

**Agenda**  
**Human Resources Committee**  
**West Olive Administration Building – Board Room**  
**12220 Fillmore Street, West Olive, Michigan 49460**  
**Tuesday, December 14, 2010**  
**1:00 p.m.**

**Consent Items:**

1. Approval of the Agenda.
2. Approval of the Minutes from the November 9, 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):

\*Mark Scheerhorn

To fill one (1) vacancy on the Ottawa County Building Authority beginning January 1, 2011 and ending December 31, 2013 (3 year term).

\*William L. Raymond

To fill one (1) Employment Sector vacancy on the Ottawa County Community Corrections Advisory Board beginning January 1, 2011 and ending December 31, 2012 (2 year term).

Kenneth Haveman

David Schipper

\*Allen Wygant

To fill one (1) General Public vacancy on the Ottawa County Community Corrections Advisory Board beginning January 1, 2011 and ending December 31, 2012 (2 year term).

Louis Cairoli

\*David Van Dyke

To fill one (1) Citizen vacancy on the Land Bank Authority beginning immediately and ending December 31, 2015.

\*David Vander Heide

To fill one (1) City/Village vacancy on the Land Bank Authority beginning January 1, 2011 and ending December 31, 2016 (6 year term).

4. 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):

\*Cindy Brown

To fill one (1) Community Based vacancy on the Ottawa County Workforce Development Board beginning January 1, 2011 and ending December 31, 2013 (3 year term).

\*Bruce J. Adair

To fill one (1) unexpired Economic Sector vacancy on the Ottawa County Workforce Development Board beginning immediately and ending December 31, 2012 (Replaces Randy Thelen).

\*Carl Occhipinti

To fill one (1) Vocational Rehab Sector vacancy on the Ottawa County Workforce Development Board beginning January 1, 2011 and ending December 31, 2013 (3 year term).

Ryan Tibbets

\*Jeff Wilkerson

To fill one (1) unexpired Labor Sector vacancy on the Ottawa County Workforce Development Board beginning immediately and ending December 31, 2012 (Replaces Kelly Falconer).

\*Louis Cairol

To fill one (1) Member-at-Large vacancy on the Ottawa County Workforce Development Board beginning January 1, 2011 and ending December 31, 2013 (3 year term).

5. 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):

\*Ervin O. Keeter

David A. Rhem

Joan J. Epperson

To fill one (1) unexpired Business Sector vacancy on the Workforce Development Board beginning immediately and ending December 31, 2011 (replaces Bob Soeter).

Ervin O. Keeter

\*David A. Rhem

Joan J. Epperson

To fill one (1) Business Sector vacancy on the Workforce Development Board beginning January 1, 2011 and ending December 31, 2013 (3 year term).

\*Ryan M. Tibbets

Sharon G. Pfeifer

To fill one (1) Public vacancy on the Housing Commission beginning January 1, 2011 and ending December 31, 2013 (3 year term).

Ryan M. Tibbets

\*Sharon G. Pfeifer

To fill one (1) Public vacancy on the Housing Commission beginning January 1, 2011 and ending December 31, 2012 (2 year term).

6. 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):

\*Adam Kantrovich

To fill one (1) Public School vacancy on the Planning Commission beginning January 1, 2011, and ending December 31, 2013 (3 year term).

\*Douglas Zylstra

To fill one (1) unexpired Business/Industry/Tourism vacancy on the Planning Commission beginning immediately and ending December 31, 2011 (replacing Jeff Wincel).

\*Adam Shumaker

Valentin R. Molina, Sr.

To fill one (1) War Veteran vacancy on the Veteran Affairs Committee beginning immediately and ending September 30, 2013 (3 year term).

Louis Cairolì

\*George Williams

To fill one (1) Private Sector vacancy on the Community Action Agency Advisory Board beginning January 1, 2011 and ending December 31, 2012 (2 year term).

**Discussion Items:**

None

**Adjournment**

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

## HUMAN RESOURCES COMMITTEE

### Proposed Minutes

DATE: November 9, 2010

TIME: 1:00 p.m.

PLACE: Fillmore Street Complex

PRESENT: Jane Ruiters, Donald Disselkoe, Matthew Hehl, James Holtrop

ABSENT: James Holtvluwer

STAFF & GUESTS: Daniel Krueger, Clerk; Sherri Sayles, Deputy Clerk; Keith VanBeek, Assistant Administrator; Kathy Kuck, Human Resources

#### SUBJECT: CONSENT ITEMS

HR 10-014 Motion: To approve the agenda of today as presented and amended adding Action Item #4 – Ottawa County Land Bank Authority Board Appointment and to approve the minutes of the September 13, 2010, meeting as presented.

Moved by: Disselkoe

Unanimous

#### SUBJECT: BOARD APPOINTMENTS

HR 10-015 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).

Moved by: Holtrop

UNANIMOUS

#### SUBJECT: LAND BANK AUTHORITY BOARD

HR 10-016 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).

Moved by: Disselkoen

UNANIMOUS

SUBJECT: ADJOURNMENT

HR 10-017 Motion: To adjourn at 1:04 p.m.

Moved by: Disselkoen

UNANIMOUS

# Action Request



**Committee:** Human Resources Committee

**Meeting Date:** 12/14/2010

**Requesting Department:** Human Resources

**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):

\*Mark Scheerhorn

To fill one (1) vacancy on the Ottawa County Building Authority beginning January 1, 2011 and ending December 31, 2013 (3 year term).

\*William L. Raymond

To fill one (1) Employment Sector vacancy on the Ottawa County Community Corrections Advisory Board beginning January 1, 2011 and ending December 31, 2012 (2 year term).

Kenneth Haveman

David Schipper

\*Allen Wygant

To fill one (1) General Public vacancy on the Ottawa County Community Corrections Advisory Board beginning January 1, 2011 and ending December 31, 2012 (2 year term).

Louis Cairolì

\*David Van Dyke

To fill one (1) Citizen vacancy on the Land Bank Authority beginning immediately and ending December 31, 2015.

\*David Vander Heide

To fill one (1) City/Village vacancy on the Land Bank Authority beginning January 1, 2011 and ending December 31, 2016 (6 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

Committee/Governing/Advisory Board Approval Date:

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org  
Reason: I am approving this document  
Date: 2010.12.09 10:24:07 -0500

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

Date \_\_\_\_\_

Position Applying For Building Authority/Member

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

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

Name Mark Scheerhorn

Address 4317 168th Ave

City Holland ST Mi Zip 49424

Last 4 digits of social security number 1988 Birth Month 5 Birth Day 11

**Contact Information:**

Home Phone 616-399-6201

Work Phone 616-638-7689

E-mail markscheerhorn@gmail.com

Fax Number 616-399-6201

**Education:**

School \_\_\_\_\_

School \_\_\_\_\_

Degree \_\_\_\_\_

Degree \_\_\_\_\_

**Employment Background:**

Current Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Length of Residency in Ottawa County \_\_\_\_\_

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?

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 \_\_\_\_\_

Position Applying For Community Corrections Advisory Board/Employment Sector

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

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

Name William L Raymond

Address 184 E. 26th Street

City Holland ST MI Zip 49423

Last 4 digits of social security number 3517 Birth Month 2 Birth Day 3

**Contact Information:**

Home Phone 616-393-5601

Work Phone 616-494-3401

E-mail braymond@miottawa.org

Fax Number 616-393-5601

**Education:**

School \_\_\_\_\_

School \_\_\_\_\_

Degree \_\_\_\_\_

Degree \_\_\_\_\_

**Employment Background:**

Current Employer \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Position \_\_\_\_\_

Previous Employer \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Position \_\_\_\_\_

Length of Residency in Ottawa County \_\_\_\_\_

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?

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 \_\_\_\_\_

Position Applying For Community Corrections Advisory Board/General Public

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

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

Name Kenneth L Haveman

Address 4410 Stratford Court

City Hudsonville ST Mi Zip 49426

Last 4 digits of social security number 4699 Birth Month 6 Birth Day 10

**Contact Information:**

Home Phone 616-669-1754

Work Phone 616-308-1327

E-mail Khaveman62@Gmail.com

Fax Number 616-669-1754

**Education:**

School \_\_\_\_\_

School \_\_\_\_\_

Degree \_\_\_\_\_

Degree \_\_\_\_\_

**Employment Background:**

Current Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Length of Residency in Ottawa County \_\_\_\_\_

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?

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 \_\_\_\_\_

Position Applying For Community Corrections Advisory Board/General Public

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

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

Name David Schipper

Address 17355 Wood Drift Dr

City West Olive ST MI Zip 49460

Last 4 digits of social security number 6037 Birth Month 2 Birth Day 20

**Contact Information:**

Home Phone 616-399-5196

Work Phone 616-402-5463

E-mail djschipper@yahoo.com

Fax Number 616-399-5196

**Education:**

School \_\_\_\_\_

School \_\_\_\_\_

Degree \_\_\_\_\_

Degree \_\_\_\_\_

**Employment Background:**

Current Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Length of Residency in Ottawa County \_\_\_\_\_

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?

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**

October 21, 2010

**SUBJECT: COMMUNITY CORRECTIONS ADVISORY BOARD 1/1/11 TO 12/31/12**

To Whom It May Concern:

I would like to take this opportunity to apply for a position on the Community Corrections Advisory Board 1/1/11 to 12/31/12.

Having been involved in establishing an oversight committee for Grand Valley State University, I enjoyed interacting with the different committee members of various expertise and hearing their different perspectives of the cases that were presented to the committee for action.

Due to my extensive background in law enforcement, I think I would add to the make-up of the Advisory Board as a whole. I look forward to meeting with you for further discussion on the possibility of my appointment.

Sincerely,

Allen D. Wygant  
Phone: 616-846-1377

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

Date \_\_\_\_\_

Position Applying For Community Corrections Advisory Board/General Public

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

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

Name Allen Wygant

Address 13016 - 144th St

City Grand Haven ST MI Zip 49417

Last 4 digits of social security number 2323 Birth Month 6 Birth Day 4

**Contact Information:**

Home Phone 616-846-1377

Work Phone 616-834-3894

E-mail p\_wygant@yahoo.com

Fax Number 616-846-1377

**Education:**

School \_\_\_\_\_

School \_\_\_\_\_

Degree \_\_\_\_\_

Degree \_\_\_\_\_

**Employment Background:**

Current Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_



Length of Residency in Ottawa County \_\_\_\_\_

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?

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 \_\_\_\_\_

Position Applying For Community Action Agency Advisory Board/Private Sector

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

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

Name Louis D Cairoli

Address 14332 Woodhaven Ct

City Grand Haven ST Mi Zip 49417

Last 4 digits of social security number 8028 Birth Month 3 Birth Day 25

**Contact Information:**

Home Phone 616-842-3063

Work Phone 248-736-6083

E-mail djcairoli@charter.net

Fax Number 616-842-3063

**Education:**

School \_\_\_\_\_

School \_\_\_\_\_

Degree \_\_\_\_\_

Degree \_\_\_\_\_

**Employment Background:**

Current Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Length of Residency in Ottawa County \_\_\_\_\_

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?

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**

FILED

SEP 27 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: 9-23-10

Position Applied For: Land Bank

Names: David Van Dyke

Address: 5741 Garfield St.

Coopersville Mi 49404

Contact Information - Home Telephone: 616-837-6479

Work Telephone: 616-893-1859

E-mail Address: DaveVandyke63@yahoo.com

Fax Number: \_\_\_\_\_

Educational and Employment Background:

Hi - school and been in ag  
(dairy all my life)

Length of Residency in Ottawa County:

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

If so, describe:

No

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

Been on F.B. board 4 years and  
been active since.

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.

If not, why not?

I hope to !!

Why do you want to be considered for this appointment?

Meet with Brad and felt my  
conservative approach would be of  
great value to this board, I want to be  
open and fair

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: Land Bank ✓

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!**

**FILED**

JUN 7 2010

DANIEL C. KRUEGER  
OTTAWA COUNTY CLERK

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

Date: 6/7/2010

Position Applied For: OTTAWA COUNTY LAND BANK BOARD

Names: DAVID VANDER HEIDE

Address: 326 COUNTRY CLUB ROAD  
HOLLAND MI 49423-7447

Contact Information - Home Telephone: 616-392-9485

Work Telephone: 616-355-1350

E-mail Address: d.vanderheide@cityofholland.com

Fax Number: 616-546-7052

Educational and Employment Background:

See Attached Resume - Qualifications of Appraiser

Length of Residency in Ottawa County: 40 years

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

If so, describe:

I am currently the City Assessor for the City of Holland

*Lead 6/7/10  
KK KVBJR BS.*

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

ONLY religious organizations - Deacon, Elder

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.

If not, why not?

Why do you want to be considered for this appointment?

It is closely related to my work as an appraiser, assessor and my present position

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: LAND BANK X

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!**

## Qualifications of Appraiser

**David VanderHeide**

**EDUCATION:** Bachelor of Arts; Business Administration; Hope College; Holland, Michigan  
(The above includes twenty-one semester hours of accounting.)

### CONTINUING EDUCATION:

University of Michigan Extension Program of Real Estate

Course 1 Residential Property Appraisal  
Course 2 Appraisal of Income Producing Property

Grand Rapids Junior College

Course Bu 259 Assessment Administration 2  
Course Bu 260 Assessment Administration 3

International Association of Assessing Officers

Course 1 Fundamentals of Real Property Appraisals  
Course 2 Income Approach to Valuation  
Course 302 Mass Appraisal of Income Producing Property  
Course 201 Appraisal of Land  
Course 202 Advanced Income Approach  
Course 3 Narrative Report Writing  
Course 4 Assessment Administration

Davenport College

Course CIS 151 Micro Applied Spreadsheet  
Course CIS 152 Advanced Spreadsheet  
Course CIS 153 Micro Applied Database  
Course CIS 204 Micro Applied Programming  
Course ADS 141 Micro Word Processing I  
Course ADS 142 Micro Word Processing II

### PROFESSIONAL MEMBERSHIPS:

International Association of Assessing Officers  
Michigan Assessors Association



David VanderHeide

Page 2

**PROFESSIONAL DESIGNATIONS:**

Michigan State Assessors Board Level IV Certification  
Certificate Number R-4215; Received September 2007

State Tax Commission "Personal Property Examiner"  
Certification #386; Received February 1984

Board of Real Estate Appraisers; Certified Appraiser  
License; #1201002752; Received June 1992

**OCCUPATIONAL BACKGROUND:**

<b>City Assessor</b>	City of Holland, Assessor's Office 270 River Ave; Holland, Michigan (2007 to the Present)
<b>Acting City Assessor</b>	City of Holland, Assessor's Office (2003 to 2007)
<b>Appraiser:</b>	Smeenge and Associates Real Estate Appraisal 2165 Woodlark Drive Holland, Michigan 49424 Contractual Assignments (1992-2003)
<b>Appraiser Analyst:</b>	City of Holland, Assessor's Office (July 1, 1984 to Sept. 2003)
<b>Appraiser II:</b>	City of Holland, Assessor's Office (September 29, 1978 to June 30, 1984)
<b>Abstractor:</b>	The Title Office 321 Settlers Road; Holland, Michigan (July 1976 to September 1978)
<b>Bookkeeper:</b>	Hamilton Community Schools 136th Avenue; Hamilton, Michigan (August 1975 to July 1976)

**VanderHeide, David**

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**From:** Vagle, Tim  
**Sent:** Monday, June 07, 2010 8:12 AM  
**To:** VanderHeide, David  
**Cc:** Wolff, Soren  
**Subject:** Land Bank Board

I spoke with Brad Slagh last week about the Land Bank Board. He said that he was not sure if anyone had applied – he had a call into the department that screens all board applicants, etc, but wasn't sure what the status was.

He said that the application forms were on the county's website and that a recommendation from the Council would certainly be a good thing.

Dave, could you check with the county to see if the position has been filled and status of additional applicants? If still open, let us know and we can get a recommendation from Council for the board position at the June 16 meeting.

*Tim Vagle*

Director of Finance  
City of Holland  
270 S. River Avenue  
Holland, MI 49423  
(616) 355-1377



6/7/2010

# City of Holland

HOLLAND, MICHIGAN 49423

OFFICE OF THE CITY MANAGER  
270 S. RIVER AVENUE  
(616) 355-1310  
FAX (616) 355-1490  
E-mail: hcmanager@cityofholland.com

July 8, 2010

Ottawa County Board of Commissioners  
12220 Fillmore Street  
PO Box 310  
West Olive, Michigan 49460-0310

To Whom This May Concern:

Last night the Holland City Council unanimously voted to recommend to the Ottawa County Board of Commissioners, the appointment of David VanderHeide to serve as a member of the Ottawa County Land Bank Authority Board. Dave is currently the Assessing Administrator for the City of Holland and has worked in the City's Assessing Department for 29 years.

