156	1,253	1,200	1,200
	# of immunizations administered to children	14,000	11,485	10,914	10,500	10,500
	# of immunizations provided to travelers	2,600	1,994	1,764	1,700	1,700
	# of immunization and vaccine preventable disease education sessions	18	25	18	12	12
	# of LTBI (latent tuberculosis infections) reported	45	45	37	32	32
	# of active TB clients	5	3	2	2	2
EFFICIENCY	% of clients with an abnormal breast/pelvic exam result that are notified within 60 days	100%	100%	100%	100%	100%
	% of clients receiving family planning counseling/education	100%	100%	100%	100%	100%
	% of clients receiving test result access within 14 days	100%	100%	100%	100%	100%
	% of clients with positive test results receiving treatment within 14 days	100%	100%	100%	100%	100%
	% of mandated communicable disease investigations initiated within 24 hours of being reported	100%	100%	100%	100%	100%
	% of MDSS ³ communicable diseases reported that receive intervention strategies	100%	100%	100%	100%	100%
	% of children 19-35 months of age who are fully immunized based on MCIR ⁴ registry data	90%	85%	84%	85%	85%
OUTCOMES	% of clients who became pregnant while receiving family planning services	<1%	<1%	<1%	<1%	<1%
	Communicable disease rate	0.0040	0.00434	0.00476	0.00437	0.00449
	Vaccine preventable disease rate	0.0004	0.0003	0.0003	0.0002	0.0002
CUSTOMER SERVICE	% of customers indicating that the services/information received was helpful/useful	100%	99%	100%	100%	100%
	% of customers indicating that the services/information received met their needs	100%	99%	100%	100%	100%
	% of customers indicating that interaction with staff was courteous and professional	100%	99%	98%	99%	99%

	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
COST ⁷	Cost of Family Planning services per client served - clinic, counseling, and/or education (total expenses not including admin or clerical ⁵)	-	\$160.89	\$174.98	\$170.65	\$170.65
	Cost of Immunization services per client served - children and travelers (total expenses not including admin or clerical ⁵)	-	\$93.97	\$93.51	\$106.80	\$106.80
	Cost of STI clinic services per client encounter (total expenses not including admin or clerical ⁵)	-	\$50.34	\$56.14	\$62.66	\$62.66
	Cost of Communicable Disease services per capita (total expenses not including admin or clerical ⁵)	-	\$237.18	\$222.84	\$277.72	\$277.72
	Total Cost of Clinic Health Services per capita (total expenses ⁵)	-	\$14.01	\$13.37	\$14.51	\$14.51
	Total # of department FTEs ⁶ per 100,000 residents	-	13.72	12.87	12.75	12.75



1. Department efficiency is assessed using annual workload and efficiency measures identified in the Performance Outline
2. The counties that will be used for benchmarking purposes will be determined based on, but not limited to, the following considerations: Population size; County equalized value; General Fund expenditures; data availability; and/or any other factors deemed necessary to ensure comparable benchmarks
3. MDSS: Michigan Disease Surveillance System
4. MCIR: Michigan Care Improvement Registry
5. Total expenses include all department/division expenses less IT Charges (831002) and Administrative Expenses (831000)
6. FTE is calculated using Fiscal Service's History of Positions By Fund report
7. Total Cost and FTE calculations will be computed by the Planning and Performance Improvement Department

Resources**Personnel**

Position Name	2012 # of Positions	2013 # of Positions	2014 # of Positions
Clinic Health Manager	1.000	1.000	2.800
Clinic Support	10.500	10.500	10.500
Clinical Health Supervisor	1.800	1.800	0.000
Community Health Nurse I	12.200	12.000	12.000
Community Health Supervisor	1.000	1.000	1.000
Health Technician	1.800	1.800	1.800
Nurse Practitioner	1.200	1.200	1.200
Office Supervisor/Clinical Support	1.000	1.000	1.000
	30.500	30.300	30.300

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$1,261,700	\$2,014,020	\$1,396,059	\$1,395,796	\$1,394,689
Charges for Services	\$478,910	\$467,958	\$403,530	\$407,595	\$416,045
Other Revenue	\$80,958	\$81,608	\$9,866	\$26,388	\$27,550
Total Revenues	\$1,821,568	\$2,563,586	\$1,809,456	\$1,829,779	\$1,838,284

Expenditures

Personnel Services	\$2,062,914	\$2,007,843	\$1,925,088	\$2,029,004	\$2,137,779
Supplies	\$99,287	\$101,542	\$833,850	\$950,413	\$940,973
Other Services & Charges	\$1,144,785	\$987,126	\$257,062	\$306,425	\$241,330
Capital Outlay					
Total Expenditures	\$3,306,986	\$3,096,511	\$3,016,000	\$3,285,842	\$3,320,082

Budget Highlights:

2011 reflects higher revenue because Medicaid cost settlement disputes from prior years have been resolved.
Personnel Services reflect vacancies in 2012.

Function Statement

The Health Promotion Division of the Ottawa County Health Department strives to promote positive health behaviors that enable people to increase control over and improve their health. Health Promotion Services provides comprehensive prevention education programs, collaborative community project leadership, reproductive health education, substance abuse prevention, chronic disease prevention programs and oral health services.

Mission Statement

Health promotion is committed to providing initiatives which create an environment that empowers Ottawa County residents to make healthy choices

TARGET POPULATION	Ottawa County Residents Low Income Individuals Children (0-17)
PRIMARY GOALS & OBJECTIVES	<p>County Goal: Contribute to a healthy physical, economic, and community environment</p> <p>Department Goal 1: Increase the physical health status of Ottawa County residents</p> <p><i>Objective 1)</i> Increase access to healthy food choices <i>Objective 2)</i> Increase community access to physical activity <i>Objective 3)</i> Educate residents about healthy eating and physical activity</p> <p>Department Goal 2: Reduce tobacco use among youth and resident's exposure to second-hand smoke</p> <p><i>Objective 1)</i> Decrease tobacco sales to underage youth <i>Objective 2)</i> Implement the Michigan Department of Community Health tobacco work plan</p> <p>Department Goal 3: Reduce dental disease among low-income, uninsured, and Medicaid-eligible children in Ottawa County</p> <p><i>Objective 1)</i> Provide preventative (sealants, flouride, cleanings), diagnostic (exams, x-rays) and restorative (fillings, extractions, etc.) services through the "Miles of Smiles" Mobile Dental Unit <i>Objective 2)</i> Provide screenings/exams, fluoride varnish, and sealant treatments in schools and Headstart</p> <p>Department Goal 4: Increase enrollment of teens and low-income residents to family planning and sexually transmitted infection (STI) services</p> <p><i>Objective 1)</i> Increase awareness of family planning services that are available to reduce unintended pregnancies <i>Objective 2)</i> Increase awareness of STI treatment and prevention services <i>Objective 3)</i> Educate youth and parents regarding the consequences of early sexual involvement</p> <p>Department Goal 5: Reduce alcohol-related traffic crashes in Ottawa County</p> <p><i>Objective 1)</i> Provide effective administrative support for the CHOOSE Coalition</p> <p>County Goal: Continually improve the County's organization and services</p> <p>Department Goal 6: Provide excellent customer service</p> <p><i>Objective 1)</i> Provide thorough department services <i>Objective 2)</i> Provide timely responses to requests for service <i>Objective 3)</i> Provide interaction with customers that is courteous, respectful, and friendly</p> <p>Department Goal 7: Provide exceptional services/programs</p> <p><i>Objective 1)</i> Maintain high-efficiency work outputs¹ <i>Objective 2)</i> Meet or exceed the administrative performance (e.g. workload, efficiency, customer service) of comparable services provided in comparable counties² <i>Objective 3)</i> Meet or surpass the value-per-dollar (e.g. outcome results, cost per capita, FTE per resident) of comparable services provided in comparable counties²</p>
SERVICES & PROGRAMS	<p>Ottawa County Food Council; Nutrition Options for Wellness (NOW); Coordinated School Health; Electronic Benefit Transfer Program; Building Healthy Community Initiatives (<i>Goal 1</i>)</p> <p>No Cigs for Kids Program; Smoke-Free Ottawa County Services (<i>Goal 2</i>)</p> <p>Mile of Smiles Dental Services; In-School Sealant and Varnish Services (<i>Goal 3</i>)</p> <p>Marketing Services for Family Planning and STI Treatment and Prevention (<i>Goal 4</i>)</p> <p>CHOOSE Program (<i>Goal 5</i>)</p> <p>Professional Customer Service (<i>Goal 6</i>)</p> <p>Performance-Based Budgeting (e.g. Workload Analysis; Benchmark Analysis) (<i>Goal 7</i>)</p>

	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
WORKLOAD	# of residents using electronic benefits transfer system at farm markets	-	n/a	506	500	500
	# of nutrition and exercise sessions conducted	-	10	115	700	238
	# of policy/environmental changes implemented to increase access to physical activity and healthy food choices	-	4	1	1	2
	# of Food Policy Council and subcommittee meetings facilitated	-	n/a	9	50	50
	# of cigarette vendor education trainings conducted	-	14	9	20	20
	# dental services provided on "Miles Of Smiles" mobile dental unit (exams, cleanings, x-rays, fillings, extractions, etc.)	-	9,515	8,112	8,978	9,000
	# of dental services provided in the school (screenings, sealants, etc)	-	2,224	2,364	2,632	3,499
	# of dental services provided in Early Headstart/Headstart fluoride varnish program (assessments, fluoride treatments)	-	483	468	484	490
	# of Family Planning/STD presentations to schools/Juvenile Detention Center/ Girls Group/Harbor House/Hope College/Grand Valley State University	-	46	42	40	40
	# of CHOOSE coalition and task force meetings administered	-	15	6	4	6
EFFICIENCY	% of food pantries with adopted policies related to nutrition/exercise	100%	100%	100%	100%	100%
	% of cigarette vendors passing compliance checks	100%	97%	90%	90%	92%
	% of cigarette vendors notified of status in 1 month of compliance check	100%	97%	100%	100%	100%
OUTCOMES	% reduction in dental disease in children served on Miles of Smiles	>30%	39%	37%	30%	32%
	% of Ottawa County teens using family planning services	25%	21%	22%	22%	22%
	% reduction in alcohol related crashes in South West quadrant compared to other county quadrants (by 2014)	>30%	n/a	n/a	n/a	30%

	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
CUSTOMER SERVICE	% of customers indicating that the services/information received was helpful/useful	100%	n/a	100%	100%	100%
	% of customers indicating that the services/information received met their needs	100%	n/a	100%	100%	100%
	% of customers indicating that interaction with staff was courteous and professional	100%	n/a	100%	100%	100%
COST ⁵	Cost of promotions division per capita (total expenses ³)	-	\$4.00	\$3.78	\$3.81	\$3.81
	# of promotions division FTEs ⁴ per 100,000 residents	-	3.52	3.11	3.31	3.31



The Miles of Smiles Dental Van provides on-site preventative and restorative dental services to qualifying individuals. A volunteer network of over 100 dentists, hygienists and students provide assistance on Miles of Smiles

1. Department efficiency is assessed using annual workload and efficiency measures identified in the Performance Outline
2. The counties that will be used for benchmarking purposes will be determined based on, but not limited to, the following considerations: Population size; County equalized value; General Fund expenditures; data availability; and/or any other factors deemed necessary to ensure comparable benchmarks
3. Total expenses include all department/division expenses less IT Charges (831002) and Administrative Expenses (831000)
4. FTE is calculated using Fiscal Service's History of Positions By Fund report
5. The cost and FTE calculations are computed by the Planning and Performance Improvement Department

Resources

Personnel

Position Name	2012 # of Positions	2013 # of Positions	2014 # of Positions
Dental Assistant	0.800	0.800	0.800
Dental Hygienist	0.800	0.800	0.800
Health Educator	2.600	3.000	2.600
Health Promotion Clerk	0.900	0.900	2.360
Health Promotion Manager	0.660	0.660	0.000
Health Promotion Supervisor	0.600	0.700	0.000
Oral Health Team Supervisor	1.000	1.000	1.000
	7.360	7.860	7.560

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$173,623	\$224,110	\$287,497	\$267,101	\$268,727
Charges for Services	\$70,243	\$87,202	\$42,145	\$33,638	\$41,762
Other Revenue	\$273,815	\$246,322	\$129,527	\$135,058	\$108,300
Total Revenues	\$517,681	\$557,634	\$459,168	\$435,797	\$418,789
Expenditures					
Personnel Services	\$644,641	\$608,599	\$598,636	\$606,417	\$625,971
Supplies	\$21,016	\$14,574	\$83,844	\$72,015	\$83,063
Other Services & Charges	\$276,169	\$278,546	\$207,932	\$196,377	\$188,512
Capital Outlay	\$1,768	\$2,894			
Total Expenditures	\$943,594	\$904,613	\$890,412	\$874,809	\$897,546

Budget Highlights:

Several grant budgets are uncertain in 2014, so the County budgets conservatively.

