

MUSKEGON COUNTY BOARD OF COMMISSIONERS  
MUSKEGON COUNTY, MICHIGAN

**AGENDA**

**FULL BOARD**

**Hall of Justice**

**990 Terrace, Muskegon, MI**

**May 10, 2011 - 3:30 PM**

**Kenneth Mahoney, Chair  
I. John Snider, II, Vice-Chair**

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1. Call to Order
  2. Invocation
  3. Pledge of Allegiance
  4. Roll Call
  5. Approval of Agenda
  6. Approval of Meeting Minutes of April 26, 2011
  7. Presentations
    - National Emergency Medical Services Week Proclamation
  8. Public Comment (on an agenda item)
  9. Communication
    - A. County of Lake Resolution: Support of Baiting and Feeding of Deer in Michigan
    - B. Livingston County Resolution: Support of House Bills 4148, 4149 & 4150
  10. Committee Reports
    - A. Courts and Public Safety Committee (Page 5)
    - B. Human Resources Committee (Pages 6 & 7)
    - C. Ways & Means Committee (Page 8)

**Public Comment**

Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the commission and state their name for the record. Comments shall be limited to **two (2) minutes** for each participant, unless time is extended prior to the public comment period by a vote of a majority of the commission.

Full Board  
Agenda  
May 10, 2011

11. Chairman's Report/Committee Liaison Reports
  - Muskegon County Road Commission Appointment
12. Administrator's Report
  - A. Approve Resolution Authorizing the Execution of a Municipal Lease Agreement Between US Bancorp and the County of Muskegon
  - B. Authorize the Prosecutor to Apply for FY 2012 Crime Victim Services Commission Grant
13. Old Business
14. New Business
15. Public Comment (on a new topic)
16. Adjournment

**AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES**

The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting upon 24-hours notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling Administration, 990 Terrace Street, Muskegon, MI 49442 (231) 724-6520



RESOLUTION

NO.: 2011-04-104

LIVINGSTON COUNTY

DATE: April 12, 2011

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**RESOLUTION IN SUPPORT OF HOUSE BILLS 4148, 4149 & 4150 - BOARD OF COMMISSIONERS**

**WHEREAS,** Livingston County's property values continue to decline; home foreclosures are at a record high; and a majority of our local units are experiencing increased delinquent property taxes; most notable in Special Assessment Districts where their revenue stream is intended to make annual debt payments; and

**WHEREAS,** House Bills #4148, #4149 & #4150 seek to provide some relief to property owners and local municipalities to pay the delinquent taxes and make annual debt payments; and

**WHEREAS,** House Bill #4148 is a bill to create the delinquent special assessment revolving loan fund; to provide for the administration of the fund; to prescribe requirements for loans from the fund; to prescribe duties of certain state and local officials; and, to make appropriations; and

**WHEREAS,** House Bill #4149 is a bill to amend "The General Property Tax Act" (1893 PA 206), by amending Section 78a (MCL 211.78a), as amended by 2008 PA 352, whereby allowing the County Board of Commissioners, by Resolution, to determine the amount of interest to be added to property returned as delinquent under this section; at a non-compounded rate of not more than 1% per month; and

**WHEREAS,** House Bill #4150 is also a bill to amend "The General Property Tax Act" (1893 PA 206), by amending section 87b (MCL 211.87b), as amended by 2002 PA 198, whereby allowing the County Board of Commissioners, by Resolution, to determine the amount of interest to be added to the delinquent taxes (for charge-back to local units) under this subsection; at a non-compounded rate of not more than 1% per month; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby urges Michigan Legislators to immediately support House Bills 4148, 4149 & 4150 with minor modifications: "Allowing the State Tax Commission to annually set the amount of interest to be added to the delinquent taxes at a non-compounded rate of not more than 1% per month".