The City of Holland would be pleased to have Dave serve in this capacity and looks forward to his appointment. Thank you, and please contact me if you have any questions in this regard.

Sincerely,



Greg Robinson  
Assistant City Manager

**FILED**

JUL 14 2010

DANIEL C. KRUEGER  
OTTAWA COUNTY CLERK

# Action Request



**Committee:** Human Resources Committee

**Meeting Date:** 12/14/2010

**Requesting Department:** Human Resources

**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):

\*Cindy Brown

To fill one (1) Community Based vacancy on the Ottawa County Workforce Development Board beginning January 1, 2011 and ending December 31, 2013 (3 year term).

\*Bruce J. Adair

To fill one (1) unexpired Economic Sector vacancy on the Ottawa County Workforce Development Board beginning immediately and ending December 31, 2012 (Replaces Randy Thelen).

\*Carl Occhipinti

To fill one (1) Vocational Rehab Sector vacancy on the Ottawa County Workforce Development Board beginning January 1, 2011 and ending December 31, 2013 (3 year term).

Ryan Tibbets

\*Jeff Wilkerson

To fill one (1) unexpired Labor Sector vacancy on the Ottawa County Workforce Development Board beginning immediately and ending December 31, 2012 (Replaces Kelly Falconer).

\*Louis Cairoli

To fill one (1) Member-at-Large vacancy on the Ottawa County Workforce Development Board beginning January 1, 2011 and ending December 31, 2013 (3 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, email=avanderberg@ottawacounty.org  
Date: 2010.12.14 11:12:07 -0500

Committee/Governing/Advisory Board Approval Date:

## CINDY BROWN

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8526 Corsica  
Jenison, Michigan 49428

Home: (616) 667-1550  
Cell: (616) 570-1618  
Email: cbrownski@sbcglobal.net

### PROFESSIONAL PROFILE

Business professional with 21 years leadership experience in employee development and coaching, recruiting, sales and brand management, and training and facilitation. Known as a goal oriented manager who is able to solve problems, coach employees and motivate teams. Skilled facilitator regularly called upon for corporate, college and community public speaking, and facilitation of training seminars.

### AREAS OF EXPERTISE

#### Employee Development and Coaching

- Established goals and evaluated performance for recruiter, trainer, human resources generalist and human resources coordinator consistent with corporate goals.
- Developed and executed an employee retention strategy based on local economic factors and projected growth.
- Directed employee development for 400 employees in the Greater Michigan group.
- Identified staffing trends and consulted with corporate office to implement practical solutions.
- Regularly consulted with local retail managers, conducted "stay interviews" with employees, and provided exit counseling and career development sessions throughout the Greater Michigan group.
- Acted as a resource for employees with questions on employee assistance program, profit sharing, 401k, and employee benefits statement.

#### Training and Facilitation

- Monitored effectiveness of training programs, surveyed employees and adapted programs based on the feedback to achieve stronger results to the bottom line.
- Taught diversity awareness training for all employees from new hires through upper management.
- Educated managers on the use of the personnel expense calculator. This tool served as a guide when scheduling employee work hours below 50 hours a week and helped with long-term planning.
- Created and facilitated a customer service presentation, which resulted in a 2-point increase in the Enterprise Service Quality Index.
- Facilitated training seminars to assistant branch managers on topics including mentoring, leadership, performance management, and motivation.
- Trained and counseled managers on employee reviews, personnel policies, employee benefits, discipline, and hiring process issues.

#### Sales and Employment Brand Management

- Created a strategy for targeting Tier I, II and III level colleges and universities for the purpose of recruiting and increasing return on investment.
- Visited 15-20 college campuses per semester for recruiting events such as job fairs, panels, interviewing.
- Maintained relationships with career centers, faculty and professional organizations during off season to develop brand recognition and deepen corporate relationship.
- Continued to identify and build relationships with faculty which resulted in more directed and appropriate student referrals.

## CINDY BROWN

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### Recruiting

- Recognized as Recruiter of the Year at Western Michigan University in 1997.
- Created and monitored fiscal year staffing forecast and met or exceeded goal of 75 hires for 5 years.
- Developed and implemented summer internship program which resulted in a 45% intern to fulltime conversion rate in the Greater Michigan group.
- Reviewed 100 online applications, conducted 25 phone interviews and 20 first interviews monthly.
- Increased regional college and university referral source to top 5 in the country for the past 3 years.
- Created and facilitated presentations for upper level college classes, professional student organizations, fraternities and local business organizations. Topics included dining etiquette, leadership, survival after graduation, and interviewing tips.

### EMPLOYMENT HISTORY

WEST MICHIGAN STRATEGIC ALLIANCE, Grand Rapids, Michigan	2008 -
<b>Internship Initiative Project Manager</b>	
ENTERPRISE RENT-A-CAR, Lansing, Michigan	1991 - 2008
<b>Human Resources Manager</b>	2003 - 2008
<b>Recruiting Manager</b>	1998 - 2003
<b>Recruiting Supervisor</b>	1996 - 1998
<b>Branch Manager</b> (management trainee program)	1991 - 1996
HARDEE'S FOOD SYSTEM, Birch Run, Michigan	1988 - 1991
<b>Assistant Restaurant Manager</b>	

### EDUCATION AND DEVELOPMENT

BS, Business Administration, Aquinas College, Grand Rapids, Michigan

- Professional Conferences at Midwest Association of Colleges and Employers Conference 1996 - 2005
- Disney Institute: "Keys to Excellence Seminar", Lansing, Michigan 2006
- Train the Trainer: Multicultural Leadership Initiative, Allegro Training, St. Louis, Missouri 2004
- Human Resources Policies and Procedures, Chamber of Commerce, Lansing, Michigan 2004, 2005

### PROFESSIONAL AND CIVIC AFFILIATIONS

Board Member, West Michigan's 101 Best & Brightest Companies to Work For	2005 - present
President-elect, Michigan Career Educators & Employer Alliance	2010 - present
Ottawa County Workforce Development Board	2009 - present
Vice President Employers, Mi-ACE	2009
Board Member, Susan G. Komen for the Cure, Grand Rapids, Michigan	2006 - present
Co-Chair, Susan G. Komen Race for the Cure, Grand Rapids, Michigan	2007 - 2009
Local Representative, Komen BMW Ultimate Drive, Grand Rapids, Michigan	2004 - 2008
Active Member, Midwest Association of Colleges and Employers	1997 - 2008
Judge, Pulaski Day Queen Pageant, Grand Rapids, Michigan	2005, 2008

SEP 29 2010

APPLICATION FOR POSITION ON A BOARD  
COMMISSION, OR ADVISORY BODY APPOINTED DANIEL C. KRUEGER  
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS OTTAWA COUNTY CLERK

Date 9/27/10

Position Applying for Workforce Development Board

Position Applying for \_\_\_\_\_

Position Applying for \_\_\_\_\_

Name Cindy A. Brown  
(First) (Middle) (Last)

Address 8526 Corliss

City Tenison ST Mi Zip 49428

Last 4 digits of social security number 2763 Birth Day (MM/DD) 01/28

**Contact Information:**

E-mail cbrown@wm-alliance.org Phone (616) 818-9080

Alternate Phone (616) 570-1618 Fax Number ( ) \_\_\_\_\_

**Education:**

School Aquinas College School \_\_\_\_\_

Degree BSBA Degree \_\_\_\_\_

**Employment Background :**

Current Employer West Michigan Strategic Alliance Position Project Manager - Internship  
*Institute*

Responsibilities work with employers to create or enhance

internship programs for our college students to participate in while  
*completing school work*

Previous Employer Enterprise Rent-A-Car Position HR manager

Responsibilities oversaw training, HR generalist and Recruiting  
functions for Greater Michigan Group

Length of Residency in Ottawa County 17 years

Does the County of Ottawa or any other unit of government employ any members of your immediate family? If so, describe:

NO

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

Ottawa County WOB 2009 - Present

Susan G. Kane for The Cure - GLA Affiliate 2006 - Present

Acset Board 2010 - Present

Top 101 Best & Brightest Companies of W.M. Advisory Board 2005 - Present

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.

If not, why not?

yes

Why do you want to be considered for this appointment?

Workforce development is my passion - Retaining Intellectual Capital in our region is essential for our communities to bounce back. I am

eager to continue the work I have been a part of for the past year on the PMTT Team. I am excited to see the results of the work that has been ongoing.

Do you desire to have your name kept on file up to one year in the office of the County Clerk?

X Yes      \_\_\_ No



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

- |   |  |
|---|--|
| <input type="checkbox"/> Agricultural Preservation Board                          | <input type="checkbox"/> Lakeshore Coordinating Council Board                        |
| <input type="checkbox"/> Appeals Board for Sanitary Code                          | <input type="checkbox"/> Land Bank Authority   |
| <input type="checkbox"/> Board of Canvassers                                      | <input type="checkbox"/> Officers Compensation Commission                            |
| <input type="checkbox"/> Boundary Commission                                      | <input type="checkbox"/> Ottawa County Central Dispatch Authority Policy Board       |
| <input type="checkbox"/> Brownfield Redevelopment Auth. Board                     | <input type="checkbox"/> Ottawa County Central Dispatch Technical Advisory Committee |
| <input type="checkbox"/> Building Authority                                       | <input type="checkbox"/> Ottawa County Housing Commission                            |
| <input type="checkbox"/> Community Action Agency Advisory Board                   | <input type="checkbox"/> Parks and Recreation Commission                             |
| <input type="checkbox"/> Community Corrections Advisory Board                     | <input type="checkbox"/> Planning Commission   |
| <input type="checkbox"/> Community Mental Health Board                            | <input type="checkbox"/> Plat Board  |
| <input type="checkbox"/> Concealed Weapons Licensing Board                        | <input type="checkbox"/> Remonumentation Committee                                   |
| <input type="checkbox"/> Department of Human Services Board                       | <input type="checkbox"/> Road Commission   |
| <input type="checkbox"/> Drain Board  | <input type="checkbox"/> Tax Allocation Board  |
| <input type="checkbox"/> Economic Development Corporation                         | <input type="checkbox"/> Technology Committee  |
| <input type="checkbox"/> Insurance Authority                                      | <input type="checkbox"/> Veteran's Affairs   |
| <input type="checkbox"/> Jury Board   | <input type="checkbox"/> Workforce Development Board                                 |
| <input type="checkbox"/> Kent, Ottawa, Muskegon (K.O.M.) Foreign Trade Zone Auth. |  |
| <input type="checkbox"/> Lakeshore Coord. Council Advisory Comm.                  | Other _____  |

**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  
Fax (616) 994-4538**

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

## **BRUCE J. ADAIR**

### BIOGRAPHY

Bruce Adair has over 30 years of business development and operational leadership experience in both corporate and not for profit settings. He has successfully led every facet of operations from product development to marketing and sales during his tenure at David C. Cook Publishing Company and Lakeshore Advantage. His record of results combines strategy development and business planning with an instinctive understanding of customer needs. While at Cook, he successfully guided the delivery of products that helped them become the leading independent provider of church educational program materials in the United States.

Bruce's proven planning process and results driven approach served Cook well as he rose to Executive Vice President. His accomplishments include leadership of private brand development initiatives resulting in increased share and market penetration, the development of the necessary publishing technologies to support new clients and the implementation of new manufacturing processes to complete the process. To control costs, increase profits, and expand manufacturing capacity, Bruce located new off-shore manufacturing providers that reduced costs by 25%. As a Division Vice President, his leadership helped generate record after-tax profits exceeding 17 percent – an exceptional result in the publishing industry.

Bruce's diverse background also includes corporate acquisitions that have enabled gains in market share and penetration in declining markets. He has led the integration and retention of core competencies of acquired organizations both domestically and internationally. After acquiring the leading religious publisher in the United Kingdom, he turned their 5 year history of losses into solid financial gains within 18 months. He also guided the research and development of new brands that quickly became category leaders.

Bruce has used his strengths to increase revenue and reduce costs based on critical analysis leading to innovative strategic plans to benefit publishers around the world. As the highest rated instructor at the International Christian Publishers Institute, he taught and coached publishing leaders from two thirds world countries in proven management, planning and leadership strategies.

Bruce is experienced in corporate governance as a board member for over 14 years and a corporate officer for 8 years. Bruce and his wife Linda live in Holland, Michigan and have three children and seven grandchildren. He has a variety of interests including teaching, sailing and building furniture.

## BRUCE J. ADAIR

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Lakeshore Advantage  
201 W Washington Ave  
Zeeland, Michigan 49464

Business: (616) 772-5226  
E-mail: bruce.adair@lakeshoreadvantage.com

### PROFILE

Extensive business development and operational leadership experience in both corporate and not for profit settings with expertise in private brand development, offshore manufacturing, technology integration and business acquisitions. Utilizes a results-driven approach and critical analysis to lead innovation and continuous improvement projects that increase revenue and reduce costs. Known for strong communication, teaching and mentorship skills focused on improving management, leadership and planning of both individuals and teams. Improves market share by combining strategy development and business planning with an instinctive understanding of customer needs. Strategic and P&L responsibility.

### PROFESSIONAL EXPERIENCE

LAKESHORE ADVANTAGE, Zeeland, Michigan

The primary economic development organization in the Holland, Zeeland and Saugatuck area.

**Director of Business Services** 2008 – present

Primary responsibility for the retention, growth and acquisition of businesses in the West Michigan region. Also responsible for the development and execution of the organizations information strategy utilizing nationally comparable survey and data base.

DAVID C. COOK PUBLISHING COMPANY, Colorado Springs, Colorado

A leading independent publisher of Sunday school curriculum, Christian Education program materials books and gifts.

**Executive Vice President** 2000 – 2006

Provided strategic direction and managed P&L for all facets of the business including human resources, information technology, manufacturing, distribution, product development, marketing and sales. Mentored and coached 5 Vice Presidents and two international Managing Directors as direct reports and provided leadership to up to 650 employees.

- Piloted the adoption of new manufacturing relationships and processes saving over \$2.5 million in capital equipment expenses while reducing manufacturing cost of goods by 25%.
- Steered a cross discipline team in the adoption of new 'pick to light' back end logistics system resulting in faster pick rates, fewer fill mistakes, less staff and a 12% reduction in labor costs.
- Developed strategy and implementation plans for new brands resulting in sharper product development focus and more title placement on store shelves.
- Guided the acquisition of two competitors and successfully integrated new acquisitions to maintain core competencies including recruitment and relocation of key personnel. New company focus enabled increased market share and introduction into new gift product markets.
- Led the creation and secured necessary approvals for all long range and annual analysis, plans, sales forecasts and expense budgets.
- Served as principal leader in the selection and implementation of a new ERP system and new business processes capable of increased transaction through put without increased operating costs.
- Recognized as highest rated instructor at International Christian Publisher's Institute. Created and delivered classes covering all elements of planning, business development and leadership.

**Senior Vice President** 1995 – 2000

Managed product development and distribution of publishing and international divisions including church educational materials as well as books and worship music in the US, Canada and the UK. Served as corporate officer and secretary of Board of Trustees.

- Guided, mentored and coached newly acquired UK publishing Managing Director and staff to first profitable results in 5 years.
- Facilitated research and development of new UK brands to expand market share and sales to new markets. Led the development of new events based initiative to gain market leadership position for new brands. Events quickly gained international leadership position including use of and filling Wembley Stadium.

## **BRUCE J. ADAIR**

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- Led in the sale of half share of UK division's song catalog to US music publisher thereby increasing royalty revenue 25% and recouping original investment.
- Directed revision of industry leading Sunday school curriculum and reduced product costs by directing the implementation of new graphic publishing front end.

### **Vice President, Curriculum Division** 1990 – 1995

Led product development, marketing, sales and manufacturing of company's largest division. Generated record after tax profits by implementing new cost controls and increasing market share. Appointed to Board of Trustees.

- Directed new private branding strategy to gain larger clients and increase revenue.
- Researched and implemented new editorial front end to facilitate private brand client's direct access to content which reduced both internal and client costs.
- Improved on time, on budget tactical execution by implementing division wide planning procedures.
- Reduced editorial and manufacturing costs by restructuring and flattening the organization and tightening schedules.

### **Vice President of Marketing, Curriculum Division** 1987 – 1990

Directed all marketing and sales functions for US and Canadian curriculum organizations including mass-market advertising and in house sales and service phone organizations.