Fund: (2220) Mental Health

Function Statement

Community Mental Health (CMH) is a provider of public services for people with developmental disabilities and/or serious mental illness. We provide service under a "Managed Care" contract with the State of Michigan, Department of Community Health. Our programs and activities are governed by a Board of Directors. Our services are available to residents of the community who have Medicaid or are uninsured, and who are eligible for services as defined by the Michigan Mental Health Code.

Mission Statement

Community Mental Health of Ottawa County partners with people with mental illness and developmental disabilities and the broader community to improve lives and be a premier mental health agency in Michigan.

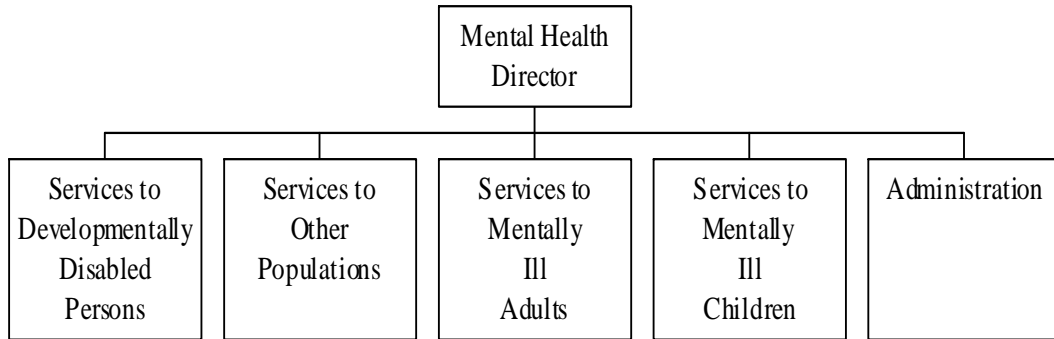
TARGET POPULATION	Developmentally Disabled Children and Adults (Medicaid and Eligible Uninsured) Mentally Ill Children and Adults (Medicaid and Eligible Uninsured)						
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment						
	Department Goal 1: Improve quality of life of persons with significant developmental disabilities and/or serious persistent mental illness						
	<i>Objective 1) Perform inpatient screens of persons in crisis who are at risk of inpatient hospitalization</i>						
	<i>Objective 2) Conduct face-to-face assessments to determine level of functioning and mental health needs</i>						
	<i>Objective 3) Provide direct services to eligible consumers</i>						
	<i>Objective 4) Provide referrals for services to eligible consumers</i>						
PRIMARY GOALS & OBJECTIVES	<i>Objective 5) Divert eligible offenders from jail</i>						
	County Goal: Continually improve the County's organization and services						
	Department Goal 2: Provide excellent customer service						
	<i>Objective 1) Provide thorough and satisfactory services</i>						
	<i>Objective 2) Provide interaction with consumers that is courteous, respectful, and friendly</i>						
	<i>Objective 3) Provide timely responses to requests for service</i>						
PRIMARY GOALS & OBJECTIVES	Department Goal 3: Provide exceptional services/programs						
	<i>Objective 1) Maintain high-efficiency work outputs¹</i>						
	<i>Objective 2) Meet or exceed the administrative performance (e.g. workload, efficiency, customer service) of comparable services provided in comparable counties²</i>						
	<i>Objective 3) Meet or surpass the value-per-dollar (e.g. outcome results, cost per capita, FTE per resident) of comparable services provided in comparable counties²</i>						
	SERVICES & PROGRAMS	Inpatient screens; assessments, plans of service; crisis plans, CMH services; jail diversion; infant/toddler support services (Goal 1)					
		Professional Customer Service (Goal 2)					
Performance Based Budgeting (e.g. Workload Analysis; Benchmark Analysis) (Goal 3)							
WORKLOAD	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED	
	# of persons screened for potential CMH services (e.g. phone calls received)	-	1,980	1,442	1,450	1,450	
	# of CMH consumer assessments conducted	-	1,186	955	1,000	1,000	
	# of referrals provided for outside services (if not eligible following assessment)	-	338	251	275	275	
	# of unduplicated adult consumers that received CMH services	-	2,447	2,314	2,400	2,400	
	# of unduplicated youth consumers that received CMH services	-	537	608	610	610	
	# of consumers recommended for diversion from jail (post-booking)	-	29	8	18	18	

Fund: (2220) Mental Health

	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
EFFICIENCY	% of adults and children in crisis screened within 3 hours of request	95%	97.5%	97.1%	97.0%	97.0%
	% of persons receiving their first face-to-face assessment within 14 days of request for service	95%	99.6%	99.7%	97.0%	97.0%
	% of persons receiving their first ongoing service within 14 days of initial assessment	95%	94.9%	96.3%	95.0%	95.0%
	% of consumers discharged from inpatient care that are seen for follow-up care within 7 days	95%	98.3%	98.1%	95.0%	95.0%
	% of consumers with a current treatment plan	95%	90.2%	99.1%	99.0%	99.0%
OUTCOMES	% of adult consumers readmitted to inpatient psychiatric unit within 30 days after CMH discharge	<15%	2.8%	6.0%	7.0%	7.0%
	% of youth consumers readmitted to inpatient psychiatric unit within 30 days after CMH discharge	<15%	0.0%	2.2%	2.0%	2.0%
	% of adult consumers readmitted to inpatient psychiatric unit within 180 days after CMH discharge	<20%	9.9%	19.9%	20.0%	20.0%
	% of youth consumers readmitted to inpatient psychiatric unit within 180 days after CMH discharge	<20%	15.0%	9.1%	10.0%	10.0%
	% of consumers recommended for diversion from jail (post-booking) who were actually diverted	90%	100%	100%	100%	100%
	% of Medicaid consumers served of the total Medicaid eligible population in Ottawa County (i.e. penetration rate)	-	7.7%	8.1%	8.0%	8.0%
CUSTOMER SERVICE	% of consumers satisfied with quality of department services	90%	94.0%	91.4%	90.0%	90.0%
	% of adult consumers with mental illness indicating that the treatment team is a good fit for them (7 – 10 on a 10-point scale to be considered meeting the criteria)	85%	89.6%	87.5%	85.0%	85.0%
COST⁵	Cost of CMH per consumer - youth and adults (<i>Total expenses</i>) ³	-	\$11,512	\$12,504	\$12,318	\$12,318
	# of CMH FTE ⁴ per 100,000 residents	-	64.33	65.14	69.42	69.42

1. Department efficiency is assessed using annual workload and efficiency measures identified in the Performance Outline
2. The counties that will be used for benchmarking purposes will be determined based on, but not limited to, the following considerations: Population size; County equalized value; General Fund expenditures; data availability; and/or any other factors deemed necessary to ensure comparable benchmarks
3. Total expenses include all department/division expenses less IT Charges (831002) and Administrative Expenses (831000)
4. FTE is calculated using Fiscal Service's History of Positions By Fund report
5. The cost and FTE calculations are computed by the Planning and Performance Improvement Department

Mental Health (2220) Fund Summary



	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$31,335,605	\$34,136,856	\$35,962,768	\$37,300,844	\$38,388,682
Charges for Services	\$612,714	\$409,070	\$358,476	\$381,456	\$403,148
Rents	\$135,801	\$78,927	\$18,213		
Interest	\$33,969	\$34,024	\$46,507	\$46,500	\$46,500
Other Revenue	\$157,387	\$453,444	\$617,396	\$900,947	\$270,774
Other Financing Sources	\$722,178	\$563,108	\$563,108	\$593,057	\$563,108
Total Revenues	\$32,997,654	\$35,675,429	\$37,566,469	\$39,222,804	\$39,672,212
Expenditures					
Personnel Services	\$11,339,115	\$11,001,766	\$12,344,938	\$13,216,729	\$13,353,378
Supplies	\$538,565	\$614,720	\$444,462	\$461,388	\$494,790
Other Services & Charges	\$21,151,591	\$23,582,299	\$24,758,883	\$25,737,912	\$25,775,678
Capital Outlay	\$11,000	\$79,483	\$108,423		\$48,366
Other Financing Uses					
Total Expenditures	\$33,040,271	\$35,278,268	\$37,656,706	\$39,416,029	\$39,672,212

Resources			
Personnel	2012	2013	2014
Position Name	# of Positions	# of Positions	# of Positions
Clinical Office Manager	0.165	0.415	0.415
Mental Health Prescriber	0.100	0.100	0.100
Compliance Manager	0.064	0.118	0.118
Director of Quality Improvement	0.110	0.080	0.078
Compliance Assistant	0.193	0.358	0.358
Mental Health Aide	37.000	37.000	36.000
Mental Health Clinician	4.000	5.000	5.000
Mental Health Nurse	3.500	3.500	3.500
Mental Health Specialist*	21.690	17.604	16.604
Mental Health Trainer	1.000	1.000	1.000
Occupational Therapist	0.500	1.500	1.500
Program Coordinator-County	2.527	2.684	2.346
Program Supervisor	1.243	1.196	1.351
CBS Team Leader	0.000	4.000	4.000
Medical Assistant	0.000	1.000	1.000
Mental Health Clerk	2.000	2.333	3.333
Training Center Clerk	0.700	0.700	0.700
Speech Language Therapist	0.500	0.500	0.500
Team Supervisor - M Health	2.667	3.719	4.000
	<u>77.958</u>	<u>82.808</u>	<u>81.904</u>

* Additional position(s) are not funded in 2012, but may be reinstated if future resources allow.

Funding	2010	2011	2012	2013	2014
	Actual	Actual	Actual	Current Year Estimated	Adopted by Board
Revenues					
Intergovernmental Revenue	\$20,042,255	\$21,465,709	\$22,941,011	\$23,457,804	\$24,332,529
Charges for Services	\$563,320	\$332,218	\$299,297	\$295,123	\$316,294
Rents	\$135,801	\$78,927	\$18,213		
Other Revenue	\$40,461	\$421,133	\$250,206	\$121,757	\$122,340
Total Revenues	<u>\$20,781,837</u>	<u>\$22,297,987</u>	<u>\$23,508,727</u>	<u>\$23,874,684</u>	<u>\$24,771,163</u>
Expenditures					
Personnel Services	\$4,537,176	\$4,460,255	\$4,877,478	\$5,187,073	\$5,252,915
Supplies	\$140,508	\$217,432	\$110,873	\$107,092	\$119,634
Other Services & Charges	\$13,697,407	\$14,881,445	\$16,008,838	\$15,999,692	\$16,797,728
Total Expenditures	<u>\$18,375,091</u>	<u>\$19,586,937</u>	<u>\$21,008,238</u>	<u>\$21,293,857</u>	<u>\$22,170,277</u>

Budget Highlights:

Increase in intergovernmental allocation to this program for funding community placements for individuals with developmental disabilities.

