

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, March 26 at 6:30 PM** for the regular March meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan and via Zoom and YouTube.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Prayer and Pledge of Allegiance
3. Roll Call
4. Correspondence
5. Public Comment
6. Approval of Agenda
7. Consent Resolutions:

From the County Clerk/Register

A. Board of Commissioners Meeting Minutes

Suggested Motion:

To approve the minutes of the [March 12, 2024](#) Board of Commissioners meeting.

From Administration

B. [Ottawa County Community Action Agency 2023 Annual Report](#)

Suggested Motion:

To receive for information the Community Action Agency 2023 Annual Report.

C. [Ottawa County Innovation and Technology 2023 Annual Report](#)

Suggested Motion:

To receive for information the Innovation and Technology 2023 Annual Report.

D. [Post-Execution Ratification of Contracts under Section IV\(D\)\(2\) of the Ottawa County Contracting Authorization and Form Policy](#)

Suggested Motion:

To ratify all contracts for the period of February 1, 2023 to February 29, 2023 currently pending on the post-execution ratification list as authorized under Section IV(D)(2) of the Ottawa County Contracting Authorization and Form Policy.

E. [Ottawa County Community Action Agency Advisory Board](#)

Suggested Motion:

To place into nomination the name of (*indicates recommendation from the Interview Subcommittee):

*Esther Fifelski

and to select Esther Fifelski to fill one (1) Public Sector vacancy beginning January 1, 2024 and ending December 31, 2024.

F. [Ottawa County Groundwater Board](#)

Suggested Motion:

To place into nomination the name of (*indicates recommendation from the Interview Subcommittee):

*Ted Malefyt

and to select Ted Malefyt to fill one (1) K-12 Education Seat vacancy beginning January 1, 2024 and ending December 31, 2026.

G. [Ottawa County Community Mental Health Board – Family Member Seat](#)

Suggested Motion:

To place into nomination and forward to the Board of Commissioners the names of (*indicates recommendation from the Interview Subcommittee):

*Thomas Bird

*Stephen Rockman

Debra Deater

Paul Duff

Gabrielle Dunai

Terry Goldberg

Mark Stephenson

Beth VanHoven

Sara Westhuis

and to select Thomas Bird and Stephen Rockman to fill two (2) Family Member Seat vacancies beginning April 1, 2024 and ending March 31, 2027.

H. [Ottawa County Community Mental Health Board – General Public Seat](#)

Suggested Motion:

To place into nomination and forward to the Board of Commissioners the names of (*indicates recommendation from the Interview Subcommittee):

*Beth VanHoven

Kathleen Bates

Gale Clark

Cheryl Cnossen

Judith Cohen

Debra Deater

Gabrielle Dunai

Virginia Greenlee

Steven Miskelley

Cheryl Parker

Mark Stephenson

and to select Beth VanHoven to fill one (1) General Public Seat vacancy beginning April 1, 2024 and ending March 31, 2027.

8. Agenda and Action Requests:

A. [Material Management Plan Resolution](#)

Suggested Motion:

To approve the submission of a notice of intent to prepare the materials management plan, reappoint the designated planning agency and establish members of the materials management planning committee.

9. Committee Reports

A. [Ottawa County Community Action Agency 2023 Annual Report](#)

Presented by Jennifer Brozowski, CAA Director.

B. [Ottawa County Innovation and Technology 2023 Annual Report](#)

Presented by Paul Klimas, IT Director.

10. Public Comment

11. Additional Business

A. Administrator's Report

12. Adjournment at Call of the Chairperson

**PROPOSED
PROCEEDINGS OF THE OTTAWA COUNTY
BOARD OF COMMISSIONERS
MARCH SESSION – FIRST DAY**

The Ottawa County Board of Commissioners met on Tuesday, March 12, 2024, at 9:05 a.m. and was called to order by the Chairperson.

The prayer was pronounced by Pastor South.

Chairperson Moss led in the Pledge of Allegiance to the Flag of the United States of America.

Present at roll call: Gretchen Cosby, Lucy Ebel, Doug Zylstra, Joe Moss, Kendra Wenzel, Rebekah Curran, Sylvia Rhodea, Roger Belknap, Allison Miedema. (9)

Absent: Jacob Bonnema and Roger Bergman. (2)

Correspondence

GCSI Update-Bob DeVries gave a legislative update.

Public Comments

Public comments were made by the following:

1. Rebekah Curran-County Commissioner
2. Adrea Hill-Holland Township
3. Rebecca Patrick-Allendale Township
4. David Barnosky-Port Sheldon Township
5. Dan Zimmer-Port Sheldon Township
6. Harvey Nikkel-Georgetown Township
7. Joe Spaulding-Holland Township
8. Lori Grasman-Robinson Township
9. Deb Cizek-Port Sheldon Township
10. Dave Morren-Allendale Township
11. Karen Obits-Spring Lake Village
12. Dena Arner-Holland Township
13. Melanie Scholten-Park Township
14. Luke Saner-Park Township
15. Christi Meppelink-Zeeland Township
16. Brendan Link-Grand Haven

Approval of Agenda

B/C 24-064 Kendra Wenzel moved to approve the agenda.

The motion passed.

Consent Resolutions

Commissioner Zylstra requested to remove Consent Resolutions D-K from Consent and move them to Action Requests D-K.

B/C 24-065 Allison Miedema moved to approve the following Consent Resolutions.

- A. To approve the minutes of the February 29, 2024, Board of Commissioners meeting, the October 24, 2023, Special Hearing and the February 22, 2024, Special Meeting of the Board of Commissioners.
- B. To receive for information the Treasurer's Office 2023 Annual Report.
- C. To receive for information the 20th Circuit Court Probation and Parole 2023 Annual Report.

The motion passed.

Agenda and Action Requests

B/C 24-066 Roger Belknap moved to approve a contract with The Michigan Department of Environment, Great Lakes and Energy (EGLE) for beach water monitoring.

The motion passed by the following votes: Yeas: Roger Belknap, Rebekah Curran, Gretchen Cosby, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Allison Miedema, Lucy Ebel, Joe Moss. (9)

B/C 24-067 Roger Belknap moved to approve and sign the scrap tire clean-up grant from the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

The motion passed by the following votes: Yeas: Gretchen Cosby, Doug Zylstra, Kendra Wenzel, Allison Miedema, Rebekah Curran, Lucy Ebel, Roger Belknap, Sylvia Rhodea, Joe Moss. (9)

Discussion took place on who to appoint as Interim County Administrator. Four candidates were discussed, and a vote was taken on who to bring forward in a motion as the candidate to appoint.

Roll Call:

Ebel-Karen Karasinski	Miedema-Jon Anderson
Wenzel-Jon Anderson	Cosby-Karen Karasinski
Rhodea-Jon Anderson	Curran-Karen Karasinski
Zylstra-Karen Karasinski	Belknap-Jon Anderson
Moss-Jon Anderson	

With 5 votes, Jon Anderson was the candidate they will bring forward in a motion to appoint.

- B/C 24-068 Roger Belknap moved to approve the Land and Water Conservation Fund program application for funding assistance for Upper Macatawa Natural Area – Greenway Trailhead project.
- The motion passed by the following votes: Yeas: Roger Belknap, Rebekah Curran, Allison Miedema, Kendra Wenzel, Gretchen Cosby, Doug Zylstra, Sylvia Rhodea, Lucy Ebel, Joe Moss. (9)
- B/C 24-069 Allison Miedema moved to approve the Cooperative Agreement with the Michigan Department of Natural Resources for funding assistance in the amount of \$715,000 for the development of the Idema Explorers Trail Bass River Segment Phase I.
- The motion passed by the following votes: Yeas: Doug Zylstra, Roger Belknap, Gretchen Cosby, Rebekah Curran, Lucy Ebel, Sylvia Rhodea, Allison Miedema, Kendra Wenzel, Joe Moss. (9)
- B/C 24-070 Rebekah Curran moved to approve the Michigan Natural Resources Trust Fund (MN RTF) program application for funding assistance to construct the Eastmanville Connector Segment of the Grand River Greenway Idema Explorers Trail.
- The motion passed by the following votes: Yeas: Doug Zylstra, Lucy Ebel, Roger Belknap, Gretchen Cosby, Allison Miedema, Sylvia Rhodea, Rebekah Curran, Kendra Wenzel, Joe Moss. (9)
- B/C 24-071 Roger Belknap moved to go into a break at 10:50 a.m.
- The motion passed.
- The Chairperson called the meeting back to order at 11:13 a.m.
- B/C 24-072 Joe Moss moved to appoint Jon Anderson as the Interim County Administrator.
- The motion passed.
- B/C 24-073 Gretchen Cosby moved to approve the general claims in the amount of \$19,109,990.54 as presented by the summary report for January 29, 2024 through February 23, 2024.
- The motion passed by the following votes: Yeas: Roger Belknap, Rebekah Curran, Allison Miedema, Kendra Wenzel, Gretchen Cosby, Doug Zylstra, Sylvia Rhodea, Lucy Ebel, Joe Moss. (9)
- B/C 24-074 Rebekah Curran moved to approve a contract with Republic Services.
- The motion passed by the following votes: Yeas: Lucy Ebel, Gretchen Cosby, Allison Miedema, Rebekah Curran, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Roger Belknap, Joe Moss. (9)
- B/C 24-075 Sylvia Rhodea moved to approve the Resolution to authorize certification of a “Qualifying Statement” for bonding purposes.

The motion passed.

B/C 24-076 Kendra Wenzel moved to approve a proposal to add one, 1.0 FTE full-time, benefited Administrative Assistant position at universal paygrade 7 for a total cost of \$97,211.

The motion passed by the following votes: Yeas: Roger Belknap, Rebekah Curran, Gretchen Cosby, Sylvia Rhodea, Doug Zylstra, Kendra Wenzel, Allison Miedema, Lucy Ebel, Joe Moss. (9)

B/C 24-077 Allison Miedema moved to approve the FY2024 budget adjustments per the attached schedule.

The motion passed by the following votes: Yeas: Gretchen Cosby, Doug Zylstra, Kendra Wenzel, Allison Miedema, Rebekah Curran, Lucy Ebel, Roger Belknap, Sylvia Rhodea, Joe Moss. (9)

Committee Reports

A. Ottawa County Treasurer's Office 2023 Annual Report-Cheryl Clark, Ottawa County Treasurer, presented the 2023 Ottawa County Treasurer's Annual Report.

B. Ottawa County 20th Circuit Court Probation and Parole 2023 Annual Report-Heath White, Probation/Parole Manager, presented the 2023 Ottawa County 20th Circuit Court Probation and Parole Annual Report.

Public Comment

1. Karen Obits-Spring Lake Village
2. David Morren-Allendale Township
3. Dena Arner-Holland Township
4. Christi Meppelink-Zeeland Township
5. Jim Kuiper-Holland Township
6. Rebecca Patrick-Allendale Township

Online Public Comment

1. Megan Ryan-Holland Township
2. Joe Spaulding-Holland Township

Additional Business

A. Update from the Board Chair-Chairperson Moss gave several County updates.

Adjournment at Call of the Chairperson

The Chairperson adjourned the meeting at 12:34 p.m.

JUSTIN F. ROEBUCK, Clerk/Register
Of the Board of Commissioners

JOE MOSS, Chairperson
Of the Board of Commissioners

Action Request



Committee: Board of Commissioners

Meeting Date: 03/26/2024

Requesting Department: Administration

Submitted By: Jordan Epperson

Agenda Item: Ottawa County Community Action Agency 2023 Annual Report

Suggested Motion:

To receive for information the Community Action Agency 2023 Annual Report.

Summary of Request:

N/A

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: ☐ Mandated ☐ Non-Mandated ☐ New Activity

Action is Related to Strategic Plan:

Goal:

Objective:

Administration: ☐ Recommended ☐ Not Recommended ☐ Without Recommendation
County Administrator:

Committee/Governing/Advisory Board Approval Date:



OCCAA

(Ottawa County Community Action Agency)

2024 Annual Report



Ottawa County Community Action Agency aims to reduce the effects of financial hardships by promoting self-sufficiency and empowering individuals and families to achieve economic independence

Areas to Highlight in 2023



**STAFFING AND
DEVELOPMENT**



**STRATEGIC PLAN
PROGRESS**



**PROGRAMS AND
DATA**



SUCCESSSES

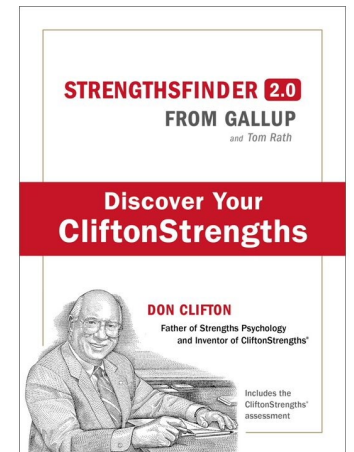
OCCAA Team

- Onboarding and training
- Extensive sessions and development in areas of communication, conflict and team dynamics
- Creation and revision of values



Team Building and Continuing Education

1,043 hours of staff training and development



2023-2027 Strategic Plan Goals



Create a brand that clearly conveys who OCCAA is and what services it provides.



Utilize impactful data to measure success and inform programs and solutions.



Develop strategic partnerships with other organizations.



Increase board, volunteer, and client participation.



Obtain sustainable and flexible funding streams.



Strategic Plan Progress

- ✓ Onboarded graduate level intern
- ✓ Completed Customer Satisfaction project
- ✓ Began utilizing online intake system
- ✓ Changed staff roles
- ✓ Attended more community events
- ✓ Explored internal resources for assistance with client feedback
- ✓ Partnering with graduate students for re-branding
- ✓ Strengthening internal procedures

A large pile of small, three-dimensional wooden human figures in various colors including light blue, dark blue, brown, orange, and red. The figures are scattered across the right side of the image, which has a dark, gradient background. The figures are made of wood and have a simple, stylized design.

OCCAA Programs

OCCAA Programs



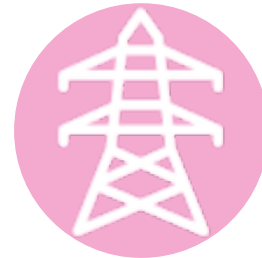
Energy Efficiency
Programs



Emergency Home Repair
Programs



Food Security
Programs



Utility Assistance
Programs

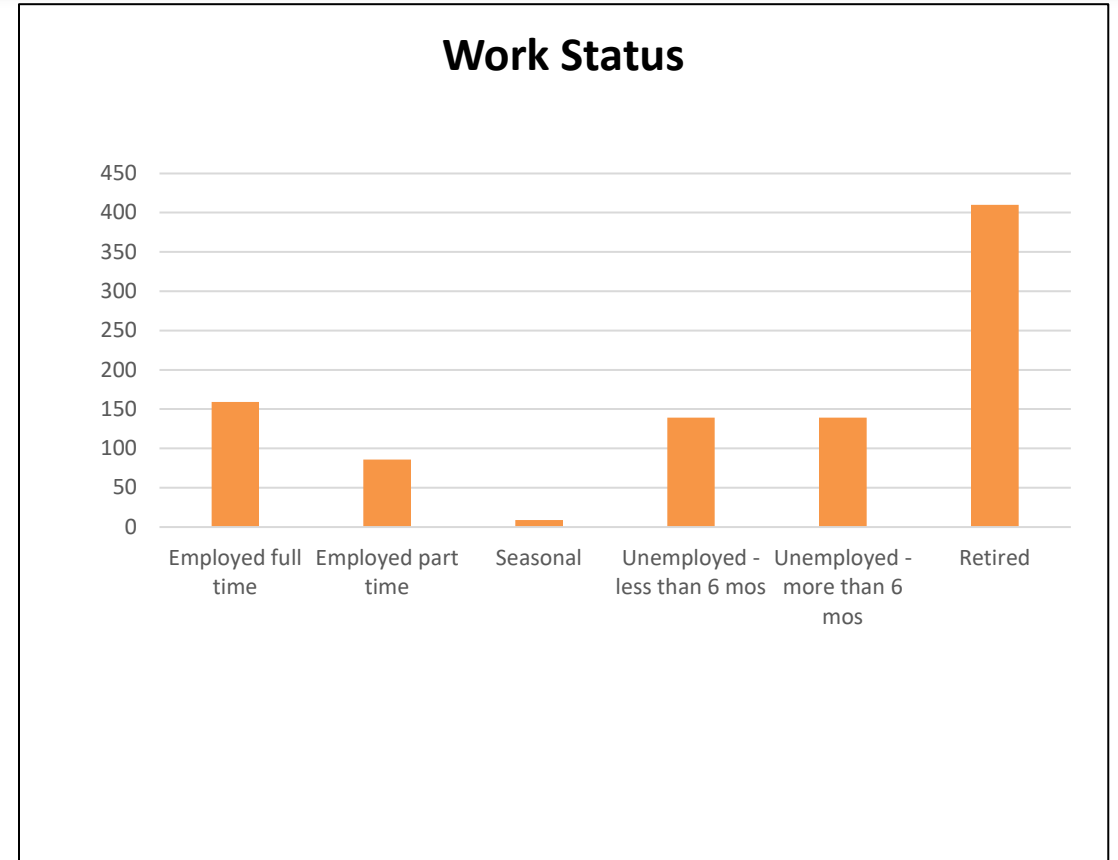
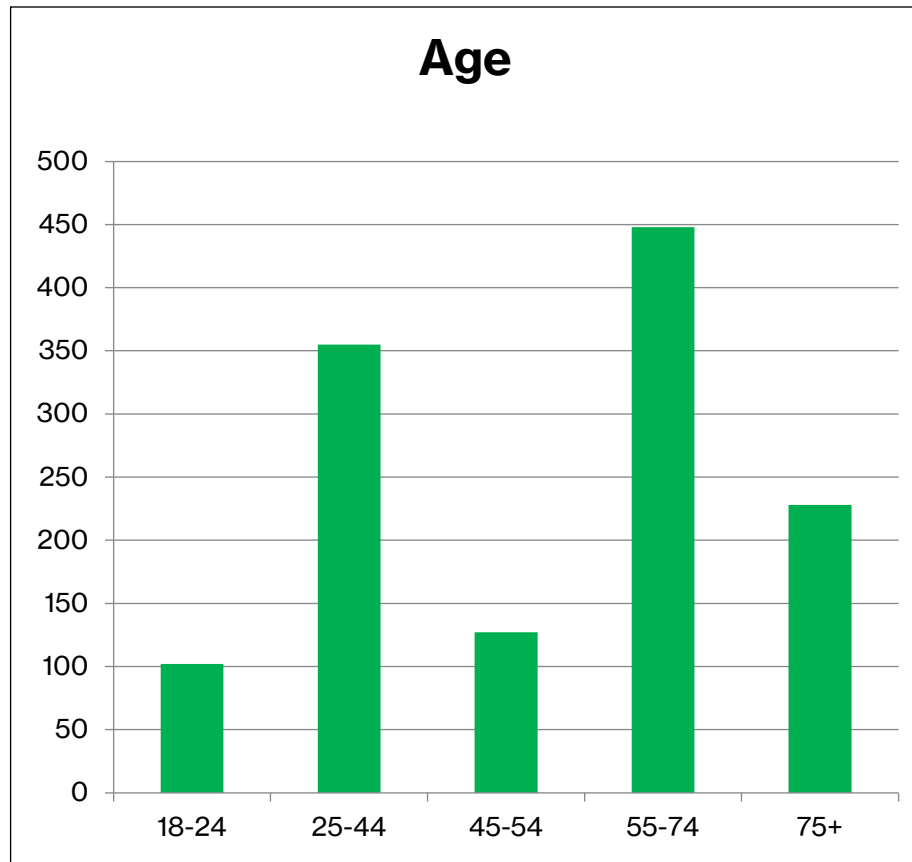
Funding Sources