- Increased productivity and close rates of telephone sales unit by developing innovative direct response campaigns that generated a qualified response rate at 2 points above the national norm.
- Developed new add on procedures for telephone service center that resulted in increased sales.

### **Director of Marketing, Curriculum Division** 1980 – 1987

Managed all US curriculum division marketing functions.

- Researched and implemented quality assurance improvements that increased revenue through improved customer retention and longevity.

### **Marketing Manager, Curriculum Division** 1978 – 1980

Directed all direct response and customer service functions

- Served as team leader for new market development through introduction of industry leading young adult curriculum.

## **EDUCATION**

MA, Palmer Theological Seminary, Philadelphia, Pennsylvania

BA, Eastern University, St. Davids, Pennsylvania

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

Date \_\_\_\_\_

Position Applying For Workforce Development Board/Economic Sector

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

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

Name Bruce J Adair

Address 1483 Stillwater Drive

City Holland ST MI Zip 49424

Last 4 digits of social security number 6848 Birth Month 4 Birth Day 19

**Contact Information:**

Home Phone 616-772-5226

Work Phone 616-834-4744

E-mail bruce.adair@lakeshoreadvantage.com

Fax Number 616-772-5226

**Education:**

School \_\_\_\_\_

School \_\_\_\_\_

Degree \_\_\_\_\_

Degree \_\_\_\_\_

**Employment Background:**

Current Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Length of Residency in Ottawa County \_\_\_\_\_

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?

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**

## Carl Occhipinti

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### Experience

2006 to present Michigan Rehabilitation Services

#### Site Manager

- Managed the Holland site, including supervision of staff
- Supervised the JET program for the district
- Assisted in the development of the operational plan for West Central
- Developed and monitored cash matches and budgets for the office
- Developed partnerships with local agencies
- Member of the Workforce Development Board for Ottawa County

1979 to 2006 Michigan Rehabilitation Services

#### Rehabilitation Counselor

- Provided rehabilitation services for all types of disabilities
- Worked in both rural and urban settings
- As senior counselor provided training for other counselors
- Specialized in accommodation and farm agrability cases

1972 to 1979 Muskegon County Substance abuse program

#### Substance abuse Counselor

- Worked in both methadone maintenance and crisis intervention
- Provided training for volunteer help line program
- Organized crisis center and rehabilitation programs

1970 to 1972 Hackley Hospital, Muskegon MI

#### Psychiatric attendant

- Provided daily care in a 40 patient psychiatric unit
- Assisted in treatment and case recording of patient activities

### Education

- MA Rehabilitation Counseling Michigan State University
- BA Psychology and Philosophy St. Mary's University

### Interests

Past president of Holton-Twin Lake Lions Club

### Credentials

Licensed Professional Counselor LPC



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

Date \_\_\_\_\_

Position Applying For Workforce Development Board/Vocational Rehab Sector

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

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

Name Carl Occhipinti

Address 2100 West Lake Rd.

City Twin Lake ST MI Zip 49457

Last 4 digits of social security number 7598 Birth Month 9 Birth Day 29

**Contact Information:**

Home Phone 616-494-8817

Work Phone 231-730-2868

E-mail occhipintic@michigan.gov

Fax Number 616-494-8817

**Education:**

School \_\_\_\_\_

School \_\_\_\_\_

Degree \_\_\_\_\_

Degree \_\_\_\_\_

**Employment Background:**

Current Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Length of Residency in Ottawa County \_\_\_\_\_

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

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

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## RYAN TIBBETS

7545 Terrace Ln. • Jenison, MI 49428  
rjtibbs@comcast.net (616)667-2105

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October 26, 2010

Board of Commissioners  
Ottawa County  
12220 Fillmore  
West Olive, MI 49460

Board of Commissioners:

It is with great enthusiasm that I am applying for several boards to serve the residents of Ottawa County. After reviewing the position profiles, I am confident that I am the professional you are looking for.

I have been delegated significant personal responsibility, authority, and have been afforded the opportunity to serve in key leadership roles that have prepared me to pursue the challenging positions in which I am applying, including, but not limited to the following:

- History of successful large project management experience including equipment specification, planning, and budgeting.
- Experience managing several competing priorities and projects on an ongoing basis.
- Experience with incremental, performance, and zero-based budgeting methodologies including financial analyses.
- Clear understanding of complex public organizational environments and innovative methodologies to effectively motivate and challenge employees.
- Experience creating a facilities management program.
- Five plus years of regular public speaking and training delivery to groups both large and small.
- Experience communicating and working with all levels of personnel within a public organization, including elected, executive, and appointed officials.
- Experience in training program development, implementation, delivery, and evaluation.
- Experience with change management, including functioning in organizational environments with budget and personnel reductions.
- Experience interpreting and creating policies that are compliant with federal, state, and local laws and their regulations, standards and policies related to public administration.

In addition to my education and experience, I am a forward thinker and team player with well-honed interpersonal and communication skills, a positive “can do” attitude, and dedicated to the organizations I work for.

In the current, fiscally challenging environment I believe that my experience and pragmatic leadership style will serve to produce exceptional results for the residents of Ottawa County.

Thank you for your time and consideration, I look forward to hearing from you.

Ryan Tibbets, MPA

Enclosures

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

Date \_\_\_\_\_

Position Applying For Economic Development Corporation/Member

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

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

Name Ryan M Tibbets

Address 7545 Terrace Lane

City Jenison ST MI Zip 49428

Last 4 digits of social security number 4093 Birth Month 11 Birth Day 24

**Contact Information:**

Home Phone 616-667-2105

Work Phone 616-293-2230

E-mail rjtibbs@comcast.net

Fax Number 616-667-2105

**Education:**

School \_\_\_\_\_

School \_\_\_\_\_

Degree \_\_\_\_\_

Degree \_\_\_\_\_

**Employment Background:**

Current Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Length of Residency in Ottawa County \_\_\_\_\_

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?

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**

# JEFFREY (JEFF) L. WILKERSON

November 3, 2010

Ottawa County Board of Commissioners

Hello!

I have over 20 years of experience in labor relations and training, and I know I can be an asset to the Ottawa County Workforce Development–Labor Board.

As part of my current job, I find positions and workers for projects all over the country, including Ottawa County, so I would be able to contribute to employment discussions. In addition, my apprenticeship training, my experience as a job foreman/steward, and my work as an ad hoc welding instructor qualify me to weigh in on training programs. My guarantee to you is that, with my background and skills, I would be able to hit the ground running as a member of the Ottawa County Workforce Development–Labor Board.

Thank you very much for taking the time to review my résumé. I'm confident that you'll see I'm the experienced, detail-oriented team player you're looking for. Please feel free to call me on my cell phone at 616-893-2219 or at my office at 616-837-0222, ext. 14. I look forward to hearing from you!

Best Regards,

Jeffrey L. Wilkerson

7532 WINDGATE DR. • JENISON, MI 49428  
PHONE 616.893.2219 (CELL) OR 616.662.2674 (HOME)  
JWILKERSON@UA174.ORG

# JEFFREY (JEFF) L. WILKERSON

## OBJECTIVE

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Seeking a position on the Ottawa County Workforce Development-Labor Board

## EMPLOYMENT — LICENSED JOURNEYMAN PLUMBER

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- Began my career in the plumbing industry in 1988 as an apprentice with Plumbers and Fitters Local 70 in Grand Rapids, MI
- Served a five-year apprenticeship
- Graduated to journeyman status and received my journeyman plumbers license
- Worked on both large and small jobs while employed as a licensed plumber

## EMPLOYMENT — ASSISTANT BUSINESS MANAGER

---

- Local 70 was then merged with Local 154 (Muskegon) and became Local 174, West Michigan Plumbers, Fitters and Service Trades
- I continued in the trade under Local 174
- Currently I am a Local 174 Assistant Business Manager, a trustee on Local 174's Health and Welfare Fund, and a trustee on Local 174's Pension Fund
- Keep plumbers license current through State of Michigan
- Perform ad hoc welding training

## COMMITTEES

---

- Serve on Michigan State Board of Architects

7532 WINDGATE DR. • JENISON, MI 49428  
PHONE 616.893.2219 (CELL) OR 616.662.2674 (HOME)  
JWILKERSON@UA174.ORG

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

Date \_\_\_\_\_

Position Applying For Workforce Development Board/Labor Sector

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

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

Name Jeffrey L Wilkerson

Address 7532 Windgate Dr.

City Jenison ST MI Zip 49428

Last 4 digits of social security number 9975 Birth Month 1 Birth Day 25

**Contact Information:**

Home Phone 616-893-2219

Work Phone 616-837-0222

E-mail jwilkerson@ua174.org

Fax Number 616-893-2219

**Education:**

School \_\_\_\_\_

School \_\_\_\_\_

Degree \_\_\_\_\_

Degree \_\_\_\_\_

**Employment Background:**

Current Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_



Length of Residency in Ottawa County \_\_\_\_\_

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?

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

Why do you want to be considered for this appointment?

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 \_\_\_\_\_

Position Applying For Community Action Agency Advisory Board/Private Sector

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

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

Name Louis D Cairoli

Address 14332 Woodhaven Ct

City Grand Haven ST Mi Zip 49417

Last 4 digits of social security number 8028 Birth Month 3 Birth Day 25

**Contact Information:**

Home Phone 616-842-3063

Work Phone 248-736-6083

E-mail djcairoli@charter.net

Fax Number 616-842-3063

**Education:**

School \_\_\_\_\_

School \_\_\_\_\_

Degree \_\_\_\_\_

Degree \_\_\_\_\_

**Employment Background:**

Current Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Length of Residency in Ottawa County \_\_\_\_\_

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?

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:** 12/14/2010

**Requesting Department:** Human Resources

**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):

\*Ervin O. Keeter  
David A. Rhem  
Joan J. Epperson

To fill one (1) unexpired Business Sector vacancy on the Workforce Development Board beginning immediately and ending December 31, 2011 (replaces Bob Soeter).

Ervin O. Keeter

\*David A. Rhem

Joan J. Epperson

To fill one (1) Business Sector vacancy on the Workforce Development Board beginning January 1, 2011 and ending December 31, 2013 (3 year term).

\*Ryan M. Tibbets

Sharon G. Pfeifer

To fill one (1) Public vacancy on the Housing Commission beginning January 1, 2011 and ending December 31, 2013 (3 year term).

Ryan M. Tibbets

\*Sharon G. Pfeifer

To fill one (1) Public vacancy on the Housing Commission beginning January 1, 2011 and ending December 31, 2012 (2 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 Otsego, ou=Administrator's Office, email=avanderberg@otsego.org  
Reason: I am approving this document.  
Date: 2010.12.09 10:14:54 -0500

Committee/Governing/Advisory Board Approval Date:

**SKIP KEETER**  
442 LAKESHORE DRIVE NORTH  
HOLLAND, MICHIGAN 49424

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November 22, 2010

Ottawa County Commission  
12220 Fillmore Street  
West Olive, MI 49460

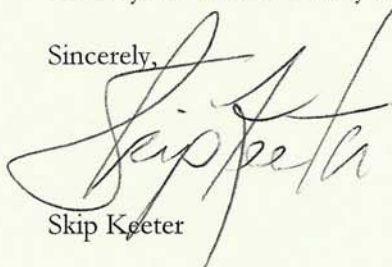
Dear Commissioners:

Enclosed, please find my completed application for appointment to a county board along with a brief resume of my career highlights.

I look forward to being of service to Ottawa County in one of the three areas indicated on my application. I feel that my background and experience will be of value on a citizen committee.

Thank you in advance for your consideration of this request.

Sincerely,

A handwritten signature in cursive script that reads "Skip Keeter". The signature is written in dark ink and is positioned above the printed name.

Skip Keeter

**E. O. Keeter**  
**442 Lakeshore Drive N**  
**Holland, Michigan 49424-1340**  
**616-994-7408**  
**E-Mail: skip@tripsandtreasures.com**

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## **SUMMARY**

Experienced sales, marketing and creative manager skilled at selling intangibles and working at an executive management level. Designed and implemented marketing/promotion strategies for Fortune 500 companies that produced major sales and profit increases. Strong "hands-on" sales manager

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## **ACCOMPLISHMENTS**

### **SALES**

#### **MANAGEMENT:**

- Doubled sales volume of Tiffany's Chicago Corporate Branch in two years. Increased major account base adding NCR, GE, Buick, Ameritech, Motorola, Johnson Wax and Arthur Andersen. Staffed Detroit office and increased that market's sales over 100%
- Increased Maritz Communications Company's regional sales volume 40% and profit 100%
- Expanded sales areas in every management assignment through emphasis on new business development and account penetration

### **MARKETING**

#### **MANAGEMENT:**

- Worked with sales management in an Internet startup company to establish redemption partnerships for new online reward system, MyPoints. Developed a base of strong redemption sources including Eddie Bauer, Spiegel, Omaha Steaks, The Magazine Mall, Barnes & Noble, Red Lobster, Olive Garden, Sony Music, and Hyatt Hotels and Resorts
- Created new employee incentive plan, an industry first, for White Hen Pantry, Inc. Created, sold and implemented new training and communications systems resulting in improved customer service
- Headed team that developed consumer incentive program, "Club Rewards," for Diners Club
- Designed major incentive programs for Chevrolet, Oldsmobile and Buick Divisions of GM
- Created award winning promotional campaign for a major division of GE
- Co-developed incentive programs for IH parts division that resulted in yearly sales increases of 14-20%

### **SALES:**

- Increased domestic sales of communications services for Maritz Communications Co. from a base of \$500,000 to \$2 million in two years, including major sales to J I Case Co., Miller Brewing Co., and West Bend Co.
- Sold an international training system to J I Case Co. which launched Maritz Communications Company in Europe.



**BUSINESS EXPERIENCE**

**TRIPS & TREASURES**

*Incentive Travel and Merchandise Awards*

Holland, MI

Owner (2008-Present)

Provide incentive and recognition awards, and marketing communications services to client base. Also provide consulting services to companies in the premium/incentive industry.

**CRUISEONE**

*Cruise vacation planning*

Holland, MI

Owner (1999-2008)

Represent all cruise lines, providing discounted cruises to a base of retail customers and businesses.

**TIFFANY & Co.**

*Jewelry, gift ware and fancy goods retailer*

Chicago, Illinois

Corporate Branch Director - Chicago Branch (1988-1990)

Responsible for sales of Tiffany gift, incentive, sports and recognition programs to corporate clients in nine states in the Midwest. Supervised staff of seven sales and six support people.

**SKIP KEETER CREATIVE SERVICES**

*Marketing and communications services*

Winnetka, Illinois

Principal (1987-1988)

Marketing and communications consultant providing program development and promotional plans to incentive companies

**IMAGEMATRIX, INC.**

*Business communications agency*

Cincinnati, Ohio

Vice President - Sales and Marketing (1986-1987)

Responsible for all sales and marketing activities, supervising a sales force of six account executives in the Cincinnati and Louisville offices, selling marketing communications materials and business meeting production

**CARLSON MARKETING GROUP**

*Widely diversified marketing services company*

Chicago, Illinois

Account Executive - E. F. MacDonald Motivation (1984-1986)

Responsible for development, sale and implementation of a full range of marketing services with emphasis on incentive programs

**MARITZ INC.**

St. Louis, Missouri

*Marketing services company including: sales incentive programs, productivity motivation programs, business communications, training, market research and travel services*

<u>Regional Vice President</u>	1979-1983
<u>Account Executive</u>	1976-1979
<u>Creative Director</u>	1973-1976
<u>Creative Project Head</u>	1965-1973

**EDUCATION**

MISSOURI STATE UNIVERSITY (formerly SMS), Springfield, Missouri  
AB English; Speech Minor  
All college education funded through full-time employment

**COMMUNITY ACTIVITIES**

**PARK TOWNSHIP**

- Park Township Clerk—2008 - Present
- Zoning Board of Appeals—2006 - 2008

**HOLLAND AREA CHAMBER OF COMMERCE**

Holland, Michigan

- Business Owners Roundtable—Chair
- Business to Business Showcase Committee
- Holland First—2002
- Home Occupation Ordinance Task Force—2003
- Leadership Holland—2004
- Marketing Roundtable
- Small Business Committee—Chair
- Small Business Day Committee
- Small Business Person of the Year Committee
- Membership Sales Consultant

**AMERICAN CANCER SOCIETY, LAKESHORE SERVICE CENTER**

Holland, Michigan

- Ottawa Leadership Council
- Advocacy Committee—Chair
- Relay for Life Committee—2006 Chair

**LAKESHORE HABITAT FOR HUMANITY**

Holland, Michigan

- Leadership Committee—Congress Building America & Leadership Build
- Planning Committee—Jimmy Carter Work Project and Celebration
- Planning Committee—2005 Tulip Sales Campaign



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

Date \_\_\_\_\_

Position Applying For Workforce Development Board/Business Sector

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

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

Name Ervin (Skip) O Keeter

Address 442 Lakeshore Dr N

City Holland ST MI Zip 49424

Last 4 digits of social security number 8429 Birth Month 10 Birth Day 9

**Contact Information:**

Home Phone 616-399-4344

Work Phone 616-283-0514

E-mail skip.keeter@charter.net

Fax Number 616-399-4344

**Education:**

School \_\_\_\_\_

School \_\_\_\_\_

Degree \_\_\_\_\_

Degree \_\_\_\_\_

**Employment Background:**

Current Employer \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Position \_\_\_\_\_

Previous Employer \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Position \_\_\_\_\_

Length of Residency in Ottawa County \_\_\_\_\_

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?