Resources

Personnel

Position Name	2012 # of Positions	2013 # of Positions	2014 # of Positions
Program Coordinator	0.000	0.000	0.000
Mental Health Specialist	0.233	0.233	0.244
	0.233	0.233	0.244

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$299,590	\$314,143	\$281,259	\$358,250	\$353,750
Other Revenue	\$730	\$3,330	\$2,664	\$8,727	\$8,727
Total Revenues	\$300,320	\$317,473	\$283,923	\$366,977	\$362,477

Expenditures

Personnel Services	\$17,866	\$16,067	\$17,253	\$18,273	\$18,306
Supplies					
Other Services & Charges	\$286,628	\$300,435	\$297,009	\$367,408	\$362,606
Capital Outlay					
Total Expenditures	\$304,494	\$316,502	\$314,263	\$385,681	\$380,912

Resources

Personnel

Position Name	2012 # of Positions	2013 # of Positions	2014 # of Positions
Account Clerk II	0.000	0.000	0.000
Clinical Office Manager	0.735	0.585	0.585
Clinical Nurse	0.900	0.900	0.900
Compliance Manager	0.266	0.212	0.212
Director of Quality Improvement	0.044	0.037	0.035
Medical Assistant	2.000	1.000	1.000
Compliance Assistant	0.807	0.642	0.642
Mental Health Clinician	19.000	21.000	21.000
Mental Health Nurse	4.000	5.000	5.000
Mental Health Specialist	13.170	12.170	12.170
Nursing Supervisor	0.800	0.800	0.000
Peer Support Specialist	4.000	5.000	5.000
Program Coordinator	1.267	0.610	8.000
Program Supervisor	1.039	1.043	1.000
Medical Director	0.00	0.612	0.556
Staff Psychiatrist	0.400	1.000	1.000
Mental Health Clerk	5.000	5.000	5.500
Records Processing Clerk II	0.00	0.500	0.000
Residential Worker	0.00	0.00	0.00
Team Supervisor	7.333	8.281	0.000
	60.762	64.392	62.600

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$9,643,027	\$10,192,104	\$10,870,858	\$11,483,593	\$11,506,866
Charges for Services	\$26,082	\$40,069	\$16,207	\$46,663	\$50,283
Rents					
Other Revenue	\$12,670	\$15,919	\$228,615	\$109,384	\$102,334
Total Revenues	\$9,681,779	\$10,248,092	\$11,115,680	\$11,639,640	\$11,659,483

Expenditures

Personnel Services	\$4,209,739	\$3,890,025	\$4,618,181	\$5,009,294	\$5,047,385
Supplies	\$301,084	\$313,806	\$281,550	\$297,823	\$312,284
Other Services & Charges	\$4,280,319	\$5,101,283	\$5,684,205	\$5,665,646	\$5,458,438
Capital Outlay		\$7,528			
Total Expenditures	\$8,791,142	\$9,312,642	\$10,583,936	\$10,972,763	\$10,818,107

Resources

Personnel

Position Name	2012 # of Positions	2013 # of Positions	2014 # of Positions
Mental Health Clinician	4.000	5.000	5.000
Mental Health Nurse	1.000	1.000	1.000
Mental Health Specialist	0.240	0.326	0.326
Peer Specialist	1.000	1.000	1.000
Program Coordinator	0.000	0.000	1.000
Program Supervisor	0.690	0.761	0.649
Medical Director	0.000	0.000	0.250
Mental Health Clerk	1.000	0.667	0.667
Staff Psychiatrist	0.400	0.00	0.000
Team Supervisor	1.000	1.000	0.000
	9.330	9.754	9.892

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$1,297,548	\$1,510,387	\$1,670,529	\$2,001,197	\$2,195,537
Charges for Services	\$19,598	\$32,756	\$39,584	\$36,318	\$33,171
Rents					
Other Revenue					
Total Revenues	\$1,317,146	\$1,543,143	\$1,710,112	\$2,037,515	\$2,228,708
Expenditures					
Personnel Services	\$480,819	\$528,085	\$640,801	\$742,911	\$794,940
Supplies	\$11,055	\$12,116	\$9,280	\$8,947	\$13,619
Other Services & Charges	\$579,410	\$705,912	\$715,590	\$929,055	\$1,063,782
Capital Outlay					
Total Expenditures	\$1,071,284	\$1,246,113	\$1,365,671	\$1,680,913	\$1,872,341

Budget Highlights:

Increase in intergovernmental revenue and other services expenditures for full year implementation of the new Medicaid autism benefit.

Resources

Personnel

Position Name	2012 # of Positions	2013 # of Positions	2014 # of Positions
Account Clerk	7.500	7.500	7.100
Accountant I	1.000	1.000	1.000
Accountant - M.H. Billing	1.000	1.000	0.000
Administrative Assistant	1.100	1.000	1.000
CMH Deputy Director	1.000	1.000	1.000
Community. Dev. & Relations Coordinator	1.000	1.000	1.000
Compliance Manager	0.670	0.670	0.670
Contract Manager	1.000	1.000	1.000
Cost Analyst	1.000	1.000	1.000
Director of QI & Planning	0.846	0.883	0.887
Assistant Human Resources Director	0.500	0.500	0.500
IT Program Coordinator	1.000	1.000	1.000
Medical Records Assistant	0.000	0.000	0.000
Mental Health Director	1.000	1.000	1.000
Mental Health Specialist	0.768	0.768	0.756
Mental Health Finance Manager	1.000	1.000	1.000
Nursing Supervisor	0.200	0.200	0.000
Program Coordinator- County	1.206	1.706	0.654
Program Evaluator	1.000	1.000	1.000
Program Supervisor	0.028	0.000	0.000
Programmer/ Analyst	1.000	1.000	1.000
Quality Improvement/ Managed Care Asst	0.000	1.000	1.000
Quality Improvement Asst	0.000	0.000	0.000
Recipient Rights Coordinator	2.000	1.000	1.000
Recipient Rights & Info Officer	0.000	1.000	1.000
Peer Specialist	0.000	1.000	1.000
Medical Director	0.000	0.388	0.194
Staff Psychiatrist	0.200	0.000	0.000
Mental Health Clerk	1.000	1.000	1.000
	27.018	29.614	26.761

Resources					
Funding	2010	2011	2012	2013	2014
	Actual	Actual	Actual	Current Year Estimated	Adopted by Board
Revenues					
Intergovernmental Revenue	\$53,185	\$654,513	\$199,112		
Charges for Services	\$3,714	\$4,027	\$3,388	\$3,352	\$3,400
Rents					
Interest	\$33,969	\$34,024	\$46,507	\$46,500	\$46,500
Other Revenue	\$103,526	\$13,062	\$135,912	\$661,079	\$37,373
Other Financing Sources	\$722,178	\$563,108	\$563,108	\$593,057	\$563,108
Total Revenues	\$916,572	\$1,268,734	\$948,026	\$1,303,988	\$650,381
Expenditures					
Personnel Services	\$2,093,515	\$2,107,334	\$2,191,226	\$2,259,178	\$2,239,832
Supplies	\$85,918	\$71,366	\$42,759	\$47,526	\$49,253
Other Services & Charges	\$2,307,827	\$2,593,224	\$2,053,240	\$2,776,111	\$2,093,124
Capital Outlay	\$11,000	\$44,150	\$97,372		\$48,366
Other Financing Uses					
Total Expenditures	\$4,498,260	\$4,816,074	\$4,384,598	\$5,082,815	\$4,430,575

Budget Highlights:

Decrease in other revenue and other services expenditures are for change in budgeting psychiatric contracts within the Lakeshore Behavioral Health affiliation.

Fund: 2271 Solid Waste Clean-Up

Function Statement

The Solid Waste Clean-up fund is one of the County's "financing tools." The fund was established in 1990 to account for monies received from a \$1,100,000 settlement of the claim with Michigan Waste Systems, Inc. Interest income and General Fund appropriations (when available) in the fund allow for growth.

Resources

Personnel

No personnel has been allocated to this department.

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue					
Interest	\$41,126	\$30,602	\$37,156	\$38,309	\$36,895
Other Revenue					
Other Financing Sources			\$2,340,000		
Total Revenues	\$41,126	\$30,602	\$2,377,156	\$38,309	\$36,895
Expenditures					
Other Services & Charges	\$394,398	\$344,970	\$418,468	\$330,000	\$304,000
Supplies					
Capital Outlay	\$56,541	\$56,686	\$40,607	\$112,000	
Operating Transfers					
Total Expenditures	\$450,939	\$401,656	\$459,075	\$442,000	\$304,000

Budget Highlights:

During 2012, the County Board approved the transfer of \$2.34 million of the 2011 General Fund year-end unassigned fund balance dollars for projected higher landfill clean-up costs and capital improvements budgeted in 2013.

Function Statement

Environmental Health Services protect public health by assuring risks from exposure to environmental hazards are minimized through prevention, identification, and response. Hazards such as contaminated ground water, hazardous materials, and polluted surface water seriously threaten the health of Ottawa County residents and visitors. It is the mission of the Environmental Health Waste Management Services team to address those threats by providing household hazardous waste and pesticide disposal, mercury recovery, and recycling programs in an efficient and effective manner.

Mission Statement

Administer the Ottawa County Solid Waste Management Plan and provide residents with alternatives to landfills for disposing of waste.