Name	Program Description	Program Area
LIHEAP Weatherization Grant	Weatherization Program	Energy Efficiency Programs
DOE Weatherization Grant	Weatherization Program	Energy Efficiency Programs
BIL Weatherization Grant	Weatherization Program	Energy Efficiency Programs
Home Energy 101	Energy Education to Holland BPW Customers	Energy Efficiency Programs
Deferral Reduction Grant	Repairs for Weatherization Program	Emergency Home Repair
CMH Leasing	Housing Quality Inspections	Emergency Home Repair
CDBG	Home Rehab Program	Emergency Home Repair
SEMCO Full Pay	Furnace Replacement Program	Emergency Home Repair
TEFAP Grant	Emergency Food Program	Food Security Programs
CSFP Grant	Senior Food Program	Food Security Programs
Reach and Resiliency Grant	Outreach for Emergency Food program	Food Security Programs
Older Americans Funding Grant	Programs for Seniors (pass through)	Admin
CSBG	Administrative funds, training, staffing dollars	Admin
ESG	Housing Programs (pass through)	Admin
MEAP Grant	Utility Assistance Program	Utility Assistance Programs
Holland Board of Public Works Customer Assistance Program	Utility Self-Sufficiency	Utility Assistance Programs
Walk for Warmth	Direct Assistance for Utilities	Utility Assistance Programs
Zeeland BPW Grant	Direct Assistance for Utilities	Utility Assistance Programs
HBPW Utility Program	Direct Assistance for Utilities	Utility Assistance Programs
Water Affordability Grant	Direct Assistance for Utilities	Utility Assistance Programs



2023 Data

Demographics of those Assisted



Assistance Provided in FY23

Energy Efficiency Programs



53 Home Energy education appointments completed

34 homes protected through Weatherization



Emergency Home Repair Programs



2 Home Rehab projects completed

81 Housing Quality Standards inspections completed



Food Security Programs

This is roughly 99,000 pounds of food!



CSFP - average of 330 residents (age 60 and up) received food boxes per month

TEFAP - average of 1400 households served per month



Utility Assistance Programs



677 Utility payments made

322 of the utility assists were provided with fundraised dollars and local grants



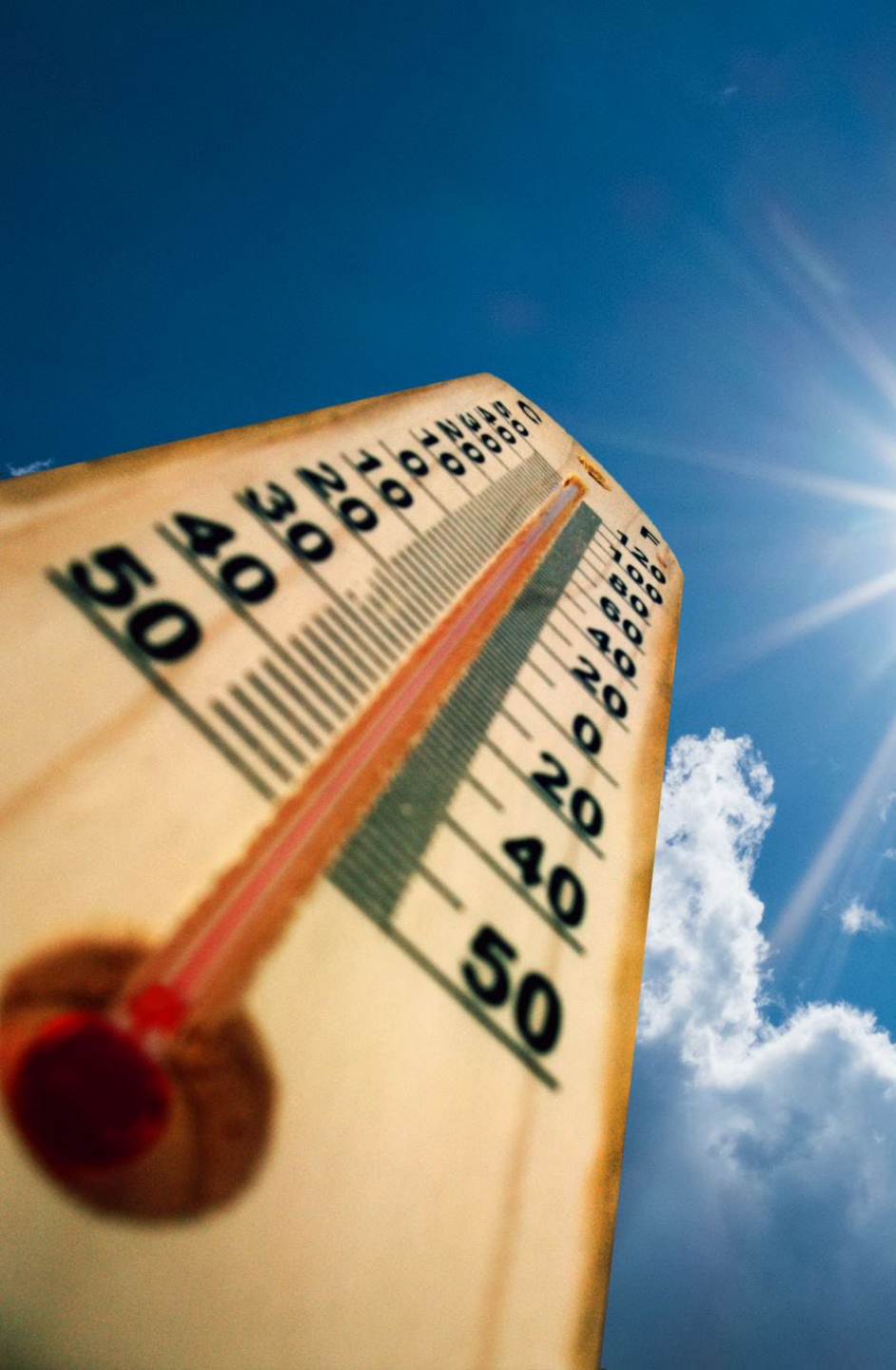


**Success
in 2023**

Utility Assistance Program Success

- Cross-training has allowed people to be referred to energy-savings programs.
- **\$79,811** in local utility funds and fundraised dollars utilized in 2023.
- **990** external referrals provided!





Home Weatherization Program Success

- Onboarded 5 new contractors for inspections and installation of weatherization measures
- Established new policies and procedures to solidify intake process
- Worked closely with the County's Purchasing Department to streamline contracts
- Onboarded new full-time Inspector



Weatherization cost savings

Estimated energy savings:

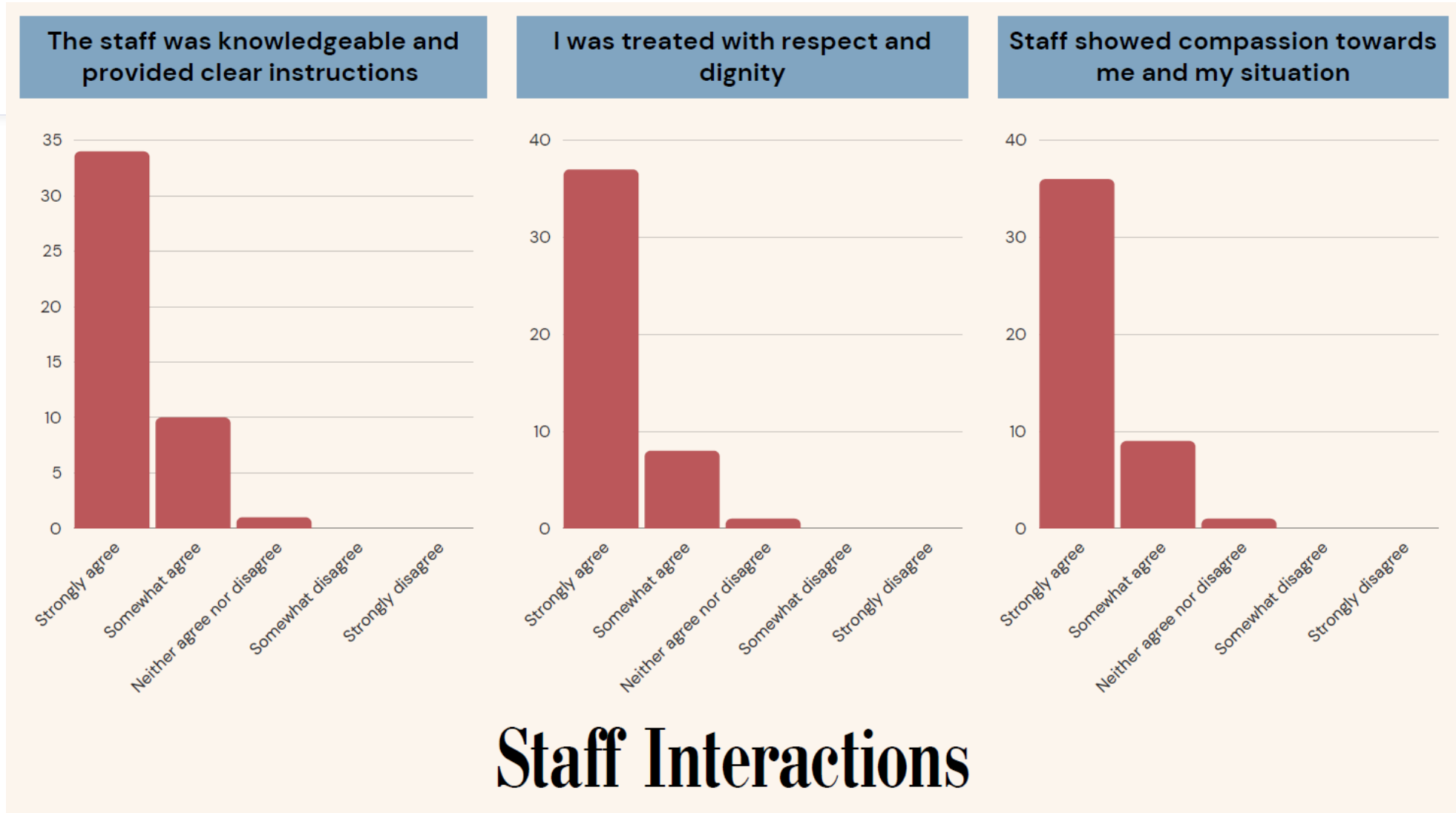
- Electric: 12%
- Gas: 17%



Food Program Success

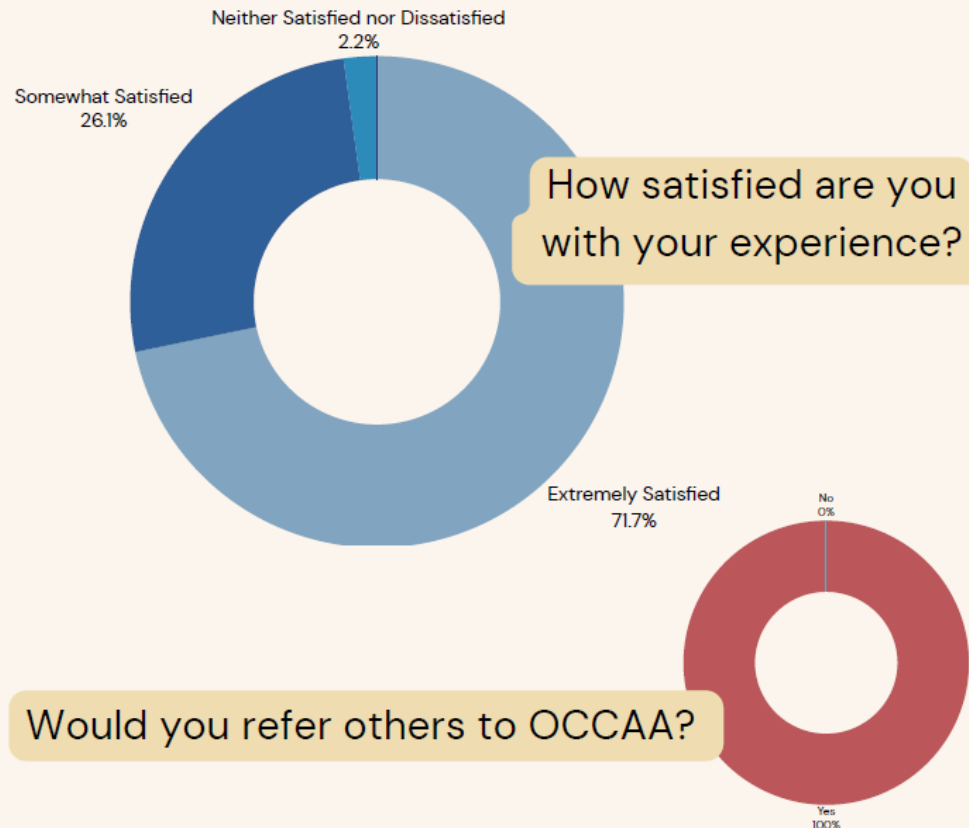
- Added Door Dash as a partner
- Participation has grown by 30%
- Incorporated Senior Smiles
- 1,128 volunteer hours provided

Customer Satisfaction Survey



Client Satisfaction

Overall Satisfaction



Food box is useful	Spend less on food
Always excited to get my box	Exactly what I needed
Helps me to eat	Very thankful for the help
I can afford other needs	Thankful (x47)
Provided relief and the understanding that I am not alone	Can spend money on other things
Takes a lot of pressure off	Avoided shutoff due to the financial relief

Thank you!

Jennifer Brozowski, Program Director

OCCAA Ottawa County Community Action Agency

12251 James St Suite 300 | Holland, Michigan 49424 |
616-494-5499

jbrozowski@miottawa.org | www.miOttawa.org/CAA



Action Request



Committee: Board of Commissioners

Meeting Date: 03/26/2024

Requesting Department: Administration

Submitted By: Jordan Epperson

Agenda Item: Ottawa County Innovation and Technology 2023 Annual Report

Suggested Motion:

To receive for information the Innovation and Technology 2023 Annual Report.

Summary of Request:

N/A

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: ☐ Mandated ☐ Non-Mandated ☐ New Activity

Action is Related to Strategic Plan:

Goal:

Objective:

Administration: ☐ Recommended ☐ Not Recommended ☐ Without Recommendation
County Administrator:

Committee/Governing/Advisory Board Approval Date:



Ottawa County

Innovation & Technology Department Fiscal Year 2023 Annual Report





Ottawa County

The activities and programs of this
Department are brought to you by the
Ottawa County Board of Commissioners.

Joe Moss, Chairperson
Sylvia Rodea, Vice Chairperson
Gretchen Cosby
Lucy Ebel
Doug Zylstra
Kendra Wenzel
Rebecca Curran
Roger Belknap
Roger Bergman
Allison Miedema

I found this year's update to be surprisingly similar to last year's update (stable, sustainable, steady).

In general, the County continues to mature leveraging technology, solutions/frameworks, and all the investments made over the past few years.

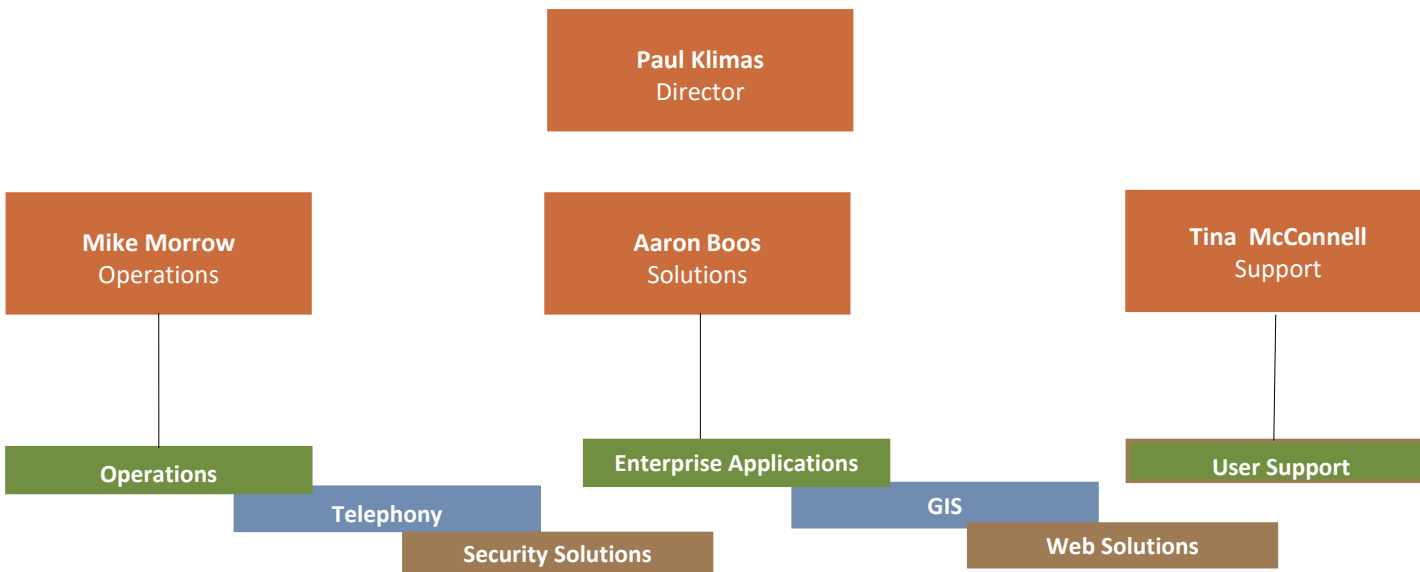
There hasn't been significant changes over the last year, most transformational effort were initiated over the last two years. I would qualify our last years efforts as 'maturing', where IT continued to engage investments in security and Core strategy. The result is an evolving and maturing organization that is:

- IT is aligned with industry proven frameworks and operational best practices.
- IT is sustainable with capital management, augmented expert support, and a motivated and professionally developing team of professions.
- IT is strategic with innovations in business automation, collaboration frameworks, multi-cloud and business intelligence/augmented intelligence services.
- IT is secure, with business continuity efforts and disaster recovery plans.