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**

Dear County Commissioners,

I am applying for an appointment to the Workforce Development Board. I have also applied for two other positions (West Michigan Planning Commission; Economic Development Board), but the Workforce Development Board is my first choice.

I have spent the past 25 years representing employers in employment litigation cases here in Ottawa County, across the State of Michigan, and throughout the United States. I understand the need for good training programs in the workforce because I have seen, firsthand, what can happen when training is lacking. This is true not only for skill development, but also the ability to work effectively with persons from other cultures and backgrounds. I am currently on the Grand Haven Area Chamber of Commerce's Cultural Competency Committee, and have recently served in a similar capacity with the Regional Chamber Coalition (Chambers of Grand Rapids, Holland, Grand Haven Area, and Muskegon). I was the chair of my law firm's (Varnum) Diversity Committee from 1996 to 2009, and understand the challenges associated with developing a diverse and inclusive workforce. Finally, I have regularly provided training to employees of clients over the past 25 years in a wide range of topics, including sexual and racial harassment. I believe that this background and perspective would be helpful on the Workforce Development Board.

If you have any questions, please do not hesitate to contact me.

Sincerely, David Rhem

(616-481-0460); [Rhem.David@gmail.com](mailto:Rhem.David@gmail.com)

# DAVID A. RHEM



## Contact Information

E-mail: Rhem.David@gmail.com  
Cellular Telephone: 616/481-0460  
Home Telephone: 616/846-8876

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## **Educational Profile**

American University, Washington College of Law  
Washington, D.C.  
J.D., *cum laude*, 1985

Hope College  
Holland, Michigan  
A.B., *magna cum laude*, 1982  
Phi Beta Kappa

## **Legal Employment**

Varnum  
Grand Rapids, Michigan, 1986 - 2010  
Partner (1994-2009); Of Counsel (2010)

Landman, Latimer, Clink & Robb  
Muskegon, Michigan, 1985 - 1986

## **Practice Areas**

Employment law and litigation defending employers against wrongful discharge, harassment, discrimination, retaliation, FMLA, FLSA, ERISA, and other employment law claims.

David has over 25 years of extensive experience advising employers in all aspects of employment relations and employment litigation, including all phases of the litigation process. David has appeared in the state courts of Michigan, and numerous federal trial and appellate courts throughout the United States. He also represents employer interests before the Equal Employment Opportunity Commission (EEOC), the Michigan Department of Civil Rights (MDCR), and other state and federal administrative agencies.

David also has an employment benefits litigation practice assisting both employers and employees.

## DAVID A. RHEM

### Honors

Martindale-Hubbell Rating, AV® Preeminent™  
*The Best Lawyers in America*® - 2008, 2009, 2010, 2011  
Fellow, Litigation Counsel of America (2009-10)  
*Who's Who in American Law*, 9<sup>th</sup> Edition  
*Michigan Super Lawyers*® 2006, 2008

### Professional Affiliations

State Bar of Michigan, Labor & Employment Section (1985- present)  
Ottawa County Bar Association (Board of Directors, 2009 – present)  
American Bar Association, Labor & Employment Section (1985- 2009)

### Community Involvement

Rotary Club of Spring Lake (Board of Directors, 2003 - 2008; President, July 2007 - June 2008; Vice President and Programs and Fellowship Committee, Chair, July 2006 - June 2007; Community Service Committee, Chair, July 2004 - June 2006)  
Leadership West Michigan (2008)  
Grand Haven Area Chamber of Commerce (Cultural Competency Committee, 2009-present)  
Lakeshore Alliance Against Domestic and Sexual Violence (Community Member, 2009- present)  
Evergreen Village Housing Corporation (Board of Trustees, 2009- present)  
HOSTS Reading Mentor (Jeffers Elementary School, 2010)  
Ottawa County Circuit Court (Legal Self Help Center Volunteer, 2010)  
Tri-Cities Kids League, Inc. (Board of Directors, 1998 - 2006; Vice President, 1999 - 2001; Registration Chair, 2000 - 2006)  
Lakeshore Ethnic Diversity Alliance (CEO Advisory Board, 2009; Board of Directors, 1998 - 2004; President, 1999 - 2003; Vice President, 1999)  
Ottawa Area Summit on Racism Steering Committee (2000 - 2005)  
Spring Lake Township Environmental Committee (2002)  
Covenant Community Church, RCA, Muskegon Heights, Michigan (Elder, 1987 - 1989)  
Classis of Muskegon Pastoral Relations Committee (Advisor, 1987 - 1988)

## **DAVID A. RHEM**

Classis of Muskegon (RCA), Division of Supervision Member (1992 - 1996)

Muskegon Heritage Association (Board Member, 1986 - 1987)

## DAVID A. RHEM

### Publications and Presentations

Contributing Writer, Employment Discrimination Law Treatise (BNA); "And the Verdict Is In," Labor Law Quarterly, Winter, 1988; Labor and Employment Lawnotes (Labor Relations Law Publication, 1991-1999); various Employer Association publications

### Representative Matters

*Carlson v Leprino Foods Co* (U.S. District Court, W.D. Mich. —Hon. Robert J. Jonker) (2008)

Obtained jury verdict of no cause of action defeating Carlson's claim for retaliation under the Fair Labor Standards Act.

*Carlson, et al v Leprino Foods Company* (U.S. District Court, W.D. Mich. —Hon. Richard Alan Enslin) (2006)

Defended company in FLSA "donning" and "doffing" collective action case which plaintiffs sought payment for "changing time."

*Grissom v Sappi Fine Paper Co* (U.S. District Court, W.D. Mich. —Hon. Robert Holmes Bell) (2005)

Successfully defended Sappi's retirement plan against claim for disability retirement benefits.

*Manenti v Tower Automotive Tool* (Huron County Circuit Court—Hon. M. Richard Knoblock) (2001)

Represented company against claims of gender discrimination, sex harassment, retaliation, and breach of contract.

*Toner v Tower Automotive Tool* (Huron County Circuit Court—Hon. M. Richard Knoblock) (2001)

Represented company against claims of gender discrimination, retaliation, and breach of contract.

*Hagelberger v Davenport University, et al.* (Ingham County Circuit Court—Hon. William E. Collette) (2001)

Represented University and management representatives against a Whistleblowers Protection Act claim.

*Scarborough v Dan Covert* (Osceola County Circuit Court—Hon. Lawrence C. Root) (2001)

Represented supervisor against a claim of defamation arising out of the decision to terminate the plaintiff's employment.

*Sikorski v Textron Automotive* (Osceola County Circuit Court—Hon. Lawrence C. Root) (2000)

Represented company against claims of discrimination and retaliation for union activities (labor arbitration).

*Lane, et al. v Mercy General Health Partners* (Muskegon County Circuit Court—Hon. Timothy G. Hicks) (2000)

Represented Hospital against claims of breach of contract brought by four terminated employees.

## DAVID A. RHEM

*Riley v Textron Automotive* (U.S. District Court, W.D. Mich. —Hon. Gordon J. Quist) (2000)

Represented company against claims of workers' compensation retaliation and breach of contract.

*Lytile v Howmet Corp and Michael Malady* (Muskegon County Circuit Court—Hon. Max Daniels)

Represented company and H.R. manager against claims of wrongful discharge, sex and age discrimination, breach of employment contract, and tortious interference arising out of an economic work force reduction; the Michigan Supreme Court in July 1998 affirmed the trial court's 1992 decision granting summary disposition on all claims, and established new law regarding employee handbook disclaimers.

*Knitter v The John Henry Company* (Clinton County Circuit Court—Hon. Randy Tahvonen) (1998)

Defended company against claim of wrongful discharge brought by executive terminated for sexual harassment.

*Brooks v Engine Power Components Inc.* (U.S. District Court, W.D. Mich.—Hon. Robert Holmes Bell) (1998)

Convinced plaintiff to dismiss Family and Medical Leave Act claim and accept \$1500 mediation award following mediation and filing of summary judgment motion.

*Mosley v Spine Center of Western Michigan, et al* (U.S. District Court, W.D. Mich.—Hon. Douglas W. Hillman) (1997)

Convinced plaintiff to accept \$750 mediation award following discovery and filing of summary judgment motion.

*Blackmer v GenCorp Inc* (U.S. District Court, W.D. Mich.—Hon. Gordon Quist) (1996)

Convinced the plaintiff to voluntarily dismiss his lawsuit after taking his deposition and demonstrating the lack of merit in his breach of contract/ERISA violation lawsuit.

*Richmond v Corporate Vision Interiors* (U.S. District Court, S.D. Ill.—Hon. James Holderman) (1996)

An aggressive response to plaintiff's complaint resulted in the plaintiff deciding to drop her federal age discrimination lawsuit within days after the company was served with the lawsuit.

*Denning v Kelly Services, Inc* (Muskegon County Circuit Court—Hon. Michael Kobza) (1995)

Obtained summary disposition for Kelly Services in a sex discrimination and sex harassment "hostile environment" case brought by a former employee against Kelly Services and Kelly's client.

*Young v Howmet Corporation* (U.S. District Court, W.D. Mich.—Hon. Richard Enslin) (1995)

Convinced plaintiff to voluntarily dismiss case following summary judgment ruling dismissing 90% of plaintiff's handicap discrimination and failure to accommodate case; established new law under Michigan's Elliott-Larsen Civil Rights Act that failure to accommodate must be intentional.



## DAVID A. RHEM

*Pejakovich v CMI-Equipment & Engineering, Inc* (U.S. District Court, E.D. Mich.—Hon. Robert Cleland) (1995)

Obtained summary judgment for CMI on a cutting edge sex harassment issue—male-on-male "same sex" harassment; the anonymous harassment occurred in an all male shop over a twelve-month period; this case was reported nationally in BNA's Employment Discrimination Reporter.

### JURY TRIALS:

*Carlson v Leprino Foods Co* (U.S. District Court, W.D. Mich. —Hon. Robert J. Jonker); obtained jury verdict of no cause of action defeating Carlson's claim for retaliation under the Fair Labor Standards Act. (2008)

*Kelly v Sappi Fine Paper Co* (U.S. District Court, W.D. Mich. —Hons. McKeague and Friedman); represented company in a workers' compensation retaliation claim jury trial. Case settled on second day of trial. (2007)

*Thayer v AutoStyle Plastics, Inc* (Kent County Circuit Court—Hon. George Buth); co-counsel representing defendant employer in a three-week sexual harassment case tried to jury verdict. (1992)

*Krantz v Howmet Corporation* (Muskegon County Circuit Court—Hon. James Graves); co-counsel representing defendant employer in a wrongful discharge age discrimination and breach of employment contract case tried to jury verdict. (1992)

*O'Mara v Sparton Engineered Products, Inc* (Ottawa County Circuit Court—Hon. Wesley Nykamp); co-counsel representing defendant employer in a sex discrimination and breach of employment contract case tried to jury verdict. (1991)

*Arnett v Morton Salt Co* (U.S. District Court, W.D. Mich.—Hon. Douglas Hillman); co-counsel representing defendant employer in wrongful discharge workers' compensation retaliation litigation tried to a jury and appealed by plaintiff to Sixth Circuit Court of Appeals. (1989)

*Benedict v C&F Stamping Co* (Kent County Circuit Court—Hon. George Buth); co-counsel representing defendant employer in wrongful discharge breach of employment contract litigation tried to jury verdict. (1987)

*Webb v Perrigo Co* (Allegan County Circuit Court—Hon. George Corsiglia); co-counsel representing defendant employer in wrongful discharge breach of employment contract and workers' compensation retaliation litigation tried to jury verdict. (1987)

### ADMINISTRATIVE TRIALS AND ARBITRATIONS:

*Phillips v Davenport University* (Arbitration); defended University against a claimed FMLA violation (Arbitrator Brad Glazier). (2006)

*Lotz v Davenport University* (Arbitration); defended University against claims of breach of contract, age, and sex discrimination (Arbitrator Karen Kienbaum). (2006)

*Maxwell v Davenport University* (Arbitration); obtained summary judgment on claims of age and disability discrimination (Arbitrator Paul Glendon). (2006)

## DAVID A. RHEM

*Hadley v Davenport University* (Arbitration); represented University in defending against claims of race discrimination (Arbitrator Kathryn VanDagens). (2004)

*Scarborough v Textron Automotive* (Arbitration); represented employer in claim for discharge without just cause under a labor agreement (related circuit court litigation was dismissed following arbitrator's award) (Arbitrator Richard Allen). (2001)

*Wilbon v Leon Plastics Inc.* (Michigan Department of Civil Rights Administrative Trial); represented employer against wide-ranging claims of race discrimination brought by current employee. (1998)

### CASES WHICH RESULTED IN FULL OR PARTIAL SUMMARY JUDGMENT:

*Kelly v Sappi Fine Paper Co* (U.S. District Court, W.D. Mich. —Hons. McKeague and Friedman); defended company against age, disability, retaliation, and workers' compensation retaliation claims. (2006)

*Govier v Musashi Auto Parts-Michigan* (Calhoun County Circuit Court—Hon. Conrad J. Sindt); defended company against age, gender, national origin discrimination; intentional infliction of emotional distress; negligent hire, and sex harassment claims. (2005)

*Slade v Davenport University* (Saginaw County Circuit Court—Hon. Robert L. Kaczmarek); defended University against defamation and wrongful discharge claims. (2005)

*Taylor v Anderson Pattern* (U.S. District Court, W.D. Mich. —Hon. Robert Holmes Bell); defended company against race discrimination and retaliation claims under the Elliott-Larsen Civil Rights Act. (2004)

*Singh v Davenport University* (Ingham County Circuit Court—Hon. Peter D. Houk); defended University against former employer's claims of race, age, national origin discrimination and harassment, and retaliation under the Elliott-Larsen Civil Rights Act and Persons With Disabilities Civil Rights Act. (2004)

*Bedard v National Bank of Canada* (U.S. District Court, E.D. Mich. —Hon. Lawrence P. Zatkoff); defended Bank against claim of ERISA violations by former employee. (2004)

*Lezala v Tower Automotive* (U.S. District Court, E.D. Wis. —Hon. Magistrate William E. Callahan); defended company against gender and age discrimination claims. (2004)

*Jones v Tower Automotive* (Macomb County Circuit Court—Hon. Mary A. Chrzanowski); defended company against age discrimination claim. (2003)

*Chavez v Boar's Head Provisions Co., Inc.* (U.S. District Court, W.D. Mich. —Hon. David W. McKeague); defended company against Whistleblowers' claim. (2003)

*Green v Leprino Foods Company* (U.S. District Court, W.D. Mich. —Hon. Robert Holmes Bell); gender, retaliation. (2002).

