

**Agenda**  
**Human Resources Committee**  
**West Olive Administration Building – Board Room**  
**12220 Fillmore Street, West Olive, Michigan 49460**  
**Tuesday, November 9, 2010**  
**1:00 p.m.**

**Consent Items:**

1. Approval of the Agenda.
2. Approval of the Minutes from the September 13, 2010, meeting.

**Action Items:**

3. Board Appointments  
Suggested Motion:  
To place into nomination and forward to the Board of Commissioners the name(s) of  
(\* indicates recommendation of the Interview Subcommittee):  
  
\*Albert Serrano  
Glenn Bareman  
To fill one (1) unexpired General Public Vacancy (replacing Yvette Chiquito) on the  
Community Mental Health Board beginning immediately and ending March 31, 2012 (three  
year term).  
  
\*Peter Armstrong  
To fill one (1) Public Sector Vacancy (slot 13) on the Community Action Advisory Board  
beginning immediately, and ending September 30, 2012 (two year term).

**Discussion Items:**

None

**Adjournment**

**Comments on the day's business are to be limited to three (3) minutes.**

**Addition to the Agenda  
Human Resources Committee  
West Olive Administration Building – Board Room  
12220 Fillmore Street, West Olive, Michigan 49460  
Tuesday, November 9, 2010  
1:00 p.m.**

**Action Items:**

1. Board Appointments

Suggested Motion:

To place into nomination and forward to the Board of Commissioners the name(s) of  
(\* indicates recommendation of the Interview Subcommittee):

\*Ryan Cotton

To fill one (1) member vacancy representing cities/villages in the County of Ottawa on the  
Ottawa County Land Bank Authority Board beginning immediately and ending December  
31, 2014 (4 year term).

**Comments on the day's business are to be limited to three (3) minutes.**

## HUMAN RESOURCES COMMITTEE

### Proposed Minutes

DATE: September 13, 2010

TIME: 1:30 p.m.

PLACE: Fillmore Street Complex

PRESENT: Donald Disselkoen, Matthew Hehl, James Holtrop

ABSENT: Jane Ruitter, James Holtvluwer

STAFF& GUESTS: Alan Vanderberg, Administrator; Keith VanBeek, Assistant Administrator; Sherri Sayles, Deputy Clerk

#### SUBJECT: CONSENT ITEMS

HR 10-011 Motion: To approve the agenda of today as presented and to approve the minutes of the July 12, 2010, meeting as presented.  
Moved by: Disselkoen UNANIMOUS

#### SUBJECT: BOARD APPOINTMENTS

HR 10-012 Motion: To place into nomination and forward to the Board of Commissioners the name(s) of (\*indicates recommendation of the Interview Subcommittee [Third Posting]):

Doug Kamphuis  
To fill one (1) Other - MDOC/MPRI (Michigan Department of Corrections/Michigan Prisoner Re-entry Initiative) Sector Vacancy on the Workforce Development Board beginning immediately and ending December 31, 2011 (three year term).

David Miller  
To fill one (1) unexpired Community Based Vacancy on the Workforce Development Board beginning immediately and ending December 31, 2011 (three year term).

Moved by: Disselkoen UNANIMOUS

#### SUBJECT: ADJOURNMENT

HR 10-013 Motion: To adjourn at 1:35 p.m.  
Moved by: Disselkoen UNANIMOUS

# Action Request



**Committee:** Human Resources Committee

**Meeting Date:** 11/9/2010

**Requesting Department:** County Administration

**Submitted By:** Keith Van Beek

**Agenda Item:** Board Appointments

## SUGGESTED MOTION:

To place into nomination and forward to the Board of Commissioners the name(s) of  
(\* indicates recommendation of the Interview Subcommittee):

\*Albert Serrano

Glenn Bareman

To fill one (1) unexpired General Public Vacancy (replacing Yvette Chiquito) on the Community Mental Health Board beginning immediately and ending March 31, 2012 (three year term).

\*Peter Armstrong

To fill one (1) Public Sector Vacancy (slot 13) on the Community Action Advisory Board beginning immediately, and ending September 30, 2012 (two year term).

**SUMMARY OF REQUEST:** The Board of Commissioners makes appointments to the various Boards and Commissions of the County per Administrative Policy – Appointments to Boards and Commissions.

## FINANCIAL INFORMATION:

Total Cost: \$0.00      General Fund Cost: \$0.00      Included in Budget:     Yes     No

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

Objective: 5: Evaluate communication with other key stakeholders.