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ORGANIZATIONAL CHART





In a Nut Shell

We are a Cisco, Microsoft, VMWare operation, following industry standards and practices. With a goal to remain aligned with the IT industry as it changes, remaining sustainable, strategic, and valued.



•Overview

1312 Users	1319 Clients	491 Servers	128 network switches
Many-many applications	2 data centers (Fillmore/Grand Haven)	VoIP telephony	24/7 support
Governance (TAG)	Transparent - Published	Litigation-FOIA	

•Sustainable

Microsoft-Cisco-VM (Mainstream COTS)	Talent on premise, local, and national support.	ITIL – Best Practices	SLA (Meeting and Maturing)
Aligned with the industry (industry driven)	5% Turnover (Normal)	DR to Muskegon County	Response – Resolution (SEV 30m/2h IMAC 8h/*)- Escalation

•Valued

\$4.4M Operation	3.7% of County Budget		\$3.2M equipment
Allocated based on use (enhance 2020)	Comparable benchmarks – spending and performance	Hardware capital management	88% Departmental Approval (Survey)

•Strategic

Balanced Cloud/Premise	SaaS 30% of all Solutions	IaaS 0% File Stores, Backup/DR	Secured
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•What we do:

- ✓ Follow industry capital management programming on all equipment
- ✓ Follow best practice for continual software maintenance
- ✓ Follow operational best practices with supplemented resources to accommodate defined SLAs, talent management, resource availability / retention, and continual operational improvement
- ✓ Follow competitive IaaS practices to accommodate continual growth in data storage and computing needs
- ✓ Follow appropriate SaaS use to support continual functional development of solution frameworks supported by IPaaS
- ✓ Follow best practices in systems, data, and network security with regular review
- ✓ Follow established best practices supporting ITIL operations, data retention, business continuity, and change management
- ✓ Maintain regional and national vendor relations to provide expertise in support of all IT frameworks
- ✓ Provide 'Good Neighbor' services to other local governments

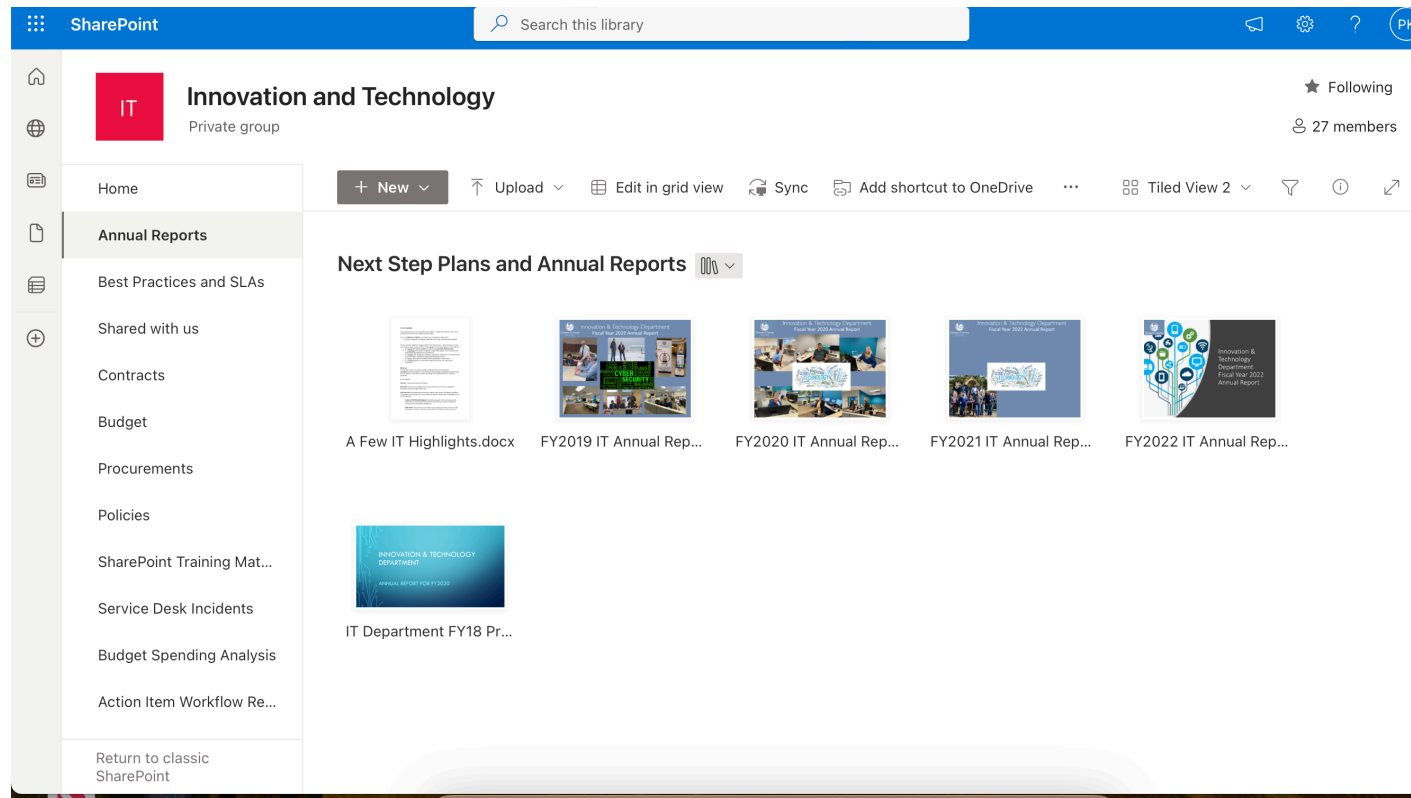
The Department transparently publishes all requests for service as well as project priorities.

IT has adopted and published a series of best practices that inform County users of how we perform daily tasks.

IT has also adopted Service Level Agreements (SLAs) to reflect detailed service delivery categories, with responsiveness expectations, as well as resolution goals.

The Technology Strategic Plan has also transformed to a 'living document' updated into this Annual Report, that is regularly updated and continuously shared online.

The result of these changes is a very agile operation, transparent in all activities.



Alignment

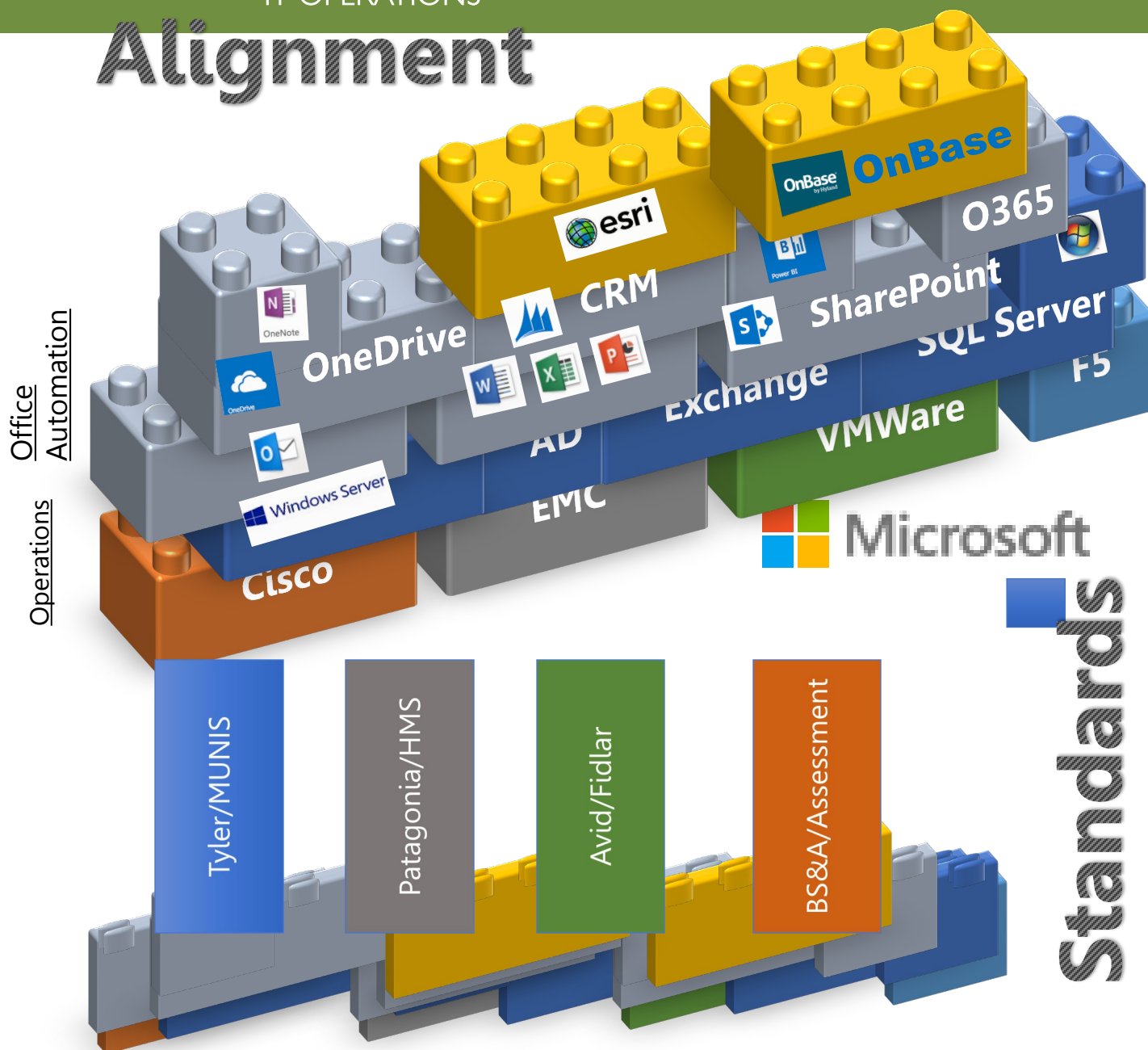
Industry Alignment

County IT is built on a 'stack' of proven solutions and technologies.

This foundation is initially built on Microsoft, Cisco, VMWare solutions. These suits of tools are all designed to work together and support most of our IT operational needs (servers, storage, and telecommunication) and also frame the office automation, collaboration, and enterprise content management needs.

The Stack also includes a few key frameworks shared by the entire organization supporting GIS (ESRI) and Document Workflow Management (OnBase).

Built on top of the Stack are standard 'swim lanes' of solutions these include our ERP (Tyler Munis) and several BS&A products.



Standards

Partners

Ottawa County IT continues to develop partnerships with supported townships, GIS partners, other local governmental units such as Kent County, Muskegon County, and City of Grand Rapids.

IT provides cloud hosting and supports applications and equipment for **9** local governmental units and provides GIS support for 23.

Reaching out to other local government IT departments, such as Kent County and City of Grand Rapids, is also a benefit in sharing best practices, knowledge and experiences.

IT continues to develop new relationships with vendors, both regional and national. We rely on these partnerships to supplement our knowledge, augment our staff as needs arise, and assist with new technology initiatives.



IT Supported Local Units

Blendon Township	• 75 devices • 11 users
Chester Township	• 48 devices • 10 users
City of Ferrysburg	• 61 devices • 21 users
Polkton Charter Township	• 17 devices • 6 users
Coopersville - Polkton Fire Authority	• 15 devices • 5 users
Park Township	• 110 devices • 29 users
Port Sheldon Township	• 44 devices • 7 users
Spring Lake Township	• 173 devices • 65 users
Spring Lake Village	• 49 devices • 11 users

GIS Partners

Blendon Twp
 Chester Twp
 Georgetown Twp
 Grand Haven Twp
 Holland Twp
 Jamestown Twp
 Olive Twp
 Park Twp
 Robinson Twp
 Spring Lake Twp
 Spring Lake Village
 Tallmadge Twp
 Wright Twp
 Zeeland Twp
 City of Coopersville
 City of Ferrysburg
 City of Grand Haven
 City of Zeeland
 City of Grand Rapids
 OCRC
 Holland BPW



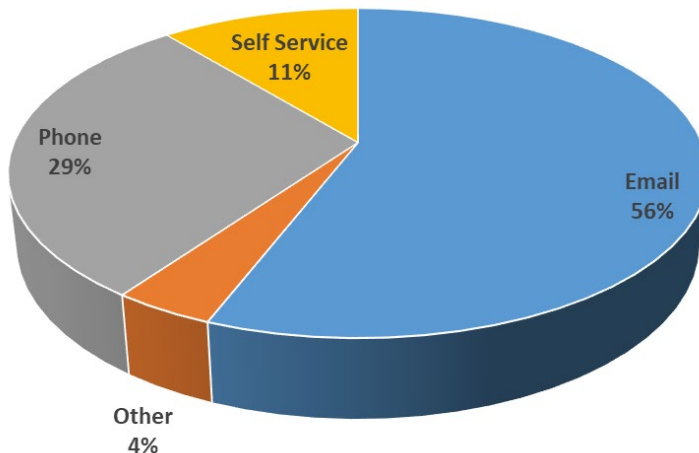
The IT department strives to create provide positive customer interactives, and provide service in a timely, and professional manner. The IT Support team, which includes the IT Service Desk, is the customer-facing element of the IT department. Employees can contact the IT Service Desk by phone, email, or by submitting a ticket through our portal. The team provides after-hours support through an on-call rotation for business-critical after-hours issues with no workaround.

This team is also responsible for the purchase and deployment of end-user IT equipment, such as computers, monitors, printers and scanners. The County does an annual refresh of computers, laptops and desktops, that will be over 4 years of age during that budget year. In a typical year, we replace an average of 400 computers per year. Purchasing has been difficult over the past couple of years due to supply chain issues, but supply chain issues improved over the past year, and are almost back to pre-COVID timeframes. Through careful planning and anticipating FY24 needs, our inventory of new equipment is sufficient to get a jump start on 2024 installs right away.

Quality Metrics	Target	Actual
Response Time Compliance	95.0%	99.5%
Resolution Time Compliance	95.0%	97.8%

Operational Metrics	Tickets
Tickets Logged	10,055
Tickets Resolved/Closed	9,984
Tickets Carried in 2023	71

Ticket Contact Method



IMPROVEMENT PROJECTS

The following projects represent strategic efforts aligned to remain sustainable and strategic.

Automox:

The IT Infrastructure Team rolled out Automox for our server environment in late spring of 2023. Automox is a powerful solution that offers a wide range of features for managing and securing our server environment.

Complete Endpoint Visibility: Providing a comprehensive view of all endpoints in our server environment. This visibility is crucial for understanding our infrastructure and managing it effectively.

Automated Cross-Operating System Patching: We can now automate the patching process for various operating systems, ensuring that servers are up to date with the latest security updates and bug fixes. This is essential for maintaining a secure and stable environment.

Configuration Management: The solution allows us to manage server configurations efficiently. This is important for ensuring that servers are set up correctly and consistently.

Integration with Vulnerability Scanner: Integration with Tenable.io helps us quickly identify and address vulnerabilities, enhancing our security posture.

Software Management: We can manage and control software installations on our servers. This includes the ability to install, update, or blocklist software as needed.

USB Access Control: USB ports can be a potential security risk. Automox allows you to lock down USB access to prevent unauthorized data transfer and potential malware infection.

Easy-to-Automate Policies: The solution simplifies policy creation and management, making it easier for our team to implement and enforce security and configuration policies across our server environment.

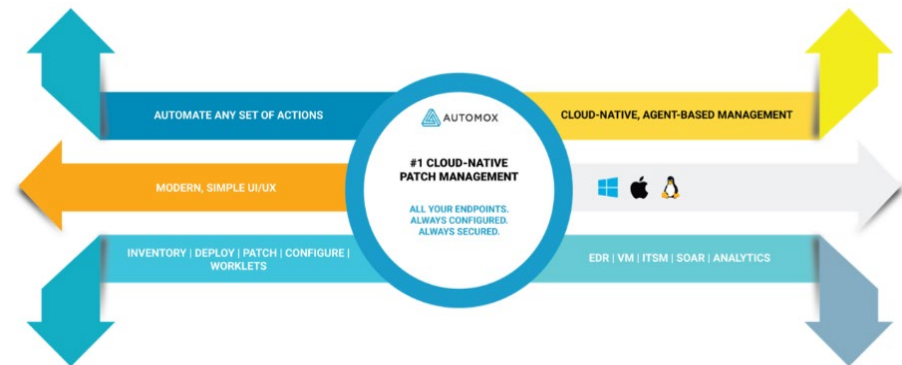
Single Pane of Glass: Having all these features accessible from a single dashboard or management interface simplifies the management of our server environment. It streamlines operations and saves time.

Rolling out Automox in our environment is a significant step toward improving security, efficiency, and compliance. By automating various aspects of server management and security, we reduce the risk of vulnerabilities and ensure that servers are always in a compliant state.