TARGET POPULATION	Ottawa County Residents
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment
	Department Goal 1: Protect the public and environment from household hazardous materials
	<i>Objective 1)</i> Maintain a free service center for residents to properly dispose of household hazardous materials
	<i>Objective 2)</i> Educate residents on the proper disposal of household hazardous materials
	Department Goal 2: Prolong the lifespan of landfills
	<i>Objective 1)</i> Maintain a fee-based service center for residents to dispose of their recyclables
	<i>Objective 2)</i> Increase membership in recycling program
	<i>Objective 3)</i> Educate residents on the importance of recycling
	County Goal: Continually improve the County's organization and services
	Department Goal 3: Provide excellent customer service
<i>Objective 1)</i> Provide thorough and satisfactory services	
<i>Objective 2)</i> Provide interaction with customers that is courteous, respectful, and friendly	
<i>Objective 3)</i> Provide timely responses to requests for service	
Department Goal 4: Provide exceptional services/programs	
<i>Objective 1)</i> Maintain high-efficiency work outputs ¹	
<i>Objective 2)</i> Meet or exceed the administrative performance (e.g. workload, efficiency, customer service) of comparable services provided in comparable counties ²	
<i>Objective 3)</i> Meet or surpass the value-per-dollar (e.g. outcome results, cost per capita, FTE per resident) of comparable services provided in comparable counties ²	

SERVICES & PROGRAMS	Solid Waste Management Plan (e.g. Resource Recovery Service Center; Household Hazardous Waste Program) (<i>Goal 1</i>)
	Recycling Program (<i>Goal 2</i>)
	Professional Customer Service (<i>Goal 3</i>)
	Performance-Based Budgeting (e.g. Workload Analysis; Benchmark Analysis) (<i>Goal 4</i>)

WORKLOAD	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
		# of hours the Resource Recovery Service Centers were open to the public	-	2,496	2,496	2,496
	# of users of the Resource Recovery Service Center (RRSC)	-	12,958	13,429	13,250	13,500
	# of recycling service memberships	-	659	748	725	750
	# of pounds of pesticides collected	-	11,207	22,059	20,000	25,000
	# of gallons of liquid hazardous waste collected	-	11,207	8,275	9,250	10,000
	# of pounds of solid hazardous waste collected	-	71,270	93,021	95,000	100,000
	# of cubic yards of recyclables collected	-	3,606	3,450	3,500	3,700
	# of calls regarding mercury spill responded to	-	3	6	5	5

EFFICIENCY	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
	% of recycling membership applications processed within one month	100%	100%	100%	100%	100%
OUTCOMES	# of gallons of liquid household hazardous waste diverted from landfill	5,000	11,207	8,275	9,250	10,000
	# of pounds of solid household hazardous waste diverted from landfill	43,000	82,477	93,021	95,000	100,000
	% of Ottawa County's waste available for disposal in landfills (10 years)	100%	100%	100%	100%	100%
CUSTOMER SERVICE	% of customers indicating that the services/information received was helpful/useful	100%	n/a	n/a	n/a	n/a
	% of customers indicating that the services/information received met their needs	100%	n/a	n/a	n/a	n/a
	% of customers indicating that interaction with staff was courteous and professional	100%	n/a	n/a	n/a	n/a
COST ⁵	Cost of waste management per RRSC user (total expenses ³)	-	\$21.99	\$21.25	\$27.52	\$27.01
	Cost of waste management per capita (total expenses ³)	-	\$1.07	\$1.06	\$1.36	\$1.36
	# of RRSC users per waste management FTEs ⁴	-	3,483	3,950	3,487	3,553
	# of waste management FTEs ⁴ per 100,000 residents	-	1.40	1.26	1.41	1.41



The County has several recycling programs including electronics disposal, used appliance disposal, used motor oil recycling and sharps disposal.

1. Department efficiency is assessed using annual workload and efficiency measures identified in the Performance Outline
2. The counties that will be used for benchmarking purposes will be determined based on, but not limited to, the following considerations: Population size; County equalized value; General Fund expenditures; data availability; and/or any other factors deemed necessary to ensure comparable benchmarks
3. Total expenses include all department/division expenses less IT Charges (831002) and Administrative Expenses (831000)
4. FTE is calculated using Fiscal Service's History of Positions By Fund report
5. The cost and FTE calculations are computed by the Planning and Performance Improvement Department

Fund: 2272 Landfill Tipping Fees

Resources

Personnel

Position Name	2012 # of Positions	2013 # of Positions	2014 # of Positions
Environmental Health Manager	0.100	0.100	0.100
Team Supervisor - Health	1.000	1.000	1.000
Sr Environmental Health Specialist	0.600	0.100	0.100
Technician	0.000	0.500	0.500
Sr Recycle Center Attendant	0.000	0.000	1.000
Recycle Center Attendant	1.500	1.500	1.000
Environmental Health Clerk	0.200	0.600	0.600
	3.400	3.800	4.300

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue				\$25,000	\$28,000
Charges for Services	\$327,084	\$367,653	\$340,902	\$340,000	\$340,000
Interest and Rents					
Other Revenue	\$27,077	\$31,995	\$33,197	\$31,000	\$31,650
Other Financing Sources					
Total Revenues	\$354,161	\$399,648	\$374,099	\$396,000	\$399,650
Expenditures					
Personnel Services	\$222,608	\$171,318	\$181,943	\$221,015	\$252,513
Supplies	\$9,250	\$10,635	\$8,703	\$12,780	\$16,628
Other Services & Charges	\$139,201	\$144,441	\$115,998	\$152,468	\$168,711
Capital Outlay					
Total Expenditures	\$371,059	\$326,394	\$306,645	\$386,263	\$437,852

Budget Highlights:

Clean Sweep pesticide collection program moved from the Public Health Fund to this fund in 2013.

Fund: 2320 Transportation System

Function Statement

The purpose of the Transportation System Fund is to ensure that Michigan Department of Transportation dollars are provided to fund transportation services for Work First clients, as well as handicapped and senior citizens in rural areas of Ottawa County. The Planning and Grants Department administers the grant and subsequent contracts with two transportation providers (Georgetown Seniors and Pioneer Resources) to accomplish this objective.

Resources

Personnel

No personnel has been allocated to this department.

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$157,569	\$157,569	\$157,569		
Other Financing Sources					
Total Revenues	\$157,569	\$157,569	\$157,569		
Expenditures					
Supplies					
Other Services & Charges	\$157,569	\$157,569	\$157,569		
Other Financing Uses		\$25,787			
Total Expenditures	\$157,569	\$183,356	\$157,569		

Budget Highlights:

During 2011, the County transferred \$25,787 from this fund to the DB/DC Conversion fund (2970) in preparation of switching from a Defined Benefit Plan to a Defined Contribution Plan for future hires.

Activity in this fund was moved to the Other Governmental Grants fund (2180) effective 10/1/12.

Fund: 2340 Farmland Preservation

Function Statement

The purchase of development rights ordinance created the Ottawa County Farmland Preservation Program which protects farmland by acquiring development rights voluntarily offered by land owners. The ordinance authorizes the cash purchase and/or installment purchases of such development rights through sources other than the County General Fund, places an agricultural conservation easement on the property which restricts future development, and provides the standards and procedures for the purchase of development rights and the placement of an agricultural conservation easement.

Resources

Personnel

No permanent personnel has been allocated to this department.

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Charges for Services					
Other Revenue	\$1,000				
Total Revenues	\$1,000				
Expenditures					
Supplies				\$224	\$224
Other Services & Charges					
Total Expenditures	\$224				

Fund: 2430 Brownfield Redevelopment

Function Statement

The purpose of the Ottawa County Brownfield Redevelopment Authority is to assist, at the request of the local units of government, in facilitating the rehabilitation, revitalization, and reuse of contaminated, obsolete, or underutilized property through the implementation of Brownfield redevelopment plans in accordance with the provisions of Act 381 of 1996 as amended.

Resources

Personnel

No permanent personnel has been allocated to this department.

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Taxes			\$371	\$487	\$514
Charges for Services		\$1,500			
Other Revenue					
Total Revenues		\$1,500	\$371	\$487	\$514
Expenditures					
Supplies					\$150
Other Services & Charges		\$1,000		\$1,088	\$634
Total Expenditures		\$1,000		\$1,088	\$784

Before and after pictures of one of the Brownfield Redevelopment projects, the Lemon Creek Winery in Grand Haven.



Fund: 2444 Infrastructure

Function Statement

The Infrastructure Fund was established during 1999 with the transfer of \$2.69 million from the General Fund. It was established to provide "seed money" for large infrastructure projects.

Resources

Personnel

No personnel has been allocated to this department.

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Charges for Services					
Interest	\$46,613	\$38,453	\$31,687	\$25,503	\$21,263
Other Financing Sources					
Total Revenues	\$46,613	\$38,453	\$31,687	\$25,503	\$21,263
Expenditures					
Other Services & Charges					
Capital Outlay					
Operating Transfers	\$125,000	\$525,000	\$125,000	\$125,000	\$125,000
Total Expenditures	\$125,000	\$525,000	\$125,000	\$125,000	\$125,000

Budget Highlights:

A portion (\$125,000) of the debt service payments for the Grand Haven/West Olive project is being paid from this fund beginning in 2008 as reflected in Operating Transfers. Also, in the 2011, the County transferred \$400,000 from this fund in preparation of switching from a Defined Benefit Plan to a Defined Contribution Plan for future hires.

Fund: 2450 Public Improvement

Function Statement

The Public Improvement fund is one of the County's "financing tools." The fund was established prior to 1978 and is used to account for earmarked revenues set aside for new county facilities and other capital improvements.

Resources

Personnel

No personnel has been allocated to this department.

Funding

Budget Summary	2010	2011	2012	2013	2014
	Actual	Actual	Actual	Current Year Estimated	Adopted by Board
Revenues					
Charges for Services					
Interest	\$39,217	\$35,059	\$36,431	\$32,544	\$31,896
Rents	\$379,751	\$405,303	\$419,919	\$382,837	\$219,510
Other	\$2,050				
Other Financing Sources					
Total Revenues	\$421,018	\$440,362	\$456,350	\$415,381	\$251,406
Expenditures					
Supplies		\$165	\$64	\$23,477	
Other Services & Charges	\$5,385	\$3,971	\$2,754	\$2,839	\$2,921
Capital Outlay		\$23,690	\$145,618		\$425,000
Operating Transfers	\$186,900	\$187,700	\$187,900	\$187,400	\$186,500
Total Expenditures	\$192,285	\$215,526	\$336,336	\$213,716	\$614,421

Budget Highlights:

The 2014 Budget consists of estimated costs to construct a new tower in Spring Lake (\$200,000) with the balance for construction costs of combining the Clerk and Register of Deeds office (\$75,000) as well as a new garage in Hudsonville for the Sheriff's department (\$150,000).

Fund: 2550 Homestead Property Tax

Function Statement

The Homestead Property Tax fund was established as a result of the passage of Public Act 105 of 2003 which provides for the denial of homestead status by local governments, counties and/or the State of Michigan. The county's share of interest on tax revenue collected under this statute is to be used solely for the administration of this program, and any unused funds remaining after a period of three years will lapse to the county general fund (MCL 211.7cc, as amended).

Resources

Personnel

No personnel has been allocated to this department.

Funding

Budget Summary	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Taxes	\$6,917	\$9,743	\$11,049	\$6,800	\$10,000
Interest	\$648	\$793	\$604	\$385	\$59
Other Financing Sources	\$101,743		\$7,000		
Total Revenues	\$109,308	\$10,536	\$18,653	\$7,185	\$10,059
Expenditures					
Supplies		\$400	\$400	\$400	\$400
Other Services & Charges	\$560	\$570	\$580	\$1,400	\$1,428
Capital Outlay	\$35,995		\$7,000		
Debt Service	\$23,397	\$23,395	\$15,498	\$3,500	
Operating Transfers		\$6,455	\$7,172	\$49,356	
Total Expenditures	\$59,952	\$30,820	\$30,650	\$54,656	\$1,828

Budget Highlights:

Fluctuations in other financing sources, capital outlay and debt service for 2009 thru 2013 are due to the capital lease for the BS&A Software. The operating transfers are to the General Fund and reflect accumulated net revenues which must be transferred to the General Fund after three years pursuant to Public Act 105 of 2003.

Fund: 2560 Register of Deeds Automation Fund

Function Statement

This fund was established under Public Act 698 of 2002 which designates the increase in recording fees in the Register of Deeds office be directed to a separately established fund. This revenue may only be used to upgrade technology in the Register of Deeds office. Included are the design and purchase of equipment and supplies that allow the Register of Deeds office to receive, enter, record, certify, index, store, search, retrieve, copy and process by automated procedures and technology, the records maintained by the Register of Deeds office.