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners urges all local units within the County to contact their Michigan State Senators and State Representatives and urge them to act immediately and that the Livingston County Clerk be directed to forward copies of this resolution to Governor Rick Snyder, Michigan State Senators and State Representatives, Michigan Association of Counties, and the other 82 Counties in the State of Michigan.

# # #

**MOVED:** Commissioner LaBelle

**SECONDED:** Commissioner Mantey

**CARRIED:** 8-0-1 absent Roll call vote: Ayes: LaBelle, Jones, Mantey, Domas, VanHouten, Drick, Williams, Griffith; Nays: None; Absent: Dolan

The Courts/Public Safety Committee met on May 3, 2011, it was recommended and I move:

- CPS11/05 - 09 To authorize staff to apply for continuation funds for Fiscal Year 2012 from the Michigan Department of Corrections, Office of Community Alternatives for Community Corrections and authorize the Chairman of the County Board of Commissioners and the Community Corrections Advisory Board to sign the grant application.
- CPS11/05 - 10 To authorize the addition of two (2) Youth Specialist Hourly positions and two (2) Youth Specialist Call-In positions to the Muskegon County Juvenile Transition Center.
- CPS11/05 - 11 To authorize staff to apply for funds under the OJJDP FY 2011 Community-Based Violence Prevention Program (CFDA #16.123) in the amount of \$900,000 with no match.
- CPS11/05 - 12 To authorize the Sheriff to initiate the bid process for food service for the Jail, CMH-Brinks, Child Haven and the Transition Center.
- CPS11/05 - 13 To authorize the Sheriff's Office to award the bid for two Chevy Tahoe Police Package Vehicles to Berger Chevrolet at a cost of \$39,760 per vehicle for a total of \$79,520.00.
- CPS11/05 - 14 To approve a Proclamation to proclaim May 15 - 21, 2011 as Muskegon County Emergency Medical Services Week.

The Human Resources Committee met on May 3, 2011, it was recommended and I move:

- HR11/05 - 30 To authorize the Community Mental Health Services of Muskegon County Executive Director to amend the contract with Pioneer Resources, Inc., (1145 East Wesley, Muskegon, MI 49442) to include a fuel surcharge for any month the average price of fuel purchased by the provider for CMH operations goes above \$3.62 per gallon, and a fuel rebate for any month the average price of fuel purchased by the provider for CMH operations falls below \$2.48, effective April 1, 2011 through September 30, 2011.
- HR11/05 - 31 To authorize the release of a Request for Proposals for the management of the Marcoux Home at 1465 Marcoux, Muskegon, Michigan effective October 1, 2011.
- HR11/05 - 32 To authorize Community Mental Health Director to sign HUD Supportive Housing Program grant agreements to fund two supportive housing projects in the amount of \$102,888 and \$16,598, with a 25% in-kind match for supportive services.
- HR11/05 - 33 To authorize the Community Mental Health Director to sign the purchase of services contract with Professional Consulting Services for the provision of credentialed services through the Michigan Prisoner Re-Entry Initiative program effective October 1, 2010 through September 30, 2011.
- HR11/05 - 34 To authorize the Community Mental Health Services Director to sign an agreement with the Muskegon County Sheriff for the provision of and payment for mental health services delivered in the Muskegon County Jail.
- HR11/05 - 35 To authorize the Community Mental Health Executive Director to submit a grant proposal to the Michigan Department of Community Health for two ASIST trainings and one AMSR training at a maximum of \$5,000 per training that will take place between July 1, 2011 and September 30, 2011.
- HR11/05 - 36 To authorize the Community Mental Health (CMH) Director to pursue the Michigan Department of Community Health FY2012 block grant for uninsured adults to be used to secure the placement of Hackley Community Care Center medical staff within the CMH Mental Health Center. These HCCC medical staff will provide primary care services to those adults who are currently uninsured and in need of medical care.