Automox Launches Otto AI

A Groundbreaking Generative AI Agent to Automate IT Operations at Scale



Other Infrastructure/Telecom/Security Projects

The department has made significant improvement with a robust security posture. Some of the assistance provided by the department during the past years include:

- **Phone system server refresh and platform upgrade**- IT replaced our Cisco Unified Communications servers and upgraded the software to latest stable versions. IT will perform an annual software upgrade moving forward.
- **On-Prem Exchange upgrade** – IT recently built new servers to upgrade our on-premise Exchange environment. A small percentage of users are still on-prem email due to the need to integrate with legacy applications.
- **Avigilon server refresh** – All campus security camera NVR (network video recorder) servers were end of life and were refreshed along with upgrading of the Avigilon Control Center software. When NVR servers reach their end of life, it means that they are no longer supported by the manufacturer, which can lead to security vulnerabilities and hardware issues. Replacing them with newer models ensures that the campus security system remains effective and secure. Upgrading the software is also important as it can bring new features, improvements, and security patches. This kind of maintenance and upgrade is crucial for maintaining a robust and up-to-date security infrastructure for Ottawa County.
- **Replacement of VMware Horizon View** – Infrastructure Team deprecated the Horizon View environment and migrated to Microsoft Remote Desktop services. This transition was driven by various factors such as cost and security. A considerable annual cost was eliminated moving to RDS.
- **Internet for several Parks and Recreation sites** - Providing internet access to various Parks and Recreation sites can offer numerous benefits, such as improved visitor experiences, enhanced communication, and streamlined operations. This also supports the use of electronic locks at the sites. Weaver House and Connor Bayou now have internet and Wi-Fi available for Parks' staff along with visitors.
- **InformaCast**: IT assisted Emergency Management with the renewed our licensing for InformaCast and IPAWS.
- **PhishRIP** - We added a module to our PhishER platform called PhishRIP. PhishRIP will remove email threats from your users' inboxes. PhishRIP automatically prevents active phishing attacks by searching for users' reported emails and removing all similar emails across our Office 365 mail server.
- **Nature Education Center's Telescope Observatory** - IT worked to develop and implement a wireless bridge to deliver network connectivity and internet access to the telescope observatory at Hemlock Crossings. This project showcases how technology can bridge the gap between scientific research, education, and public engagement. It's a great example of using innovation to make science and astronomy more accessible to a wider audience.
- **FirstNet**: IT continues to migrate county-provided cell phones for law enforcement and eligible support personnel to FirstNet. This helps us to ensure that communication is available to our first responders in the event of large-scale emergency or crowded events.
- **Microsoft LAPS** – IT is implementing Microsoft LAPS. Microsoft LAPS is one of the most effective ways to protect administrator passwords and prevent unauthorized users from accessing systems or data that they shouldn't. Microsoft's Local Administrator Password Solution — or LAPS for short — is a password management feature that randomizes administrator passwords across a single domain. Without a tool like LAPS, a compromise of one administrator's password could potentially lead to all others being exposed or stolen. By forcing all administrators to have unique passwords that change periodically, Ottawa avoids users simply standing pat with their default passwords or having passwords overlapping in the system.

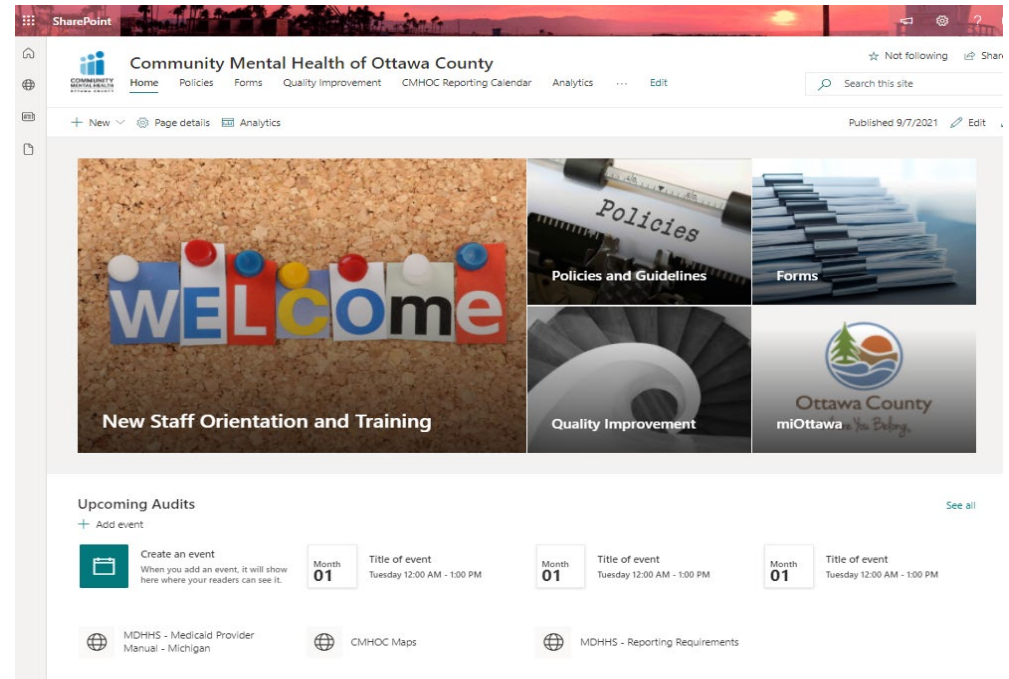


Microsoft Office 365 and SaaS

Microsoft Office 365 project was completed in 2021. All users now are operating on one version of the Microsoft Office software. They have access to use these tools from anywhere and from any computer. County users continue to leverage-grow with these tools.

Collaborate: With tools such as OneDrive and Teams, County employees are creatively sharing information, using workspace chat, video conferencing, and file storage. Microsoft Teams has been used extensively to collaborate and hold virtual meetings.

Sharing: SharePoint is being used to create internal operational websites (Intranet) where business units are storing, organizing, and sharing information/documents.



To the Cloud

Software as a Service (SaaS) is a form of cloud computing - the on-demand availability of computer system resources, especially data storage and computing power, without direct active management by the user.

The County has embraced a strategy that adopts both cloud computing and on-premise computing benefiting from both and improved flexibilities.



Upgraded OnBase Application Servers & Software:

Features Ottawa County Departments will be able to use in OnBase Foundation 22.1:

- **Updated 64bit Applications Server:** Enhanced features and performance improvements, allowing staff to process documents more quickly and efficiently. Saving time and resources in document management processes.
- **Automatically import documents stored in email:** better integration with Outlook and other systems Ottawa County uses, streamlining workflows, bypassing attachment drag/drop and reducing manual data entry.
- **Advanced Capture (Document Scanning) adds OCR (Optical Character Recognition):** OCR technology can be critical for converting scanned documents into searchable and editable text. Upgraded software provides better OCR accuracy, making it easier to work with scanned documents.
- **Some Automated redaction for PII (Personal Identifiable Information):** Automated redaction provides audit trail capabilities, enabling departments to track who accessed and modified documents, crucial for compliance and security purposes.
- **Greater Flexibility in Reporting Dashboards:** Dashboards provide real-time or near-real-time access to important data and metrics, allowing departments to stay informed about the latest information without having to wait for manual reports to be generated.



Application:

- Integration with State JIS Case Management for Document archive and workflow.
- Current AS400 Case Management
- Court Documents
- Contract Documents
- Prosecuting Attorney Workflow
- Subpoena Documents
- Public Defender Documents
- Friend of the Court
- Juvenile Court
- Probate Court
- E-Filing

Transparency and Service

Microsoft Chatbot and Power BI:

Microsoft Power BI (Business Intelligence) and Microsoft Chatbot.

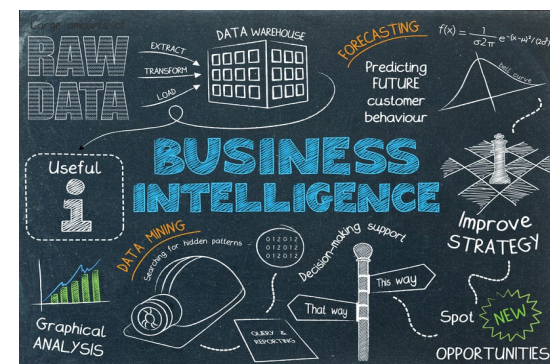
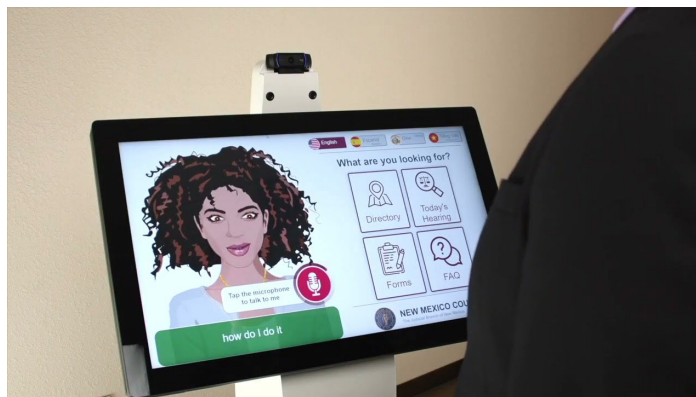
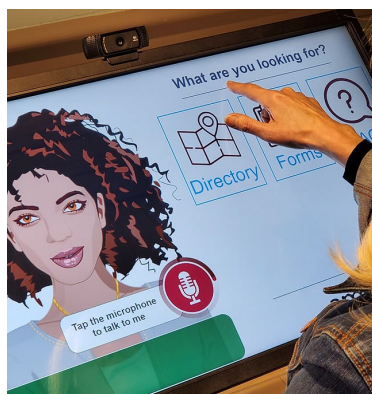
Microsoft Power BI provides the County the ability to visualize data in dashboards rather than reading the data from a spreadsheet or database. Power BI can pull from multiple data sources turning unrelated sources of data into coherent, visually immersive and interactive dashboards.

Microsoft Chatbot: AI Chatbots, are used in a variety of areas, such as messaging apps, mobile apps, websites, phone lines, and voice-enabled apps. They can be developed to handle just a few simple commands or to serve as complex digital assistants and interactive agents. An AI chatbot can be a part of a larger application or be completely stand-alone.

Ottawa County IT is in the process of testing MS Chatbot technology through web-based test scenarios. As we continue to create new test processes, we anticipate capability will grow along with demand.

Why chatbots?

Chatbots provide customers with access to assistance and/or customer service available on demand without restriction. When customers interact with chatbots, they can get answers to their questions anytime. Preselected answers can be stored in the knowledgebase allowing the Chatbot to answer questions based on keywords when the answer is known. Averting simple questions with known answers saves staff time. As the knowledge base(s) grow the chatbot becomes capable of answering questions based on previous experience.



Deprecation of Legacy Systems and Software:

Deprecating old technology is a common practice in the tech industry. It involves phasing out or discontinuing the use of older technologies, systems, or software in favor of newer and more efficient alternatives. There are several reasons why organizations deprecate old technology:

Maintenance Costs: Older technology often becomes more expensive to maintain and support as it ages. Hardware and software may require specialized knowledge or replacement parts that become scarce and costly.

Security Risks: Older technology may have vulnerabilities that are no longer patched or updated by the manufacturer. This can make it a prime target for security breaches.

Performance: Newer technology tends to be more efficient and capable of handling increased workloads. Replacing older systems can lead to performance improvements.

Compatibility: As technology evolves, older systems may become incompatible with newer software and hardware. This can lead to issues with integration and data exchange.

Scalability: Older technology may not be able to scale to meet the growing needs of an organization. Upgrading to newer technology can facilitate expansion.

Regulatory Compliance: Some industries have specific regulations and compliance requirements that necessitate the use of up-to-date technology to ensure data security and privacy.

User Experience: Users often prefer working with modern, user-friendly interfaces and tools. Upgrading technology can enhance the overall user experience.

To deprecate old technology effectively, organizations typically follow these steps:

Assessment: Evaluate the existing technology to determine its age, condition, and relevance to current business needs.

Planning: Develop a comprehensive plan that outlines the timeline and steps for phasing out the old technology and adopting new solutions.

Migration: Migrate data, applications, and processes to the new technology while minimizing disruptions to business operations.

Training: Train employees on how to use the new technology effectively, ensuring a smooth transition.

Communication: Communicate the changes to all stakeholders, including employees, customers, and partners, to manage expectations and address concerns.

Testing: Thoroughly test the new technology to identify and resolve any issues or bugs before fully retiring the old technology.

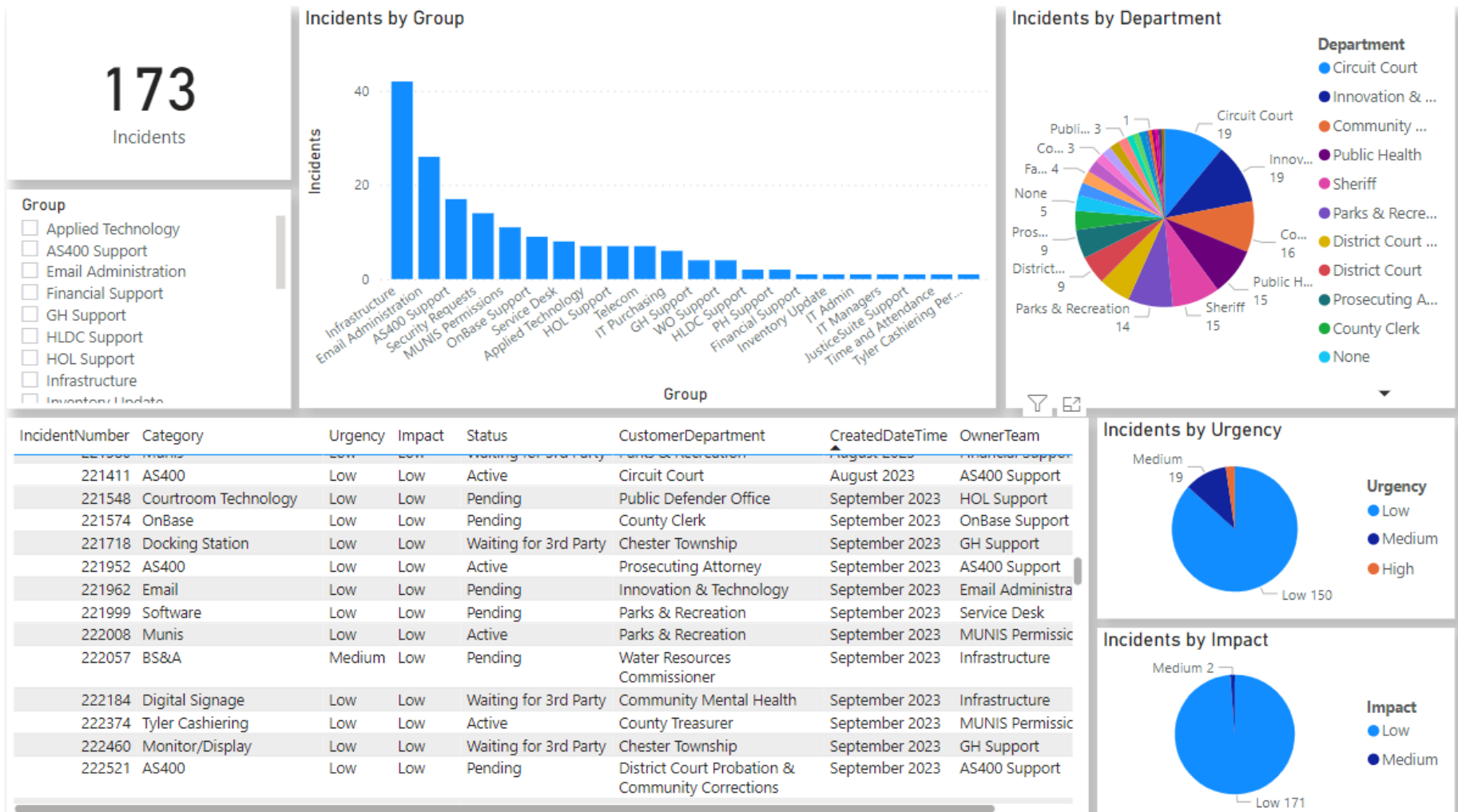
Phasing Out: Gradually phase out the old technology as the new system becomes fully functional and reliable.

Monitoring and Support: Provide ongoing support for the new technology, monitoring its performance and making improvements as needed.

It's essential to approach technology deprecation strategically and with careful planning to minimize disruptions and maximize the benefits of adopting newer, more efficient solutions. Additionally, organizations should consider the long-term impact of their technology decisions on their overall business strategy and goals.

Current Open Ticket Request by Department : Service Desk Incidents

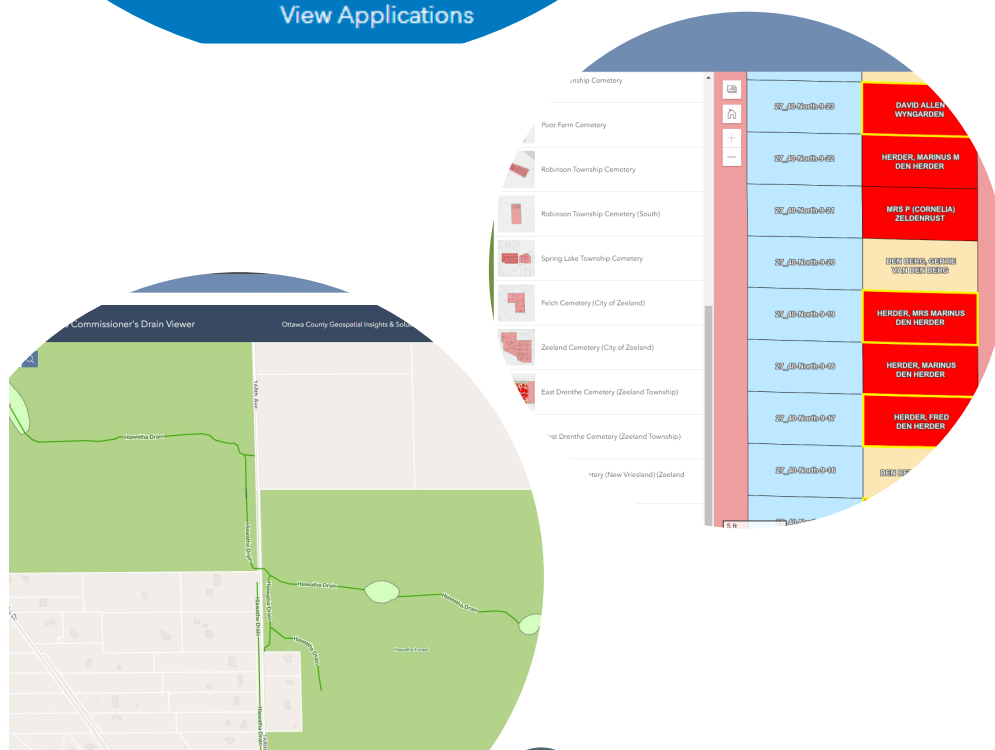
Data regarding Service Desk incidents is available on IT SharePoint page (see the link above). This information is provide real-time during Microsoft Power BI to query our Service Desk ticketing database.



GIS Data Portal

Ottawa County GIS creates and maintains various applications intended for public use.

View Applications



Geospatial Insights & Solutions (GIS)

The following are the highlights from this fiscal year:

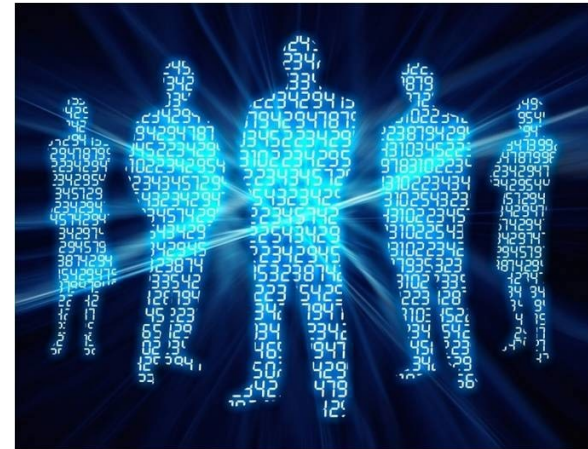
- The GIS Data Portal was launched for quick and easy access to data layers.
- ArcGIS Enterprise Base Deployment completed (DataStore, SpatioTemporal Big Data Store, Portal 10.9.1, ArcGIS Server 10.9.1, ArcGIS Image Server).
- Developed and released a County Drain Viewer application on behalf of The Office of Water Resources Commissioner's Office.
- **Additionally, the GIS Team continued to support:**
 - Local Units with Zoning, Master Plan, and Cemetery updates.
 - Ottawa County Central Dispatch with State of Michigan 9-1-1 GIS data integration.



