

**FINANCE AND ADMINISTRATION COMMITTEE**

**Approved Minutes**

DATE: September 19, 2006

TIME: 9:30 a.m.

PRESENT: Gordon Schrotenboer, Dennis Swartout, Edward Berghorst, Joyce Kortman

ABSENT: Robert Rinck

STAFF & GUESTS: Alan Vanderberg, Administrator; Erika Rosebrook-Dibble, Assistant Administrator; June Hagan, Fiscal Services Director; Tina McConnell, IT User Services; Rich Schurkamp, Human Resources Director; Travis Parsons, Human Resources; Mark Scheerhorn, Administrative Services; Greg Rappleye, Corporation Counsel; Brooke Slagle, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the September 5, 2006, meeting as presented and approve by consent the agenda of today as presented.

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 06-082 Motion: To approve budget adjustments #519, 589, 590, 637, 667, 668, 669 & 670.  
Moved by: Berghorst UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 06-083 Motion: To approve the Statement of Review for the month of August 2006.  
Moved by: Schrotenboer UNANIMOUS

SUBJECT: WAGE AND BENEFIT ADJUSTMENTS FOR 2007 FOR THE PARENTING PLUS NON-SUPERVISORY EMPLOYEES

FC 06-084 Motion: To approve and forward to the Board of Commissioners the following wage and benefit adjustments for Parenting Plus Non-Supervisory Employees for 2007:

- a. Wages: Effective January 1, 2007, increase the existing salary schedule by 3.3%.
- b. Increase Health Plan employee co-pay to seven percent (7%) of the current actuarial determined amount.

	<u>2007 Co-pay</u>
Single Coverage	\$14.26 bi-weekly
2-Person Coverage	\$30.74 bi-weekly
Family Coverage	\$42.73 bi-weekly

- c. Effective for 2007, implement the ICMA Vantage Care Retirement Health Savings Plan.
- d. Effective for 2007, implement interim benefits for exam and lenses in the County's current vision plan through VSP (Vision Service Plan).
- e. "Floating" Holidays may be prorated in one-half day increments for the year for new employees hired during a calendar year and individuals who terminated their employment during the year.
  - i. For employees who begin employment during the calendar year proration of Floating Holidays shall be according to the following example: Hire date is July 8<sup>th</sup>, leaving 5.75 months remaining in the year (July 8 to December 31). Floating Holiday time credited is 19.1475 hours (3.33 hours per month x 5.75 months). This employee will be credited with twenty (20) hours after rounding up to the nearest whole hour.
  - ii. If such proration of Floating Holidays for employees who terminate during the calendar year results in an overuse of Floating Holidays the amount of overuse times the employee's hourly rate of pay will be deducted from their final paycheck. Example: Employee terminates on May 28<sup>th</sup> with a balance of ten (10) hours of Floating Holiday time remaining. Seven (7) months remain in the year, therefore the remaining balance should be 23.31 hours (3.33 hours per month x 7 months = 23.31). The balance remaining however is only ten (10) hours. This employee will have 13.31 hours of pay deducted from their final paycheck (23.31 – 10 = 13.31 hours).
  - iii. Finally, if such proration of Floating Holidays for employees who terminate during the calendar year results in an under use of Floating Holidays the amount of under use will be paid to the employee in his/her final paycheck. Example: Employee terminates on September 30 with a balance of twenty-five (25) hours of Floating Holiday time remaining. The employee has worked nine (9) months in the year and they were entitled to use 29.96 (30) hours of Floating Holiday. The employee only used fifteen (15) hours and therefore he/she will be paid fifteen (15) hours at his/her current hourly rate of pay.

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: WAGE AND BENEFIT ADJUSTMENTS FOR 2007 FOR THE PARENTING PLUS SUPERVISORY EMPLOYEES

FC 06-085 Motion: To approve and forward to the Board of Commissioners the following wage and benefit adjustments for Parenting Plus Supervisory Employees for 2007:

- a. Wages: Effective January 1, 2007, increase the existing salary schedule by 3.3%.
- b. Increase Health Plan employee co-pay to seven percent (7%) of the current actuarial determined amount.