HR11/05 - 37 To authorize the Community Mental Health Director to pursue a FY12 Block Grant that partners Department of Human Services, Family Court and Community Mental Health (CMH) to work with select youth who are identified as having mental health related issues. Grant dollars will be used to contract with a Program Evaluator to monitor and report on the efficacy of these services and the impact on the County Child Care Fund.


HR11/05 - 38 To authorize the Public Health Department staff restructuring plan:  
1) Establish a new Environmental Protection Supervisor position with a salary range of NX 00290 and reclassify the Environmental Health Protection Coordinator (X32401) to Environmental Protection Supervisor; 2) Establish a new Public Health Improvement Specialist position with a salary range of NX 00220 and reclassify the Public Information Coordinator (N57501) to Public Health Improvement Specialist; 3) Increase the salary range for the Public Health Education Supervisor (X76101) from NX 00280 to NX 00290; 4) Increase the salary range for the Environmental Quality Coordinator (X32501) from NX 00210 to NX 00220; 5) Delete vacant positions Public Health Quality Improvement Specialist (X77801), Public Health Educator (N57002) and Food Service Coordinator (X38301).

The Ways and Means Committee met on May 5, 2011, it was recommended, and I move:

- WM11/05 - 53 To approve payment of the accounts payable of \$2,049,794.72 covering the period of April 13, 2011 through April 26, 2011, as presented by the County Clerk.
- WM11/05 - 54 To authorize the Finance & Management Services Director to advertise a request for proposals (RFP) for information technology infrastructure improvements in alignment with the Plante Moran assessment.
- WM11/05 - 55 To authorize staff to apply for funds under the Michigan Community Pollution Prevention Grant Program in the amount of \$50,000 with a \$12,500 in-kind match and to authorize the Chairman of the Board of Commissioners to sign the grant application and the Memorandum of Understanding.
- WM11/05 - 56 To accept and place on file the Comprehensive Annual Financial Report for the fiscal year ended September 30, 2010.
- WM11/05 - 57 To accept the 2011 Survey and Remonumentation Grant Offer and authorize the County Administrator to sign the agreement and return it to the State of Michigan.
- WM11/05 - 58 To approve acceptance of the 2011 Agreement with the Huron-Manistee National Forest from May 1, 2011 to September 30, 2011 to enhance State and local law enforcement on National Forest Service lands.



# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Full Board		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED X	
REQUESTING DEPARTMENT Administration		COMMITTEE DATE May 10, 2011	REQUESTOR SIGNATURE Heath Kaplan
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>On April 26, 2011, the Board awarded the Copier RFP to Applied Imaging (2011-197). A resolution is required by US Bancorp to execute the municipal lease agreement. The term of the agreement will be sixty (60) months per board action.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
<p>I move to approve the resolution authorizing the execution of a municipal lease agreement between US Bancorp and the County of Muskegon.</p>			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u>	
		<p style="text-align: center;"><i>Recommend Approval</i> </p>	
<u>CORPORATE COUNSEL ANALYSIS</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>	
		<p style="text-align: center;"><i>Approval</i> <i>BBV</i></p>	
AGENDA DATE:	AGENDA NO.:	BOARD DATE <i>5/10/11</i>	PAGE NO.

At a meeting of the Muskegon County Board of Commissioners, held in the City of Muskegon, County of Muskegon on \_\_\_\_\_, at 3:30 p.m. in the Commission Chambers.

PRESENT:

ABSENT:

**RESOLUTION AUTHORIZING THE EXECUTION OF A MUNICIPAL LEASE AGREEMENT WITH US BANCORP BUSINESS EQUIPMENT FINANCE, INC. AND THE COUNTY OF MUSKEGON**

The following preamble and resolution was offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

WHEREAS, the County of Muskegon ("County") is a municipal corporation organized under the laws of the State of Michigan; and

WHEREAS, US Bancorp Business Equipment Finance Inc. ("US Bancorp") is a foreign for profit corporation; and

WHEREAS, the parties have agreed to enter into a Municipal Lease Purchase Agreement; and

WHEREAS, as a condition US Bancorp requires a Resolution from the governing body authorizing the execution of the Contract between the County and US Bancorp; and

WHEREAS, the County Board of Commissioners is the governing body.

