

**FINANCE AND ADMINISTRATION COMMITTEE**

**Approved Minutes**

DATE: September 18, 2007

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: James Holtvluwer, Edward Berghorst, Dennis Swartout, Gordon Schrotenboer, Roger Rycenga

STAFF & GUESTS: Alan Vanderberg, Administrator; June Hagan, Fiscal Services Director; Greg Rappleye, Corporation Counsel; Erika Rosebrook, Assistant Administrator; Bradley Slagh, County Treasurer; Kevin Bowling, Circuit Court Administrator; Pat VerDuin, Juvenile Court Director; Michael Galligan, Equalization Director; Connie Vander Schaaf, Fiscal Services; Marie Wallkes, Human Resources Director; Travis Parsons, Human Resources; Sherri Sayles, Deputy Clerk; James Bush, Deputy Equalization Director; Media

**SUBJECT: CONSENT ITEMS**

Approve by consent the Agenda of today as presented and to approve the Minutes of the September 11, 2007, meeting as presented.

**SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000**

FC 07-082 Motion: To approve budget adjustments #691, 692, 697, 708, 711, 719 and 736.

Moved by: Schrotenboer

UNANIMOUS

**SUBJECT: MONTHLY BUDGET ADJUSTMENTS**

FC 07-083 Motion: To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of August 2007.

Moved by: Rycenga

UNANIMOUS

SUBJECT: STATEMENT OF REVIEW FOR AUGUST

FC 07-084 Motion: To approve the Statement of Review for the month of August 2007.

Moved by: Berghorst

UNANIMOUS

SUBJECT: WAGE AND BENEFIT ADJUSTMENTS FOR COUNTY AND COURT UNCLASSIFIED EMPLOYEES (EXCLUDING ELECTED OFFICIERS, JUDGES AND THE BOARD OF COMMISSIONERS) FOR 2008

FC 07-085 Motion: To approve and forward to the Board the following wage and benefit adjustments for County and Court Unclassified Employees (excluding Elected Officials, Judges and the Board of Commissioners) for 2008:

- a. Wages: Effective January 1, 2008, increase the existing salary schedule by 3%.
- b. Increase Health Plan employee co-pay to eight percent (8%) of the current actuarial determined amount.

	<u>2008 Co-pay</u>
Single Coverage	\$16.84 bi-weekly
2-Person Coverage	\$36.30 bi-weekly
Family Coverage	\$50.45 bi-weekly

- c. Deferred Compensation: To approve and forward to the full Board the change in terms and conditions of the plan to allow all final payoffs upon retirement to be placed in the plan, subject to IRS guidelines for maximum annual contribution. There will be no Employer match on these final contributions. This change will be effective January 1, 2008 (Unclassified, Group T), or upon subsequent date of ratification by collective bargaining groups (POAM Non-312, POAM 312, COAM Non-312, COAM 312, Juvenile Court [OCJCEA], Friend of the Court [FOCEA], District Court [OCEA], Michigan Nurses Association).

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: WAGE AND BENEFIT ADJUSTMENTS FOR 2008 FOR THE GROUP T EMPLOYEES

FC 07-086 Motion: To approve and forward to the full Board the following wage and benefit adjustments for Group T Employees for 2008:

- a. Wages: Effective January 1, 2008, increase the existing salary schedule by 3%.
- b. Increase Health Plan employee co-pay to eight percent (8%) of the current actuarial determined amount.

	<u>2008 Co-pay</u>
Single Coverage	\$16.84 bi-weekly
2-Person Coverage	\$36.30 bi-weekly
Family Coverage	\$50.45 bi-weekly

- c. Deferred Compensation: To approve and forward to the full Board the change in terms and conditions of the plan to allow all final payoffs upon retirement to be placed in the plan, subject to IRS guidelines for maximum annual contribution. There will be no Employer match on these final contributions. This change will be effective January 1, 2008 (Unclassified, Group T), or upon subsequent date of ratification by collective bargaining groups (POAM Non-312, POAM 312, COAM Non-312, COAM 312, Juvenile Court [OCJCEA], Friend of the Court [FOCEA], District Court [OCEA], Michigan Nurses Association).
- d. Vacation Accrual for Part-time Employees: Regular part-time employees shall be credited with paid vacation time equal to their hours worked based upon the full-time vacation schedule. As used in this Section, the term "paid hour of work" shall include all of an employee's paid hours, up to but not exceeding 2,080 paid hours per vacation year.