	<u>2007 Co-pay</u>
Single Coverage	\$14.26 bi-weekly
2-Person Coverage	\$30.74 bi-weekly
Family Coverage	\$42.73 bi-weekly

- c. Effective for 2007, implement the ICMA Vantage Care Retirement Health Savings Plan.
- d. Effective for 2007, implement interim benefits for exam and lenses in the County’s current vision plan through VSP (Vision Service Plan).
- e. “Floating” Holidays may be prorated in one-half day increments for the year for new employees hired during a calendar year and individuals who terminated their employment during the year.
  - i. For employees who begin employment during the calendar year proration of Floating Holidays shall be according to the following example: Hire date is July 8<sup>th</sup>, leaving 5.75 months remaining in the year (July 8 to December 31). Floating Holiday time credited is 19.1475 hours (3.33 hours per month x 5.75 months). This employee will be credited with twenty (20) hours after rounding up to the nearest whole hour.
  - ii. If such proration of Floating Holidays for employees who terminate during the calendar year results in an overuse of Floating Holidays the amount of overuse times the employee’s hourly rate of pay will be deducted from their final paycheck. Example: Employee terminates on May 28<sup>th</sup> with a balance of ten (10) hours of Floating Holiday time remaining. Seven (7) months remain in the year, therefore the remaining balance should be 23.31 hours

(3.33 hours per month x 7 months = 23.31). The balance remaining however is only ten (10) hours. This employee will have 13.31 hours of pay deducted from their final paycheck (23.31 – 10 = 13.31 hours).

- iii. Finally, if such proration of Floating Holidays for employees who terminate during the calendar year results in an under use of Floating Holidays the amount of under use will be paid to the employee in his/her final paycheck. Example: Employee terminates on September 30 with a balance of twenty-five (25) hours of Floating Holiday time remaining. The employee has worked nine (9) months in the year and they were entitled to use 29.96 (30) hours of Floating Holiday. The employee only used fifteen (15) hours and therefore he/she will be paid fifteen (15) hours at his/her current hourly rate of pay.

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: WAGE AND BENEFIT ADJUSTMENTS FOR COUNTY AND COURT UNCLASSIFIED EMPLOYEES (EXCLUDING ELECTED OFFICIALS, JUDGES AND THE BOARD OF COMMISSIONERS) FOR 2007.

FC 06-086 Motion: To approve and forward to the Board of Commissioners the following wage and benefit adjustments for County and Court Unclassified Employees (excluding Elected Officials, Judges and the Board of Commissioners) for 2007.

a. Wages: Effective January 1, 2007, increase the existing salary schedule by 3.3%.

b. Increase Health Plan employee co-pay to seven percent (7%) of the current actuarial determined amount.

	<u>2007 Co-pay</u>
Single Coverage	\$14.26 bi-weekly
2-Person Coverage	\$30.74 bi-weekly
Family Coverage	\$42.73 bi-weekly

c. Effective for 2007, implement the ICMA Vantage Care Retirement Health Savings Plan.

d. Effective for 2007, implement interim benefits for exam and lenses in the County's current vision plan through VSP (Vision Service Plan).

- e. "Floating" Holidays may be prorated in one-half day increments for the year for new employees hired during a calendar year and individuals who terminated their employment during the year.
- i. For employees who begin employment during the calendar year proration of Floating Holidays shall be according to the following example: Hire date is July 8<sup>th</sup>, leaving 5.75 months remaining in the year (July 8 to December 31). Floating Holiday time credited is 19.1475 hours (3.33 hours per month x 5.75 months). This employee will be credited with twenty (20) hours after rounding up to the nearest whole hour.
  - ii. If such proration of Floating Holidays for employees who terminate during the calendar year results in an overuse of Floating Holidays the amount of overuse times the employee's hourly rate of pay will be deducted from their final paycheck. Example: Employee terminates on May 28<sup>th</sup> with a balance of ten (10) hours of Floating Holiday time remaining. Seven (7) months remain in the year, therefore the remaining balance should be 23.31 hours (3.33 hours per month x 7 months = 23.31). The balance remaining however is only ten (10) hours. This employee will have 13.31 hours of pay deducted from their final paycheck (23.31 – 10 = 13.31 hours).
  - iii. Finally, if such proration of Floating Holidays for employees who terminate during the calendar year results in an under use of Floating Holidays the amount of under use will be paid to the employee in his/her final paycheck. Example: Employee terminates on September 30 with a balance of twenty-five (25) hours of Floating Holiday time remaining. The employee has worked nine (9) months in the year and they were entitled to use 29.96 (30) hours of Floating Holiday. The employee only used fifteen (15) hours and therefore he/she will be paid fifteen (15) hours at his/her current hourly rate of pay.