NOW THEREFORE, BE IT RESOLVED that the Muskegon County Board of Commissioners hereby authorizes the execution of the Contract between US Bancorp and the County and authorizes the Board Chairperson to sign.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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Nancy A. Waters, County Clerk

I hereby certify that the following constitutes a true and complete copy of a resolution adopted by the Muskegon County Board of Commissioners at a Full Board meeting held on April 26, 2011, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267 of the Public Acts of Michigan of 1967.

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Nancy A. Waters, County Clerk



of Counsel  
120 W. Apple Ave.  
Muskegon, Michigan 49443-0599  
Phone: 231.726.4857  
Fax: 231.727.2130  
www.whcfirm.com

**OPINION OF COUNSEL**

**Customer:** County of Muskegon ("County")  
**Lessor:** US Bancorp Business Equipment Finance Inc. ("Bancorp")  
**Re:** Municipal League Purchase Agreement  
**Date:** April 29, 2011

**Ladies and Gentleman:**

I have acted as counsel to Customer with respect to above referenced Contract and all related documentation including all Schedules, Supplements and Purchase Orders issued thereto (collectively "Contract") and various related matters, and in this capacity have reviewed a copy thereof amount Lessor and Customer. Based upon the examination of these and such other documents as I deem relevant it is my opinion that:

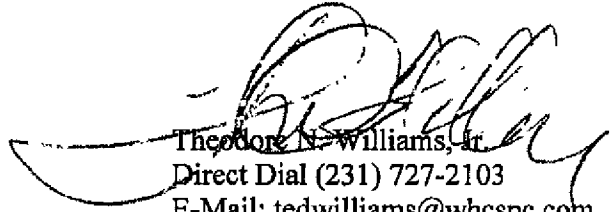
- (1) Customer is a Municipal Corporation, duly organized, existing and operating under the Constitutions and laws of the State of Michigan and has a substantial amount of one or more of the following sovereign powers: (a) power to pay tax, (b) power of eminent domain, and (c) the police power.
- (2) Customer is authorized and has power under applicable law to enter into the Contract, and to carry out its obligations thereunder and the transactions contemplated thereby.
- (3) The Contract has been duly authorized, approved, executed and delivered by and on behalf of Customer, and are legal, valid, binding contracts of Customer enforceable in accordance with their terms, except to the extent limited by State and Federal laws affecting remedies and bankruptcy, reorganization or other laws of general application relating to or affecting the creditors' rights.

- (4) The authorization, approval and execution of the Contract and all other proceedings of Customer relating to the transaction contemplated thereby have been performed in accordance with all applicable open meeting, public records, public bidding and all other laws, rules and regulations of the State.
- (5) The execution of the Contract and the appropriation of moneys to pay the Contract Payments coming due thereunder do not and will not result in the violation of any constitutional, statutory or other limitation relating to the manner, form or amount of indebtedness which may be incurred by Customer.
- (6) There is no litigation, action suit or proceeding pending or before any court, administrative agency, arbitrator or governmental body, that challenges the organization or existence of Customer; the authority of its officers or its employees to enter into the Contract and the documents contemplated thereby; the appropriation of moneys to make Contract Payments under the Contract for the current fiscal year of Customer, or the ability of Customer to otherwise perform its obligations under the Contract, and the transactions contemplated thereby.
- (7) That resolution of the governing body of Customer authorizing execution of the Contract was duly and validly adopted by such governing body on May \_\_\_\_\_, 2011, and such resolution has not been amended, modified, supplemented or repealed and remains in full force and effect.
- (8) That the persons duly authorized to act on behalf of the Customer for purposes of the execution of the Contract are as follows:

<u>Name</u>	<u>Signature</u>
Kenneth Mahoney, Chairperson, County Board of Commissioners	_____

This Opinion may be relied upon by Lessor, its successors and assigns, and any other legal counsel who provides an opinion with respect to the contract.