Virtual Workforce

County employees continue working ~~remotely~~ wherever they are and collaborating leveraging Microsoft Teams and SharePoint.

Experts predict this flexibility working from any device at any location bring unexpected operational and resource management benefits.

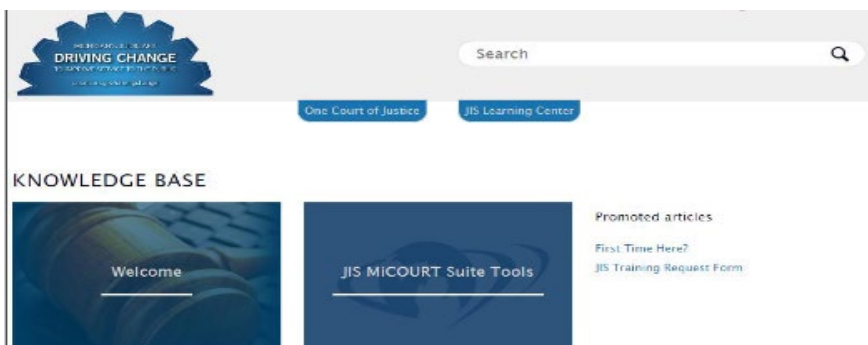




Other

The department continued supporting other business units and local units in their technical deployment-engagement of:

- **Court Case Management System replacement** (Ottawa County Courts and State JIS Team)
- **Prosecuting Attorney's Office System** (Karpel PA Management System)
- **District Court Probation** (Journal Technologies DC Probation System) (**Implemented**)
- **SMS** texting solution that integrates with phone system/Jabber for the Public Defender and Public Health to reach clients more effectively.
- **Ottawa County Family Justice Center** - IT has been working with building contractors on the design of the public address, sound masking, infrastructure, digital signage, security cameras, courtroom technology, virtual Zoom hearing rooms, and conference room technology for the future Family Justice Center. Expected move in date is April 2024.



IN PROGRESS PROJECTS

Court Case Management Replacement:

September 2023 starts year 3, working with the State JIS Team to replace the current AS400 Case Management System. Currently (Oct. 2023) the State continues with data conversion, working with both District & Circuit Court preparing State DCS & TCS Software for Ottawa County Multi Tenant Environment Test System. Project Management staff from the State are working with both courts as well preparing various system integrations.

IT has been working with State JIS Technical Team exploring integration methods to various accompanying systems, such as: Journal Technologies (District Court Probation System), Karpel (Prosecuting Attorney's Management System), Jail Tracker (Sheriff's Office Jail System) and the Ottawa County Document Imaging System, OnBase.

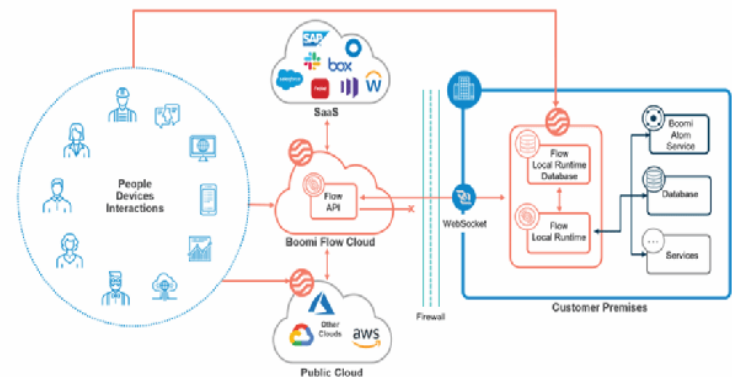


IPaaS:

As the County continues to add new and modernize systems, opportunities arise for data-sharing and creating efficiencies. A great number of vendors are moving services from "on-premise" platforms to online services referred to as SaaS (Software as a Service). IPaaS is a method for maintaining integrations between cloud-based systems. IPaaS (Integration Platform as a Service) allow staff to generate data links between systems minimizing dual entry between hosted services.

Ottawa County IT has been working with Boomi to accommodate current integration needs, but also strategically prepared for future cloud-to-cloud integration needs.

Multi Cloud Architecture



Data Center Refresh/Consolidation:

A data center refresh and consolidation from two on-premise data centers to one hybrid on-premise data center with workloads, backup, and disaster recovery spanning both on-premise and cloud environments is a significant infrastructure project.

- **Consolidation:** Combining two data centers into one reduces operational complexity, lowers costs, and streamlines management.
- **Hybrid Infrastructure:** A hybrid setup offers flexibility and scalability. We can leverage the on-premise infrastructure for sensitive or latency-sensitive workloads, while utilizing the cloud for scalability, redundancy, and cost-efficiency.
- **Backup and Disaster Recovery:** Implementing a hybrid backup and disaster recovery strategy ensures data resiliency. We can use on-premise backup solutions alongside cloud-based backup and recovery options for comprehensive protection.
- **Cost Efficiency:** A hybrid model allows IT to balance costs effectively. Giving us the ability to scale resources in the cloud as needed and potentially reduce on-premise hardware and maintenance expenses.
- **Redundancy:** Leverage the cloud for data redundancy. We can maintain copies of critical data and applications in the cloud to ensure business continuity in case of on-premise failures.
- **Scalability:** Cloud resources can be easily scaled up or down based on Ottawa's changing needs, ensuring that we don't over-provision on-premise infrastructure.
- **Security and Compliance:** Ensure that security measures and compliance requirements are met both on-premise and in the cloud. Through encryption, access controls, and compliance with relevant regulations.

Data Center Refresh/Consolidation continued:

This project is complex and will be carefully planned and executed to minimize disruptions and ensure that the new hybrid infrastructure meets Ottawa County's performance, security, and compliance requirements.



RISKS

The evaluation of risks is a key part of remaining operational sustainable.

Security and More Security

Security Threats: Security threats continue to be in the forefront of our risks, involving both malware with very complex-pesky crypto locker file encryption and ransomware events (which have infected local West Michigan governments), online disruption of services attacks (which also have become regular occurrences to local West Michigan governments) originating from such places as Poland/Ukraine/Africa. I share these observations to show that we (Ottawa County) are not isolated from the world around us.

What are we doing: The County leverages certified professionals to evaluate and remediate our security profile. This involves a great many improvements from continuous online monitoring, patching, network segmentation and network access controls, but this also involves continuous efforts in security awareness training. More advanced companies are introducing AI-based protection systems to be able to contain any such attacks introduced by a next-generation of tech. I am watching to see how these new systems might benefit the County – especially as we engage IaaS (Infrastructure as a Service), SaaS (Software as a Service), and IoT (Internet of Things).

Data Protection: The policies and practices to protect the privacy of data come in a close second on our list. With regulation continuously advancing, IT operations need to consider data protection advancements before any regulations are even enacted. My personal information has been on the dark web for years. This was the result of security breach between the State of Michigan and a local West Michigan government – not though the nefarious action of foreign agent. Information was exposed, captured and unemployment benefits were issued via a debit card to a location in Florida. I share this story to show that identify theft doesn't always show up on a credit report or as an unwanted credit card purchase.

What are we doing: This area requires constant perseverance. I encourage anyone handling personal information or really any information to ask questions, especially in the area of information sharing outside of our networks.



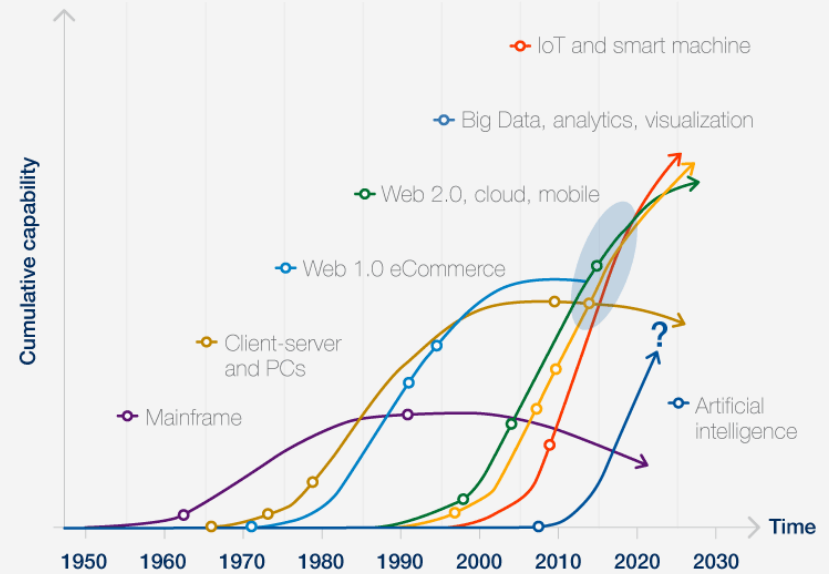
Multi-cloud Security: For many years Ottawa County has relied primarily on on-premise IT operations – in my opinion the County has missed out a vast array of capabilities in the cloud. Not that I'm promoting a cloud-first strategy, but rather a balanced on-premise/off-premise operation where capabilities and capacities make sense. This evolution of IT presents a number of challenges; more reliance on Internet access and securities, experience in setting up and administrating single sign-on operations, encryption technologies, data collaboration practices, cloud-agnostic security platforms, and even iPaaS (Integration Platform as a Service).

What are we doing: The IT team is setting up ADFS (Active Directory Federated Services) – a Microsoft single sign-on solution that allows our user security practice to be shared to many SaaS frameworks. We are working with our security team to assure cloud engagement is solid-compliant-sustainable. IT is also researching iPaaS as a means to stitch data integration-interface needs between software solutions going forward. Keep in mind we are only on number 4 here – this is a lot to take in and resulting in a lot of change. The proposed engagement of Microsoft Office 365 alone impacts multi-cloud security operation alone.

Talent Management

Having technical expertise available when you need it is a challenge throughout the IT industry. The IT industry continues to be in negative unemployment and will remain so for decades – there simply isn't enough talent to go around. The technical skills needed today are also far different than those 10 years ago – or even last year. IT skills have gone into specialties – such as network security.

The ability for the County to build and sustain specialized talent has been overcome through a strategy of professional service management to supplement and have a greater depth and array of talent which we could otherwise not maintain. The County's IT operation now has augmented experts under contract to support all major technical-operational frameworks, and the added value of broader experience and even resource availability bolsters operational sustainability going forward.



Pace of Change

- The 2018 **CIO** survey shows there is no doubt in **CIOs'** minds that their workload **will** continue to **accelerate**. The majority of **CIOs** are suggesting fatigue: 48 percent said they were concerned about their ability to **keep pace** with the **change** required.

Innovation and Digital Transformation: The pace of change in innovation is tremendous, the feeling that if you don't evolve and transform means you are losing ground has some merit. The County is actively leveraging all technologies to effect change. In short, we now have access to Artificial Intelligence: IoT, application in security, voice interactive response, knowledgebase development, block chain, oh my. But where, how, who, what is the business impact, will it work and remain sustainable? IT believes this all begins with (BI) business intelligence – making informed data driven decisions, deep algorithm data analysis will follow. This area also requires proactive thought on data and operational governance.



Ottawa County

Where You Belong

Board Ratification Contracts

Report Date Range: 2/1/2024 - 2/29/2024

'Revenue' Total Amount: \$258,238.00

'Expense' Total Amount: \$289,736.34

CONTRACT	REQUESTED DATE	APPROVED DATE	REQUESTING AGENCY	VENDOR/3RD PARTY	CONTRACT AMOUNT	MULTI YEAR CONTRACT	REVENUE /EXPENSE	PURPOSE
2104	10/24/2023	02/27/2024	INNOVATION & TECHNOLOGY	MERIT NETWORKS	\$64,248.00	YES	EXPENSE	<p>The Innovation & Technology department request the approval by the Board for the renewal of our Merit Networks internet connection, which is essential to our organization's operations. Merit Network, Inc., as you may be aware, is an independent nonprofit corporation governed by Michigan's public universities and has been a trusted partner in providing us with reliable internet services. Their network infrastructure is specifically developed for nonprofit organizations like ours, and it plays a crucial role in our daily activities. Our internet connection through Merit Networks is vital as it serves multiple purposes:</p> <ol style="list-style-type: none">1. Office 365 Accessibility: This internet connection provides uninterrupted access to our hosted Office 365 environment, which is integral to our day-to-day operations. It ensures that our staff can communicate, collaborate, and access their emails and documents efficiently.2. Software Packages: Several of our departments rely on software packages offered as Software as a Service (SaaS) for their daily work. The Merit Networks connection ensures the availability of these packages, thereby supporting the efficiency and productivity of our teams.3. Sheriff Bodycams Cloud

								<p>Repository: A critical component of our operations is the storage and management of data from Sheriff bodycams. The Merit Networks internet connection also serves as the gateway to a secure cloud repository where this data is stored and managed. It is essential for maintaining the integrity and accessibility of this crucial information.</p> <p>The proposed renewal is for a 3-year contract, providing us with a 1Gbps internet connection. The annual cost for this service is \$21,416.00, resulting in a total 3-year cost of \$64,248.00.</p> <p>The Merit Networks internet connection has consistently met our expectations in terms of reliability and performance. It has proven to be a cost-effective solution that supports our mission and operations effectively. Therefore, I recommend that the Board approve the renewal of this contract to ensure the continuity of our services.</p> <p>If you have any questions or require additional information regarding this renewal, please do not hesitate to reach out to me or our IT department.</p> <p>Thank you for your attention to this matter. Your support is crucial in ensuring that our organization can continue to operate effectively and serve our community.</p>
2133	11/02/2023	02/28/2024	SHERIFFS DEPARTMENT	CORE TECHNOLOGY	\$12,000.00	NO	EXPENSE	TO REVIEW AND APPROVE THE CORE TECHNOLOGY - TALON CONTRACT. THIS CONTRACT WAS SIGNED IN 2019 AND WE CAN NOT LOCATE A BOARD APPROVED COPY
2168	11/27/2023	02/05/2024	PARKS AND RECREATION	OTTAWA COUNTY ROAD COMMISSION	\$25,000.00	NO	EXPENSE	To facilitate planned maintenance of parking lot at Grand River Park.
2183	12/27/2023	02/05/2024	JUVENILE COURT	LEELANAU		YES	REVENUE	Out of County Bed Rental

2185	12/29/2023	02/05/2024	PARKS AND RECREATION	PORT SHELDON TOWNSHIP	\$0.00	YES	REVENUE	At the request of Port Sheldon Township, Ottawa County Parks and Recreation Commission (OCPRC) assumed management of the Township's two Lake Michigan beach parks, Kouw Park and Windsnest Park, at the beginning of 2023. Under a Park Services agreement, the Township paid an annual fee of \$12,500 to the OCPRC, is responsible for major repairs and maintenance, continues to pay utilities cost, and installed automatic gates. The OCPRC performed all regular maintenance and rule enforcement as well as installed a motor vehicle permit fee machine similar to the other OCPRC Lakeshore Parks. Funds collected from motor vehicle permits or shelter rentals were retained by the OCPRC. After a very successful 2023 season, staff met with Township representatives to plan the 2024 season. As a result of the higher than anticipated income in 2023 (\$44,153 Net Revenue), an amendment to the original Park Services Agreement is warranted, removing the Township's annual payment of \$12,500.
2192	01/08/2024	02/28/2024	SHERIFFS DEPARTMENT	CELLEBRITE	\$5,580.00	NO	EXPENSE	TO REVIEW AND APPROVE THE ANNUAL SUBSCRIPTION TO CELLEBRITE INC
2193	01/09/2024	02/05/2024	DEPARTMENT OF STRATEGIC IMPACT	MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT)	\$258,238.00	NO	REVENUE	To approve and sign the Project Authorization with Michigan Department of Transportation for the FY2024 Specialized Services Operating Assistance Program
2196	01/23/2024	02/05/2024	FRIEND OF THE COURT	JOSEPH KOZAKIEWICZ	\$3,500.00	NO	EXPENSE	Renew contract services with qualified person Joseph Kozakiewicz to conduct, facilitative information gathering conferences (FIG) and child custody evaluations for domestic relations cases in which the custody of minor children is at an issue.
2201	01/26/2024	02/19/2024	JUVENILE COURT	BERRIEN COUNTY		YES	REVENUE	Out of County Bed Rental
2203	01/30/2024	02/27/2024	SHERIFFS DEPARTMENT	LEXISNEXIS	\$24,780.00	YES	EXPENSE	TO REVIEW AND APPROVE THE CONTRACT WITH LEXIS NEXIS FOR ONLINE SELF REPORTING SERVICES
2204	01/30/2024	02/27/2024	SHERIFFS DEPARTMENT	LEXISNEXIS	\$5.00	NO	EXPENSE	TO REVIEW AND APPROVE LEXIS NEXIS CONTRACT FOR CRASH REPORTS

2205	02/02/2024	02/28/2024	INNOVATION & TECHNOLOGY	KNIGHT WATCH	\$17,319.56	NO	EXPENSE	The proposed amendment to our current contract will allow the Clerk/IT to contract with Knight Watch to provide all of the necessary networking and cameras at the new early voting sites in Ottawa County.
2206	02/05/2024	02/28/2024	PARKS AND RECREATION	PROBOLSKY RESEARCH	\$33,600.00	NO	EXPENSE	This contract is part of an overall effort by the Ottawa County Parks and Recreation Commission (OCPRC) to develop a comprehensive strategic plan. Since 1987, the OCPRC has been successful in pursuing a strategy of focusing its efforts on conserving land along key natural corridors in Ottawa County and developing high quality recreational amenities to access these lands. The OCPRC has largely accomplished or is in the process of accomplishing many of the goals and objectives of this strategy. Therefore, as the OCPRC prepares for its 2026 millage renewal and the update of the Michigan Department of Natural Resources required "Parks, Recreation, and Open Space Plan" (also in 2026), the OCPRC has embarked on its first-ever comprehensive strategic planning process. This planning process involves many elements, including working with a consultant to drive the plan (already on-board) and various supporting data gathering components. This contract with Probolsky Research is one of the supporting data gathering components. Probolosky Research will conduct a "scientific survey" of the public to help analyze public sentiment about the performance of the OCPRC, support for possible new strategic initiatives, and support for the millage renewal. The OCPRC has worked with firms with Probolsky Research in the past (last in 2015) and the data gathered has been crucial in helping to guide the OCPRC in delivering recreational services and to understand overall public support for continued funding of the parks system.
2208	02/05/2024	02/27/2024	SHERIFFS DEPARTMENT	DICKS TOWNING	\$1.00	YES	EXPENSE	TO REVIEW AND APPROVE THE CONTRACT WITH DICKS TOWING - ON-CALL TOWING SERVICE
2209	02/05/2024	02/27/2024	SHERIFFS DEPARTMENT	HUDSONVILLE TOWING	\$1.00	YES	EXPENSE	TO REVIEW AND APPROVE THE HUDSONVILLE TOWING CONTRACT - ON CALL SERVICES