Resources

Personnel

Position Name	2012 # of Positions	2013 # of Positions	2014 # of Positions
Public Service Center Clerk	0.350	0.350	0.350

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Interest	\$4,649	\$4,638	\$5,091	\$3,973	\$4,412
Charges for Services	\$246,127	\$233,176	\$273,783	\$315,000	\$300,000
Other Revenue					
Other Financing Sources					
Total Revenues	\$250,776	\$237,814	\$278,874	\$318,973	\$304,412
Expenditures					
Personnel Services		\$152	\$19,755	\$21,827	\$23,113
Supplies	\$18,386	\$8,231	\$14,161	\$19,290	\$28,300
Other Services & Charges	\$116,900	\$159,914	\$155,517	\$178,285	\$206,871
Debt Service	\$8,998	\$11,997			
Capital Outlay	\$122,495	\$39,300		\$15,500	\$23,000
Total Expenditures	\$266,779	\$219,594	\$189,433	\$234,902	\$281,284

Budget Highlights:

Back indexing duties are being partially performed by internal staff starting in 2012 increasing Personnel Services. Capital outlay in 2009 thru 2011 reflects the purchase of the new Land Records System (FIDLAR). Additional software enhancements took place in 2013 and are planned for 2014.

Fund: 2570 Stabilization

Function Statement

The Stabilization fund is one of the county's "financing tools." The fund was established in 1981 under the authority of Michigan Public Act 30 of 1978. The fund's purpose is to assure the continued solid financial condition of the county in case of emergency. The statute sets a maximum limit to the fund of the lesser of 15% of the most recently completed General Fund budget, as originally adopted or 15% of the average of the five most recent General Fund budgets, as amended. By law, this fund may not be allocated any interest income; accordingly, the fund's only source of growth are General Fund appropriations.

Resources

Personnel

No personnel has been allocated to this department.

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Other Financing Sources			\$886,165		
Total Revenues			\$886,165		
Other Financing Uses					
Total Expenditures					

Budget Highlights:

In 2012, the County Board approved the transfer of \$886,165 of the 2011 General Fund year-end unassigned fund balance dollars to fully fund Stabilization in accordance with State of Michigan law.

Fund: 2601 Prosecuting Attorney Grants

Resources

Personnel

Position Name	2012 # of Positions	2013 # of Positions	2014 # of Positions
Victims Rights Coordinator	1.000	1.000	0.000
Victims Advocate	2.000	2.000	0.000
	3.000	3.000	0.000

Funding

Budget Summary	2010	2011	2012	2013	2014
	Actual	Actual	Actual	Current Year Estimated	Adopted by Board
Revenues					
Intergovernmental Revenue	\$144,000	\$140,400	\$140,400		
Other	\$500	\$588	\$622		
Other Financing Sources	\$67,927	\$62,627	\$62,720		
Total Revenues	\$212,427	\$203,615	\$203,742		
Expenditures					
Personnel Services	\$193,475	\$190,723	\$192,049		
Supplies	\$15,304	\$8,980	\$8,412		
Other Services & Charges	\$3,648	\$3,912	\$3,282		
Other Financing Uses		\$25,089			
Total Expenditures	\$212,427	\$228,704	\$203,742		

Budget Highlights:

During 2011, the County transferred \$25,092 from this fund to the DB/DC Conversion fund (2970) in preparation of switching from a Defined Benefit Plan to a Defined Contribution Plan for future hires. Beginning 10/01/12 this activity is accounted for in the General Fund (Department 2320).

Fund: 2609 Sheriff Grant Programs

Function Statement

This fund records miscellaneous grants obtained by the Sheriff's department. The mission, goals, objectives and performance measures are coordinated with those of the Sheriff's department as a whole (General Fund 1010 , Department 3020).

Resources

Personnel

Position Name	2012 # of Positions	2013 # of Positions	2014 # of Positions
Road Patrol Deputy	0.000	0.000	0.000

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$305,823	\$428,262	\$716,787		
Interest					
Other Financing Sources	\$14,245				
Total Revenues	\$320,068	\$428,262	\$716,787		
Expenditures					
Personnel Services	\$119,695	\$61,064	\$46,246		
Supplies	\$140,476	\$39,107	\$132,901		
Other Services & Charges	\$24,734	\$11,647	\$35,103		
Capital Outlay	\$35,163	\$315,364	\$501,641		
Operating Transfers			\$1,973		
Total Expenditures	\$320,068	\$427,182	\$717,864		

Budget Highlights:

Total expenditures and type of expenditures will vary depending on grants received. Two Port Security grants were added in 2011 increasing Intergovernmental Revenue and Capital Outlay. Amounts in Personnel Services are for overtime; no full time equivalents are dedicated to programs in this fund. Beginning 10/01/12 this activity is accounted for in the Sheriff Grants & Contracts Fund (2630).

Fund: 2610 Sheriff Contracts

Function Statement

This fund was originally established to record U.S. Department of Justice COPS Universal grants. All of these grants have since ended, but in most cases local municipalities and school districts now contract with the Sheriff's department to provide the same community policing services they received under the grants.

The mission, goals, objectives and performance measures are coordinated with those of the Sheriff's department as a whole (General Fund 1010, Department 3020).

Resources

Personnel

Position Name	2012 # of Positions	2013 # of Positions	2014 # of Positions
Sergeant	6.000	0.000	0.000
Road Patrol Deputy	51.000	0.000	0.000
	57.000	0.000	0.000

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$4,189,685	\$4,160,513	\$5,474,448		
Other	\$5,081	\$1,950	\$425		
Other Financing Sources	\$209,805	\$210,168	\$306,287		
Total Revenues	\$4,404,571	\$4,372,631	\$5,781,160		
Expenditures					
Personnel Services	\$3,822,174	\$3,794,124	\$5,014,154		
Supplies	\$70,028	\$78,477	\$136,724		
Other Services & Charges	\$485,069	\$501,290	\$630,281		
Capital Outlay	\$27,315				
Total Expenditures	\$4,404,586	\$4,373,891	\$5,781,160		

Budget Highlights:

Effective with the 2012 budget, five additional contracts were moved to this fund from the General Fund and the 9/30 Grants Pass Thru fund. The move consolidates all the Sheriff contracts together. Beginning 10/01/12 this activity is accounted for in the Sheriff Grants & Contracts Fund (2630).

Fund: 2630 Sheriff Grants & Contracts

Function Statement

This fund records Sheriff contracts with other municipalities for community policing services and various grants. The mission, goals, objectives and performance measures are coordinated with those of the Sheriff's department as a whole (General Fund 1010, Department 3020).

Resources

Personnel	2012	2013	2014		
Position Name	# of Positions	# of Positions	# of Positions		
Sergeant	6.000	7.000	7.000		
Road Patrol Deputy	51.000	53.000	54.000		
	57.000	60.000	61.000		

Funding	2010	2011	2012	2013 Current	2014 Adopted
	Actual	Actual	Actual	Year Estimated	by Board
Revenues					
Intergovernmental Revenue			\$1,582,766	\$6,222,970	\$6,416,128
Other Financing Sources			\$84,762	\$535,214	\$555,221
Total Revenues			\$1,667,528	\$6,758,184	\$6,971,349
Expenditures					
Personnel Services			\$1,410,564	\$5,789,193	\$5,973,898
Supplies			\$77,421	\$204,301	\$163,115
Other Services & Charges			\$165,968	\$764,690	\$812,166
Capital Outlay			\$11,963		\$22,170
Total Expenditures			\$1,665,915	\$6,758,184	\$6,971,349

Budget Highlights:

Effective 10/1/12 three funds were merged together including Sheriff Grant Programs (2609), Sheriff Contracts (2610) and Sheriff Road Patrol (2661). The largest share of activity, covering 58 positions for 2014, relates to the contracts with local municipalities and school districts for community policing. Activity reflected above for 2012 covers the three month time period of 10/1/12 through 12/31/12.



The billboard above was funded by grant dollars in 2013 to address drinking and driving .

Fund: 2661 Sheriff Road Patrol

Function Statement

The Sheriff Road Patrol fund was established in accordance with Public Act 416 of 1978, which provides State of Michigan funding for public safety services on secondary roads within Ottawa County. Specifically, the Sheriff's Department agrees to patrol and monitor traffic violations on County primary roads and County secondary roads along with any road or highway within the boundaries of a County park. In addition, the department agrees to investigate accidents involving motor vehicles, which includes providing emergency assistance to persons on or near a highway or road patrolled and monitored by assigned Deputies. The department is also expected to enforce the criminal laws of the State of Michigan, violations of which are observed by or brought to the attention of the Sheriff's Department while providing the patrolling and monitoring required. The mission, goals, objectives and performance measures are coordinated with those of the Sheriff's department as a whole (General Fund 1010, Department 3020).

Resources

Personnel

Position Name	2012 # of Positions	2013 # of Positions	2014 # of Positions
Sergeant	1.000	0.000	0.000
Road Patrol Deputy	2.000	0.000	0.000
	3.000	0.000	0.000

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$215,491	\$190,700	\$171,630		
Other Financing Sources	\$111,130	\$124,007	\$121,656		
Total Revenues	\$326,621	\$314,707	\$293,286		
Expenditures					
Personnel Services	\$274,644	\$256,738	\$243,772		
Supplies	\$676	\$1,868	\$8,168		
Other Services & Charges	\$51,301	\$56,099	\$41,345		
Capital Outlay					
Total Expenditures	\$326,621	\$314,705	\$293,286		

Budget Highlights:

Effective 10/1/12 this budget was merged into Fund 2630 Sheriff Grants & Contracts.

Fund: 2740 Workforce Investment Act - Administration

Function Statement

The Workforce Investment Act (WIA) provides employment training to youth, adults, and dislocated workers by means of a “one stop” system. Services for adults and dislocated workers may include core services, intensive services, training services, and discretionary services (customized screening and referral of participants and customized services to employers, supportive services, and needs-related payments). Services for youth may include tutoring, study skills training, and dropout prevention activities, alternative secondary school services, summer employment opportunities, paid and unpaid work experience, and occupational skills training.

Resources

Funding	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$404,101	\$501,471	\$349,241		
Other Revenue		\$1,000			
Total Revenues	\$404,101	\$502,471	\$349,241		
Expenditures					
Personnel Services	\$207,186	\$330,866	\$219,091		
Supplies	\$31,391	\$18,614	\$12,292		
Other Services & Charges	\$165,525	\$152,992	\$117,858		
Other Financing Uses			\$950		
Total Expenditures	\$404,102	\$502,472	\$350,191		

Fund: 2741 Workforce Investment Act - Youth

Resources

Funding	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$1,995,691	\$895,959	\$927,276		
Other Revenue					
Total Revenues	\$1,995,691	\$895,959	\$927,276		
Expenditures					
Personnel Services	\$101,126	\$111,516	\$162,531		
Supplies	\$9,571	\$5,564	\$4,199		
Other Services & Charges	\$1,884,989	\$775,517	\$760,547		
Total Expenditures	\$1,995,686	\$895,957	\$927,277		

Budget Highlights:

In connection with a new financial software implementation, several of the Michigan Works! And Community Action Agency programs were combined into two funds, Michigan Works! (2745) and Community Action Agency (2746). Consequently, 2013 and 2014 are zero.

