

Agenda
FINANCE AND ADMINISTRATION COMMITTEE
West Olive Administration Building
12220 Fillmore, West Olive, MI 49460
September 19, 2006
9:30 a.m.

Consent Items:

1. Approval of Agenda
2. Approval of Minutes from the September 5, 2006 Meeting

Action Items:

1. Budget Adjustments Greater than \$50,000

Suggested Motion:

To approve budget adjustments #519, 589, 590, 637, 667, 668, 669 & 670.

2. Statement of Review for August

Suggested Motion:

To approve the Statement of Review for the month of August 2006.

3. Wage and Benefit Adjustments for 2007 for the Parenting Plus Non-Supervisory Employees

Suggested 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 8th, 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 28th 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.

4. Wage and Benefit Adjustments for 2007 for the Parenting Plus Supervisory Employees

Suggested 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 8th, 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 of May 28th 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 prorating 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.
5. Wage and Benefit Adjustments for County and Court Unclassified Employees (excluding Elected Officials, Judges and the Board of Commissioners) for 2007.
- Suggested 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 8th, 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 28th 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.

6. Benefit Adjustments for Ottawa County Judges for 2007

Suggested 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).

7. Benefit Adjustments for Elected Officials, (excluding Judges and the Board of Commissioners) for 2007

Suggested 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).

8. Wage and Benefit Adjustments for 2007 for the Group T Employees

Suggested Motion:

To approve and forward to the Board of Commissioners the following wage and benefit adjustments for Group T 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).
9. Wage Adjustments for 2007 for the County's Temporary, Non-Seasonal Employees
Suggested 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.
10. Resolution to Approve the 2006 Millage Rate for Ottawa County
Suggested 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.
11. Resolution to Approve the 2006 Millage Rate for E-911
Suggested Motion:
To approve and forward to the Board of Commissioners the Resolution to approve the 2006 Millage Rate for E-911 to .4407 mills.
12. Resolution to Approve the 2006 Millage Rate for Parks
Suggested Motion:
To approve and forward to the Board of Commissioners the Resolution to approve the 2006 Millage Rate for Parks to .3165 mills.

Discussion Items:

- 1. Review of 2007 Budgets
- 2. 2007 Position Requests
- 3. 2007 Equipment Requests