Very truly yours,



Theodore N. Williams, Jr.  
Direct Dial (231) 727-2103  
E-Mail: [tedwilliams@whcspc.com](mailto:tedwilliams@whcspc.com)

TNW/abh

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Full Board		BUDGETED <input type="checkbox"/>	NON-BUDGETED <input type="checkbox"/>	PARTIALLY BUDGETED <input type="checkbox"/>
REQUESTING DEPARTMENT Prosecutor		COMMITTEE DATE 5/10/11	REQUESTOR SIGNATURE	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>The Prosecutor's Office is requesting approval to submit an application for renewal of the Crime Victim Services Commission (CVSC )Grant . The Prosecutor's Office has been allocated \$166,016 for FY2012. This grant provides funding for the operation of the Victim Services Unit which employs a full-time Victim Services Unit Supervisor, a full-time Crime Victim Advocate, a part-time Vulnerable Victim Specialist and operating expenses. The period covered by the grant is October 1, 2011 through September 30, 2012. This application is due at the Michigan Department of Community Health no later than May 13, 2011.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>I move to authorize the Prosecutor to apply for the fiscal year 2012 CVSC (Crime Victim Services Commission) grant from the Michigan Department of Community Health for the purposes of continuing funding for the Victim Services Unit Supervisor, the Crime Victim Advocate and the Vulnerable Victim Specialist and expenses in the amount of \$166,016.</p>				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u> <i>Document Approved</i> <i>[Signature]</i>		
<u>CORPORATE COUNSEL ANALYSIS</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> <i>approval</i> <i>[Signature]</i>		
AGENDA DATE	AGENDA NO.:	BOARD DATE. 5/10/11	PAGE NO.	



### Online Victims Rights Grant System

- [Logoff](#)
- [Change Password](#)
- [Return to Main Menu](#)
- [Choose a Different Selection](#)
- [? Help](#)

#### Budget Summary

Crime Victim Rights; County of Muskegon - Prosecutor's Office

<b>Budget Line Item</b>	<b>Total Project Amount</b>
Salaries and Wages	\$103,295
Fringe Benefits	\$52,809
Travel	\$10
Supplies and Materials	\$5,367
Contractual	\$0
Equipment	\$0
Other Expenses	\$4,535
<b>Current Totals</b>	<b>\$166,016</b>
<b>Allocation</b>	<b>\$166,016</b>

You are currently at your allocated amount.

- [Logoff](#)
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### Budget Section

Crime Victim Rights; County of Muskegon - Prosecutor's Office

<b>Budget Summary</b>	
Budget Line Item	Total Amount
Salaries and Wages	\$103,295
Fringe Benefits	\$52,809
Travel	\$10
Supplies and Materials	\$5,367
Contractual	\$0
Equipment	\$0
Other Expenses	\$4,535
<b>Total</b>	<b>\$166,016</b>

<b>Salaries and Wages</b>			
Name and Title	Hourly Salary Rate	Hours Devoted	Total Amount
<b>Amy Anderson - Victim Services Supervisor</b>	<b>\$21.79 - 21.80</b>	<b>2080</b>	\$45,334
<b>Linda Campbell - Crime Victim Advocate</b>	<b>\$17.95</b>	<b>2080</b>	\$37,336
<b>Mary Patton - Vulnerable Victim Specialist</b>	<b>\$17.53 - 17.54</b>	<b>1176</b>	\$20,625
Total Salaries and Wages			\$103,295