Fund: 2742 Workforce Investment Act - Adult

Resources					
Funding	2010	2011	2012	2013	2014
	Actual	Actual	Actual	Current Year Estimated	Adopted by Board
Revenues					
Intergovernmental Revenue	\$945,072	\$627,618	\$917,005		
Total Revenues	\$945,072	\$627,618	\$917,005		
Expenditures					
Personnel Services	\$86,132	\$63,998	\$113,344		
Supplies	\$5,807	\$4,104	\$2,761		
Other Services & Charges	\$853,131	\$556,159	\$800,901		
Capital Outlay		\$3,360			
Other Financing Uses			\$510		
Total Expenditures	\$945,070	\$627,621	\$917,515		

Fund: 2743 Workforce Investment Act - 6/30 Grant Programs

Resources					
Funding	2010	2011	2012	2013	2014
	Actual	Actual	Actual	Current Year Estimated	Adopted by Board
Revenues					
Intergovernmental Revenue	\$2,508,651	\$2,165,063	\$1,400,141		
Total Revenues	\$2,508,651	\$2,165,063	\$1,400,141		
Expenditures					
Personnel Services	\$180,210	\$219,743	\$138,601		
Supplies	\$45,531	\$24,296	\$8,029		
Other Services & Charges	\$2,290,841	\$1,928,327	\$1,252,630		
Capital Outlay		\$3,360			
Other Financing Uses	\$9,927		\$64,731		
Total Expenditures	\$2,526,509	\$2,175,726	\$1,463,990		

Budget Highlights:

In connection with a new financial software implementation, several of the Michigan Works! And Community Action Agency programs were combined into two funds, Michigan Works! (2745) and Community Action Agency (2746). Consequently, 2013 and 2014 are zero.

Fund: 2744 Workforce Investment Act - 12/31 Grant Programs

Resources					
Funding	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$116,947	\$51,029	\$16,875		
Charges for Services					
Other Revenue	\$37,483	\$32,659	\$25		
Other Financing Sources					
Total Revenues	\$154,430	\$83,688	\$16,900		
Expenditures					
Personnel Services	\$44,247	\$19,571	\$5,372		
Supplies	\$875	\$179	\$65		
Other Services & Charges	\$100,913	\$61,444	\$41,960		
Capital Outlay					
Other Financing Uses			\$23,051		
Total Expenditures	\$146,035	\$81,194	\$70,448		

Fund: 2748 Workforce Investment Act - 9/30 Grant Programs

Resources					
Funding	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$3,593,548	\$51,029	\$3,458,460		
Charges for Services					
Other Revenue	\$37,483	\$32,659	\$179,852		
Other Financing Sources			\$18,331		
Total Revenues	\$3,631,031	\$83,688	\$3,656,644		
Expenditures					
Personnel Services	\$44,247	\$19,571	\$355,614		
Supplies	\$875	\$179	\$56,842		
Other Services & Charges	\$100,913	\$61,444	\$3,244,189		
Capital Outlay					
			\$13,232		
Total Expenditures	\$146,035	\$81,194	\$3,669,877		

Budget Highlights:

In connection with a new financial software implementation, several of the Michigan Works! And Community Action Agency programs were combined into two funds, Michigan Works! (2745) and Community Action Agency (2746). Consequently, 2013 and 2014 are zero.

Fund: (2745) Michigan Works

Function Statement

The Workforce Investment Act (WIA) - Adult Program provides employment training primarily to adults/dislocated workers facing serious barriers to employment. This program has three main functions: 1) Core Services provide basic intake and registration task, 2) Intensive Services provide classroom training, work experience, and supportive services such as transportation and child care, and 3) Training Services provide occupational and on-the-job training. Youth Program provides employment training both in school and out of school youths, ages 14-21. This program provides study skills and tutoring, alternative secondary school, summer employment, paid and unpaid work experience, occupational skill training, guidance and counseling, supportive services and others. The Jobs, Employment, and Training (JET) grant from the State of Michigan provides counseling, job referral, and job placement services.

Mission Statement

Provide employment training to eligible youth, adults, dislocated workers and welfare recipients.

TARGET POPULATION	Low Income Adults, Eligible Youth ages 14-21					
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment					
	Agency Goal 1: To increase the employment, retention and earnings and/or work readiness of adults/dislocated workers/welfare recipients/ and youths					
	<i>Objective 1) Provide employment training to eligible adults</i>					
	<i>Objective 2) Track adult employment retention and earnings information</i>					
SERVICES & PROGRAMS	WIA Adult Program (<i>Goal 1</i>)					
WORKLOAD & EFFICIENCY	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
	% of adults receiving training	>50%	90%	85%	55%	40%
	Credential/ skill attainment rate	>70%	88%	86%	86%	90%
OUTCOMES	% of adults who obtain employment	>70%	95%	92%	80%	85%
	% of adults who retain jobs	>80%	91%	91%	91%	91%
	Replacement wages of eligible adults	n/a	\$11,257	\$12,187	\$13,113	\$14,130

SERVICES & PROGRAMS	WIA Dislocated Worker Program (<i>Goal 1</i>)					
WORKLOAD & EFFICIENCY	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
	% of dislocated workers who receive training	72%	90%	83%	70%	55%
	Credential/skill attainment rate	84%	85%	81%	80%	83%
OUTCOMES	% of dislocated workers who obtain employment	94%	93%	91%	91%	90%
	% of dislocated workers who retain jobs	92%	95%	95%	95%	97%
	Replacement wages of eligible dislocated workers	\$12,800	\$16,287	\$16,064	\$16,350	\$16,500

SERVICES & PROGRAMS	Jobs, Employment, and Training (JET) Program (<i>Goal 1</i>)					
WORKLOAD & EFFICIENCY	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
	# of welfare recipients who receive training	-	36	59	47	53
OUTCOMES	% of welfare recipients who obtain employment	>40%	34%	51%	42%	45%
	% of welfare recipients who retain jobs	>40%	34%	20%	27%	29%
	% of cases closed due to earnings	>40%	21%	54%	37%	39%

Fund: (2745) Michigan Works

SERVICES & PROGRAMS		WIA Youth Program (<i>Goal 1</i>)				
WORKLOAD	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
		# of older youth who receive training	53	6	46	50
	# of younger youth who receive training	100	161	255	196	215
EFFICIENCY	% of older youth attaining credentials/ skills	80%	100%	100%	80%	80%
	% of younger youth attaining credentials/skills	96%	86%	88%	89%	90%
OUTCOMES	% of older youth who obtain employment	83%	100%	83%	90%	87%
	% of older youth who retain jobs	85%	95%	95%	100%	100%
	Average change in earnings for older youth	\$3,100	\$4,365	\$4,341	\$8,840	\$9,020

Ottawa County
MICHIGAN WORKS!

Service Center: 616.396.2154
MiTalent: www.mitalent.org
MARVIN: 866.638.3993
Claims: 866.500.0017



Job Search Sites

- www.careerbuilder.com
- www.dice.com
- http://grandrapids.craigslist.org
- www.indeed.com
- www.jobster.com
- www.mlive.com/jobs
- www.monster.com
- www.odesk.com
- www.simplyhired.com
- www.thingamajob.com

Resources

- www.michigan.gov/careers
- http://onetcenter.org
- salary.com
- payscale.com
- jobskills.info
- khake.com
- www.linkedin.com (networking)
- www.miottawa.org/michiganworks
- www.facebook.com/ocmwa
- Twitter: @ocmwa**
- LinkedIn: Michigan Works**

Recruiters

Management Recruiters of Ottawa County

- Select Resources
- KForce
- Arrow Strategies
- Otterbase
- TEKSystems
- theladders.com

www.quintcareers.com/top_50_sites.html
www.regionalhelpwanted.com/home/130.htm?SN=130&

This is a business-sized card which participants can keep with them. It has a number of resources on it such as a list of job search sites, the area's largest employers and the phone numbers for temporary agencies and recruiters. This is one of many tools available through the Michigan Works Agency

Resources

Positions for all Michigan Works and Community Action Agency programs are listed below. Most of the positions are split among several different grants.

Personnel	2012	2013	Estimated 2014
Position Name	# of Positions	# of Positions	# of Positions
Account Clerk	1.000	1.000	0.800
Accountant I	0.000	1.000	1.000
Assessment & Eligibility Specialist	3.600	3.600	2.000
Business Services Representative	2.000	2.000	2.000
CAA/Housing Program Supervisor	1.000	1.000	1.000
Financial Supervisor	1.000	0.000	0.000
FSS Case Manager	1.000	1.000	0.000
Marketing Specialist - MI Works	1.000	1.000	1.000
Medicaid/CAA Clerk	1.000	1.000	1.000
MI Works Service Coordinator	1.000	1.000	0.000
MI Works/CAA Director	1.000	1.000	1.000
Procurement Contract Coordinator	1.000	1.000	1.000
Program Supervisor - MI Works	2.000	2.000	2.000
Quality Assurance & Trng Coord	0.000	1.000	1.000
Records Processing Clerk II	1.000	0.000	0.000
Senior Accountant	0.000	1.000	1.000
Senior Secretary	1.000	1.000	1.000
Team Supervisor-MI Works	0.000	1.000	2.000
Talent Development Associate	0.000	15.960	22.975
Talent Development Lead	0.000	3.000	5.000
Weatherization Inspectors	2.000	1.000	1.000
Weatherization Program Coordinator	1.000	1.000	1.000
Workforce Intelligence Analyst	1.000	0.000	0.000
	22.600	41.560	47.775

Michigan Works and Community Action Agency provides administration oversight on several grants. These grants provide an array of services to youths and adults and are accounted for in the appropriate fund depending on the funding service and grant period. Estimated 2014 full time equivalents are based on current approved employees as of October, 2013.

Fund: 2745 Michigan Works

Resources

Funding	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue			\$2,106,946	\$8,909,476	\$0
Other Revenue			\$9,682	\$103,288	\$0
Other Financing Sources			\$102,576	\$0	\$0
Total Revenues			\$2,219,205	\$9,012,764	\$0
Expenditures					
Personnel Services			\$725,125	\$3,202,560	\$0
Supplies			\$31,230	\$142,195	\$0
Other Services & Charges			\$1,367,179	\$5,668,009	\$0
Capital Outlay			\$0	\$0	\$0
Total Expenditures			\$2,123,534	\$9,012,764	\$0

Budget Highlights:

The full time equivalents are up in 2013 because some of the work that was contracted out in the past is now done in-house. The 2012 dollars represent a partial year for the majority of the grants as they are reported in this fund as of October 1, 2012. The budgets for all Michigan Works grants are budgeted upon grant notification through the budget amendment process. There are no County funds involved in these programs, and funding varies significantly from year to year.

Fund: (2746) Community Action Agency

Function Statement

The Community Action Agency fund is used to account for grant monies to be applied to various community programs for the impoverished residents of Ottawa County. Such grants include employment activities, income management, housing, emergency assistance, and nutrition. The Emergency Feeding Program distributes surplus USDA food items four months out of the year to eligible applicants. The Commodities Supplemental Food Program (CSFP) distributes twelve months out of the year to eligible seniors and Mothers, Infants and Children program applicants. This fund records the Community Development Block Grant which provides home rehabilitation and emergency home repair assistance to eligible homeowners. The Weatherization Program supplies funds for weatherizing homes of the disadvantaged, elderly, and impoverished persons. The Weatherization Program also provides energy education.

