

FINANCE AND ADMINISTRATION COMMITTEE

Approved Minutes

DATE: September 2, 2003

TIME: 8:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Cornelius Vander Kam, Roger Rycenga, Robert Rinck, Gordon Schrotenboer, Philip Kuyers

STAFF & GUESTS: Gary Scholten, Register of Deeds; Mary Richardson, Treasurer; June Hagan, Accounting Director; Rosemary Zink, Finance Director; Rich Schurkamp, Human Services Director; Robert Oosterbaan, Administrator; John Johnson, Equalization Director; Michael Galligan, Deputy Equalization Director; Connie VanderSchaaf, Finance Dept.; Greg Rappleye, Corporation Counsel; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the August 21, 2003, Meeting as presented and approve by consent the agenda of today as presented.

SUBJECT: RESOLUTION AUTHORIZING THE COUNTY EQUALIZATION DIRECTOR TO AUDIT "HOMESTEAD EXEMPTIONS" WITHIN OTTAWA COUNTY

FC 03-067 Motion: To approve and forward to the Board the Resolution authorizing the County Equalization Director to audit "Homestead Exemptions" within Ottawa County from October 1, 2003 through September 30, 2005.

Moved by: Schrotenboer Supported by: Rinck UNANIMOUS

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 03-068 Motion: To approve budget adjustments #704 - #705.

Moved by: Schrotenboer Supported by: Rinck UNANIMOUS

SUBJECT: JUROR MILEAGE AND COMPENSATION RESOLUTION

FC 03-069 Motion: To recommend a mileage rate of \$\_\_\_\_\_, and forward to the Board the Resolution regarding juror mileage rates and compensation. Current rate is .225 per mile.

FC 03-070 Motion: To amend motion FC 03-069 inserting "IRS allowable rate".

Moved by: Schrotenboer Supported by Rinck UNANIMOUS

A vote was than taken on the motion as amended and the amended motion passed.

SUBJECT: RESOLUTION OF INTENT TO INCREASE 2003 MILLAGE RATE FOR OTTAWA COUNTY

FC 03-071 Motion: To approve and forward to the Board the Resolution of Intent to Increase 2003 Millage Rate for Ottawa County.

Moved by: Schrottenboer Supported by: Rinck UNANIMOUS

SUBJECT: RESOLUTION OF INTENT TO INCREASE 2003 MILLAGE RATE FOR E-911

FC 03-072 Motion: To approve and forward to the Board the Resolution of Intent to Increase the 2003 Millage Rate for E-911.

Moved by: Rinck Supported by: Kuyers UNANIMOUS

SUBJECT: RESOLUTION OF INTENT TO INCREASE 2003 MILLAGE RATE FOR PARKS

FC 03-073 Motion: To approve and forward to the Board the Resolution of Intent to Increase the 2003 Millage Rate for Parks.

Moved by: Schrottenboer Supported by: Rinck UNANIMOUS

SUBJECT: RESOLUTION REGARDING THE DISTRIBUTION OF CONVENTION FACILITY TAX REVENUES TO COUNTIES UNDER PUBLIC ACTS 106 AND 107 OF 1985

FC 03-074 Motion: To approve and forward to the Board the Resolution Regarding the Distribution of Convention Facility Tax Revenues to Counties Under Public Acts 106 and 107 of 1985.

Moved by: Rinck Supported by: Vander Kam UNANIMOUS

SUBJECT: RESOLUTION REGARDING THE DISTRIBUTION OF CIGARETTE TAX REVENUES TO COUNTIES UNDER PUBLIC ACTS 219 AND 264 OF 1987

FC 03-075 Motion: To approve and forward to the Board the Resolution regarding the Distribution of Cigarette Tax Revenues to Counties Under Public Acts 219 and 264 of 1987.

Moved by: Schrottenboer Supported by: Kuyers UNANIMOUS

SUBJECT: WAGE AND FRINGE BENEFIT RECOMMENDATIONS FOR 2004

FC 03-076 Motion: To approve and forward to the Board the following wage and benefit adjustments for 2004 for Elected Officials, County and Court Unclassified employees (excluding Judges and the Board of Commissioners):

1. Wages: Effective January 1, 2004: Increasing the existing salary schedule by two percent (2%).
2. Health Plan Wellness/Prevention: Effective January 1, 2004: Increase the annual per person wellness/prevention amount in the health plan from \$250 to \$300.
3. Health Plan Co-pay: Effective January 1, 2004: Implement employee co-pay of twenty percent (20%) on the difference in actuarial determined cost between each year and 2003.

Example: Single coverage cost in 2003 is \$3,211. For 2004, the cost is \$3,792. Employees choosing single coverage in 2004 will pay 20% of the difference of the  $.20 \times \$581 = \$116.20$ .

4. Health Plan, Out-of-Network: Effective January 1, 2004: Increase the annual out-of-pocket maximum on out-of-network claims from \$1,100 (Single)/\$1,200 (Family) to \$1,650/\$1,800.

5. Dental Coverage: Effective January 1, 2004: Increase the annual maximum from \$800 to \$1,200 (Dental Option II) and from \$1,000 to \$1,400 (Dental Option I).

Moved by: Kuyers Supported by: Vander Kam UNANIMOUS

FC 03-077 Motion: To approve and forward to the Board for approval, an increase in the hourly wages of the County's temporary (non-seasonal) employees (excluding Relief ISP Officer, Cadet, Part-time Road Patrol Deputy, Part-time Corrections Officer, Reserve/Marine Patrol Officer, Mounted/Reserve Officer, Gatekeeper, Bailiff, Scientific Support Unit Specialist) of two percent (2%) effective January 1, 2004.

