

Agenda  
**FINANCE AND ADMINISTRATION COMMITTEE**  
West Olive Administration Building  
12220 Fillmore, West Olive, MI 49460  
**September 18, 2007**  
9:30 a.m.

**Consent Items:**

1. Approval of Agenda
2. Approval of Minutes from the September 11, 2007 Meeting

**Action Items:**

1. Budget Adjustments Greater than \$50,000  
**Suggested Motion:**  
To approve budget adjustments #691, 692, 697, 708, 711, 719 & 736.
2. Monthly Budget Adjustments  
**Suggested 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.
3. Statement of Review for August  
**Suggested Motion:**  
To approve the Statement of Review for the month of August 2007.
4. Wage and Benefit Adjustments for County and Court Unclassified Employees (excluding Elected Officials, Judges and the Board of Commissioners) for 2008.  
**Suggested 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).

5. Wage and Benefit Adjustments for 2008 for the Group T Employees

**Suggested 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.

6. Benefit Adjustments for Ottawa County Judges for 2008.

**Suggested 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

7. Benefit Adjustments for Elected Officials, (excluding Judges and the Board of Commissioners) for 2008.

**Suggested 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

8. Benefit Adjustments for 2008 for Commissioners

**Suggested 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.

9. Benefit Adjustments for 2008 for Retirees

**Suggested 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.

10. Wage Adjustments for 2008 for the County's Seasonal Parks & Recreation Employees

**Suggested 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**

CLASSIFICATION	Start	Year 2	Year 3	Year 4
5499 Grounds Attendant	\$8.00	\$8.80	\$9.20	\$9.35
5469 Park Attendant	\$7.50	\$8.30	\$8.70	\$8.85

11. Wage Adjustments for 2008 for the County's Temporary, Non-Seasonal Employees

**Suggested 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.

12. 2006 Cost Allocation Plan

**Suggested Motion:**

To approve and forward to the Board of Commissioners the 2006 Cost Allocation Plan for implementation in the 2008 budget.

13. IT Billing Rate Study for 2008  
**Suggested Motion:**  
To approve and forward to the Board of Commissioners the Information Technology Billing Rate Study for 2008 for implementation in the 2008 budget.
14. Accountant / Risk Analyst  
**Suggested 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.
15. Case Manager / Surveillance Officer  
**Suggested 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.
16. Resolution Regarding the Distribution of Convention Facility Tax Revenues to Counties Under Public Acts 106 and 107 of 1985  
**Suggested 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.
17. Resolution Regarding the Distribution of Cigarette Tax Revenues to Counties Under Public Acts 219 and 264 of 1987  
**Suggested 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.
18. Resolution Authorizing the County Equalization Director to Audit “Homestead Exemptions” within Ottawa County  
**Suggested 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.
19. Setting of Public Hearing on the 2008 Ottawa County Budget  
**Suggested 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.

**Discussion Items:**

1. Review of 2008 Budgets
2. 2008 Position Requests
3. 2008 Equipment Requests