Maximum Accumulation/No Prepayment. Part-time Employees shall not accumulate beyond the pro-ration of the two hundred twenty four (224) hour maximum based on the full-time equivalent of their current position.

Moved by: Berghorst

UNANIMOUS

SUBJECT: BENEFIT ADJUSTMENTS FOR OTTAWA COUNTY JUDGES FOR 2008

FC 07-087 Motion: to approve and forward to the full Board the following benefit adjustments for Ottawa County Judges for 2008:

- a. Increase Health Plan employee co-pay to eight percent (8%) of the current actuarial determined amount.

	<u>2008 Co-pay</u>
Single Coverage	\$16.84 bi-weekly
2-Person Coverage	\$36.30 bi-weekly
Family Coverage	\$50.45 bi-weekly

Moved by: Berghorst

UNANIMOUS

SUBJECT: BENEFIT ADJUSTMENTS FOR ELECTED OFFICIALS, (EXCLUDING JUDGES AND THE BOARD OF COMMISSIONERS) FOR 2008.

FC 07-088 Motion: To approve and forward to the full Board the following benefit adjustments for Elected Officials (excluding Judges and the Board of Commissioners) for 2008:

- a. Increase Health Plan employee co-pay to eight percent (8%) of the current actuarial determined amount.

	<u>2008 Co-pay</u>
Single Coverage	\$16.84 bi-weekly
2-Person Coverage	\$36.30 bi-weekly
Family Coverage	\$50.45 bi-weekly

Moved by: Rycenga

UNANIMOUS

SUBJECT: BENEFITS ADJUSTMENTS FOR 2008 FOR COMMISSIONERS

FC 07-089 Motion: To approve and forward to the full Board the following benefit adjustments for Commissioners for 2008:

- a. Increase Health Plan employee co-pay to eight percent (8%) of the current actuarial determined amount.

	<u>2008 Co-pay</u>
Single Coverage	\$16.84 bi-weekly
2-Person Coverage	\$36.30 bi-weekly
Family Coverage	\$50.45 bi-weekly

- b. Amend the Health Plan to reflect the following: Benefits for surgical treatment of Obesity are limited to 50% (fifty percent) and charges related to the Medically Necessary surgical treatment of Obesity will not apply toward the Comprehensive Medical Out-of-Pocket Maximum. The Plan will only cover on approved surgery for the treatment of Obesity per Covered Person, lifetime. The Plan will not cover reconstructive or cosmetic surgery associated with, or following the surgical treatment of Obesity.

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: BENEFIT ADJUSTMENTS FOR 2008 FOR RETIREES

FC 07-090 Motion: To approve and forward to the full Board the following benefit adjustments for Retirees for 2008:

- a. Amend the Health Plan to reflect the following: Benefits for surgical treatment of Obesity are limited to 50% (fifty percent) and charges related to the Medically Necessary surgical treatment of Obesity will not apply toward the Comprehensive Medical Out-of-Pocket Maximum. The Plan will only cover on approved surgery for the treatment of Obesity per Covered Person, lifetime. The Plan will not cover reconstructive or cosmetic surgery associated with, or following the surgical treatment of Obesity.
- b. Increase the retiree co-pay on Mail Order Prescriptions to 2.3 X (times) the monthly co-pay amount.

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: WAGE ADJUSTMENTS FOR 2008 FOR THE COUNTY'S SEASONAL PARKS & RECREATION EMPLOYEES

FC 07-091 Motion: To approve and forward to the full Board the proposed step system for wages for Seasonal Parks & Recreation Employees effective January 1, 2008.