Moved by: Vander Kam Supported by: Rinck UNANIMOUS

FC 03-078 Motion: To approve and recommend to the Board for approval the following wage and benefit adjustments for 2004 for the Parenting Plus Supervisory employee(s):

1. Wages: Effective January 1, 2004: Increase the existing Parenting Plus Supervisory salary schedule by two percent (2%).

2. Health Plan Wellness/Prevention: Effective January 1, 2004: Increase the annual per person wellness/prevention amount in the health plan from \$250 to \$300.

3. Health Plan Co-pay: Effective January 1, 2004: Implement employee co-pay of twenty percent (20%) on the difference in actuarial determined cost between each year and 2003.

Example: Single coverage cost in 2003 is \$3,211. For 2004, the cost is \$3,792. Employees choosing single coverage in 2004 will pay 20% of the difference of the  $.20 \times \$581 = \$116.20$ .

4. Health Plan, Out-of-Network: Effective January 1, 2004: Increase the annual out-of-pocket maximum on out-of-network claims from \$1,100 (Single)/\$1,200 (Family) to \$1,650/\$1,800.

5. Dental Coverage: Effective January 1, 2004: Increase the annual maximum from \$800 to \$1,200 (Dental Option II) and from \$1,000 to \$1,400 (Dental Option I).

Moved by: Schrottenboer Supported by: Rinck UNANIMOUS

FC 03-079 Motion: To approve and recommend to the Board for approval the following wage and benefit adjustments for 2004 for the Parenting Plus Non-Supervisory employee(s):

1. Wages: Effective January 1, 2004: Increase the existing Parenting Plus Non-supervisory salary schedule by two percent (2%).

2. Health Plan Wellness/Prevention: Effective January 1, 2004: Increase the annual per person wellness/prevention amount in the health plan from \$250 to \$300.

3. Health Plan Co-pay: Effective January 1, 2004: Implement employee co-pay of twenty percent (20%) on the difference in actuarial determined cost between each year and 2003.

Example: Single coverage cost in 2003 is \$3,211. For 2004, the cost is \$3,792. Employees choosing single coverage in 2004 will pay 20% of the difference of the  $.20 \times \$581 = \$116.20$ .

4. Health Plan, Out-of-Network: Effective January 1, 2004: Increase the annual out-of-pocket maximum on out-of-network claims from \$1,100 (Single)/\$1,200 (Family) to \$1,650/\$1,800.

5. Dental Coverage: Effective January 1, 2004: Increase the annual maximum from \$800 to \$1,200 (Dental Option II) and from \$1,000 to \$1,400 (Dental Option I).

Moved by: Schrottenboer Supported by: Rinck UNANIMOUS

FC 03-080 Motion: To approve and recommend to the Board for approval the following wage and benefit adjustments for 2004 for the County's non-represented, non-supervisory full-time and regular part-time (Group W) employees:

1. Wages: Effective January 1, 2004: Increase the existing salary schedule by two percent (2%).
2. Health Plan Wellness/Prevention: Effective January 1, 2004: Increase the annual per person wellness/prevention amount in the health plan from \$250 to \$300.
3. Health Plan Co-pay: Effective January 1, 2004: Implement employee co-pay of twenty percent (20%) on the difference in actuarial determined cost between each year and 2003.

Example: Single coverage cost in 2003 is \$3,211. For 2004, the cost is \$3,792. Employees choosing single coverage in 2004 will pay 20% of the difference of the  $.20 \times \$581 = \$116.20$ .

4. Health Plan, Out-of-Network: Effective January 1, 2004: Increase the annual out-of-pocket maximum on out-of-network claims from \$1,100 (Single)/\$1,200 (Family) to \$1,650/\$1,800.

5. Dental Coverage: Effective January 1, 2004: Increase the annual maximum from \$800 to \$1,200 (Dental Option II) and from \$1,000 to \$1,400 (Dental Option I).

Moved by: Kuyers Supported by: Vander Kam UNANIMOUS

FC 03-081 Motion: To approve and recommend to the Board for approval an increase in the hourly wages for the following non-seasonal, temporary positions: Sheriff's Department Cadet to \$9.3795 per hour and Scientific Support Unit Specialist to \$10.50 per hour effective January 1, 2004.

Moved by: Schrottenboer Supported by: Rinck UNANIMOUS

SUBJECT: CLOSED SESSION

FC 03-082 Motion: To go into Closed Session at 8:58 a.m. to discuss pending litigation.

Moved by: Vander Kam Supported by: Rinck UNANIMOUS

Results of roll call votes: Yeas: Messrs. Vander Kam, Schrottenboer, Kuyers, Rinck, Rycenga. (5)

SUBJECT: RISE FROM CLOSED SESSION

FC 03-083 Motion: To rise from Closed Session at 9:34 a.m.

Moved by: Schrottenboer Supported by: Kuyers UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. 2004 Budget - Rosemary Zink explained the 2004 Budget Status resulting in a \$2,926.957 deficit. Bob Oosterbaan explained possible resources to balance the budget. He recommends leaving the millage rate at 3.4 mills. The Chair requested Rosemary to put together a summary of cost areas for the next Finance Meeting.

SUBJECT: ADJOURNMENT

FC 03-084 Motion: To adjourn at 9:58 a.m.

Moved by: Schrottenboer Supported by: Kuyers UNANIMOUS