<b>Personnel Budget Detail Worksheet</b>					
Salutation	First Name	Middle Initial	Last Name		
<b>Ms.</b>	<b>Amy</b>	<b>E</b>	<b>Anderson</b>		
Title	<b>Victim Services Supervisor</b>				
Educational Requirement	<b>Other</b>				
Employment Begin Date			Employment End Date		
<b>10/1/2011</b>			<b>9/30/2012</b>		
	1st Quarter 10/1 - 12/31	2nd Quarter 1/1 - 3/31	3rd Quarter 4/1 - 6/30	4th Quarter 7/1 - 9/30	Total
Salary					

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Rate per hour	\$21.79	\$21.79	\$21.80	\$21.80	\$45,334
Grant hours per quarter	520	520	520	520	
Non-Grant hours per quarter	0	0	0	0	
Total gross wages	\$11,331	\$11,331	\$11,336	\$11,336	
FICA (7.65% of salary)	Calculated Maximum FICA: \$3,468				<b>\$3,468</b>
Unemployment	\$0	\$0	\$0	\$0	\$0
Workers Compensation	\$24	\$25	\$25	\$25	\$99
Health Insurance	\$1,681	\$1,682	\$1,682	\$1,682	\$6,727
Dental Insurance	\$189	\$190	\$190	\$190	\$759
Disability Insurance	\$27	\$27	\$27	\$28	\$109
Life Insurance	\$20	\$20	\$21	\$21	\$82
Retirement	\$1,048	\$1,049	\$1,049	\$1,049	\$4,195
Vision Insurance	\$0	\$0	\$0	\$0	\$0
Hearing Insurance	\$0	\$0	\$0	\$0	\$0
<b>Longevity</b>	<b>\$187</b>	<b>\$187</b>	<b>\$188</b>	<b>\$188</b>	\$750
<b>Retirees' Fringes</b>	<b>\$1,305</b>	<b>\$1,305</b>	<b>\$1,306</b>	<b>\$1,306</b>	\$5,222
<b>COLA</b>	<b>\$104</b>	<b>\$104</b>	<b>\$104</b>	<b>\$104</b>	\$416
	Total				\$67,161

Salutation	First Name	Middle Initial	Last Name
<b>Mrs.</b>	<b>Linda</b>	<b>M</b>	<b>Campbell</b>
Title	<b>Crime Victim Advocate</b>		
Educational Requirement	<b>Other</b>		
Employment Begin Date	Employment End Date		
<b>10/1/2011</b>	<b>9/30/2012</b>		

	1st Quarter 10/1 - 12/31	2nd Quarter 1/1 - 3/31	3rd Quarter 4/1 - 6/30	4th Quarter 7/1 - 9/30	Total
<b>Salary</b>					
Rate per hour	\$17.95	\$17.95	\$17.95	\$17.95	\$37,336
Grant hours per quarter	520	520	520	520	
Non-Grant hours per quarter	0	0	0	0	
Total gross wages	\$9,334	\$9,334	\$9,334	\$9,334	
FICA (7.65% of salary)	Calculated Maximum FICA. \$2,856				<b>\$2,856</b>
Unemployment	\$0	\$0	\$0	\$0	\$0
Workers Compensation	\$20	\$20	\$20	\$21	\$81