*Bushroe v Textron Automotive* (Osceola County Circuit Court—Hon. Lawrence C. Root); defended company against a Whistleblowers Protection Act claim. (1999)

## DAVID A. RHEM

*Knitter v The John Henry Company* (Clinton County Circuit Court—Hon. Randy Tahvonen); defended company against an executive claiming constructive discharge after being accused of sexual harassment. (1998)

*Rankin v GenCorp Inc.* (Ionia County Circuit Court—Hon. Charles Miel); represented defendant employer in wrongful discharge breach of contract action. (1997)

*Ley/Patterson v Davenport College* (Kalamazoo County Circuit Court—Hon. J. Richardson Johnson); represented defendant employer in sex discrimination, retaliation, fraud, sex harassment, breach of contract, and tortious interference action. (1995)

*Greenwood v Saint Mary's Health Services* (Kent County Circuit Court—Hon. Donald Johnston); represented employer in wrongful discharge and age discrimination lawsuit. (1995)

*Denning v Kelly Services, Inc* (Muskegon County Circuit Court—Hon. Michael Kobza); represented temporary employment agency in a sex discrimination and sex harassment "hostile environment" case brought by a former employee against Kelly Services and Kelly's client. (1995)

*Young v Howmet Corporation* (U.S. District Court, W.D. Mich.—Hon. Richard Enslen); represented employer in handicap discrimination and failure to accommodate case. (1995)

*Pejakovich v CMI-Equipment & Engineering, Inc* (U.S. District Court, E.D. Mich.—Hon. Robert Cleland); represented employer in a cutting edge sex harassment issue—male-on-male "same sex" harassment. (1995)

*Randall v Indiana-Michigan Power Co.* (Berrien County Circuit Court); represented defendant employer in whistleblowers' claim. (1994)

*Randall v Planters LifeSavers Co* (U.S. District Court, W.D. Mich.—Hon. Richard Enslen); represented defendant employer in wrongful discharge race and handicap discrimination and retaliation action. (1994)

*Morton v Christos Panopoulos and Salon Enterprises* (Kent County Circuit Court—Hon. Robert A. Benson); represented defendant employer in breach of contract and retaliatory discharge action. (1993)

*Sturtevant v Howmet Corp* (U.S. District Court, W.D. Mich.—Hon. Gordon Quist); represented defendant employer in wrongful discharge age discrimination and breach of employment contract action. (1993)

*Hagen v Howmet Corp* (U.S. District Court, W.D. Mich.—Hon. Gordon Quist); represented defendant employer in wrongful discharge age discrimination and breach of employment contract action. (1993)

*Kennedy v Gainey Transportation Services, Inc* (Kent County District Court—Hon. Jack Jelsma); represented defendant employer in a retaliatory discharge and breach of employment contract action. (1993)

## DAVID A. RHEM

*Lytle v Howmet Corp and Michael Malady* (Muskegon County Circuit Court—Hon. Max Daniels); represented company and H.R. manager against claims of wrongful discharge, sex and age discrimination, breach of employment contract, and tortious interference arising out of an economic work force reduction. (1992)

*Leib v Georgia-Pacific Corp* (U.S. District Court, N.D. Iowa); represented defendant employer in veteran's re-employment rights litigation and appealed by plaintiff to Eighth Circuit Court of Appeals. (1991)

*Puetz v Archway Cookies, Inc* (Calhoun County Circuit Court—Hon. Conrad Sindt); represented defendant employer in wrongful discharge age discrimination and breach of employment contract action. (1990)

*Bolthouse v Spectra Products Corp* (Ottawa County Circuit Court—Hon. Wesley Nykamp); represented defendant employer in wrongful discharge breach of contract and age discrimination action. (1990)

*Doe v Metropolitan Hospital* (Kent County Circuit Court—Hon. David Soet); represented defendant employer in HIV testing litigation. (1990)

*Dunn v Georgia-Pacific Corp* (U.S. District Court, E.D. Mich.—Hon. Stewart Newblatt); represented defendant employer in § 301-duty of fair representation litigation. (1990)

*Sass v Gainey Transportation Services, Inc* (Kent County Circuit Court—Hon. George Buth); represented defendant employer in wrongful discharge breach of contract and sex and age discrimination action. (1990)

*Enos v JC Penney, Inc* (U.S. District Court, W.D. Mich.—Hon. Richard Enslen); represented defendant employer in wrongful discharge breach of employment contract action. (1989)

*Wolfe v Textron Automotive* (Osceola County Circuit Court—Hon. Lawrence C. Root); represent defendant employer in disability discrimination action. (1999)

*Vlahos v Detroit College of Business* (Genesee County Circuit Court—Hon. Archie L. Hayman); represent defendant employer in race discrimination and retaliation action. (1998)

*Perez v Burnside Manufacturing* (U.S. District Court, W.D. Mich.—Hon. David W. McKeague); represent defendant employer in race discrimination action. (1998)

*Spaulding v Mercy General Health Partners* (Muskegon County Circuit Court—Hon. Timothy G. Hicks); represent defendant employer in disability discrimination action. (1998)

*Brooks v Engine Power Components Inc.* (U.S. District Court, W.D. Mich.—Hon. Robert Holmes Bell); represented defendant employer in Family and Medical Leave Act claim. (1998)

*Mosley v Spine Center of Western Michigan, et al* (U.S. District Court, W.D. Mich.—Hon. Douglas W. Hillman); represented defendant health care provider in handicap

## DAVID A. RHEM

discrimination action against plaintiff's employer and treating health care provider. (1997)

*Sarkissian v Lorin Industries* (Wayne County Circuit Court—Hon. Claudia House Morcom); represented defendant employer in breach of contract and rescission action. (1997)

*Owens v Gantos, Inc.* (Kent County Circuit Court—Hon. George S. Buth); represented defendant employer in breach of contract action. (1997)

*Magoo v C.C. Johnson & Malhotra, P.C.* (U.S. District Court, D. Colo.—Hon. Lewis T. Babcock); represented defendant employer in national origin discrimination, FLSA, and breach of contract action. (1997)

*Carpenter v APV Baker Inc.* (U.S. District Court, W.D. Mich.—Hon. David W. McKeague); represented defendant employer in age discrimination action arising out of a work force reduction. (1997)

*Kindle v Tubelite* (U.S. District Court, S.D. Ill); represented defendant employer in race discrimination action. (1997)

*Stout v Donnelly Corporation* (Muskegon County Circuit Court); represented defendant employer in wrongful discharge and retaliation action. (1997)

*Wireman v Tower Automotive* (Indiana Civil Rights Commission); represented employer in sex discrimination action. (1997)

*Blackmer v GenCorp Inc* (U.S. District Court, W.D. Mich.—Hon. Gordon Quist); represented defendant employer in breach of contract/ERISA violation lawsuit. (1996)

*Richmond v Corporate Vision Interiors* (U.S. District Court, S.D. Ill.—Hon. James Holderman); represented defendant employer in federal age discrimination lawsuit. (1996)

*DeBoef v Saint Mary's Health Services* (Kent County Circuit Court); represented defendant employer in breach of contract and disability discrimination action. (1996)

*Rohn v Saint Mary's Health Services* (Kent County Circuit Court—Hon. Dennis C. Kolenda); represented defendant employer in wrongful layoff and age discrimination action. (1996)

*Carter v Electrical Concepts, Inc.* (Ottawa County Circuit Court); represented defendant employer in whistleblowers' and retaliation action. (1996)

*Virto v S2 Yachts, Inc.*; represented defendant employer in sex harassment action. (1996)

*Moore/Edwards v Mercy General Health Partners* (Muskegon County Circuit Court); represented defendant employer in race discrimination action brought by two plaintiffs. (1996)

*Young v Howmet Corp* (U.S. District Court, W.D. Mich.); represented defendant in handicap discrimination action. (1995)

## DAVID A. RHEM

*Pejakovich v CMI-Equipment & Engineering, Inc* (U.S. District Court, E.D. Mich.); represented defendant in "same-sex" sexual harassment and sex discrimination action. (1995)

*Mudge v Lift Tech International* (U.S. District Court, W.D. Mich.); represented defendant employer in a workers' compensation retaliation action. (1995)

*Conical Tool Company v DeForest* (Kent County Circuit Court); represented plaintiff employer in a trade secrets dispute with a former employee. (1995)

*John v Saint Mary's Health Services* (Kent County Circuit Court); represented defendant in wrongful discharge race and age discrimination and breach of employment contract action. (1994)

*Ballmer v Nabisco, Inc* (Alpena County Circuit Court); represented defendant in wrongful discharge age discrimination and breach of employment contract action. (1994)

*EEOC v Metropolitan Hospital* (U.S. District Court, W.D. Mich.); represented defendant in religious discrimination action. (1994)

*Flora v S2 Yachts, Inc* (Ottawa County Circuit Court); represented defendant employer in wrongful discharge handicap discrimination action. (1994)

*Saiyed v Mercy Health Services* (Muskegon County Circuit Court); represented defendant employer in wrongful discharge and handicap discrimination action. (1994)

*Russell v Knape & Vogt Manufacturing Co* (Kent County Circuit Court); represented defendant in wrongful discharge handicap discrimination action. (1993)

*Quarzenski v Angeli Foods Co* (Iron County Circuit Court); represented defendant in wrongful discharge age discrimination and breach of employment contract action. (1993)

*Snyder v Howmet Corp* (Muskegon County Circuit Court); represented defendant in wrongful discharge and handicap discrimination action. (1993)

*Beattie v AutoStyle Plastics, Inc.* (Kent County Circuit Court); represented defendant employer in equal pay and sex discrimination action. (1992)

*Buitendorp v CMI* (Muskegon County Circuit Court); represented defendant in workers' compensation retaliation action. (1990)

*Armstrong v Family Foods* (Kalamazoo County Circuit Court); represented defendant in wrongful discharge breach of employment contract action. (1990)

*Horton v Georgia-Pacific Corp* (U.S. District Court, E.D. Mich.); represented defendant in veteran's re-employment rights litigation. (1990)

*Baribeau v Knape & Vogt Manufacturing Co* (Kent County Circuit Court); represented defendant in wrongful discharge handicap discrimination action. (1989)

## DAVID A. RHEM

*Bazner v WOOD Radio* (Kent County Circuit Court); represented defendant in wrongful discharge breach of employment contract and slander action. (1989)

*Almy v Magline, Inc* (Arenac County Circuit Court); represented defendant in wrongful discharge breach of employment contract and age discrimination action. (1988)

*O'Connor v X-Rite, Inc* (Kent County Circuit Court); represented defendant in wrongful discharge breach of employment contract, malicious prosecution, and unfair trade practices action. (1988)

*Perez v C&F Stamping Co* (U.S. District Court, W.D. Mich.); represented defendant in race discrimination action. (1988)

*Croy v C&F Stamping Co* (Kent County Circuit Court); represented defendant in wrongful discharge breach of employment contract action. (1988)

*Veenstra v Keeler Brass Co* (Kent County Circuit Court); represented defendant in wrongful discharge breach of employment contract action. (1988)

*Nytaan v Vanden Brink Meat Co* (Kent County Circuit Court); represented defendant in whistleblowers' retaliation claim. (1988)

*McKeown v Family Foods* (Muskegon County Circuit Court); represented defendant in wrongful discharge breach of employment contract action. (1987)

*Benitez v C&F Stamping Co* (U.S. District Court, W.D. Mich.); represented defendant in wrongful discharge breach of contract, national origin discrimination, and 42 USC 1981 action. (1987)

*Hull v Cordova Chemical Company and Aerojet General, Inc.* (U.S. District Court, W.D. Mich.); represented defendant employers in equal pay and gender discrimination action. (1987)

*Bosel v Hitachi Metals International, Ltd* (U.S. District Court, W.D. Mich.); represented defendant employer in age discrimination action. (1985)

*Padgham v General Telephone Co of Mich* (U.S. District Court, W.D. Mich.); represented defendant employer in breach of contract and age discrimination action. (1985)

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

Date 11/26/2010

Position Applying For Economic Development Corporation/Member

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

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

Name David A Rhem

Address 15360 Oak Point Dr

City Spring Lake ST MI Zip 49456

Last 4 digits of social security number 6148 Birth Month 1 Birth Day 26

**Contact Information:**

Home Phone 616-481-0460

Work Phone 616-846-8876

E-mail Rhem.David@gmail.com

Fax Number 616-481-0460

**Education:**

School American University, Washington College of Law

School Hope College

Degree Juris Doctor

Degree Bachelor of Arts

**Employment Background:**

Current Employer Self employed Position Attorney

Responsibilities

Representing businesses and individuals in the practice of law.

Previous Employer Varnum, LLP Position Partner; Of Counsel

Responsibilities

Representing employers in employment litigation cases, including contract, wrongful discharge, discrimination, harassment and retaliation claims. I have also been active in the Holland and Grand Haven area chambers of commerce.



Length of Residency in Ottawa County 35

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

Yes  No

If so, describe

I don't believe this applies, but my wife is employed by Spring Lake Public Schools.

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

See attached resume.

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 have a strong record of community service in Ottawa County, and wish to continue that service at the county level. I am knowledgeable about employment issues, including workforce training, through my 25 years of practicing law and representing employers.

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:

Business Sector/Workforce Development Board/, Business Sector/Workforce Development Board/, Business Sector/Workforce Development Board/, Business Sector/Workforce Development Board/, Business Sector/Workforce Development Board/, Business Sector/Workforce Development Board/, Business Sector/Workforce Development Board/, Business Sector/Workforce Development Board/, Business Sector/Workforce Development Board/

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

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## RYAN TIBBETS

7545 Terrace Ln. • Jenison, MI 49428  
rjtibbs@comcast.net (616)667-2105

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October 26, 2010

Board of Commissioners  
Ottawa County  
12220 Fillmore  
West Olive, MI 49460

Board of Commissioners:

It is with great enthusiasm that I am applying for several boards to serve the residents of Ottawa County. After reviewing the position profiles, I am confident that I am the professional you are looking for.

I have been delegated significant personal responsibility, authority, and have been afforded the opportunity to serve in key leadership roles that have prepared me to pursue the challenging positions in which I am applying, including, but not limited to the following:

- History of successful large project management experience including equipment specification, planning, and budgeting.
- Experience managing several competing priorities and projects on an ongoing basis.
- Experience with incremental, performance, and zero-based budgeting methodologies including financial analyses.
- Clear understanding of complex public organizational environments and innovative methodologies to effectively motivate and challenge employees.
- Experience creating a facilities management program.
- Five plus years of regular public speaking and training delivery to groups both large and small.
- Experience communicating and working with all levels of personnel within a public organization, including elected, executive, and appointed officials.
- Experience in training program development, implementation, delivery, and evaluation.
- Experience with change management, including functioning in organizational environments with budget and personnel reductions.
- Experience interpreting and creating policies that are compliant with federal, state, and local laws and their regulations, standards and policies related to public administration.

In addition to my education and experience, I am a forward thinker and team player with well-honed interpersonal and communication skills, a positive “can do” attitude, and dedicated to the organizations I work for.

In the current, fiscally challenging environment I believe that my experience and pragmatic leadership style will serve to produce exceptional results for the residents of Ottawa County.

Thank you for your time and consideration, I look forward to hearing from you.

Ryan Tibbets, MPA

Enclosures

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

Date \_\_\_\_\_

Position Applying For Economic Development Corporation/Member

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

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

Name Ryan M Tibbets

Address 7545 Terrace Lane

City Jenison ST MI Zip 49428

Last 4 digits of social security number 4093 Birth Month 11 Birth Day 24

**Contact Information:**

Home Phone 616-667-2105

Work Phone 616-293-2230

E-mail rjtibbs@comcast.net

Fax Number 616-667-2105

**Education:**

School \_\_\_\_\_

School \_\_\_\_\_

Degree \_\_\_\_\_

Degree \_\_\_\_\_

**Employment Background:**

Current Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Length of Residency in Ottawa County \_\_\_\_\_

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?

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**

**Cover Letter**

***Attachment A***

Applicant: Sharon Pfeifer

Contact Person: Sharon Pfeifer

Mailing Address: 15141 Lake Ave  
Grand Haven, MI 49417

Telephone: (805) 405-6225

E-Mail Address: sharonpfeifer@hotmail.com

Federal Tax ID #: 478-92-0281

# SHARON G. PFEIFER

15141 LAKE AVE. GRAND HAVEN, MICHIGAN 49417  
PHONE (805) 405-6225

## EMPLOYMENT

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**1989 – 2009 Regency Brokerage** Westlake Village, CA.  
**Manager**

Developed a mortgage lending/brokerage firm to solicit all types of loans including residential, seconds, and commercial. My company also listed/sold real estate and processed mortgage loans. The customer base is derived from referrals, direct mail, and advertising.

**1987 – 1989 Great American Savings** Los Angeles, CA.  
**Branch Manager**

Managed banking branches to include retail financial services and residential lending. Responsible for production, growth, budgets, hiring, and attaining deposit asset goals.

**1984 – 1986 Manufacturer's Hanover Bank** Santa Barbara, CA.  
**Branch Manager**

Responsible for a lending retail branch. Our products included first & second mortgages along with consumer lending, auto leasing, consolidation loans both secured/unsecured, and equipment leasing.

**1979 –1984 Security Pacific Bank,** Orange County, CA.  
**Branch Manager**

Started as a teller, then graduated from the extensive management training program. As a manager, I was responsible for consumer and home equity loans, hiring personnel, deposit growth, and obtaining sales goals.