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: BENEFIT ADJUSTMENTS FOR OTTAWA COUNTY JUDGES FOR 2007.

FC 06-087

Motion: To approve and forward to the Board of Commissioners the following benefit adjustments for Ottawa County Judges for 2007.

a. Increase Health Plan employee co-pay to seven percent (7%) of the current actuarial determined amount.

	<u>2007 Co-pay</u>
Single Coverage	\$14.26 bi-weekly
2-Person Coverage	\$30.74 bi-weekly
Family Coverage	\$42.73 bi-weekly

b. Effective for 2007, implement the ICMA Vantage Care Retirement Health Savings Plan.

c. Effective for 2007, implement interim benefits for exam and lenses in the County's current vision plan through VSP (Vision Service Plan).

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: BENEFIT ADJUSTMENTS FOR ELECTED OFFICIALS, (EXCLUDING JUDGES AND THE BOARD OF COMMISSIONERS) FOR 2007

FC 06-088

Motion: To approve and forward to the Board of Commissioners the following benefit adjustment for Elected Officials (excluding Judges and the board of Commissioners) for 2007:

a. Increase Health Plan employee co-pay to seven percent (7%) of the current actuarial determined amount.

	<u>2007 Co-pay</u>
Single Coverage	\$14.26 bi-weekly
2-Person Coverage	\$30.74 bi-weekly
Family Coverage	\$42.73 bi-weekly

b. Effective for 2007, implement the ICMA Vantage Care Retirement Health Savings Plan.

c. Effective for 2007, implement interim benefits for exam and lenses in the County's current vision plan through VSP (Vision Service Plan).

Moved by: Berghorst

UNANIMOUS

SUBJECT: WAGE AND BENEFIT ADJUSTMENTS FOR 2007 FOR THE GROUP T EMPLOYEES

FC 06-089 Motion: To approve and forward to the Board of Commissioners the following wage and benefit adjustments for Group T Employees for 2007:

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a. Wages: Effective January 1, 2007, increase the existing salary schedule by 3.3%.

b. Increase Health Plan employee co-pay to seven percent (7%) of the current actuarial determined amount.

	<u>2007 Co-pay</u>
Single Coverage	\$14.26 bi-weekly
2-Person Coverage	\$30.74 bi-weekly
Family Coverage	\$42.73 bi-weekly

c. Effective for 2007, implement the ICMA Vantage Care Retirement Health Savings Plan.

d. Effective for 2007, implement interim benefits for exam and lenses in the County's current vision plan through VSP (Vision Service Plan).

Moved by: Berghorst

UNANIMOUS

SUBJECT: WAGE ADJUSTMENTS FOR 2007 FOR THE COUNTY'S TEMPORARY, NON-SEASONAL EMPLOYEES

FC 06-090 Motion: To approve and forward to the Board of Commissioners 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, Park Attendant, Supported Worker) of 3.3% effective January 1, 2007.

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: RESOLUTION TO APPROVE THE 2006 MILLAGE RATE FOR OTTAWA COUNTY

FC 06-091 Motion: To approve and forward to the Board of Commissioners the Resolution to approve the 2006 Millage Rate for Ottawa County to 1.1666 mills for a total of 3.5 mills for 2006.

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: RESOLUTION TO APPROVE THE 2006 MILLAGE RATE FOR E-911

FC 06-092 Motion: To approve and forward to the Board of Commissioners the Resolution to approve the 2006 Millage Rate for E-911 to .4407.

Moved by: Berghorst

UNANIMOUS

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SUBJECT: RESOLUTION TO APPROVE THE 2006 MILLAGE RATE FOR PARKS

FC 06-093 Motion: To approve and forward to the Board of Commissioners the Resolution to approve the 2006 Millage Rate for Parks to .3165 mills.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Review of 2007 Budgets - June Hagan and Al Vanderberg reviewed the 2007 budgets. The committee was comfortable with the plan as presented by Al Vanderberg and June Hagan.

2. 2007 Position Reviews – Rich Schurkamp discussed the position requests.

3. 2007 Equipment Requests – June Hagan reviewed the equipment requests for 2007.

The committee would like to review these discussion items at a Work Session of the full Board.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:33 a.m.