2210	02/05/2024	02/27/2024	SHERIFFS DEPARTMENT	TIMS TOWING	\$1.00	YES	EXPENSE	TO REVIEW AND APPROVE THE CONTRACT WITH TIMS TOWING FOR ON CALL TOWING SERVICES
2211	02/05/2024	02/27/2024	SHERIFFS DEPARTMENT	CENTRAL TOWING	\$1.00	YES	EXPENSE	TO REVIEW AND APPROVE THE ON CALL TOWING CONTRACT WITH CENTRAL TOWING
2213	02/08/2024	02/28/2024	INNOVATION & TECHNOLOGY	BLUEWATER	\$8,769.78	NO	EXPENSE	Requesting approval for the addition of a Press Box Add-On
2214	02/09/2024	02/27/2024	PARKS AND RECREATION	CROWE LLP	\$44,530.00	NO	EXPENSE	<p>This contract is part of an overall effort by the Ottawa County Parks and Recreation Commission (OCPRC) to develop a comprehensive strategic plan. Since 1987, the OCPRC has been successful in pursuing a strategy of focusing its efforts on conserving land along key natural corridors in Ottawa County and developing high quality recreational amenities to access these lands. The OCPRC has largely accomplished or is in the process of accomplishing many of the goals and objectives of this strategy. Therefore, as the OCPRC prepares for its 2026 millage renewal and the update of the Michigan Department of Natural Resources required "Parks, Recreation, and Open Space Plan" (also in 2026), the OCPRC has embarked on its first-ever comprehensive strategic planning process. This planning process involves many elements, including working with a consultant to drive the plan (already on-board) and various supporting data gathering components. This contract with Crowe is one of the supporting data gathering components. Crowe will perform a "Community Benefits Analysis," which will quantify the economic, environmental, and quality of life benefits provided by the OCPRC. This information will be valuable in helping the public to understand the value of the OCPRC and also help guide the Strategic Plan process.</p>

2218	02/15/2024	02/28/2024	CORPORATE COUNSEL	VIRIDIS DESIGN GROUP	\$30,400.00	NO	EXPENSE	Ottawa County Parks has discussed the need for a large group rental facility for many years, since none of our current venues can easily accommodate more than 100 people. A facility of this size could welcome larger weddings, corporate events, and other activities. Over the past several of years, parks planning staff have explored the idea of developing such a facility at the Bend Area in Georgetown Township. The current concept includes renovation of the Moss House (a century old farmhouse near the center Bend Area that is currently not used) to a rental facility similar to the Weaver House or Grand Ravines Lodge and the construction of a new three-season pavilion in that same area that could accommodate at least 250 guests. Various complementary site improvements and support facilities would also be included. Initial presentations to a potential funder were positively received, however, several issues remain to be fully explored and addressed before Parks is confident in making a final request. This contract provides for a professional consulting team to answer questions related to the feasibility of renovating the existing house, provision of utilities, and regulatory issues including floodplain and flooding concerns.
2220	02/15/2024	02/27/2024	PARKS AND RECREATION	BLARNEY CASTLE OIL CO.	\$20,000.00	YES	EXPENSE	To provide onsite fuel tank filling services at various park sites for refueling tractors, lawn mowers, and small equipment.
2221	02/16/2024	02/28/2024	JUVENILE COURT	VAN BUREN		YES	REVENUE	Out of County Bed Rental
2222	02/16/2024	02/28/2024	JUVENILE COURT	ROSCOMMON COUNTY		YES	REVENUE	Out of County Bed Rental
2224	02/20/2024	02/27/2024	FISCAL SERVICES	OPENGOV		NO	EXPENSE	To amend the OpenGov contract to include a cost increase for a 3 day on-site training.
0	02/06/2024	02/06/2024	COMMUNITY MENTAL HEALTH	AGNUS DEI AFC HOME, INC		N/A	N/A	COMMON CONTRACT
0	02/06/2024	02/06/2024	COMMUNITY MENTAL HEALTH	EQUITABLE LEARNING SOLUTIONS, LLC		N/A	N/A	AMENDMENT 1
0	02/06/2024	02/06/2024	COMMUNITY MENTAL HEALTH	EQUITABLE LEARNING SOLUTIONS, LLC		N/A	N/A	AMENDMENT 2
0	02/06/2024	02/06/2024	COMMUNITY MENTAL HEALTH	IBH ANALYTICS		N/A	N/A	SERVICE AGREEMENT

0	02/26/2024	02/26/2024	COMMUNITY MENTAL HEALTH	BERGMARK CONSULTING, LLC DBA WAYPOINTS		N/A	N/A	AMENDMENT
0	02/29/2024	02/29/2024	COMMUNITY MENTAL HEALTH	GIVA, INC.		N/A	N/A	VENDOR AGREEMENT ADDENDUM
0	02/26/2024	02/26/2024	COMMUNITY MENTAL HEALTH	HOPE NETWORK BEHAVIORAL HEALTH SERVICES		N/A	N/A	AMENDMENT
0	02/29/2024	02/29/2024	COMMUNITY MENTAL HEALTH	KAIZEN HEALTH SERVICE CONTRACT		N/A	N/A	AMENDMENT

Action Request



Committee: Board of Commissioners

Meeting Date: 03/26/2024

Requesting Department: Administration

Submitted By: Stephanie Roelofs

Agenda Item: Community Action Agency Advisory Board

Suggested Motion:

To place into nomination the name of (*indicates recommendation from the Interview

Subcommittee):

*Esther Fifelski

and to select Esther Fifelski to fill one (1) Public Sector vacancy beginning January 1, 2024

and ending December 31, 2024.

Summary of Request:

The Board of Commissioners makes appointments to the various Boards and Commissions of the County per Board Policy - Appointments to Boards and Commissions.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: ☒ Mandated ☐ Non-Mandated ☐ New Activity

Action is Related to Strategic Plan:

Goal: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.


Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

Goal 3, Objective 4: Evaluate communication with other key stakeholders.

Goal 4, Objective 4: Examine opportunities for increased cooperation and collaboration with local government and other partners.

Administration: ☒ Recommended ☐ Not Recommended ☐ Without Recommendation
County Administrator: 

Committee/Governing/Advisory Board Approval Date:

Esther C. Fifelski

Committee: Ottawa County Community Action Agency Advisory Board

Seat: Public Sector (BC)

Education

*School: *(Only put N/A if not applicable)*

University of Michigan, Ann Arbor, MI

*Degree: *(Only put N/A if not applicable)*

B.A.

*School: *(Only put N/A if not applicable)*

Aquinas College, Grand Rapids, MIU

*Degree: *(Only put N/A if not applicable)*

M.A.

Employment Background

*Current Employer:

City of Holland

*Position:

Human Relations Director

*Responsibilities: *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

Leads and directs the work of the Human Relations Commission, Human Relations Commission, Holland Youth Advisory Council, and Teen Court. Serves as liaison for Tenant / Landlord needs residing within the city of Holland. Serves as Human Services Contact for Emergency Management in the City of Holland, under the direction of Captain Tinney. Serves as a mediator within the community. Responsible for the Title VI program, etc.

***Previous Employer:**

The Gunlock Company

***Position:**

Seating Brand Manager

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

Responsible for the launch of private office seating products. Managed product category of 33 seating products in the area of day-to-day, private office: task seating, executive seating, and lounge seating. Working with Purchasing, Engineering, Marketing, Sales and Manufacturing to bring products to market.

Other Information

***How many years have you lived in Ottawa County?**

10

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☐ Yes ☒ No

If yes, please describe: *Max length: 500*

Please note I do not live in Ottawa County I have worked at the City of Holland serving our community for 10 years.

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

I am the Human Relations Director leading the 4 different departments. I support our city manager and thereby city council. I have served on the Community Action House Board for about 10 years. I understand Robert's Rules of Order. I have also served as a Victim Services Advocate on/off since I have been at the City of Holland. I work closely with our Community Policing Officers.

The **Ottawa County Appointment Policy** sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance?

☒ Yes ☐ No


If no, please explain. *Max length: 1000.*

Yes, I have a very good attendance record. This is the same attendance guideline we have for our city boards and commissions.

***Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)**

I have served the community of Holland for ten years. I have wanted to serve on this commission for many years and am excited to see a spot open. I am knowledgeable of our community and have had great partnerships with many non-profits. In my role with the city, I serve a diverse community and am dedicated to the well-being of the community. I have worked with Community Action Agency over the years to address the needs of residents in our community. I respect the work they do. I believe with my experience, I will enhance the work of the Community Action Agency. I am a strategic thinker and willing to go the extra mile to al learn all the facts to conduct my work. I have learned so much about the needs in our community and also have an understanding of existing gaps in our community. Thank you for the opportunity to serve.

Action Request

	Committee: Board of Commissioners
	Meeting Date: 03/26/2024
	Requesting Department: Administration
	Submitted By: Stephanie Roelofs
	Agenda Item: Groundwater Board - K-12 Education Seat

Suggested Motion:

To place into nomination the name of (*indicates recommendation from the Interview Subcommittee):

*Ted Malefyt

and to select Ted Malefyt to fill one (1) K-12 Education Seat vacancy beginning January 1, 2024 and ending December 31, 2026.

Summary of Request:

The Board of Commissioners makes appointments to the various Boards and Commissions of the County per Board Policy - Appointments to Boards and Commissions.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: ☒ Mandated ☐ Non-Mandated ☐ New Activity

Action is Related to Strategic Plan:

Goal: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

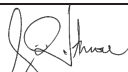
Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

Goal 3, Objective 4: Evaluate communication with other key stakeholders.

Goal 4, Objective 4: Examine opportunities for increased cooperation and collaboration with local government and other partners.

Administration:  ☒ Recommended ☐ Not Recommended ☐ Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: T&R March 19, 2024

Ted Malefyt

Committee: Ottawa County Groundwater Board

Seat: K-12 Education (BC)

Education

*School: *(Only put N/A if not applicable)*

Hudsonville Unity Christian

*Degree: *(Only put N/A if not applicable)*

HS Diploma

*School: *(Only put N/A if not applicable)*

Calvin University

*Degree: *(Only put N/A if not applicable)*

BS Science Biology

Employment Background

*Current Employer:

ODC Network

*Position:

Education Network Manager

*Responsibilities: *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

I work alongside K-12 teachers and administrators to provide meaningful learning beyond the classroom. There is a lot of work and support needed to partner with schools to ensure educators have the resources, tools and relationships to build sustainable capacity in learning outdoors. My responsibility is to support our ODC education network team in building the capacity to do the work while doing the work myself in a variety of school environments. Spending 20 years as a middle school classroom teacher has provided me the empathy to now work with dozens of educators doing amazing work.

***Previous Employer:**

Hamilton Community Schools

***Position:**

Middle School Science Teacher

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

In Hamilton, I co-designed the STREAM School in which students were with me for a half-day engaged in meaningful learning beyond the classroom. We successfully integrated math, ELA and science into an experience that had students engaging with a variety of local environments while learning authentic skills. Within that program, I was in charge of overseeing the delivery and assessment of science content standards.

Other Information

***How many years have you lived in Ottawa County?**

47

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☐ Yes ☒ No

If yes, please describe: *Max length: 500*

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

I had a short time on the Planning Commission at the time when it was voted to change a few years ago.

The **Ottawa County Appointment Policy** sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance?

☒ Yes ☐ No

If no, please explain. *Max length: 1000.*

***Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)**

I would like to represent the k-12 education community in the work of water and how we can work together to ensure the protection of this amazing resource.

Action Request



Committee: Board of Commissioners

Meeting Date: 03/26/2024

Requesting Department: Administration

Submitted By: Stephanie Roelofs

Agenda Item: Community Mental Health Board - Family Member Seat

Suggested Motion:

To place into nomination and forward to the Board of Commissioners the names of (*indicates recommendation from the Interview Subcommittee):

*Thomas Bird
*Stephen Rockman
Debra Deater
Paul Duff
Gabrielle Dunai
Terry Goldberg
Mark Stephenson
Beth VanHoven
Sara Westhuis

and to select Thomas Bird and Stephen Rockman to fill two (2) Family Member Seat vacancies beginning April 1, 2024 and ending March 31, 2027.

Summary of Request:

The Board of Commissioners makes appointments to the various Boards and Commissions of the County per Board Policy - Appointments to Boards and Commissions.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: ☒ Mandated ☐ Non-Mandated ☐ New Activity

Action is Related to Strategic Plan:

Goal: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Goal 4: To Continually Improve the County's Organization and Services.

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

Goal 3, Objective 4: Evaluate communication with other key stakeholders.

Goal 4, Objective 4: Examine opportunities for increased cooperation and collaboration with local government and other partners.

Administration: ☒ Recommended ☐ Not Recommended ☐ Without Recommendation
County Administrator:

Committee/Governing/Advisory Board Approval Date: T&R March 19, 2024

Thomas Edward Bird

Committee: Ottawa County Community Mental Health Board

Seat: Family Member (BC)

Education

*School: *(Only put N/A if not applicable)*

Drexel University

*Degree: *(Only put N/A if not applicable)*

ABSEE

*School: *(Only put N/A if not applicable)*

University of Delaware

*Degree: *(Only put N/A if not applicable)*

N/A

Employment Background

*Current Employer:

Retired

*Position:

*Responsibilities: *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

***Previous Employer:**

OCRoad Commission

***Position:**

Board Member

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

I served as an appointed Board Member for 12 years, 2010-2021 including several years as Chair.

Other Information

***How many years have you lived in Ottawa County?**

26

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☐ Yes ☒ No

If yes, please describe: *Max length: 500*

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

12 years on OCRC, serving as Chair for several years; currently at-large member and Chair of Policy Committee for The MACC (12 years representing OCRC, second year as appointed at-large member. Served as Treasurer for several years and have served as an Executive Committee member for six years); previous member of Christian School Board, Treasurer; Founder and Executive Director of Wireless Communications Association, International R&D Department; numerous civic and business trade associations.

The **Ottawa County Appointment Policy** sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance?

☒ Yes ☐ No

If no, please explain. *Max length: 1000.*

**Why do you want to be considered for this appointment? (Max length: 1000. Please be as detailed as possible)*

As the parent of an IDD consumer who has relied upon OCCMH for critical services for 26 years, I have a keen awareness of the needs of the IDD consumers and of the state mental health service delivery system. My wife, Rita Bird, served for 14 years as an OCCMH Board member and I participated with her in many state association seminars and committee meetings, including meetings of the Regional Entity where she represented OCCMH. I have lived through many lean years of turmoil within the state and county delivery systems, and am all too aware of how the level of services for these consumers has varied. I have family members who suffer from learning differences (ADHD and dyslexia) and also mental health issues and SUD issues, so I am, unfortunately, familiar with the needs and inadequate services for those populations as well. My hope is that I can contribute to the direction of this critical agency and help to provide meaningful services to our most vulnerable consumers.

Stephen Rockman

Committee: Ottawa County Community Mental Health Board

Seat: Family Member (BC)

Education

*School: *(Only put N/A if not applicable)*

Thomas M Cooley

*Degree: *(Only put N/A if not applicable)*

JD

*School: *(Only put N/A if not applicable)*

Ferris State University

*Degree: *(Only put N/A if not applicable)*

BS

Employment Background

*Current Employer:

not employed

*Position:

NA

*Responsibilities: *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

***Previous Employer:**

Walgreens

***Position:**

Pharmacist

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

Dispensing prescriptions, providing customer service, and performing clinical duties such as immunizations and medication therapy management.

Other Information

***How many years have you lived in Ottawa County?**

8

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☐ Yes ☒ No

If yes, please describe: *Max length: 500*

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

I was appointed to the CMH Board on September 26, 2023. During my tenure, I have been a very active participant by asking many questions as well as by presenting and eliciting debate over many issues. Prior to each meeting, I prepare myself by closely reviewing the meeting package and performing any necessary follow-up inquiry with the director or staff or by performing independent research.

The **Ottawa County Appointment Policy** sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance?

☒ Yes ☐ No

If no, please explain. *Max length: 1000.*

***Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)**

One of my objectives for originally seeking appointment to this Board was to help increase public awareness of IDD supports and services. Since my tenure on the Board, I have been made aware of many additional issues that I believe are important to share with the public to better inform it about the supports and services of the CMH. I think one of those issues is the CCBHC and how it may impact the community.

I am also a member of the Millage Steering Committee. I hope that my participation on that committee will help the Board with its decisions on how the millage is best spent to serve the community.

I would like to continue to serve on the Board to help promote transparency and individualized services.

Debra Deater

Committee: Ottawa County Community Mental Health Board
Seat: General Public (BC)

Education

*School: *(Only put N/A if not applicable)*

L.C. Mohr High School

*Degree: *(Only put N/A if not applicable)*

General

*School: *(Only put N/A if not applicable)*

*Degree: *(Only put N/A if not applicable)*

Employment Background

*Current Employer:

Goodwill Industries of West Michigan

*Position:

Job Coach

*Responsibilities: *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

See resume

***Previous Employer:**

The Shoreline Center

***Position:**

Registered Behavioral Technician

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

See resume

Other Information

***How many years have you lived in Ottawa County?**

20

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☐ Yes ☒ No

If yes, please describe: *Max length: 500*

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

I have not served on a board yet but with my experience I bring a wealth of knowledge both as a family member of a person served and as a member of the public

The **Ottawa County Appointment Policy** sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance?

☒ Yes ☐ No

If no, please explain. *Max length: 1000.*

***Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)**

As a parent of a person served and a lifelong advocate I would bring a wealth of personal knowledge and experience to the members of the board and the community.

Paul Kevin Duff

Committee: Ottawa County Community Mental Health Board
Seat: Family Member (BC)

Education

*School: *(Only put N/A if not applicable)*

Michigan State University

*Degree: *(Only put N/A if not applicable)*

MSW

*School: *(Only put N/A if not applicable)*

Grand Valley State Univiersity

*Degree: *(Only put N/A if not applicable)*

BA

Employment Background

*Current Employer:

Mid-State Health Network

*Position:

Integrated Healthcare Coordinator/Home &Comr

*Responsibilities: *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

Please see attached resume.