## SPECIAL ACHIEVEMENTS & MEMBERSHIPS

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Past City Commissioner- Area Housing Authority  
Past City Commissioner- Campaign Finance Reform Committee  
Board Member - Partners in Housing & Las Colinas  
Past President - National Association of Bank Women, Santa Barbara  
Board Member - Las Virgenes School Construction Oversight Committee

**Narrative regarding organization of the process**

I possess the necessary experience that will assist the Ottawa County Housing Commission to identify opportunities where the Commission can become engaged and make an impact in the development of affordable housing resources.

As an Area Housing Commissioner for Ventura County for a period of five years I worked along with a board of 14 other commissioners appointed by the mayor of each respective city in developing affordable housing for our community.

Our sole employee was the Executive Director of the Ventura County Housing Authority whom we hired and were together responsible for the management of this person. My attached resume shows I have a solid lending and banking background which was necessary to lead our Housing Commission to acquire real estate for the growth of our Housing Authority in the 1990s. I formed a sub-committee among our commissioners to meet with bankers, HUD, and other non-profit agencies which resulted in our exceptional growth as a board purchasing properties to house our financially-challenged seniors, single moms, families, and our mentally challenged.

Our Housing Authority was at a standstill with our existing Executive Director – our development, acquisitions, and partnership projects with other local non-profit agencies were stagnant. Our Housing Authority needed to enrich its housing pool. We immediately hired a new Executive Director who possessed a strong understanding of our mission statement and Board of Commissioners' needs to provide additional housing that would not be just reliant on Section 8 vouchers.

For example, the Camarillo State Hospital (basis for the song "Hotel California" by the Eagles) was being converted to a college campus. Our Housing Commission was challenged to build and house our mentally-handicapped people that were going to be displaced. We built a facility named Las Posadas within a year and it was a great success. The construction of this facility was done through HUD financing, bank reinvestment funds, and non-profit agencies. As a Board of Commissioners, we continued to filter requests to buy properties, takeover foreclosed apartment buildings, and manage public outcry to accelerate our housing plans.

My next example to illustrate my experience involves a senior living complex located in Ojai, California. The summers in Ojai are very hot. Year after year, our seniors requested screen doors yet these requests went unnoticed. The issue was brought to my attention by a senior citizen at one of our monthly meetings. I again formed a task force among a few of our commission members to resolve this issue expediently and successfully with HUD. Our seniors wanted to not rely on air conditioning at night (due

to cost) and have the option to open their front doors for breezes. The price of the screen doors due to HUD's specific government requirements was \$235 per unit while installed the cost climbed to \$350 per unit and we needed 200 screen doors total. This was well out of our line-item budget for this project.

After continuous negotiations with HUD, we were allowed to go to The Home Depot and purchase the screen doors at a generously reduced price of \$35 each which our task force commission had negotiated with The Home Depot. We were able to have our Housing Authority's facility maintenance crew install them just in time for the Ojai summer.

Our commission meetings were purposely held each month at one of our many developments so we could see how well the Housing Authority staff and our Executive Director was doing in addressing the needs of our communities. It was important to our Board of Commissioners that we cultivated a good relationship with our tenants and that the facilities were well maintained.

I thoroughly enjoyed my years as a Housing Commissioner yet due to a move to another county I had to resign from the Housing Board of Ventura County.

I then invested my efforts into the Las Virgenes School District where my children attended school. There, I served on the Construction Oversight Committee that is appointed by the District School Board. The Construction Oversight Committee is a five-member commission that manages a \$125 million bond (approved by the voters) to be used for the construction of schools, performing arts centers, science labs, computer labs, and the assignment of school maintenance. Our board scrutinized every line-item expense that was affiliated with the bond and the existing school funds on hand.

My understanding of government funding and government agencies as a Housing Board Commissioner served me well in this position. As a member of the Construction Oversight Committee, our first duty was to untangle the mess of a projected \$43 million elementary school (which would have been the most expensive elementary school in California history) that was originally bid at \$32 million and was years overdue. Parents were outraged to see their money seemingly squandered into the endless abyss of an empty dirt lot. Within months, our committee resolved the project issues and cut our final cost to \$39 million. For a project mired with delays, years behind schedule, increasing construction costs, and complicated planning around an endangered spotted owl and a single endangered turtle, our committee was elated when this project was completed.



To provide another example, I worked with the support of my Construction Oversight Committee to build affordable housing for our teachers. Our average housing price was just about \$1 million for a three-bedroom, two-bath house on a 4,000 sq. ft. lot. Teacher salaries did not allow most to live in the school district in which they taught. Many of our teachers were facing 45 minute commutes to work each day and were frustrated that local housing was beyond the reach of their salaries. I had proposed the construction of 19 homes and had also secured financing for the units by Countrywide. Unfortunately however, the land sat on the side of a very difficult city, Agoura Hills, which had used up all of its designated open space and wanted the land of our proposed housing project added to its general plan. The school district along with our commissioners was devastated as the affordable housing would have been a great asset for our teachers and our schools to attract qualified teachers from other states especially in the areas of science and mathematics.

I wanted to provide the commission with brief examples of my diverse knowledge that I can bring to help formulate a solid housing plan for Ottawa County. My resume illustrates my abilities to work in both capacities as a board member and as a board representative.

I understand the projected timeframe for this task is scheduled to be nine months and I will work diligently with Ottawa County, HUD, and any other agencies necessary to facilitate the Ottawa County housing plan in the future.

### **Budget and Cost Effectiveness**

I am requesting \$25 per hour which will be billed on a monthly basis. I ask that the hourly wage include my drive time to proposed locations necessary to facilitate my job. In addition, I seek gas mileage reimbursement at the IRS rate standardized by law. For 2010, this rate is \$0.50 per mile. For my quarterly meetings at the Ottawa County Housing Authority, I will not expect reimbursement at an hourly rate or gas mileage reimbursement.

I have a home office with a fax and copier that I will not charge the Ottawa County Housing Authority for my use within reason.

If I am required to stay overnight at a hotel, I would seek reimbursement for hotel and meals incurred along with my drive time and gas mileage reimbursement as stated above. These fees can be reimbursed in the form of a higher wage if there is no way to pay for these costs separately.

Prepared by Sharon Pfeifer

**Reference One**

# ORLAND CONSULTING GROUP

23679 Calabasas Road, Suite 383 - Calabasas, CA. 91302 - Phone 818.879.5100 - Fax 818.879.5107

December 29, 2009

To whom it may concern

Re: Sharon Pfeifer

In 2004 the Las Virgenes Unified School District formed a Citizens Construction Oversight Committee of five local residents in order to facilitate the design and construction process of their schools. Their experience with contractors, architects, engineers, construction managers and litigation, plus the proposed construction program required additional controls.

Sharon was appointed to this committee bringing with her a vast experience in real estate and finance. She participated in the selection of property, hiring architects and interviewing contractors. Based upon her experience she was also requested to be our representative on the Bond Oversight Committee, overseeing over \$120 million in construction bonds. During her tenure on the committee we accomplished the following:

- Found site and completed construction of an elementary school on time, with no claims and within budget.
- Hired architect and contractor to construct a middle school, now 50% complete
- Found sites and hired an architect to develop plans for two 650 seat performing arts centers. Construction to start in January.

I served as Chairman of this group for its first four years while Sharon was a member and would proudly recommend her for any position dealing with real estate and related areas. Thank you for the opportunity to write this letter.

Sincerely,

Jerome Orland

**Reference Two**

December 28, 2009

Re: Sharon Pfeifer  
Letter of Character Recommendation

To whom it may concern:

I have personally known Ms. Sharon Pfeifer for approximately fourteen years and enthusiastically recommend her without any reservations whatsoever. We met when our children were in elementary school together and have developed a friendship which I know will withstand the test of time.

Sharon has a sincerity and honesty about her that few others possess these days. Whether it be uplifting someone else who needs a boost, delivering constructive criticism, or celebrating others' achievements, Sharon does it all with ease and compassion.

Sharon continually demonstrates integrity in both personal and professional aspects of her life, and I have been the fortunate receiver in both of these areas. Whether she is working to (re-) finance a property, volunteer for philanthropic fund raisers, or host a party, if Sharon says she will do something you can take that to the bank. As an Executive Assistant to the President of an aerospace company, former Trustee of a school, and a fellow parent, I can recognize good organizational skills, strong work ethic, and reliability.

Sharon is amazing, would be a tremendous asset to any employer, a real 'one of a kind' human being, and, I am honored to call her friend.

I would be happy to answer any questions you may have about Sharon.

Sincerely,

Anita M. Harkavy  
Executive Assistant  
Email: [anita.harkavy@ontic.com](mailto:anita.harkavy@ontic.com)  
Tel: 818.725.2318  
Mobile: 818.489.6143  
Fax: 818.678.6626  
BBA Aviation plc - Legacy Support Group  
ONTIC Engineering and Manufacturing, Inc.  
20400 Plummer Street  
Chatsworth, CA 91311  
U.S.A.

**Reference Three**

December 28, 2009

Ottawa County Community Action Agency  
Personnel Director

It is with great pleasure that I recommend Sharon Pfeifer for the position of Housing Commission Consultant for Ottawa County. I was the Principal of White Oak Elementary School in Las Virgenes Unified School District when I first met Sharon. She quickly stood out as a strong parent leader with an unbeatable sense of organization and ability to see the big picture. She was always involved and went the extra step to be sure each project she was involved with was completed with the highest standards. When our school underwent an extensive remodeling project, Mrs. Pfeifer offered support during the continual planning and follow-through sessions. She became invaluable as she displayed endless talent and energy while providing priceless insight and advice during the project. Many of the finer points of White Oak School's Office, Library and Multi-Purpose Room stand as a tribute to her skills and contributions.

After Las Virgenes School District passed a huge School Bond, there was a need to form a district level Construction Oversight Committee. My Superintendent asked for recommendations for a parent who would not only be able to represent our parent group, but also be able to pull on a strong business and financial background. Since I had personally observed Sharon working with teams of people and was constantly amazed at her perceptions and depth of understanding of how to get people on the same page, and valued her professional background in financial and construction resources, I full-heartedly recommended Sharon Pfeifer.

Mrs. Pfeifer quickly became a very essential member of this committee. She displays exceptional interpersonal skills and remains cool under pressure. She has a style that is filled with confidence and humor, which proved to be a valuable asset on this committee of passionate members with vastly different goals in mind. She promotes harmony and productivity through her modeling and dedication to maintaining her strong work ethic. She communicates with others in an effective and open manner while providing insight into the financial ramifications of construction decisions.

Among many projects, the LVU District Construction Oversight Committee facilitated the building of a state of the art new elementary school during Mrs. Pfeifer's term; once again her input was invaluable. During her term, Mrs. Pfeifer also fought to build affordable teacher housing on available land near the school site, the district and teachers were very excited. She worked with Countrywide who agreed to provide financing. Unfortunately, the city of Agoura decided to keep the land as open space.

Mrs. Pfeifer would bring many important qualities to Ottawa County's Housing Commission - intelligence, sensitivity, warmth and a strong commitment to Ottawa County's Housing goals and vision. I enthusiastically recommend Mrs. Pfeifer as a Housing Commission Consultant. If I may be of any further assistance in your consideration, please feel free to contact me.

Sincerely,

Fran Cohee-Chandler  
Retired Principal, Las Virgines Unified School District

(805) 988-9194 home

(805) 320-6555 cell

**Attachment B**

If awarded funding, the applicant hereby certifies and assures that it will fully comply with the following federal regulations (if applicable to your organization):

**Certification and Other Terms/Conditions**

1. The signing individual certifies that he/she is authorized to contract on behalf of the organization offering this proposal.
2. The signing individual certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreements made for the purpose of restricting competition.
3. When delivering services under an approved contract, the contractor shall work under the broad supervision of OCCAA Executive Director.
4. The signing individual certifies that there has been no attempt by him/her or anyone in their organization to discourage any potential applicant from submitting a proposal.
5. The signing individual certifies that he/she has read and understands all of the information in this Request for Proposals.
6. The signing individual certifies that his/her organization, and any individuals to be assigned to the project, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state, or local government.
7. The OCCAA reserves the right to negotiate a best and final offer with applicant selected.
8. Payments shall be made on a cost reimbursement basis (no advances). Invoices shall detail expenses based on the line items in the proposal budget. Generally, the Ottawa County will pay invoices within 30 days of receipt, unless questions arise as to the appropriateness of an expense.
9. All information received by the contractor during the course of the contract period is considered confidential, and shall be protected to the utmost ability of the contractor.
10. The contract awarded under this RFP shall be subject to and interpreted under the laws and jurisdiction of the State of Michigan.



December 28, 2009

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**Signature**

**Date**

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

Date \_\_\_\_\_

Position Applying For Ottawa County Housing Commission/Public

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

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

Name Sharon G Pfeifer

Address 15141 Lake Ave

City Grand Haven ST Mi Zip 49417

Last 4 digits of social security number 281 Birth Month 9 Birth Day 1

**Contact Information:**

Home Phone 805-405-6225 Work Phone --

E-mail sharonpfeifer@hotmail.com Fax Number 805-405-6225

**Education:**

School \_\_\_\_\_ School \_\_\_\_\_

Degree \_\_\_\_\_ Degree \_\_\_\_\_

**Employment Background:**

Current Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_



Length of Residency in Ottawa County \_\_\_\_\_

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?

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:** 12/14/2010

**Requesting Department:** Human Resources

**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):

\*Adam Kantrovich

To fill one (1) Public School vacancy on the Planning Commission beginning January 1, 2011, and ending December 31, 2013 (3 year term).

\*Douglas Zylstra

To fill one (1) unexpired Business/Industry/Tourism vacancy on the Planning Commission beginning immediately and ending December 31, 2011 (replacing Jeff Wincel).

\*Adam Shumaker

Valentin R. Molina, Sr.

To fill one (1) War Veteran vacancy on the Veteran Affairs Committee beginning immediately and ending September 30, 2013 (3 year term).

Louis Cairolì

\*George Williams

To fill one (1) Private Sector vacancy on the Community Action Agency Advisory Board beginning January 1, 2011 and ending December 31, 2012 (2 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:

Committee/Governing/Advisory Board Approval Date:

# ADAM J. KANTROVICH

15367 Hofma Drive • Grand Haven, MI 49417

Home 616-607-9998 • Cell 616-834-8377

akantrov@gmail.com

## Educational Background

### Doctorate Degree

Institution  
Major  
Specialization  
Year Awarded

### Ph.D.

Virginia Polytechnic Institute and State University  
Vocational Technical Education  
Agricultural Education  
2000

### Master's of Science Degree

Institution  
Major  
Year Awarded

### M.S.

Southern Illinois University at Carbondale  
Agricultural Education & Mechanization  
1997

### Bachelor's of Science Degree

Institution  
Major  
Specialization  
Year Awarded

### B.S.

Southern Illinois University at Carbondale  
General Agriculture – Ag Mech & Ed Dept.  
Agricultural Information  
1993

## Experience

### MICHIGAN STATE UNIVERSITY EXTENSION, WEST OLIVE, MI

COUNTY EXTENSION DIRECTOR & EDUCATOR, OTTAWA COUNTY, AUGUST 2007 - PRESENT

*Provide administrative and programmatic leadership to a team of over 20. Serve as MSU Extension department head within the county government structure and assume leadership for and facilitate communication with the County Board of Commissioners and the county administrative leadership. Negotiate, procure, and administer the county budget of close to \$400,000 (over \$1 Million when state funding, grants, and other outside funding is included) and provide educational programming. Work with and actively participate in numerous councils, commissions, boards, and committees at the county, and university/extension level. Continue to build relationships between Extension and the county, local organizations, individuals, local officials, and business & industry. Provide programming in the areas of agriculture (basic agronomy, beef & small flock poultry, farm management, and general agriculture inquiries), technology, land-use, community & economic development, renewable energy. (Presently phasing from CED to Statewide Enterprise Analysis and Business Transition Educator)*

### MOREHEAD STATE UNIVERSITY, MOREHEAD, KY

ASSISTANT PROFESSOR, AGRICULTURAL EDUCATION, August 2002 – July 2007

*Lead for the Agricultural Education Program for the department of Agricultural and Human Sciences. Lead for Family & Consumer Science Program prior to phase out. Advise and teach for Agricultural Education, Agricultural Business/Economics, International Studies, provided Cultural Immersion program(s) in Ecuador and teach and advise Graduate Career and Technical Education Programs. Develop Curricula, programming, research and outreach programs in the area of agricultural education; advise undergraduate and graduate students, Represent department and college on committees*

### WESTERN IOWA TECH COMMUNITY COLLEGE, SIOUX CITY, IA

INSTRUCTOR & PROGRAM LEADER, AGRICULTURAL-SYSTEM TECHNOLOGY

*Develop curricula and instruct all course in Agricultural Systems Technology, advise & council students, and represent department on committee(s)*

### UNIVERSITY OF NEBRASKA AT LINCOLN, CEDAR COUNTY COOPERATIVE EXTENSION, HARTINGTON, NEBRASKA

*Unit Leader (Chair)/Extension Educator, Specializations for Northeast Nebraska District; Technology, Marketing, and Needs Assessment, Program Development and Evaluation*

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*Designed & Developed curriculum and taught the Computer Technology course for the college and swine production for the two year agricultural technology program, and worked with the South African international exchange program. +*

**SUBSTITUTE TEACHING K THROUGH 12, JEFFERSON COUNTY, MISSOURI AND COLUMBIA, ILLINOIS**

**SOUTHERN ILLINOIS UNIVERSITY, CARBONDALE, ILLINOIS; Teaching Assistant/Assistant Instructor**

Taught Computer Technology courses, Professional Presentations course, and provided pedagogy for International projects through the Workforce Education Department.