**OTTAWA COUNTY  
2008 SEASONAL WAGE SCHEDULE**

<u>CLASSIFICATION</u>	<u>START</u>	<u>YEAR 2</u>	<u>YEAR 3</u>	<u>YEAR 4</u>
5499 Grounds Attendant	\$8.00	\$8.80	\$9.20	\$9.35
5469 Park Attendant	\$7.50	\$8.30	\$8.70	\$8.85

Moved by: Berghorst

UNANIMOUS

SUBJECT: WAGE ADJUSTMENTS FOR 2008 FOR THE  
COUNTY'S TEMPORARY, NON-SEASONAL  
EMPLOYEES

FC 07-092 Motion: To approve and forward to the full Board an increase in the hourly wages of the County's temporary, non-seasonal employees based on the attached wage schedule effective January 1, 2008.

Moved by: Berghorst

UNANIMOUS

SUBJECT: 2006 COST ALLOCATION PLAN

FC 07-093 Motion: To approve and forward to the Board of Commissioners the 2006 Cost Allocation Plan for implementation in the 2008 budget.

Moved by: Berghorst

UNANIMOUS

SUBJECT: IT BILLING RATE STUDY FOR 2008

FC 07-094 Motion: To approve and forward to the Board of Commissioners the Information Technology Billing Rate Study for 2008 for implementation in the 2008 budget.

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: ACCOUNTANT/RISK ANALYST

FC 07-095 Motion: To approve and forward to the Board of Commissioners the reclassification of the Administrative Assistant/Risk Analyst (paygrade Unclassified 03) to Accountant/Risk Analyst (paygrade Unclassified 05) in the Fiscal Services Department.

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: CASE MANAGER/SURVEILLANCE OFFICER

FC 07-096 Motion: To approve and forward to the Board of Commissioners the addition of one (1) full-time Case Manager/Surveillance Officer in the 20<sup>th</sup> Circuit Court Adult Drug Treatment Court Program with grant funding to be provided

through the Federally funded Byrne Grant for the fiscal year of October 1, 2007, through September 30, 2008, with an additional three (3) funding cycles with no match required. Position is grant funded and to be sunset with the expiration of the grant.

Moved by: Berghorst

UNANIMOUS

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

FC 07-097

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

Moved by: Schrotenboer

UNANIMOUS

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

FC 07-098

Motion: To approve and forward to the Board of Commissioners the Resolution Regarding the Distribution of Cigarette Tax Revenues to Counties Under Public Acts 219 and 264 of 1987.

Moved by: Schrotenboer

UNANIMOUS

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

FC 07-099

Motion: To approve and forward to the Board of Commissioners the Resolution authorizing the County Equalization Director to audit "Homestead Exemptions" within Ottawa County from October 1, 2007 through September 30, 2009.

Moved by: Rycenga

UNANIMOUS

SUBJECT: SETTING OF PUBLIC HEARING ON THE 2008 OTTAWA COUNTY BUDGET

FC 07-100

Motion: To recommend to the Board of Commissioners to set a public hearing on the 2008 Ottawa County budget for Tuesday, October 9, 2007, to be held in the Ottawa County Board Room, 12220 Fillmore Street, West Olive, at 1:30 p.m.

Moved by: Berghorst

UNANIMOUS

**SUBJECT: DISCUSSION ITEMS**

1. Review of 2008 Budgets – June Hagan, Fiscal Services Director, presented a preliminary review of the 2008 budget summary. Any changes made at the State level could affect the County budget and this would have to be dealt with at that time.
2. 2008 Position Requests – Travis Parsons, Human Resources, reviewed with the Committee the new positions that were requested and which positions were approved in the 2008 budget. A number of positions are still under consideration. Human Resources are waiting for additional information.
3. 2008 Equipment Requests – June Hagan, Fiscal Services Director, presented the 2008 equipment requests.

**SUBJECT: ADJOURNMENT**

The meeting adjourned at 10:50 a.m.