Mission Statement

Reduce the effects of poverty within Ottawa County

TARGET POPULATION	Income Eligible Residents of Ottawa County					
PRIMARY GOALS & OBJECTIVES	County Goal: Contribute to a healthy physical, economic, and community environment					
	Agency Goal 1: To effectively administer Community Action Agency programs and provide effective customer service by promoting effective partnerships with other agencies					
	<i>Objective 1) To effectively administer Community Action Agency (CAA) programs.</i>					
	<i>Objective 2) To create and maintain partnerships among supporters and providers of service</i>					
	<i>Objective 3) To assist every household seeking assistance</i>					
	Agency Goal 1: To strengthen needy families by providing food assistance					
	<i>Objective 1) To provide USDA supplemental foods to eligible households monthly (CSFP)</i>					
	<i>Objective 2) To provide The Emergency Food Assistance Program (TEFAP) quarterly</i>					
	Agency Goal 1: To improve the living conditions of low-income families					
	<i>Objective 1) To provide home rehabilitation to homeowners</i>					
<i>Objective 2) To provide emergency repairs to homeowners</i>						
Agency Goal 1: To improve the conditions in which low-income persons live						
<i>Objective 1) To provide energy education to customers</i>						
<i>Objective 2) To provide energy-savings measures to eligible participants</i>						
SERVICES & PROGRAMS	Management Plan; Community Partnership Program; Application Processing (<i>Goal 1</i>)					
WORKLOAD & EFFICIENCY	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
	# of partnerships created/maintained	54	62	63	63	53
	# of applicants assisted	5,200	5,587	5,375	4,800	4,800

SERVICES & PROGRAMS	Commodity Supplemental Food Program; Emergency Food Assistance Program (<i>Goal 1</i>)					
WORKLOAD & EFFICIENCY	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
	# of individuals obtaining food monthly	400	392	369	365	365
	# of individuals receiving food quarterly	2,000	3,406	2,907	2,900	2,900

Fund: (2746) Community Action Agency

SERVICES & PROGRAMS		Home Rehabilitation Program; Emergency Home Repair Program (<i>Goal 1</i>)				
WORKLOAD & EFFICIENCY	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
	# of homes receiving rehabilitation	12	0	1	3	3
	# of homes receiving emergency repair	6	4	0	3	3

SERVICES & PROGRAMS		Energy Education Program; Energy Reduction Program (<i>Goal 1</i>)				
WORKLOAD & EFFICIENCY	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
	# of individuals receiving energy-saving education	250	204	102	30	30
	# of homes receiving energy-saving measures	250	213	234	32	32



The line for the food distribution at the Community Action House on November 8, 2013.

Four times each year, the Community Action Agency coordinates a federal government surplus food giveaway to low income families. This is one of several programs to assist Ottawa County residents managed by the Community Action Agency.

Fund: 2746 Community Action Agency - Administration

Resources

Personnel

See Fund 2745 for a listing of personnel for both Michigan Works as well as Community Action Agency Fund (CAA).

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue			\$641,942	\$1,564,830	\$0
Other Revenue			\$46,381	\$116,994	\$0
Other Financing Sources			\$188,426	\$2	\$0
Total Revenues			\$876,749	\$1,681,826	\$0
Expenditures					
Personnel Services			\$199,438	\$454,270	\$0
Supplies			\$259,310	\$183,619	\$0
Other Services & Charges			\$259,332	\$1,043,937	\$0
Capital Outlay			\$0	\$0	\$0
Total Expenditures			\$718,080	\$1,681,826	\$0

Budget Highlights:

The budgets for all Community Action Agency funds are budgeted upon grant notification through the budget amendment process. There are no County funds involved in these programs, and funding varies significantly from year to year.

Fund: 2749 Workforce Investment Act - 3/31 Grant Programs

Funding	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$17,500	\$5,490	\$5,878		
Other Revenue	\$5,000				
Total Revenues	\$22,500	\$5,490	\$5,878		
Expenditures					
Personnel Services					
Supplies			\$131		
Other Services & Charges	\$22,500	\$5,490	\$5,747		
Total Expenditures	\$22,500	\$5,490	\$5,878		

Budget Highlights:

In connection with a new financial software implementation, several of the Michigan Works! And Community Action Agency programs were combined into two funds, Michigan Works! (2745) and Community Action Agency (2746). Consequently, 2013 and 2014 are zero.

Fund: 2750 - Grant Programs - Pass Thru

Function Statement

This fund records grants which the County passes through to other agencies. The prior year budgets included grants for juvenile services, public safety, energy efficiency and economic development.

Resources

Funding	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$1,238,844	\$929,552	\$156,997		
Other Revenue					
Other Financing Sources	\$27,408	\$24,078			
Total Revenues	\$1,266,252	\$953,630	\$156,997		
Expenditures					
Personnel Services	\$76,852	\$67,270			
Supplies	\$15,588				
Other Services & Charges	\$722,660	\$453,372	\$32,726		
Total Expenditures	\$1,266,253	\$953,630	\$156,997		

Budget Highlights:

All grants expired in 2012.

Fund: 2800 Emergency Feeding

Resources					
Funding	2010	2011	2012	2013	2014
	Actual	Actual	Actual	Current Year Estimated	Adopted by Board
Revenues					
Intergovernmental Revenue	\$365,851	\$366,731	\$315,406		
Other Financing Sources		\$5,199	\$1,499		
Total Revenues	\$365,851	\$371,930	\$316,905		
Expenditures					
Personnel Services	\$12,362	\$27,074	\$27,607		
Supplies	\$305,051	\$309,506	\$229,320		
Other Services & Charges	\$48,238	\$42,464	\$32,337		
Capital Outlay					
Total Expenditures	\$365,651	\$379,044	\$289,265		

Budget Highlights:

In connection with a new financial software implementation, several of the Michigan Works! And Community Action Agency programs were combined into two funds, Michigan Works! (2745) and Community Action Agency (2746). Consequently, 2013 and 2014 are zero.

Fund: 2810 Federal Emergency Management Agency (FEMA)

Function Statement					
This fund is used to account for monies received through the Emergency Food and Shelter National Board program for utility payments to prevent utility disconnection or heating source loss in households that have exhausted all other resources and do not qualify for other Community Action emergency funds.					
Resources					
Funding	2010	2011	2012	2013	2014
Budget Summary	Actual	Actual	Actual	Current Year Estimated	Adopted by Board
Revenues					
Intergovernmental Revenue	\$2,500		\$2,805		
Interest	\$20				
Other Financing Sources	\$2,480				
Total Revenues	\$5,000		\$2,805		
Expenditures					
Other Services & Charges	\$5,000		\$2,805		
Total Expenditures	\$5,000		\$2,805		

Budget Highlights:

In connection with a new financial software implementation, several of the Michigan Works! And Community Action Agency programs were combined into two funds, Michigan Works! (2745) and Community Action Agency (2746). Consequently, 2013 and 2014 are zero.

Fund: 2850 Community Corrections Program

Resources

Personnel

Position Name	2012 # of Positions	2013 # of Positions	2014 # of Positions
Director of Probation & Community Correction	0.750	0.000	0.000
Assistant Director of Probation Services	0.250	0.000	0.000
Court Services Coordinator	1.000	0.000	0.000
Court Services Officer	1.000	0.000	0.000
Probation Officer-Substance Abuse	2.800	0.000	0.000
Probation Assistant	0.000	0.000	0.000
Probation Secretary	0.000	0.000	0.000
District Court Clerk	0.000	0.000	0.000
Senior Secretary	0.800	0.000	0.000
	6.600	0.000	0.000

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$220,000	\$241,041	\$236,041		
Charges for Services	\$197,817	\$187,156	\$170,122		
Other Revenue	\$9,896	\$7,846	\$10,416		
Other Financing Sources	\$519,991	\$465,509	\$393,306		
Total Revenues	\$947,704	\$901,552	\$809,885		
Expenditures					
Personnel Services	\$678,230	\$588,719	\$555,553		
Supplies	\$18,452	\$11,365	\$23,417		
Other Services & Charges	\$266,549	\$266,957	\$337,611		
Other Financing Uses	\$31,106	\$135,374			
Total Expenditures	\$994,337	\$1,002,415	\$916,581		

Budget Highlights:

Revenues for Charges for Services are decreasing across the State, this is due to a combination of the poor economy, increased awareness and a decrease in the number of police officers. In the last couple years this fund has also subsidized the new Sobriety Treatment Program aimed at addressing the needs of high risk offenders. This fund was closed as of 9/30/12 and activities are now reported in the General Fund Department (1362).

Fund: 2855 Revenue Sharing Reserve Fund

Function Statement

The Revenue Sharing Reserve Fund was created in 2004 as required by the State of Michigan. The fund accounts for the additional tax revenue received as a result of the acceleration of the millage levy from December to July. The fund transfers an amount to the General Fund equal to the amount the County would have received from the State for Revenue Sharing Payments had they not been temporarily discontinued.

Resources

Personnel

No personnel has been allocated to this department.

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Taxes					
Interest	\$31,335				
Total Revenues	\$31,335				
Expenditures					
Other Financing Uses	\$4,681,321	\$422,130			
Total Expenditures	\$4,681,321	\$422,130			

Budget Highlights:

As planned, this fund was depleted in 2011. Revenue sharing payments have been reinstated by the State of Michigan.

Fund: 2870 Community Action Agency

Resources					
Funding	2010	2011	2012	2013	2014
	Actual	Actual	Actual	Current Year Estimated	Adopted by Board
Revenues					
Intergovernmental Revenue	\$936,494	\$519,781	\$406,937		
Other Revenue	\$21,904	\$34,902	\$41,560		
Other Financing Sources	\$29,000	\$29,000	\$26,750		
Total Revenues	\$987,398	\$583,683	\$475,248		
Expenditures					
Personnel Services	\$410,852	\$280,460	\$249,081		
Supplies	\$93,489	\$76,779	\$11,408		
Other Services & Charges	\$497,426	\$214,986	\$224,518		
Capital Outlay	\$17,128				
Other Financing Uses	\$2,480	\$50,094	\$70,327		
Total Expenditures	\$1,021,375	\$622,319	\$555,334		

Budget Highlights:

In connection with a new financial software implementation, several of the Michigan Works! And Community Action Agency programs were combined into two funds, Michigan Works! (2745) and Community Action Agency (2746). Consequently, 2013 and 2014 are zero.

Fund: 2890 Weatherization

Resources					
Funding	2010	2011	2012	2013	2014
	Actual	Actual	Actual	Current Year Estimated	Adopted by Board
Revenues					
Intergovernmental Revenue	\$663,686	\$1,684,566	\$1,388,928		
Other Revenue	\$21,282	\$114,083	\$82,153		
Other Financing Sources					
Total Revenues	\$684,968	\$1,798,649	\$1,471,081		
Expenditures					
Personnel Services	\$274,281	\$407,522	\$351,694		
Supplies	\$306,834	\$1,201,349	\$945,794		
Other Services & Charges	\$100,277	\$153,836	\$159,477		
Capital Outlay		\$16,576			
Total Expenditures	\$681,392	\$1,779,283	\$1,456,965		

Budget Highlights:

In connection with a new financial software implementation, several of the Michigan Works! And Community Action Agency programs were combined into two funds, Michigan Works! (2745) and Community Action Agency (2746). Consequently, 2013 and 2014 are zero.

Fund: 2901 Department of Human Services

Function Statement

This fund is used primarily to account for the State of Michigan Department of Human Services activities in Ottawa County. These services include welfare, child protection services, and various other assistance programs to disadvantaged citizens.

Resources

Personnel

No personnel has been allocated to this department.

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$150,779	\$182,776	\$165,677	\$22,140	
Charges for Services					
Rents					
Other Revenue	\$1,452	\$431			
Other Financing Sources	\$135,160	\$73,750	\$73,670	\$43,690	\$44,547
Total Revenues	\$287,391	\$256,957	\$239,347	\$65,830	\$44,547
Expenditures					
Personnel Services					
Supplies	\$7,223	\$1,318	\$1,150	\$593	\$593
Other Services & Charges	\$280,168	\$254,402	\$236,042	\$67,527	\$43,954
Operating Transfers		\$250,000			
Total Expenditures	\$287,391	\$505,720	\$237,192	\$68,120	\$44,547

Budget Highlights:

In 2011 the County transferred \$250,000 during the year from this fund in preparation of switching from a Defined Benefit Plan to a Defined Contribution Plan for future hires. In January 2013 the State of Michigan regional Accounting Service Center took over claims and benefit processing. In 2014 remaining activity relates to running the local office.