***Previous Employer:**

Lakeshore Regional Entity

***Position:**

Utilization Management Coordinator

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

Please see attached resume.

Other Information

***How many years have you lived in Ottawa County?**

9

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☐ Yes ☒ No

If yes, please describe: *Max length: 500*

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

I have not served on any other boards but have presented to various boards in previous positions.

The **Ottawa County Appointment Policy** sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance?

☒ Yes ☐ No

If no, please explain. *Max length: 1000.*

***Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)**

By serving on the CMH board I feel I have knowledge and expertise from both work and life experiences that I would be able to draw upon to promote a successful appointment. With my current and past work history I am familiar with CMH services, practices, trends and terminology. I also have a family member who is a disabled wartime veteran who suffers from co-occurring disorders, including PTSD, and has required placements in the past at VA residential facilities.

Gabrielle T Dunai

Committee: Ottawa County Community Mental Health Board

Seat: General Public (BC)

Education

*School: *(Only put N/A if not applicable)*

Aquinas College

*Degree: *(Only put N/A if not applicable)*

Early Childhood Education/Elementary Language

*School: *(Only put N/A if not applicable)*

Grand Valley State University

*Degree: *(Only put N/A if not applicable)*

Masters in Social Work

Employment Background

*Current Employer:

Vibrant Futures

*Position:

Education Specialist/ Certified Parent Educator

*Responsibilities: *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

Home visitor for high-risk families with 2 or more risk factors. Risk factors included intimate partner violence, child abuse or neglect, poverty, housing instability, parent incarceration, child welfare involvement, recent immigration or refugee status and parent physical/ mental health issues.

Recruited parents and families with children from prenatal through five (5) years of age for participation in program services coordinated by the district, constituent districts and other partners in the countywide community resource network.

***Previous Employer:**

Bright Beginnings

***Position:**

Certified Parent Educator

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

Home visitor for high-risk families with 2 or more risk factors. Risk factors included intimate partner violence, child abuse or neglect, poverty, housing instability, parent incarceration, child welfare involvement, recent immigration or refugee status and parent physical/ mental health issues.

Recruited parents and families with children from prenatal through five (5) years of age for participation in program services coordinated by the district, constituent districts and other partners in the countywide community resource network.

Other Information

***How many years have you lived in Ottawa County?**

22

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☐ Yes ☒ No

If yes, please describe: *Max length: 500*

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

I have over 5 years of active involvement in community organizations that service vulnerable populations in West Michigan. I am currently an active member with Resilience's Survivor Advisory Council along with being an executive committee member of the Lakeshore Alliance Against Domestic Violence and Sexual Assault. In 2023 I also created my employer's (Vibrant Futures) first parent advisory board. I currently facilitate parent advisory board meetings along with acting as a parent liaison between parent participants and the agency. I also represent Ottawa County and Region 4 in the Michigan Department of Health and Human Services Social Determinants of Health Community Influencer Program where I assist the state in addressing social determinants of health on a local level.

The **Ottawa County Appointment Policy** sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance?

☒ Yes ☐ No

If no, please explain. *Max length: 1000.*

***Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)**

Through my work in human services, I have witnessed the barriers my families have encountered when trying to obtain services for themselves and their family members. I also have multiple family members with mental health conditions and have firsthand experiences with navigating the CMH systems in both Ottawa and Kent County along with awareness of the dynamics surrounding mental health. I feel that the knowledge and experiences would bring beneficial insight to the meetings and the board along with my experience participating in community boards.

Terry Goldberg

Committee: Ottawa County Community Mental Health Board

Seat: Family Member (BC)

Education

*School: *(Only put N/A if not applicable)*

Michigan State University

*Degree: *(Only put N/A if not applicable)*

Masters

*School: *(Only put N/A if not applicable)*

GVSU

*Degree: *(Only put N/A if not applicable)*

BS

Employment Background

*Current Employer:

Retired

*Position:

*Responsibilities: *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

***Previous Employer:**

Ottawa Area Intermediate School District

***Position:**

Teacher/Teacher Consultant

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

35 years as a classroom teacher, 4 years as a teacher consultant. Assist in classrooms, listen to and advise teachers, paras, students and families.

Other Information

***How many years have you lived in Ottawa County?**

60

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☒ Yes ☐ No

If yes, please describe: *Max length: 500*

Son in business office

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

Special Olympics, Momentum Center Advisory Board, St. Mary's festival and auction committees.

The **Ottawa County Appointment Policy** sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance?

☒ Yes ☐ No

If no, please explain. *Max length: 1000.*

***Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)**

I have been in education for 47 years. I grew up with a niece and 2 nephews with different abilities. My wife and both sons are ADDHD with medications. My wife is also receiving medication for depression. I have lived with members of my family with needs that have prepared me to assist others. I myself has been diagnosed with ADD, but unmedicated. My doctor stated I had devised coping techniques to deal with my diagnosis.

Mark Stephenson

Committee: Ottawa County Community Mental Health Board

Seat: General Public (BC)

Education

*School: *(Only put N/A if not applicable)*

Calvin Theological Seminary

*Degree: *(Only put N/A if not applicable)*

M.Div.; Th.M.

*School: *(Only put N/A if not applicable)*

Calvin College

*Degree: *(Only put N/A if not applicable)*

B.A.

Employment Background

*Current Employer:

Retired

*Position:

volunteer

*Responsibilities: *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

Board President, Pathways to Promise; Community Trainer and National Trainer Apprentice, Pathways to Promise; elder, council clerk, praise team member for Intersection Ministries; assist green card holders in process of becoming US citizens; assist Afghan refugee family settle in west Michigan; train and teach karate; volunteer for several local non-profits; informal mentor to several people

***Previous Employer:**

Christian Reformed denomination

***Position:**

Director of Disability Concerns, Race Relations, S

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

supervising staff (sometimes as many as 11); strategic planning; casting vision for the ministries; writing reports on our work; discussing questions and concerns with constituents; fund raising, recruiting, training, and supporting disability advocates; teaching and training in various settings; publicly reporting on the work of the ministries to governing bodies

Other Information

***How many years have you lived in Ottawa County?**

55

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☐ Yes ☒ No

If yes, please describe: *Max length: 500*

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

Member of several church councils, 26 years
Board member and President, Pathways to Promise, 18 years
Chair, Guardian Advisory Council, Harbor House Ministries, 19 years
Staff support, Christian Reformed Council of Delegates, 3 years
Staff support, Christian Reformed Committee to Guide and Support Social Justice, 3 years
Staff support, Christian Reformed Disability Concerns Advisory Committee, 16 years
Committee member and chair, CRC Classis Holland Executive Team, 9 years
President, South Olive Christian School Board, 2 years

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☒ Yes ☐ No

If no, please explain. *Max length: 1000.*

**Why do you want to be considered for this appointment? (Max length: 1000. Please be as detailed as possible)*

The number one reason is gratitude, and I want to give back in this direct way. I'm grateful to God, to the governments of Ottawa County, the state of Michigan, and the United States for the supports our 36-year-old daughter with severe, multiple disabilities has received throughout her life. In addition, the work of Community Mental Health is some of the most important work done by the County of Ottawa in supporting people who tend to be pushed to the margins of society and need the supports of many of us in order to live flourishing lives.

Beth J VanHoven

Committee: Ottawa County Community Mental Health Board
Seat: General Public (BC)

Education

*School: *(Only put N/A if not applicable)*

Unity Chistian

*Degree: *(Only put N/A if not applicable)*

High School

*School: *(Only put N/A if not applicable)*

*Degree: *(Only put N/A if not applicable)*

Employment Background

*Current Employer:

Retired

*Position:

*Responsibilities: *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

Managing our household duties, finances, and an adult, special-needs son, as well as doing my in-law's finances and the finances of our son's program. We started a day program called Agape26 with 3 other families. I also do the newsletter for that.

***Previous Employer:**

Spectrum Health

***Position:**

Certified Documentation Specialist and Auditor

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

Training providers in the EHR program to use voice recognition (Dragon), as well as training on the navigation of the EHR program (Epic). I also audited their created documentation using voice rec of the ER charts all the way through discharge. I was there 27 years. I was also the treasurer of our professional board for 5 years, which is our credentialing board.

Other Information

***How many years have you lived in Ottawa County?**

62

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☐ Yes ☒ No

If yes, please describe: *Max length: 500*

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

None

The **Ottawa County Appointment Policy** sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance?

☒ Yes ☐ No

If no, please explain. *Max length: 1000.*

***Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)**

To step up and give back where I can. I have a heart for the under privileged and want to make a difference where I can. I'm a quick learner and feel I would be an asset to the team.

Sara Westhuis

Committee: Ottawa County Community Mental Health Board

Seat: Family Member (BC)

Education

*School: *(Only put N/A if not applicable)*

Unity Christian Schoo

*Degree: *(Only put N/A if not applicable)*

12 grade graduate

*School: *(Only put N/A if not applicable)*

*Degree: *(Only put N/A if not applicable)*

Employment Background

*Current Employer:

*Position:

*Responsibilities: *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

***Previous Employer:**

Signatures Salon

***Position:**

Nail Tech

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

Scheduling, maintaining relationships to build a clientele requiring dedication, reliability, dependability, and patience. Loved working with people!

Other Information

***How many years have you lived in Ottawa County?**

62

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☐ Yes ☒ No

If yes, please describe: *Max length: 500*

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

None

The **Ottawa County Appointment Policy** sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance?

☒ Yes ☐ No

If no, please explain. *Max length: 1000.*

*Why do you want to be considered for this appointment? *(Max length: 1000. Please be as detailed as possible)*

We have a special-needs daughter at home and I would like to be a part of the decision making, as well as educating myself to the process of what all goes into the decisions that CMH makes. I would love to give some of the time that I have now that I am retired to give back to something I am passionate about. Thanks for considering me.

Action Request



Committee: Board of Commissioners

Meeting Date: 03/26/2024

Requesting Department: Administration

Submitted By: Stephanie Roelofs

Agenda Item: Community Mental Health Board - General Public Seat

Suggested Motion:

To place into nomination and forward to the Board of Commissioners the names of (*indicates recommendation from the Interview Subcommittee):

*Beth VanHoven
Kathleen Bates
Gale Clark
Cheryl Cnossen
Judith Cohen
Debra Deater
Gabrielle Dunai
Virginia Greenlee
Steven Miskelley
Cheryl Parker
Mark Stephenson

and to select Beth VanHoven to fill one (1) General Public Seat vacancy beginning April 1, 2024 and ending March 31, 2027.

Summary of Request:

The Board of Commissioners makes appointments to the various Boards and Commissions of the County per Board Policy - Appointments to Boards and Commissions.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: ☒ Mandated ☐ Non-Mandated ☐ New Activity

Action is Related to Strategic Plan:

Goal: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.


Goal 4: To Continually Improve the County's Organization and Services.

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

Goal 3, Objective 4: Evaluate communication with other key stakeholders.

Goal 4, Objective 4: Examine opportunities for increased cooperation and collaboration with local government and other partners.

Administration:  ☒ Recommended ☐ Not Recommended ☐ Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date: T&R March 19, 2024

Beth J VanHoven

Committee: Ottawa County Community Mental Health Board
Seat: General Public (BC)

Education

*School: *(Only put N/A if not applicable)*

Unity Chistian

*Degree: *(Only put N/A if not applicable)*

High School

*School: *(Only put N/A if not applicable)*

*Degree: *(Only put N/A if not applicable)*

Employment Background

*Current Employer:

Retired

*Position:

*Responsibilities: *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

Managing our household duties, finances, and an adult, special-needs son, as well as doing my in-law's finances and the finances of our son's program. We started a day program called Agape26 with 3 other families. I also do the newsletter for that.

***Previous Employer:**

Spectrum Health

***Position:**

Certified Documentation Specialist and Auditor

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

Training providers in the EHR program to use voice recognition (Dragon), as well as training on the navigation of the EHR program (Epic). I also audited their created documentation using voice rec of the ER charts all the way through discharge. I was there 27 years. I was also the treasurer of our professional board for 5 years, which is our credentialing board.

Other Information

***How many years have you lived in Ottawa County?**

62

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☐ Yes ☒ No

If yes, please describe: *Max length: 500*

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

None

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☒ Yes ☐ No

If no, please explain. *Max length: 1000.*

*Why do you want to be considered for this appointment? *(Max length: 1000. Please be as detailed as possible)*

To step up and give back where I can. I have a heart for the under privileged and want to make a difference where I can. I'm a quick learner and feel I would be an asset to the team.

Kathleen Ann Bates

Committee: Ottawa County Community Mental Health Board

Seat: General Public (BC)

Education

*School: *(Only put N/A if not applicable)*

GVSU, MSU

*Degree: *(Only put N/A if not applicable)*

BSN, MSN-FNP

*School: *(Only put N/A if not applicable)*

Indiana Wesleyan University

*Degree: *(Only put N/A if not applicable)*

DNP

Employment Background

*Current Employer:

Muskegon Community College

*Position:

Nursing Faculty/Clinical Placement Coordinator

*Responsibilities: *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

Nursing Faculty- I teach advanced medical acute care as well as inpatient and outpatient mental health courses to nursing students pursuing their ADN. I arrange appropriate clinical learning experiences throughout the area, including pediatric, community, acute care, and mental health. This allows me to meet a lot of people and see the resources our area provides.

Since I am also a Nurse Practitioner, I work a few hours a week in substance addiction, treating those with opioid dependency, and as an internal medicine provider for inpatients at Forest View Hospital. All of these positions allow me to comprehend the various aspects of mental health in the individual as well as their family members.

***Previous Employer:**

Hackley Hospital

***Position:**

staff nurse/trauma coordinator

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

I worked as a staff nurse in various departments for over 30 years and was the first Trauma Program Coordinator in 2002.

Other Information

***How many years have you lived in Ottawa County?**

10

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☐ Yes ☒ No

If yes, please describe: *Max length: 500*

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

As an employee at MCC, we are expected to participate in various committees. I am currently a member of the Student Services Committee.

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☒ Yes ☐ No

If no, please explain. *Max length: 1000.*

***Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)**

I believe I have valuable experience and an broad understanding of mental health, seeing the impact appropriate mental health makes on an individual and the community.

Gale Ann Clark

Committee: Ottawa County Community Mental Health Board
Seat: General Public (BC)

Education

*School: *(Only put N/A if not applicable)*

Muskegon Community

*Degree: *(Only put N/A if not applicable)*

AD

*School: *(Only put N/A if not applicable)*

*Degree: *(Only put N/A if not applicable)*

Employment Background

*Current Employer:

Retired

*Position:

RN

*Responsibilities: *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

***Previous Employer:**

Hospice of North Ottawa

***Position:**

RN

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

As a staff nurse I did case management symptom management for the dying. I also gave emotional and spiritual support to them and their loved ones.

Other Information

***How many years have you lived in Ottawa County?**

60

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☒ Yes ☐ No

If yes, please describe: *Max length: 500*

My son Chris Todd is a deputy sheriff

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

None

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☒ Yes ☐ No

If no, please explain. *Max length: 1000.*

*Why do you want to be considered for this appointment? *(Max length: 1000. Please be as detailed as possible)*

I am retired and feel it is time to give back to my community

Cheryl Anne Cnossen

Committee: Ottawa County Community Mental Health Board

Seat: General Public (BC)

Education

*School: *(Only put N/A if not applicable)*

Wayne State Univ., Detroit, Mi.

*Degree: *(Only put N/A if not applicable)*

Masters' in Social Work, 1995

*School: *(Only put N/A if not applicable)*

Wheaton College, Wheaton, Ill

*Degree: *(Only put N/A if not applicable)*

B.A. Sociology, 1970

Employment Background

*Current Employer:

Retired

*Position:

*Responsibilities: *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

***Previous Employer:**

PineRest Psychiatric Hospital, Grand Rapids, Mi.

***Position:**

Clinical Case Manager (LMSW)

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

Conduct individual, family, and group therapy; discharge planning; insurance reviews; research interviewer for developing an intake tool to assist in earlier diagnosis and treatment of post partum depression

Other Information

***How many years have you lived in Ottawa County?**

15

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☐ Yes ☒ No

If yes, please describe: *Max length: 500*

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

I currently serve as a volunteer mediator at Holland Mediation Services, doing domestic, guardianship, child protective services, and restorative justice cases(since 2012). I served on the Oakland County Permanency Planning Brd. overseeing the out of home placement of children served by DHHS (2003-2008). I also co-facilitated a mental health support group at our church for 6-7 yrs.

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☒ Yes ☐ No

If no, please explain. *Max length: 1000.*

***Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)**

I have a desire to continue serving my community, and believe my varied professional and volunteer experience uniquely qualify me to bring knowledge and insight in working with a variety of people, programs, and agencies. I also have the advantage of working with agencies on the east side of the state, ie. Oakland Co. CMH as a home based therapist with SEI children, and Macomb Co DHS (child protective services, foster care, adoption). In those capacities I learned how public and private agencies serve communities, and funding sources. From 1988-1995 I served as Branch Director of Bethany Christian Services for Eastern Michigan. Along with a broad knowledge base I engage easily with a wide diversity of people, and am a problem solver.

Judith Ellen Cohen

Committee: Ottawa County Community Mental Health Board
Seat: General Public (BC)

Education

*School: *(Only put N/A if not applicable)*

University of Maryland, College Park, MD

*Degree: *(Only put N/A if not applicable)*

BA , 1974 Psychology major, Sociology minor.

*School: *(Only put N/A if not applicable)*

Western Michigan University, Kalamazoo, Michig

*Degree: *(Only put N/A if not applicable)*

MA in Clinical Psychology, August, 1977.

Employment Background

*Current Employer:

Retired

*Position:

Psychologist for CMH Outpatient; Psychologist f

*Responsibilities: *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

***Previous Employer:**

HealthWest (previously known as Community M

***Position:**

Last position was Provider Network Manager eff

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

Monitored over 200 contracts, agreements, and Memorandums of Understanding; wrote and presented numerous board motions to the HealthWest Board of Directors. Responsible for Risk Management Committee and duties pertaining to the PrePaid Inpatient Health Plan including chairing meetings, coordinating and completing audits by the State, completion of documents pertaining to Quality Performance and Improvement, Network Procurement of State Performance Indicators for the PIHP, ,etc. until the creation of the Lakeshore Regional Entity(LRE). I continued to serve as the HealthWest member of the five LRE CMH Boards on writing and distributing one Regional Boilerplate Contract for Mental Health/SUD, Inpatient Services, and Recovery Services and one Site Review Form for all reviews of agency and program services. I also supervised the Contract Specialist position. Following retirement, I was requested to return to work via contracted self employment on four occasions until 9/30/23.