**COMPUTER WAREHOUSE, CARBONDALE, ILLINOIS; Business Manager**

Responsible for supervising employees, sales, marketing, purchasing, shipping and receiving, and various office management responsibilities.

**KESSLER - ASHER CLEARING HOUSE (Chicago Mercantile Exchange, Commodities & Futures Market), CHICAGO, ILLINOIS; Out - Trader, Liaison**

Responsible for tracking trader's positions and accounts, out - trades, broker liaison and general office management.

**United States Department of Agriculture (U.S.D.A.), Animal & Plant Health Inspection Service (APHIS), CHICAGO (O'HARE AIRPORT), ILLINOIS; Plant Protection and Quarantine Technician**

Responsible for clearing aircraft and passengers entering the United States.

## **Courses Taught, Programs and Responsibilities**

**Michigan State University Extension**

(70% Administrative, 30% Programming)

*Provide administrative and programmatic leadership to the team of professional staff, and has supervisory responsibility for program staff, clerical and support staff members (over 20 staff). The team includes support staff, AmeriCorps volunteers, and county regional/district educators (Agricultural, CYFC, Sea Grant, Mentoring Program, 4-H), and others. I serve as MSU Extension department head within the county government structure and assume leadership for and facilitate communication with the County Board of Commissioners and the county administrative leadership. The county has over 1,200 active 4-H club members in approx. 100 clubs and over 300 adult 4-H leaders/volunteers that participate in 3 different county fairs. The county includes an Active Master Gardener Program that's volunteers have provided more than 3,500 volunteer hours. Responsibilities also include negotiating, procuring, and administering the budget of approx. \$1 million (approx. 40% is county funded). Provide Community and Economic development programming in the areas of agriculture, land use, renewable energy, agricultural marketing, and farm management. Work with and actively participate in numerous councils, commissions, boards, and committees within the county, university/extension. Continue to build relationships between Extension and the county, local organizations, individuals, local officials, and business & industry.*

- *Land-Use Programming*
  - *Purchase of Development Right(s)*
    - *Assist in creating scoring criteria and assemble a county Farmland Preservation Board*
  - *Renewable Energy*
    - *Assist in creating County Model Ordinances for On-Farm Ethanol Production and Wind Energy*
  - *Work with a local municipality in the creation of a Wildlife Management Issue*
- *Renewable Energy Programming*
  - *Wind Energy Symposium (over 380 in attendance)*
  - *Wind Energy Land Leasing and Contracts for land owners*
  - *Bio-Fuels (Ethanol & Bio-diesel)*
  - *Geo-Thermal and Solar Power*
  - *On-Farm opportunities*
- *Promotion of Agricultural Education*
  - *Work with local FFA advisors & students*
  - *Work with local Technical Center to revitalize their Agricultural Education program*
- *Farm Management, Enterprise Analysis, Agricultural Commodity (Futures) Marketing*
- *On-Site Consultations/general inquiries; provide information & Education for crops, forages, beef cattle, small flock poultry, Adjacent Land-Use Conflicts, Farm Management & Marketing, general agriculture*
- *Economic Development*
  - *Work with local Economic Development groups to provide information and assist in the expansion of local business and industry.*
  - *Work with local business towards expansion*

- *Work with groups interested in commercial generation of wind power*
- *4-H/County Fairs*
  - *Provide administrative support in various aspects of 4-H programming, fairs, council, etc...*
- *Agricultural Education Center and Farm Park*
  - *Work with Farm Bureau, Ottawa County Parks and Recreation Dept. and others in the process to create an Agricultural Education Center and Farm Park through the development of a 501C3. The center is to provide education to the general public about commercial agriculture, provide education to those in the agricultural industry, act as a draw to the region as an agro tourism location. This is a very slow process and has been slowed due to the present economy.*
- *Homeland Security Avian Influenza outbreak and depopulation emergency exercise*
  - *Collaborated with the Michigan Department of Agriculture, Michigan Allied Poultry, Ottawa County Sheriff's department, local fire departments, the Ottawa county emergency management committee, and the Berlin Fair board to create a lifelike exercise.*

### **Morehead State University**

Duties include advising undergraduate and graduate students; instructing courses; developing program and course curriculum; active role in department, college, and university committees; field visits to student teachers, play an active role in continuing teacher education and state & regional fair contests.

- *Andean Culture (requires taking students to Ecuador for approx. 10 days)*
- *Curriculum Development and Content Selections (Graduate Course)*
- *Curriculum Development in Family and Consumer Science (Graduate Course)*
- *Directed Research (Graduate Course)*
- *Directed Study (Graduate Course)*
- *Evaluation Techniques (Graduate Course)*
- *Farm Management*
- *Farm Power and Machinery Management*
- *Foundations of CTE (Multi-site through Distance Learning)*
- *Information Acquisition and Analysis*
- *Introductions to Agricultural Mechanics*
- *Issues in Agriculture, Natural Resources, and the Environment*
- *Marketing of Farm Products*
- *Methods of Curriculum Development*
- *Methods of Instruction*
- *Methods in Teaching Vocational Agriculture (Graduate Course)*
- *Principles and Philosophies of CTE (Graduate Course) (Distance Education Multi-Site)*
- *Seminar in International Studies*
- *Student Teaching Practicum*
- *Special Problems*
- *World Food (Intro to Ag and Natural Resources Economics)*

### **Western Iowa Tech Community College**

Duties include advising college students, instructing course which include high school and college students, developing program and course curriculum, chair program advisory group, manage and administer the day to day activity of the Agricultural-Systems Technology program.

- *Agricultural Finance*
- *Agricultural Livestock Marketing and Evaluation*
- *Agri-Science Mechanics*
- *Animal Health*
- *Animal Nutrition and Feeding*
- *Animal Science Biology Technology*
- *Futures and Hedging*
- *Introduction to Crop Production*
- *Issues in Agriculture*
- *Survey of the Animal Industry*
- *Occupational Experience*

### **University of Nebraska Cooperative Extension**

Responsibilities include but are not limited to; office management and administration, management of the county extension budget of over \$40,000. Organization and implementation of committees; recruit, oversee, and lead volunteers associated with cooperative extension and 4-H programs. Create, coordinate, and teach programs and workshops for adults and children.

- *4-H, Programs & workshops related to 4-H activities.*
- *Aqua-Fest, A half-day program for 5<sup>th</sup> graders in Northeast Nebraska related to water quality, natural resources, and conservation.*
- *Comprehensive Nutrient Management Program Training, Work with producers and project leaders on creating a livestock waste management plan to meet the Department of Environmental Quality and Environmental Protection Agency's regulations*
- *Community Development, worked with the Santee Indian Tribe as one of two extension educators on a board created by the Tribal Council to assist with Community and Youth Development*

- *Consulting*, One-on-one or small group consulting to local agricultural producers and industry members on various topics including but not limited to; business practices and marketing, finances, soil, agronomy, conservation, insects & pests, leadership, range management, comprehensive nutrient management, livestock, technology hardware & software, etc. . .
- *County Fair*, organization, implementation of the livestock and small animal shows for the county fair.
- *Internet for Agricultural Producers*, The basics of the Internet including, terminology, use, search styles, and sites of use for the local agricultural industry.
- *Marketing*, each session held throughout the year contains specific information on various marketing techniques.
- *Market Journal* informal gatherings of local agricultural producers & related business to discuss varying market topics of interest
- *Marketing Tips for Young Agricultural Producers*, Introduction to various methods of marketing off the farm products
- *Pesticide Applicator Training*, 3 hour training sessions for agricultural producers to certify for purchase and application of chemicals, required by state.
- *Pork Quality Assurance*, A program for hog producers on the proper care, handling, and health program for certification to sell directly to the meat packing industry
- *Short Radio Segments*, short radio segments on topics of interest to the local agricultural industry
- *Radio Talk show 1450 AM KYNT*, a 30 minute radio talk show about agriculture and rural community topics

### **Virginia Polytechnic Institute and State University**

- *Applications of Computers in Agriculture (Instructor of Record)*
- *Student Teacher Field Practicum (Team-taught)*
- *Independent Studies (Advanced Computer Technology)*
- *Independent Studies (Agricultural Computer Technology Training)*
- *Precision Agriculture (1-Day Mini-course for Agricultural Technology Program Open House)*
- *Internship Supervision*
- *Special Studies (Web based computer applications)*
- *Swine Management (Instructor of Record)*
- *Web Based Application of Computers in Agriculture Course (Instructor of Record)*
- *International Exchange Students: Aided & advised international (South African) students while attending Virginia Tech*, this includes aid in courses, educational field trips and pedagogy.

### **Southern Illinois University**

- *Individualized Learning Program, Computer Applications Course*: Organized appropriate meeting times with students in this course for exams and help.
- *Land Surveying*: Assisted in the lab portion of the course.
- *Microcomputer Applications in Agriculture*: Organized material and curriculum, and taught lecture & labs.
- *Professional Presentations (communications/education course)*: Instruction of course.
- *Pedagogy for International Projects*
- *Agricultural Workshops*

## **Scholarship Proposals & Grants**

### **Grant Funding Received**

Kantrovich, Adam J.; Gould, M. Charles (2010). Exploring the Feasibility of Growing, Harvesting and Utilizing Bioenergy Crops on Non-traditional Land in Michigan. MI Dept of Energy, Labor & Economic Growth (DeLEG); Bureau of Energy Systems (\$24,950)

Kantrovich, Adam J.; Ivan, David (2010). Journey 4-H: The Outdoor Challenge Program. Funded by Michigan Services Commission as a flow through from the U.S. OJJDP (\$500,000)

Kantrovich, Adam J. (2009). Michigan Corn Grower Association. Educational program funding to provide a better understanding to the processes, uses, etc... of renewable on-farm energy production through on-farm ethanol production and digestion. The program was focused towards local elected officials, municipal leaders, planners, and supervisors. (funded up to \$3,600)

Kantrovich, Adam J. (2008). Project GREEN (Generating Research and Extension to meet Economic and Environmental Needs). Received funding to purchase Farm Works GPS Equipment and Software to use for agronomic programming. (Funded \$1,500)

Kantrovich, Adam J., Gould, M. Charles (2008). Project GREEN (Generating Research and Extension to meet Economic and Environmental Needs). Funding received to purchase equipment for small scale ethanol and biodiesel production. The equipment will be used by extension staff to learn how to produce the fuels, then experiment with local products for the production of fuel, then to train other extension staff and local producers.

Kantrovich, Adam J. (2005). Kentucky Department of Education, Career and Technical Education. Received Grant for Teacher Enrichment Funds. (Funded \$5,770)

Kantrovich, Adam J. (2004). Kentucky Department of Education, Career and Technical Education. Received Grant for Teacher Enrichment Funds. (Funded \$4,103)

DeMoss, G.; Malphrus, B.; Kantrovich, A. J. (Spring 2004). Kentucky Department of Education, Tiered Mentoring Program. A 3-year \$750,000 project to increase middle School science and math teachers content knowledge. Dr. Kantrovich wrote the assessment and evaluation portion of the grant.

Kantrovich, A. J. (Fall 2002) Internal Grant for Software Funding for integration of software into course curricula. (Funded, \$1,250)

Kantrovich, A. J. (Fall 2002). Morehead State University Internal Grant to develop an agricultural course that emphasizes international aspects of agriculture and natural resources that will be cross-listed with International Studies (funded, \$2,500)

Kantrovich, A. J. (Spring 1998). Maymester course proposal accepted and funded by the provost office

Kantrovich, A. J. (Fall 1998). Web based summer course proposal accepted and funded by the provost during the May-June summer session 1999.

## Unpublished Text

**Ph.D. Dissertation:** An Evaluation of Past Performance of the Two-Year Agricultural Technology Program at Virginia Tech as Perceived by Program Graduates, pp. 133, 2000 (electronically published via the Virginia Tech website).

**Master's Thesis:** Needs Assessment for Agricultural Computer Training, pp.72, 1997.

**Course Text:** Applications of Computers in Agriculture, pp.107, 1996; Revised Dec. 1997, Revised Aug. 1998, Revised Dec. 1999.

## Newspaper Articles

(Cooperative Extension Press Release to Local Newspapers. Each Article was published in one or more of the following: The Laurel Advocate, Cedar County News, The Randolph Times, The Coleridge Blade, 2001, March - June )

- Kantrovich, A. (2001, April 11). Agricultural Commodity Marketing.
- Kantrovich, A. (2001, March 1). Community Supported Agriculture: It Takes a Community to Raise a Farm!
- Kantrovich, A. (2001, May 2). What Color is Your Pine Tree?
- Kantrovich, A. (2001, May 23). Seniors Can Help Promote Local Agriculture.
- Kantrovich, A. (2001, March 1). The Changing Economy, Social influences, and Political Views are a Challenge for Agriculture Producers.

## Papers, Panel Discussions, Presentations, Posters, Publications (In-Print) & Manuscripts

Morgan, J.; Pieter, R.; Kitchel, T; Kantrovich, A.; Parr, B.; Coffey, D. (2006). A Determination of Kentucky's Teacher Demand in Secondary Education. AAAE Research Conference Charlotte, NC May 2006.

Woglom, K.; Morgan, J.; Pieter, R.; Kitchel, T; Kantrovich, A.; Parr, B.; Coffey, D. (2006). A Determination of Kentucky's Teacher Demand in Secondary Education. Southern Association of Agricultural Scientists and the Southern Agricultural Education Research Conference Orlando, FL.

- Miller, C. T.; Kantrovich, A.J.; Cole, W. (2005). Impact of Mass Technology Change on a University Campus; The Association for Educational Communication & Technology Leadership & Technology International Convention, Orlando, Florida.
- Kantrovich A.; Peiter, R.; Knight, D.; Morgan, J. (2005) Curriculum Reform. Career and Technical Teacher Education Conference. Bardstown, KY.
- Peiter R.L.; Morgan, J. A.; Coffey, D.; Kantrovich, A. J. (2004). An Examination of Kentucky University Freshman Attitudes Regarding Agricultural Education and the Agricultural Industry. *Journal of Southern Agricultural Education Research*, 54, n. 1, pp. 194 - 206.
- Peiter R.L.; Morgan, J. A.; Coffey, D.; Kantrovich, A. J. (2004). University Freshman Attitudes Regarding Decisions to Attend University Programs of Agriculture in Kentucky. *Journal of Southern Agricultural Education Research*, 54, n. 1, pp. 207-218
- Kantrovich, A. J. (2004). The Use of a Tablet PC in the Day of the Life of a Teacher Educator; Poster Session presented at the annual meeting of Mid-South Educational Research Association (MSERA); Gatlinburg, TN.
- Peiter, R.L.; Coffey, D.; Morgan, J.; Kantrovich A.J. (2004). University Freshman Attitudes Regarding Decisions to Attend University Programs of Agriculture in Kentucky. Paper Presented at the Southern Agricultural Education Research Conference in Tulsa, OK
- Peiter, R.L.; Coffey, D.; Morgan, J.; Kantrovich A.J. (2004). An Examination of Kentucky University Freshman Attitudes Regarding Agricultural Education and the Agricultural Industry. Paper Presented at the Southern Agricultural Education Conference in Tulsa, OK
- Flowers A. L.; Kantrovich, A. J.; et.al. (2004). Diversity Issues in American Colleges and Universities: Case Studies for Higher Education and Student Affairs Professionals; Uncomfortable Sarah (Case Study/Chapter). Charles C. Thomas Publishers
- Knezevic, S.; Kantrovich, A. J.; Masters, R. A. (2003). Control of Eastern Red Cedar with Broadcast and Individual Tree Treatments of Selected Herbicides in Pasture. Crop Management Peer Reviewed Journal of Applied Crop Science, <http://www.plantmanagementnetwork.org/pub/cm/research/2003/redcedar>
- Knezevic, S.; Kantrovich, A.; Masters, R. (2003) Eastern Red Cedar Control in Nebraska Pasture. University of Nebraska Cooperative Extension Weed Science Report, pp 63-68.
- Knezevic, S.; Kantrovich, A. J.; et. al. (2002). Weed Science Reports; Eastern Red Cedar Control in Pastures, pp. 134-151. University of Nebraska at Lincoln.
- Knezevic, S.; Kantrovich, A.; Masters, R. (2002, December). Red Cedar Control in Nebraska Pasture. Poster session presented at the annual meeting of the North Central Weed Scientist Conference, St. Louis, MO
- Kantrovich, A. J.; Hillison, J.; Duncan, D. (2002). A Program Evaluation as Perceived by Program Graduates Show Program's Validity. National Association of Colleges and Teachers of Agriculture Journal, 46, 40-44.
- Knezevic, S.; Kantrovich, A.; Masters, R. (2002, June). Eastern Red Cedar Control in Nebraska, USA. Poster session presented at the annual meeting of the International Weed Scientist Conference, Holland
- Knezevic, S.; Kantrovich, A.; Masters, R. (2001, December). Eastern Red Cedar Control in Nebraska Pasture. Poster session presented at the annual meeting of the North Central Weed Scientist Conference, Milwaukee, WI
- Kantrovich, A.; Duncan, D. (2000, December). An Evaluation of the Two-Year Agricultural Technology Program at Virginia Tech as Perceived by Program Alumni. Presented at the Omicron Tau Theta National Professional Studies Seminar, San Diego, CA.
- Terry, M.; Gering, R.; Kantrovich, A.; Sheffer, J. (2000, November). The Southern Illinois University at Carbondale Information Management Systems/TruServ/Just Ask Rental Website Development Project. Panel Discussion presented at the ISECON, November 2000, Philadelphia, PA.