**ADMINISTRATION**       Recommended       Not Recommended       Without Recommended

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org  
Reason: I am approving this document  
Date: 2010.11.09 10:46:00 -0400

Committee/Governing/Advisory Board Approval Date:

**APPLICATION FOR POSITION ON A BOARD  
COMMISSION, OR ADVISORY BODY APPOINTED  
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 10/06/2010

Position Applying For Community Mental Health Board/General Public

Position Applying For \_\_\_\_\_

Position Applying For \_\_\_\_\_

Name Alberto R Serrano

Address 1189 South Shore Dr.

City Holl ST MI Zip 49423

Last 4 digits of social security number \_\_\_\_\_ Birth Month 7 Birth Day 14

**Contact Information:**

Home Phone 616-355-1322

Work Phone 616-335-8823

E-mail a.serrano@cityofholland.com

Fax Number 616-355-1322

**Education:**

School Michigan State University

School \_\_\_\_\_

Degree BA

Degree \_\_\_\_\_

**Employment Background:**

Current Employer City of Holland Position Community/Human Relations Coordinator

**Responsibilities**

Supervise the Human Relations Department and conduct civil rights investigations in housing, education, employment, and public services.

Provide staff support for the City International Relations Commission.

City EEO Director/responsibilities

City ADA Director/responsibilities

Supervise the City Youth Services Program.

Previous Employer El Centro Position Director

**Responsibilities**

Administer and implement the Hispanic Family Counseling and Therapy Services.

Budget and raise funds for the agency.

Supervise Therapist

Length of Residency in Ottawa County 56

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes  No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

Currently serving on the following: [Ottawa/Allegan Mediation Center Board](#)

[Hope College CASA Board](#)

[Ottawa Fair Housing Board](#)

Past Service:

[Ottawa Co. Red Cross Bd.](#)

[Lakeshore Ethnic Diversity Alliance Bd.](#)

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 not, why not? \_\_\_\_\_

Why do you want to be considered for this appointment?

[I believe that the Hispanic population of Ottawa Co. needs to have Hispanic representation on the Mental Health Board, a vital service for all in our community.](#)

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes  No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

**Thank you for your interest in Ottawa County Government**

**APPLICATION FOR POSITION ON A BOARD  
COMMISSION, OR ADVISORY BODY APPOINTED  
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 10/13/2010

Position Applying For Community Mental Health Board/General Public

Position Applying For \_\_\_\_\_

Position Applying For \_\_\_\_\_

Name Glenn A Bareman

Address 169 South 160th

City Holland ST Mi Zip 49424

Last 4 digits of social security number \_\_\_\_\_ Birth Month 5 Birth Day 20

**Contact Information:**

Home Phone 616-738-9759

Work Phone --

E-mail bareman4ottawa@gmail.com

Fax Number 616-738-9759

**Education:**

School West O(ttawa High School

School Michigan State

Degree yes

Degree Law enforcement

**Employment Background:**

Current Employer Retired

Position Herman Miller

Responsibilities  
production

Previous Employer Hope College

Position Director of Public Safety

Responsibilities  
Campus safety, security and law enforcement

Length of Residency in Ottawa County 66

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes  No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

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 not, why not? \_\_\_\_\_

Why do you want to be considered for this appointment?

*I believe I have abilities that can be helpful to the county*

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes  No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

**Thank you for your interest in Ottawa County Government**



**Peter James Armstrong**  
Attorney

212 ½ Washington Ave Suite 2  
P.O. Box 421  
Grand Haven, MI 49417

Phone: 616-402-6294  
Fax: 616-743-5932  
[armstrong@pjalaw.com](mailto:armstrong@pjalaw.com)

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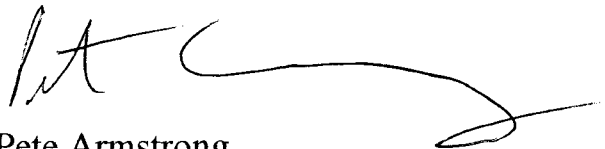
September 27, 2010

Board and Commission Positions

Please consider me for the Board and Commission positions I have indicated on my online application. My wife and I have lived in Grand Haven Township for 14 years. We've raised out two daughters here. From the schools to the library to the public parks and to all the activities in Grand Haven itself, we can't imagine a better place to live.