Other Information

***How many years have you lived in Ottawa County?**

45

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☐ Yes ☒ No

If yes, please describe: *Max length: 500*

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

I have served as a trustee on my Congregation's Board for over 20 years and also have served as the Treasurer of our Congregation's Sisterhood since 1994. The Sisterhood is comprised of the women in the congregation who support the Religious Sunday School, the kitchen needs, and the different activities planned for the Congregation. Unfortunately as our Congregation has aged, we no longer have a Sunday School. We never know when that may change as new members may join in the future!

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☒ Yes ☐ No

If no, please explain. *Max length: 1000.*

***Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)**

I have been passionate for 45 years working with mentally ill adults and severely emotionally disturbed teenagers, For the second half of my career I was able to test my skill level in administrative areas, I am very detail oriented. Working in contracts and some grants work has allowed me to check out the big picture for what is covered and also what is not included. I have always looked for the details with my contracts and have reviewed them with our county attorney to assure the County was covered. I ask many questions and know what in mental health is mandated to have for our consumers. We have limited resources to cover our consumers so we must use the money wisely. For example, we have always had parents with developmental/cognitive impairments aging to where they can no longer remain in the home. CMH works with these parents using Medicaid dollars to find a residential placement that is comfortable, secure, and suitable for their son or daughter.

Debra Deater

Committee: Ottawa County Community Mental Health Board
Seat: General Public (BC)

Education

*School: *(Only put N/A if not applicable)*

L.C. Mohr High School

*Degree: *(Only put N/A if not applicable)*

General

*School: *(Only put N/A if not applicable)*

*Degree: *(Only put N/A if not applicable)*

Employment Background

*Current Employer:

Goodwill Industries of West Michigan

*Position:

Job Coach

*Responsibilities: *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

See resume

***Previous Employer:**

The Shoreline Center

***Position:**

Registered Behavioral Technician

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

See resume

Other Information

***How many years have you lived in Ottawa County?**

20

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☐ Yes ☒ No

If yes, please describe: *Max length: 500*

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

I have not served on a board yet but with my experience I bring a wealth of knowledge both as a family member of a person served and as a member of the public

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☒ Yes ☐ No

If no, please explain. *Max length: 1000.*

***Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)**

As a parent of a person served and a lifelong advocate I would bring a wealth of personal knowledge and experience to the members of the board and the community.

Gabrielle T Dunai

Committee: Ottawa County Community Mental Health Board

Seat: General Public (BC)

Education

*School: *(Only put N/A if not applicable)*

Aquinas College

*Degree: *(Only put N/A if not applicable)*

Early Childhood Education/Elementary Language

*School: *(Only put N/A if not applicable)*

Grand Valley State University

*Degree: *(Only put N/A if not applicable)*

Masters in Social Work

Employment Background

*Current Employer:

Vibrant Futures

*Position:

Education Specialist/ Certified Parent Educator

*Responsibilities: *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

Home visitor for high-risk families with 2 or more risk factors. Risk factors included intimate partner violence, child abuse or neglect, poverty, housing instability, parent incarceration, child welfare involvement, recent immigration or refugee status and parent physical/ mental health issues.

Recruited parents and families with children from prenatal through five (5) years of age for participation in program services coordinated by the district, constituent districts and other partners in the countywide community resource network.

***Previous Employer:**

Bright Beginnings

***Position:**

Certified Parent Educator

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

Home visitor for high-risk families with 2 or more risk factors. Risk factors included intimate partner violence, child abuse or neglect, poverty, housing instability, parent incarceration, child welfare involvement, recent immigration or refugee status and parent physical/ mental health issues.

Recruited parents and families with children from prenatal through five (5) years of age for participation in program services coordinated by the district, constituent districts and other partners in the countywide community resource network.

Other Information

***How many years have you lived in Ottawa County?**

22

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☐ Yes ☒ No

If yes, please describe: *Max length: 500*

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

I have over 5 years of active involvement in community organizations that service vulnerable populations in West Michigan. I am currently an active member with Resilience's Survivor Advisory Council along with being an executive committee member of the Lakeshore Alliance Against Domestic Violence and Sexual Assault. In 2023 I also created my employer's (Vibrant Futures) first parent advisory board. I currently facilitate parent advisory board meetings along with acting as a parent liaison between parent participants and the agency. I also represent Ottawa County and Region 4 in the Michigan Department of Health and Human Services Social Determinants of Health Community Influencer Program where I assist the state in addressing social determinants of health on a local level.

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☒ Yes ☐ No

If no, please explain. *Max length: 1000.*

***Why do you want to be considered for this appointment? (Max length: 1000. Please be as detailed as possible)**

Through my work in human services, I have witnessed the barriers my families have encountered when trying to obtain services for themselves and their family members. I also have multiple family members with mental health conditions and have firsthand experiences with navigating the CMH systems in both Ottawa and Kent County along with awareness of the dynamics surrounding mental health. I feel that the knowledge and experiences would bring beneficial insight to the meetings and the board along with my experience participating in community boards.

Virginia Jane Greenlee

Committee: Ottawa County Community Mental Health Board

Seat: General Public (BC)

Education

*School: *(Only put N/A if not applicable)*

OU

*Degree: *(Only put N/A if not applicable)*

BS Occupational Therapy

*School: *(Only put N/A if not applicable)*

Trinity School of Natural Health

*Degree: *(Only put N/A if not applicable)*

BCND - Board Certified Naturopathic Doctor

Employment Background

*Current Employer:

Semi-retired; in transition

*Position:

Health Food store associate

*Responsibilities: *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

Help with running a health food store and educating the public on taking better responsibility for one's health

***Previous Employer:**

Sensory Systems Clonic West

***Position:**

Occupational Therapist

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

Served kids of various medical & developmental conditions

Other Information

***How many years have you lived in Ottawa County?**

14

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☐ Yes ☒ No

If yes, please describe: *Max length: 500*

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

City of Holland Human Relations Commission - 3 years
Muskegon Pregnancy Services Board - 4 years
Concerned Women of America Chapter - 4 years
Prayer Team of local church over 3 years
Toastmaster at GVSU Chapter - Held various positions
Precinct delegate - 4 years

The **Ottawa County Appointment Policy** sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance?

☒ Yes ☐ No

If no, please explain. *Max length: 1000.*

**Why do you want to be considered for this appointment? (Max length: 1000. Please be as detailed as possible)*

With my over 25+ years as an occupational therapist working with a variety of clients--both physically and/or mentally impaired--I have skills to assess people's level of functioning and will have insight to ascertain if needs are truly being met and can contribute more objectively.

Steven John Miskelley

Committee: Ottawa County Community Mental Health Board

Seat: General Public (BC)

Education

**School: (Only put N/A if not applicable)*

Grand Valley State University

**Degree: (Only put N/A if not applicable)*

Masters of Business Administration

**School: (Only put N/A if not applicable)*

University of Rhode Island

**Degree: (Only put N/A if not applicable)*

Bachelors of Science in Mechanical Engineering

Employment Background

**Current Employer:*

Fortna (Formerly TGW Systems Inc.)

**Position:*

Vice President of Sales

**Responsibilities: (Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

I oversee a sales department comprised of 5 Regional Sales Managers, 6 Applications Engineers and 8 Project Managers. Collectively we bring in over \$150 million in new business annually. I set strategy for the organization, define sales targets and metrics, and negotiate with customer executives to maximize profit margin and sales volume.

***Previous Employer:**

LogicData North America

***Position:**

President

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

I defined the overall strategic direction for the organization, developed growth plans and expansion plans, developed our marketing strategy, and developed relationships with customer executives to provide growth and streamline communication.

Other Information

***How many years have you lived in Ottawa County?**

29

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☐ Yes ☒ No

If yes, please describe: *Max length: 500*

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

I have served as the co-chairman and founder of Be Better; since June of 2021. We are a non-profit that walks alongside our clients seeking mental health care and support. Through our Director of Mental Health Services, we conduct assessments, recommend the appropriate course of treatment, and work with local agencies to connect our clients with service providers.

I also served on the school board of Corpus Christi Catholic School where I chaired the marketing committee.

I also served on the Michigan Lakeshore Aquatics booster board where I served as Vice President.

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☒ Yes ☐ No

If no, please explain. *Max length: 1000.*

***Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)**

I am a suicide loss survivor, and I am passionate about helping other families find the care they need so as to avoid my fate. I want to understand the opportunities our county provides, as well as any obstacles the county faces, to ensure care is available when and where it is needed. In my role with Be Better; we often work with clients who need help navigating our complex mental health care system. I want to understand the complexities of our public health system so that I can help our residents get the care they need.

Cheryl L Parker

Committee: Ottawa County Community Mental Health Board
Seat: General Public (BC)

Education

*School: *(Only put N/A if not applicable)*

Muskegon Business College - 1978

*Degree: *(Only put N/A if not applicable)*

Associates - Admin. Secretarial Science

*School: *(Only put N/A if not applicable)*

*Degree: *(Only put N/A if not applicable)*

Employment Background

*Current Employer:

Retired

*Position:

*Responsibilities: *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

***Previous Employer:**

Newaygo County Mental Health

***Position:**

Officer of Recipient Rights - and subsequently Bc

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

34 year tenure at Newaygo County CMH. 2 years clinical transcription, 5 years Quality Improvement Assistant, 27 years Officer of Recipient Rights. Responsibilities as ORR included recipient rights education and consultation with consumers, family members, community; collaboration with other service agencies; recipient rights monitoring and complaint resolution/investigations. Extensive experience working with the NCMH Board of Directors, Recipient Rights Committee; was a member of the Quality Assurance Committee, Consumer Care Committee, Behavior Treatment Committee (ex-officio). Also served on the Recipient Rights Officers Association of Michigan Board for 3 terms (6 years)

Other Information

***How many years have you lived in Ottawa County?**

1

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☐ Yes ☒ No

If yes, please describe: *Max length: 500*

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

Recipient Rights Association of Michigan - attended quarterly meetings for many years; served as Secretary on the RROAM Board for 3 terms (6 years) Also served on the NCMH Board of Directors just under one term due to move to Ottawa County. However, extensive experience working with the NCMH Board and Recipient Rights Committee during my tenure as Officer of Recipient Rights.

The **Ottawa County Appointment Policy** sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance?

☒ Yes ☐ No

If no, please explain. *Max length: 1000.*

***Why do you want to be considered for this appointment? (*Max length: 1000. Please be as detailed as possible*)**

Having worked in the community mental health system (specifically recipient rights) for so many years, it became my passion. My membership on the NCMH Board was cut short, only due to my moving out of Newaygo County (per by laws, have to live in the county of service), otherwise I would still be serving there. As such, I would love to have the opportunity to serve the community again in the capacity of an Ottawa County CMH Board member. Thank you for your consideration.

Mark Stephenson

Committee: Ottawa County Community Mental Health Board

Seat: General Public (BC)

Education

*School: *(Only put N/A if not applicable)*

Calvin Theological Seminary

*Degree: *(Only put N/A if not applicable)*

M.Div.; Th.M.

*School: *(Only put N/A if not applicable)*

Calvin College

*Degree: *(Only put N/A if not applicable)*

B.A.

Employment Background

*Current Employer:

Retired

*Position:

volunteer

*Responsibilities: *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

Board President, Pathways to Promise; Community Trainer and National Trainer Apprentice, Pathways to Promise; elder, council clerk, praise team member for Intersection Ministries; assist green card holders in process of becoming US citizens; assist Afghan refugee family settle in west Michigan; train and teach karate; volunteer for several local non-profits; informal mentor to several people

***Previous Employer:**

Christian Reformed denomination

***Position:**

Director of Disability Concerns, Race Relations, S

***Responsibilities:** *(Max length: 1000. Do not answer "See Resume" here. Please complete to best of ability)*

supervising staff (sometimes as many as 11); strategic planning; casting vision for the ministries; writing reports on our work; discussing questions and concerns with constituents; fund raising, recruiting, training, and supporting disability advocates; teaching and training in various settings; publicly reporting on the work of the ministries to governing bodies

Other Information

***How many years have you lived in Ottawa County?**

55

Are any of your family members currently employed by the County of Ottawa or any other unit of government?

☐ Yes ☒ No

If yes, please describe: *Max length: 500*

***What is your past experience in serving on government boards, or the boards of civic and other similar organizations?** *(Max length: 1000. Please be as detailed as possible)*

Member of several church councils, 26 years
Board member and President, Pathways to Promise, 18 years
Chair, Guardian Advisory Council, Harbor House Ministries, 19 years
Staff support, Christian Reformed Council of Delegates, 3 years
Staff support, Christian Reformed Committee to Guide and Support Social Justice, 3 years
Staff support, Christian Reformed Disability Concerns Advisory Committee, 16 years
Committee member and chair, CRC Classis Holland Executive Team, 9 years
President, South Olive Christian School Board, 2 years

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☒ Yes ☐ No

If no, please explain. *Max length: 1000.*

**Why do you want to be considered for this appointment? (Max length: 1000. Please be as detailed as possible)*

The number one reason is gratitude, and I want to give back in this direct way. I'm grateful to God, to the governments of Ottawa County, the state of Michigan, and the United States for the supports our 36-year-old daughter with severe, multiple disabilities has received throughout her life. In addition, the work of Community Mental Health is some of the most important work done by the County of Ottawa in supporting people who tend to be pushed to the margins of society and need the supports of many of us in order to live flourishing lives.

Action Request



Committee: Board of Commissioners

Meeting Date: 03/26/2024

Requesting Department: Environmental Health

Submitted By: Spencer Ballard

Agenda Item: Material Management Plan Resolution

Suggested Motion:

To approve the submission of a notice of intent to prepare the materials management plan, reappoint the designated planning agency and establish members of the materials management planning committee.

Summary of Request:

Pursuant to legislative changes to Part 115 of the Natural Resources and Environmental Protection Act, 194 PA 451 and new requirements contained therein, Ottawa County Environmental Health staff recommends that the Board approve and sign the attached resolution that will effectuate the following:

- Designation of the Ottawa County as the County Approval Agency for its Materials Management Plan
- Reappointment of Ottawa County's current Designated Planning Agent (DPA)
- Submission of the required Notice of Intent by the Board of Commissioners
- Establishment of the Materials Management Plan Committee

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: ☒ Mandated ☐ Non-Mandated ☐ New Activity

Action is Related to Strategic Plan:

Goal: Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Objective: Goal 2, Objective 3: Consider initiatives that contribute to the environmental health and sustainability of the County and its' residents.

Administration:  ☒ Recommended ☐ Not Recommended ☐ Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:

BOARD OF COMMISSIONERS OF THE COUNTY OF OTTAWA

RESOLUTION NAMING THE COUNTY APPROVAL AGENCY, OTTAWA COUNTY BOARD OF COMMISSIONERS
APPROVING SUBMISSION OF A NOTICE OF INTENT TO PREPARE THE MATERIALS MANAGEMENT PLAN,
REAPPOINT THE DESIGNATED PLANNING AGENCY AND ESTABLISH MEMBERS OF THE MATERIALS
MANAGEMENT PLANNING COMMITTEE

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held on March 26, 2024, the following commissioners were present:

and the following were absent:

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____:

WHEREAS, Ottawa County is, per requirements of the newly enacted Part 115 of the Natural Resources and Environmental Protection Act, 194 PA 451, and as enforced by the Michigan Department of Environment, Great Lakes, and Energy (EGLE), currently undergoing changes related to laws enacted on March 29, 2023, which require the development of a Materials Management Plan (MMP) that focuses on sustainable materials management approaches, such as recycling and composting instead of utilizing only landfilling waste, which will to replace the County's current Solid Waste Management Plan (SWMP).

WHEREAS, in furtherance of the abovementioned statutory requirements, the Ottawa County Board of Commissioners (Board) intend to maintain local control over services provided to citizens of Ottawa County through its MMP development and implementation by becoming the County Approving Agency (CAA); and

WHEREAS, the MMP will include a proactive strategy for Ottawa County to provide integrated programs and policies that emphasize waste prevention, reduction, recycling, and composting, with an overarching goal of assuring long-term management of waste generated within Ottawa County; and

WHEREAS, the currently active 14 member Solid Waste Planning Committee has met and determined that this MMP is best generated locally where the specific needs of our community can be best met, and the aforementioned additional grant funding can be distributed for appropriate projects after Board approval; and

WHEREAS, communications will be sent out to surrounding counties regarding Ottawa County's intention to be a single county MMP to be included with the Notice of Intent (NOI); and

WHEREAS, Part 115, as amended, requires a NOI to be submitted by the Board, and the Board authorizes the currently acting Designated Planning Agent (DPA) or his/her designee to submit the NOI on behalf of Ottawa County to EGLE no later than July 8, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS OF THE COUNTY OF OTTAWA, AS FOLLOWS:

1. The Board appoints itself as the County Approval Agency (CAA); and
2. The Board authorizes the currently acting DPA or his/her designee to submit the NOI and prepare the MMP to EGLE; and
3. The Board designates the currently acting Solid Waste Management Plan Coordinator as the new MMP Coordinator and to continue as the DPA going forward; and
4. The Board will submit within 180 days the County's NOI and establish and appoint the new Material Management Planning Committee (MMPC) for Ottawa County, which will consist of the below representatives for a term of 5-years, as outlined in Part 115:
 - a. A representative of a solid waste disposal facility
 - b. A representative of a hauler
 - c. A representative of a materials recovery facility operator
 - d. A representative of a compost facility or anaerobic digester operator
 - e. A representative of a waste diversion, reuse, or reduction facility operator
 - f. A representative of an environmental interest group
 - g. An elected official of the County
 - h. An elected official of a township
 - i. An elected official of a city or village
 - j. A representative of a business that generates a managed material
 - k. A representative of regional planning agency
5. The County Clerk is hereby directed to forward three (3) certified copies of this resolution to the Secretary of the Issuer.
6. All resolutions or parts thereof in conflict with this resolution are hereby repealed but only to the extent of such conflict.

YEAS _____

NAYS _____

ABSTENTIONS _____

RESOLUTION DECLARED ADOPTED.

COUNTY OF OTTAWA

By: _____

Joe Moss, Chairperson
Board of Commissioners

By: _____

Justin F. Roebuck, County Clerk/Register

STATE OF MICHIGAN)

) SS

COUNTY OF OTTAWA)

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the County of Ottawa Board of Commissioners, held on March 26, 2024 and that the said minutes are on file in the office of the County Clerk and are available to the public. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976.

Justin F. Roebuck

County Clerk, County of Ottawa, MI

Dated: _____, 2024