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INGHAM COUNTY BOARD OF COMMISSIONERS

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THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, SEPTEMBER 29, 2010 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Additions to the Agenda
Limited Public Comment

1. Overview of Liaison Committee Recommendations
2. Review and Action on County Services Committee Recommendations
3. Review and Action on Human Services Committee Recommendations
 - a. Communication from the [Health Department](#)
4. Review and Action on Judiciary Committee Recommendations
5. Review and Action on Law Enforcement Committee Recommendations
6. Action to Incorporate Strategic Planning Initiative Funds into Recommended Budget
7. Adoption of Finance Recommended Budget

Announcements
Public Comment
Adjournment

PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES OR SET TO MUTE OR VIBRATE TO AVOID DISRUPTION DURING THE MEETING

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org

MEMORANDUM

TO: Finance Committee

FROM: Dean G. Sienko, M.D., Health Officer

DATE: September 21, 2010

SUBJECT: Request to Adjust Health Department Budget

This is a request to adjust the Health Department's budget to include reassigning a vacant Secretary-Health (UAW D) position (601063) to a Billing and Reporting Clerk (UAW E). This move is being sought as the result of increased demand for services resulting in the need for additional capacity within the department's billing and reporting unit.

The Billing and Reporting unit currently is staffed by Billing and Reporting Clerk positions. The department has a vacant Secretary-Health position and would like to reassign this position to a Billing and Reporting Clerk position within the Billing and Reporting unit to address the need for additional capacity.

Using the Grebner method, the difference in pay between a Secretary-Health and the Billing and Reporting Clerk including salary and fringes at Step 5 is \$2,927. The Health Department will use increased billing fees to cover the pay differential. This is a wise use of resources by reassigning this position.

I recommend that the Controller adjust the Health Department's budget.

c: Debra Brinson, Deputy Health Officer
John Jacobs, Chief Financial Officer
Lynn Kiter, Manager, Billing & Reporting Unit
Tony Lindsey, Director, Human Resources
Sally Auer, Chair, UAW