Fund: (2920) Child Care Fund

Function Statement

The Child Care Fund (CCF) provides programming for delinquent and/or neglect/abuse cases. These programs include specialized treatment programs in the Juvenile Detention Center, general detention, all community-based, in-home treatment programs and residential treatment placement. Approximately 68 full-time staff positions, including administrators, and all treatment programs are included in this budget. The Michigan CCF reimburses the County for 50% of all staff and program expenditures from state funds. This budget and the programs are audited on an annual basis by the Michigan Department of Human Services, Bureau of Juvenile Justice based on specific criteria as reflected in the performance measures.

Mission Statement

To administer justice and restore wholeness in a manner that inspires public trust

TARGET POPULATION	Juvenile Offenders Citizens Law Enforcement Agencies Schools Attorneys State Agencies, e.g. Department of Human Services, Department of Community Health Prosecutor's Office, County Administration, Human Resources and various other County departments					
	County Goal: Maintain and improve the strong financial position of the County CCF Goal 1: To ensure compliance with Child Care Fund audit requirements <i>Objective 1) Collect required data and review all expenditures for proper authorization, documentation, and eligibility</i> <i>Objective 2) Collect required data and review all program case files for proper authorization, documentation, and eligibility</i> <i>Objective 3) Collect required data and review all program criteria requirements</i>					
PRIMARY GOALS & OBJECTIVES						
SERVICES & PROGRAMS	Management of the Child Care Fund In-Home Care Program, Detention Center and Residential Treatment Services (<i>Goal 1</i>)					
WORKLOAD & EFFICIENCY	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
	% compliance with having the minimum # of face-to-face youth contacts per week	100%	100%	100%	100%	100%
	% compliance with having the required ratio of 1:20	100%	100%	100%	100%	100%
	% compliance with having a copy of the agreement between the juvenile, parent(s) and Court that is signed and dated by all parties in response to settling a complaint	100%	100%	100%	100%	100%
	% compliance with having documentation reflecting a preliminary hearing and temporary order for services	100%	100%	100%	100%	100%
	% compliance with all additional petitions	100%	100%	100%	100%	100%
	% compliance with having adjudication and dispositional orders reflecting dates and offense(s)	100%	100%	100%	100%	100%
	% compliance with having face sheets reflecting case demographic data and offense record	100%	100%	100%	100%	100%
	% compliance with having a family case assessment reflecting the problem and need for specific-component services	100%	100%	100%	100%	100%
	% compliance with having a treatment plan with objectives and action steps stated signed by the worker	100%	100%	100%	100%	100%
	% compliance with having a Court order reflect the requirement of a juvenile's participation	100%	100%	100%	100%	100%

Fund: (2920) Child Care Fund

	ANNUAL MEASURES	TARGET	2011 ACTUAL	2012 ACTUAL	2013 ESTIMATED	2014 PROJECTED
WORKLOAD & EFFICIENCY (CONT.)	% compliance with submitting quarterly progress reports	100%	100%	100%	100%	100%
	% compliance with the length of time each youth has been involved in a program funded by the CCF	100%	100%	100%	100%	100%
	% compliance with termination criteria, dismissal orders	100%	100%	100%	100%	100%
OUTCOMES	% compliance with Child Care Fund audit	100%	100%	100%	100%	100%
CUSTOMER SERVICE	% of attorneys satisfied with department services	90%	n/a	100%	100%	100%
	% of public customers indicating interaction with staff was courteous, respectful, and friendly	90%	n/a	100%	100%	100%



The Ropes Court emphasizes experiential learning which is a process of safely opening up new avenues to participants by allowing them to take healthy risks through designed activities which challenge them individually and as a group to resolve conflicts, open communication, build confidence and trust, and gain mastery in areas that may cause anxiety or fear.

While the Ropes Course was initially utilized primarily by delinquent teens within the court system, it is now available to community groups for a modest fee which helps maintain the course.

Resources

Personnel	2012	2013	2014
Position Name	# of Positions	# of Positions	# of Positions
Detention Superintendent	1.000	1.000	1.000
Assistant Superintendent	1.000	1.000	1.000
Director of Juvenile Services	0.850	0.850	0.860
Assistant Director of Juvenile Services	0.875	0.875	0.865
Treatment Program Supervisor	1.000	1.000	1.000
Administrative Aide	1.000	1.000	1.000
Group Leader - Juvenile	7.000	7.000	7.000
Youth Specialist	17.650	17.650	17.650
Shift Supervisor	5.000	5.000	5.000
Casework Services Manager	1.000	1.000	1.000
Senior Caseworker	2.000	2.000	2.000
Treatment Specialist	5.000	5.000	5.000
Programs Supervisor	1.000	1.000	1.000
Treatment Services Manager	1.000	1.000	1.000
Caseworker	11.000	11.000	11.000
Assistant Juvenile Register	1.000	1.000	1.000
Circuit Court Administrator	0.340	0.340	0.340
Juvenile Court Clerk II	1.000	1.000	1.000
Administrative Clerk	1.000	1.000	1.000
Juvenile Community Justice Supr	1.000	1.000	1.000
Lieutenant	0.300	0.300	0.300
Deputy	3.000	3.000	3.000
	64.015	64.015	64.015

Funding	2010	2011	2012	2013	2014
	Actual	Actual	Actual	Current Year Estimated	Adopted by Board
Revenues					
Intergovernmental Revenue	\$3,648,170	\$3,321,634	\$3,356,492	\$3,512,981	\$3,840,445
Other Revenue	\$528,276	\$719,227	\$826,143	\$843,670	\$829,200
Other Financing Sources	\$3,992,884	\$3,491,647	\$3,591,371	\$3,712,842	\$3,832,315
Total Revenues	\$8,169,330	\$7,532,508	\$7,774,006	\$8,069,493	\$8,501,960
Expenditures					
Personnel Services	\$4,292,219	\$4,143,298	\$4,008,834	\$4,148,715	\$4,715,334
Supplies	\$179,283	\$154,708	\$205,436	\$205,714	\$202,559
Other Services & Charges	\$3,215,059	\$3,234,504	\$3,559,735	\$3,715,064	\$3,784,067
Other Financing Uses		\$750,000			
Total Expenditures	\$7,686,561	\$8,282,510	\$7,774,006	\$8,069,493	\$8,701,960

Budget Highlights:

2012 saw a decrease in positions due to not funding open positions, and transfers to other funds. The Operating Transfer in 2011 (Other Financing Uses) was a one time transfer to help fund the DB/DC changeover. The 2014 budget reflects a \$200,000 use of fund balance, but no fund balance us is anticipated (see also, transmittal letter).

Fund: 2921 Child Care-Social Services

Function Statement

The Child Care - Social Services fund is used to account for the foster care of children under the direction of the Michigan Department of Human Services - Ottawa County office.

Resources

Personnel

No personnel has been allocated to this department.

Funding

Budget Summary	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$271		\$128		
Other Revenue					
Other Financing Sources			\$128		
Total Revenues	\$271		\$256		
Expenditures					
Other Services & Charges	\$796		\$256		
Other Financing Uses		\$73,260			
Total Expenditures	\$796	\$73,260	\$256		

Budget Highlights:

During 2011, the County transferred \$73,260 from this fund to the DB/DC Conversion fund (2970) in preparation of switching from a Defined Benefit Pension Plan to a Defined Contribution Pension Plan for future hires. The fund has been combined with the Child Care Fund (2920) effective 10/1/12.

Fund: 2930 Soldiers & Sailors Relief

Function Statement

The Soldiers & Sailors Relief Commission determines the eligibility of claims from indigent veterans and authorizes the requested payments. Eligibility is determined by the time and length of service during an armed conflict, honorable discharge, and length of residency in Ottawa County.

Resources

Personnel

No personnel has been allocated to this department.

Funding

Budget Summary	2010	2011	2012	2013	2014
	Actual	Actual	Actual	Current Year Estimated	Adopted by Board
Revenues					
Other Financing Sources	\$45,725				
Total Revenues	\$45,725				
Expenditures					
Other Services & Charges	\$45,725				
Total Expenditures	\$45,725				

Budget Highlights:

The County has implemented Governmental Accounting Standards Board Statement 54 in 2011 which requires that a substantial portion of a fund's inflows be derived from restricted or committed revenue sources in order to be accounted for separately in a Special Revenue fund. This fund did not meet the requirement, so it has been combined with the General Fund in 2011.

Fund: 2941 Veterans Trust

Function Statement

The Veterans' Trust fund was established under Section 35.607 of the State of Michigan Compiled Laws of 1970. It is used to account for monies received by the state and distributed to veterans in need of assistance.

Resources

Personnel

No personnel has been allocated to this department.

Funding

Budget Summary	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Intergovernmental Revenue	\$21,872	\$53,048	\$71,725		
Other Financing Sources					
Total Revenues	\$21,872	\$53,048	\$71,725		
Expenditures					
Other Services & Charges	\$23,353	\$53,048	\$71,725		
Total Expenditures	\$23,353	\$53,048	\$71,725		

Budget Highlights:

This program has been combined with fund 2180, Other Governmental Grants effective 10/1/12.

Fund: 2970 DB/DC Conversion

Function Statement

The DB/DC Conversion fund was established in 2011 to account for funds earmarked for the extra initial costs of the County changing from a defined benefit pension system to a defined contribution pension system for new hires. Once the new pension has been implemented, funds will be drawn from this fund to cover the resulting higher retirement costs for employees remaining in the defined benefit

Resources

Personnel

No personnel has been allocated to this department.

Funding

	2010 Actual	2011 Actual	2012 Actual	2013 Current Year Estimated	2014 Adopted by Board
Revenues					
Charges for Services		\$341,471			
Interest		\$18,115	\$47,958	\$40,870	\$41,219
Other Revenue					
Other Financing Sources		\$4,271,524			
Total Revenues		\$4,631,110	\$47,958	\$40,870	\$41,219
Expenditures					
Other Services & Charges		\$7,600	\$10,000		
Total Expenditures		\$7,600	\$10,000		

Budget Highlights:

Above costs are comprised of a full projection study completed in 2011.

Fund: 2980 Compensated Absences

Function Statement

The Compensated Absences fund is used to account for future payments of accumulated sick pay of County employees under the sick days/short and long-term disability plan. This fund is also used to accrue vacation pay.

Resources

Personnel

No personnel has been allocated to this department.

Funding

	2010	2011	2012	2013	2014
	Actual	Actual	Actual	Current Year Estimated	Adopted by Board
Revenues					
Charges for Services	\$69,431	\$82,410	\$68,220	\$63,684	\$73,354
Interest	\$45,845	\$37,703	\$35,269	\$29,793	\$30,195
Total Revenues	\$115,276	\$120,113	\$103,489	\$93,477	\$103,549
Expenditures					
Personnel Services	\$71,125	\$26,140	\$102,613	\$59,560	\$27,163
Other Financing Uses		\$375,000			
Total Expenditures	\$71,125	\$401,140	\$102,613	\$59,560	\$27,163

Budget Highlights:

Expenditures can vary depending on the number and size of sick bank payoffs in a given year. During 2011, the County transferred \$375,000 from this fund to the DB/DC Conversion fund (2970) in preparation of switching from a Defined Benefit Pension Plan to a Defined Contribution Pension Plan for future hires.