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Health Insurance	\$4,380	\$4,380	\$4,380	\$4,380	\$17,520
Dental Insurance	\$217	\$217	\$218	\$219	\$871
Disability Insurance	\$20	\$20	\$20	\$20	\$80
Life Insurance	\$16	\$16	\$17	\$17	\$66
Retirement	\$807	\$807	\$807	\$807	\$3,228
Vision Insurance	\$0	\$0	\$0	\$0	\$0
Hearing Insurance	\$0	\$0	\$0	\$0	\$0
<b>Retirees' Benefits</b>	<b>\$984</b>	<b>\$984</b>	<b>\$984</b>	<b>\$984</b>	<b>\$3,936</b>
<b>Longevity</b>	<b>\$75</b>	<b>\$75</b>	<b>\$75</b>	<b>\$75</b>	<b>\$300</b>
<b>COLA</b>	<b>\$104</b>	<b>\$104</b>	<b>\$104</b>	<b>\$104</b>	<b>\$416</b>
Total					\$66,690
Salutation	First Name		Middle Initial	Last Name	
<b>Mrs.</b>	<b>Mary</b>		<b>D</b>	<b>Patton</b>	
Title	<b>Vulnerable Victim Specialist</b>				
Educational Requirement	<b>B.A.</b>				
Employment Begin Date	Employment End Date				
<b>10/1/2011</b>	<b>9/30/2012</b>				
	1st Quarter 10/1 - 12/31	2nd Quarter 1/1 - 3/31	3rd Quarter 4/1 - 6/30	4th Quarter 7/1 - 9/30	Total
Salary					
Rate per hour	\$17.53	\$17.54	\$17.54	\$17.54	\$20,625
Grant hours per quarter	294	294	294	294	
Non-Grant hours per quarter	0	0	0	0	
Total gross wages	\$5,154	\$5,157	\$5,157	\$5,157	
FICA (7.65% of salary)	Calculated Maximum FICA: \$1,578				<b>\$1,578</b>
Unemployment	\$0	\$0	\$0	\$0	\$0
Workers Compensation	\$12	\$12	\$13	\$13	\$50
Health Insurance	\$0	\$0	\$0	\$0	\$0
Dental Insurance	\$0	\$0	\$0	\$0	\$0
Disability Insurance	\$0	\$0	\$0	\$0	\$0
Life Insurance	\$0	\$0	\$0	\$0	\$0
Retirement	\$0	\$0	\$0	\$0	\$0
Vision Insurance	\$0	\$0	\$0	\$0	\$0
Hearing Insurance	\$0	\$0	\$0	\$0	\$0

Total	\$22,253
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<b>Fringe Benefits</b>	
Description	Total Amount
FICA	\$7,902
Unemployment	\$0
Workers Compensation	\$230
Health Insurance	\$24,247
Dental Insurance	\$1,630
Disability Insurance	\$189
Life Insurance	\$148
Retirement	\$7,423
Vision Insurance	\$0
Hearing Insurance	\$0
Other	\$11,040
<b>Total Fringe Benefits</b>	<b>\$52,809</b>

<b>Travel</b>						
Description	Number of Miles	Mileage Rate	Lodging Cost	Meals Cost	Number of Days	= Total Project Amount
<b>PAAM Trainings for Staff</b>	<b>20</b>	<b>\$0.5</b>	<b>\$0</b>	<b>\$0</b>	<b>0</b>	\$10
<b>Total Travel</b>						<b>\$10</b>

<b>Supplies and Materials</b>				
Item	Explanation	Quantity	Unit Price	Total Amount
<b>Postage</b>	<b>Postage for mailings to victims</b>	<b>1</b>	<b>\$5,000.00</b>	\$5,000
<b>Printing</b>	<b>Printing of Letterhead for mailings to victims</b>	<b>1</b>	<b>\$100.00</b>	\$100
<b>Office Supplies</b>	<b>Paper, Toner, Office Supplies</b>	<b>1</b>	<b>\$267.00</b>	\$267
<b>Total Supplies and Materials</b>				<b>\$5,367</b>

<b>Contractual</b>				
Name/Affiliation/Address	Hourly or Daily	Hourly or Daily Salary Rate	Hours or Days Devoted	Total Amount
<b>Total Contractual</b>				<b>\$0</b>

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<b>Contractors</b>
No Contractors Exist

<b>Equipment</b>				
Item	Quantity	Purchase Price	Monthly Lease	Total Amount
Total Equipment				0

<b>Communication Expenses</b>		
Type of Communication	Monthly Fee	Total Amount
<b>Telephone</b>	<b>\$155</b>	\$1,860
<b>Other Expenses</b>		
Description		Total Amount
<b>Equipment Repair and Maintenance</b>		\$25
<b>Indirect Expense</b>		\$2,650
Total Other Expenses		\$4,535

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