As Coordinator of the Ottawa County Legal Self-Help Center, I've begun to experience how much government organizations can enhance the lives of citizens. I'd like to continue to contribute as much as I can to our community.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Pete Armstrong', with a long, sweeping underline that extends to the right.

Pete Armstrong

**APPLICATION FOR POSITION ON A BOARD  
COMMISSION, OR ADVISORY BODY APPOINTED  
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS**

Date 09/27/2010

Position Applying For Community Action Agency Advisory Board/Private Sector

Position Applying For \_\_\_\_\_

Position Applying For \_\_\_\_\_

Name Peter Armstrong

Address 14827 160th Ave

City Grand Haven ST MI Zip 49417

Last 4 digits of social security number \_\_\_\_\_ Birth Month 4 Birth Day 1

**Contact Information:**

Home Phone 616-402-6294

Work Phone --

E-mail armstrong@pjalaw.com

Fax Number 616-402-6294

**Education:**

School Thomas M. Cooley Law School

School GVSU

Degree JD

Degree BA

**Employment Background:**

Current Employer Self-employed Position Attorney, solo law practice

**Responsibilities**

Everything related to law firm. I'm also the Coordinator of the Ottawa County Legal Self-Help Center. That might count as the Public Sector.

Previous Employer GVSU Library Position Director of User Services

**Responsibilities**

Responsible for all circulation, course reserves, and interlibrary loan for all GVSU library locations.

Length of Residency in Ottawa County 14

Does the County of Ottawa or any other unit of government employ any members of your family?

Yes  No

If so, describe

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

I am the Coordinator of the Ottawa County Legal Self-Help Center. Our goal is to enhance public access to the justice system.

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 not, why not? \_\_\_\_\_

Why do you want to be considered for this appointment?

My wife and I love Grand Haven. We think it's the absolute best place to raise a family. I'd like to help keep it that way.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings? Yes  No

If yes, please enter the Boards, Commissions or Advisory Bodies you are interested in:

**Thank you for your interest in Ottawa County Government**

# Action Request



**Committee:** Human Resources Committee

**Meeting Date:** 11/9/2010

**Requesting Department:** County Administration

**Submitted By:** Keith Van Beek

**Agenda Item:** Board Appointments

## SUGGESTED MOTION:

To place into nomination and forward to the Board of Commissioners the name(s) of  
(\* indicates recommendation of the Interview Subcommittee):

\*Ryan Cotton

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County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org  
Reason: I am approving this document  
Date: 2010.11.09 09:02:00 -0500

Committee/Governing/Advisory Board Approval Date:

**FILED**

OCT 14 2010

EXHIBIT "A"  
APPLICATION FOR POSITION ON A BOARD,  
COMMISSION, OR ADVISORY BODY APPOINTED  
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS

DANIEL C. KRUEGER  
OTTAWA COUNTY CLERK

Date: October 14, 2010

Position Applied For: Land Bank

Names: Ryan Cotton

Address: Village of Spring Lake  
102 W. Savidge  
Spring Lake, MI 49456

Contact Information - Home Telephone: 616-844-2581  
Work Telephone: 616-842-1393  
E-mail Address: Ryan@springlakevillage.org  
Fax Number: 616-847-1393

Educational and Employment Background:  
Masters in Public Administration  
City or Village Manager since 1986 to present

Length of Residency in Ottawa County: 15 years

Does the County of Ottawa or any other unit of government employ any members of your immediate family? No

If so, describe:  
- -

**FILED**

OCT 14 2010

What is your past experience in serving on governmental boards, or the boards of <sup>DANIEL C. KRUEGER</sup> civic and other <sup>OTTAWA COUNTY C</sup> similar organizations?

Michigan Local Government Managers Association Board  
Vermont League of City Managers Board  
Remuneration Board (Ottawa Cty)  
Staff to numerous other boards

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? A copy of that Policy is attached.

Yes

If not, why not?

Why do you want to be considered for this appointment?

I would like to see all property productively re-used no matter where it exists in Ottawa Cty.

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings?  Yes  No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

Community Action Agency \_\_\_\_\_ Parks & Recreation Commission   
Mental Health Board \_\_\_\_\_ Others: \_\_\_\_\_  
Workforce Development \_\_\_\_\_

Return To: Ottawa County Clerk's Office  
12220 Fillmore Street, Room 130  
P.O. Box 296  
West Olive, MI 49460  
(616) 994-4533 or (616) 846-8107

**THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!**