## Service

### Misc.

- 2008 Assist in the ring at the Berlin Fair Beef Show, Ottawa County, MI
- 2003-2006 assist with the Kentucky State Fair Beef Show
- 2004 Two (1-Spring, 1-Fall) all day visits to Seneca High School in Louisville, KY with Dr. Phil Prater on topics of Ag. Careers and demonstration of sonogram animals (Dr. Prater, Vet Tech)
- 2004 Three KTIP's (Committee Member on the Kentucky Teacher Intern Program)
- 2004 Tablet PC Technology Demonstration to 3 departments on campus
- 2004 Four Tablet PC Workshops for Faculty and Staff for the Center of Teaching and Learning
- Multiple Recruitment Trips to schools as far away as Philadelphia
- Hosting FFA Speech Contests
- Hosting FFA Field Days

### Contest Judging

- FFA, Michigan Regional, Lowell, MI February 2009. Judge Greenhand prepared speaking and the FFA Creed Contest.
- Michigan Farm Bureau Young Farmers, Grand Rapids, August 2008. Judge regional YF Discussion Meet.
- Michigan Farm Bureau Young Farmers, Grand Rapids, August 2007. Judge regional YF Discussion Meet.
- PAS National Convention, Idaho Falls, ID March 2007 – Coordinate College Bowl Tournament, Judge Swine Career Program Area, Judge Ag Technology Career Planning Area
- FFA, Kentucky FFA State Convention, Louisville, KY June 2004 - Present. Chair/Coordinator Agricultural Issues Contest.
- FFA, Kentucky FFA State Convention, Greenhouse Impromptu, Louisville, KY June 2006
- FFA, Kentucky FFA State Convention, Louisville, KY June 2003. Judge Agricultural Issues Contest.
- PAS, National PAS Convention, Indianapolis, IN March 2003. Judge Extemporaneous Public Speaking.
- 4-H, Virginia 4-H State Congress, Blacksburg, VA June 2000. Volunteer for the Welfare Simulation Program for 4-H Students.
- 4-H, Virginia 4-H State Congress, Blacksburg, VA June 2000. Provide a Breakout Session "Things to Think About, Our Responsibility as Agriculturists, Animal Welfare Vs. Animal Rights" for the College of Agriculture and Life Sciences Showcase as part of the Celebrate Tech Day at 4-H Congress
- FFA, Virginia State Conference, Blacksburg, Virginia June 2000. Judged participants in the Prepared Public Speaking Career Development Event.
- FFA, Virginia State Conference; Blacksburg, Virginia June 1998. Judged participants in the speech competition and the Group Agricultural Issues competition.
- Post-Secondary Agriculture Student (PAS) National Conference; Williamsburg, Virginia March 1998. Judged participant competition of formal interviews and resumes.

### Lectures/Speaking Engagements

- University of Kentucky, Graduate level Principles and Philosophy of Career and Technical Education, September 2004
- Economics, Politics, and Education: Philosophy Sets the Tone for CTE: Booker T. Washington, David Snedden, Charles Prosser, and John Dewey
- Chair Panel Discussion for Morehead State University's Center for Teaching and Learning, March 9, 2004
- Cedar County, NE Historical Society, March 2001
- Virginia History, Agriculture, and Environment
- Lutheran Church Women's Group, April 2001
- Purple LooseStrife, The Purple Killer

### Facilitate Professional Conference Research Sessions and Meetings

American Association for Agricultural Education (AAAE) Research Conference and Meeting; Reno, NV May 2008 . *AAAE Elected Rep to the National PAS Board 2006 - 2009 Chair research session(s)*

American Association for Agricultural Education (AAAE) Research Conference and Meeting; Minneapolis, MN May 2007. *Chair National Member Services Committee; Alt-VP/Southern Region; AAAE Elected Rep to the National PAS Board 2006 - 2009 Chair research session(s)*

American Association for Agricultural Education (AAAE) Research Conference and Meeting; Charlotte, NC May 2006 *Chair National Member Services Committee; Alt-VP/Southern Region;*

*AAAE Elected Rep to the National PAS Board 2006 - 2009*

Kentucky State CTTE/UTC Conference

*Coordinated conference held here at MSU in conjunction with IET. February 2006*

Career & Technical Education Research Conference; Kansas City, MO (moved from New Orleans)/National Association for Agricultural Education, December 2005

*Chair Research Session D; Workforce Education Issues*

American Association for Agricultural Education; San Antonio, TX May 2005

Chair Concurrent Research Session L

*VC voted Chair of the Member Service Committee*

*Member of the SIG – International Agricultural Extension and Education*

Southern Region of American Association for Agricultural Education; Little Rock, ARK February 2005

*Alternate Vice President of Region, Member of the S-AAAE Member Services Committee*

*Evaluated Poster session*

*Evaluated Research papers*

*Chaired multiple sessions*

Kentucky Career and Technical Education Teachers Meeting; Bardstown, KY July 2004

*Presented a session*

National Agricultural Education Research Conference; St. Louis, MO May 2004

*Chair of the Honored Speaker Session*

*Evaluator of Research Papers for 3 sessions*

*Vice-Chair (Chair 2005) National Communication Committee*

Career and Technical Education Teacher Educators and University Coordinators Conference; Louisville, KY February 2004

Co-Hosted the Southern Agricultural Education Research Conference; Tulsa, OK February 2004

Speaker at Vespers

Vice-Chair (Chair 2005) Regional Communication Committee

Career and Technical Education Teacher Educators and University Coordinators Conference; Lexington, KY, February 2003

Southern Association of Agricultural Scientists, Southern Agricultural Education Research Conference; Mobile Alabama, February 2003

*Chaired Research Session B: University Teaching*

*Evaluate Research Papers for Session E: University Teaching*

Southern Association of Agricultural Scientists, Southern Agricultural Education Research Conference; Memphis, Tennessee; January 1999

*Session B: Perceptions of Agricultural Education Program Students*

Southern Association of Agricultural Scientists, Southern Agricultural Education Research Conference; Lexington, Kentucky; January 2000

*Session A: Learning Theory*

*Session G: Local Teacher Concerns*

## **Reviewer**

### **Spring 2008 – Present**

Reviewed for: Journal of Agricultural Education

### **Spring 2007 – Fall 2008**

Reviewed for: Journal of Agricultural Education, Southern Region American Association for Agricultural Education; Association for Career Technical Education Research Conference; American Association for Agriculture Education Research Meeting.

### **Spring 2006 – Fall 2006**

Reviewed for: Journal of Vocational Education Research; Career and Technical Education Research (Published by the American Vocational Education Research Association); Journal of Agriculture Education; American Association for Agriculture Education Research Meeting; Career and Technical Education Conference, Western Region American Association for Agricultural Education Research Conference; Southern Region American Association for Agricultural Education; National Research Center for Career and Technical Education – National Paper; National Agricultural Education Research Conference Poster Abstracts; Association for Career and Technical Education.

### **Spring 2005 – Fall 2005**

Reviewed for: Journal of Vocational Education Research; Career and Technical Education Research (Published by the American Vocational Education Research Association); Journal of Agriculture Education; American Association for Agriculture Education Research Meeting; Career and Technical Education Conference, Western Region American Association for Agricultural Education Research Conference; Southern Region American Association for Agricultural Education; National Research Center for Career and Technical Education – National Paper; National Agricultural Education Research Conference Poster Abstracts.

### **2004**

- Peer Reviewer for 3 manuscripts for the National Agricultural Education Research Conference
- National Peer Reviewer for the Journal of Vocation Education Research
- Peer Reviewer for the Western Division Agricultural Education Research Meeting

### **2003**

- National Peer Reviewer for the Journal of Vocational Education Research
- Peer reviewed 4 papers for the Feb. 2004 Southern Agricultural Education Research Meeting

### **2001**

- Reviewed over 20 Papers for the 2001 American Education Research Association Conference

### **Misc.**

Kantrovich, Adam J. (2007). The National Study of the Supply and Demand for Teachers of Agricultural Education From 2004-2006. Presented to the AAAE at the Annual Conference in Minneapolis, MN; May, 2007.

## **Organizations, Committees & Offices Held**

**National:** American Association for Agricultural Education  
Vice-Chair/Chair: Communications Committee (2003-07)  
Member: SIG-International and Extension Education (2002-Present); National Post-Secondary Agricultural Student (PAS) Board Member (2006-09)

**Regional, U.S.:** Southern Agricultural Education Association of AAAE (2002-08)  
Vice President: Southern Agricultural Education Association of AAAE (2004-08)  
Vice-Chair/Chair: Communication Committee (2003-07)

**State:**  
Michigan Agricultural Extension Agent Association  
Kentucky Vocational Agricultural Teachers Association Board Member (2002-07)

**County/Local:** Grand Haven Township Planning Commissioner (2010 – Present)  
Ottawa County, MI Planning Commissioner (2009 – Present)  
Rowan County, KY Cooperative Extension Advisory Council, Vice President (2006 – 07)  
Rowan County, KY 4-H Advisory Board (2006-07)

## **Michigan State University Extension**

**State:** Master Gardener Advisory Committee member; Land-Use AoE Team member, FIRM (Farm Management) AoE Team member

**County:** Ottawa County Planning Commission, Careerline Tech Center (Holland, MI) Ag program Advisory Board member; numerous internal county committees

## **Morehead State University**

**University:** International Programs Advisory Committee Member

**College:** S&T Honors Committee; S&T Graduate Committee, College of Education, Unit Assessment Committee

**Department:** Farm Committee, Public Relations, Professional and Econ. Dev., Academic Program Review

## **Western Iowa Tech**

- Ag-Alliance State of Iowa Committee, February 2002 - 2002
- Information Technology Committee, October 2001 - 2002
- Agricultural-Systems Technology Club, Advisor, December 2001- 2002

## **University of Nebraska Cedar County Cooperative Extension**

- 4-H Council, October 2000 - August 2001
- City of Laurel Adult Education Committee, October 2000 - August 2001
- County Extension Board, October 2000 - August 2001
- Livestock and Small Animal Advisory Committee, October 2000 - August 2001
- Northeast District Technology Committee, October 2000 - August 2001
- State of Nebraska Cooperative Extension Technology Committee, October 2000 - August 2001
- Youth Community Response Team Committee (Santee Tribe) October 2000 - August 2001

## **Virginia Polytechnic Institute and State University**

- College of Agriculture and Life Sciences Computer Technology Advisory Committee, 1997 - June 1999

## **Southern Illinois University at Carbondale**

- Graduate Professional Student Council (GPSC) Member, 1994 - 1996
- Graduate Professional Student Council Executive Board Member, 1994 - 1995
- Elected President of Graduate Professional Student Council, Spring 1995
- Fee Allocation Board, 1994 - 1996
- Constitutional Review Board, 1994 - 1996
- Safety and Parking Committee, 1994 - 1996
- Student Trustee Election Commissioner, 1995
- Student Conduct Review Board, 1994 - 1996
- Chair of the Mass Transit Advisory Board, 1994 - 1996

## **Memberships in Professional Associations and Civic Organizations**

- Alpha Tau Alpha - Professional Agricultural Education Fraternity (Inactive).
- American Association of Agricultural Education
- Kappa Delta Pi - International honor society in Education (Inactive).
- Michigan Agricultural Extension Agents
- Omicron Tau Theta - Vocational Technical Education professional organization (In-Active).
- Phi Delta Kappa – Professional Education Honor Society (Inactive).

## **Awards, Certificates and Honors**

- Honorary Chapter FFA Degree, Holland, MI Careerline Tech Center, May 2010
- Michigan Agriculture Extension Agent Presidential Citation, October 2009
- North Central National Extension Leadership Development Program (NELD) Jan. 2009 – Sept. 2009.
- Ottawa County Farm Bureau Volunteer of the Month, June 2008
- Honorary Kentucky State FFA Degree (Highest honor that can be bestowed by the State FFA for Service to State AG ED and State FFA), June 2006
- Outstanding Poster Research; AAAE-SR Research Conference (1 of 7 collaborators on state research), Feb. 2006
- Honorary Chapter FFA Degree, Bath County, KY H.S. FFA Chapter, March 2005.

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

Date \_\_\_\_\_

Position Applying For Planning Commission/Public school

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

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

Name Adam J Kantrovich

Address 15367 Hofma Dr

City Grand Haven ST MI Zip 49417

Last 4 digits of social security number 3557 Birth Month 9 Birth Day 2

**Contact Information:**

Home Phone 616-834-8377

Work Phone 616-607-9998

E-mail akantrov@gmail.com

Fax Number 616-834-8377

**Education:**

School \_\_\_\_\_

School \_\_\_\_\_

Degree \_\_\_\_\_

Degree \_\_\_\_\_

**Employment Background:**

Current Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Length of Residency in Ottawa County \_\_\_\_\_

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?

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 \_\_\_\_\_

Position Applying For West Michigan Regional Planning Commission/Ottawa County Private Sector

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

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

Name Doug R Zylstra

Address 152 E. 24th St

City Holland ST MI Zip 49423

Last 4 digits of social security number 9993 Birth Month 6 Birth Day 27

**Contact Information:**

Home Phone 773-551-8166 Work Phone --

E-mail doug.r.zylstra@gmail.com Fax Number 773-551-8166

**Education:**

School \_\_\_\_\_ School \_\_\_\_\_

Degree \_\_\_\_\_ Degree \_\_\_\_\_

**Employment Background:**

Current Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Length of Residency in Ottawa County \_\_\_\_\_

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?

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**



**FILED**

SEP 24 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: 9-12-2010

Position Applied For: (Veterans Affairs Committee)  
VETERAN'S TRUST MEMBER

Names: ADAM C. SHUMAKER

Address: 15528 CLOVERNOOK DR. APT. C.  
GRAND HAVEN, MI. 49417

Contact Information - Home Telephone: 240 314 3787

Work Telephone: (SAME)

E-mail Address: CANVASADAM1@AOL.COM

Fax Number: N/A

Educational and Employment Background:

AMERITEX TECH. BRADENTON, FL. (CANVAS ENGINEER)  
2007 TO 2009

HIGH SCHOOL DIPLOMA "1999"

UNITED STATES NAVY - AVIATION WARFARE SCHOOL.

Length of Residency in Ottawa County: 1.25 YRS

Does the County of Ottawa or any other unit of government employ any members of your immediate family? MOTHER - IN - LAW

If so, describe: FATHER - IN - LAW

CINDY BRADTMUELLER - FISCAL SERVICES  
LYNN BRADTMUELLER - COUNTY PARKS

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

AMERICAN LEGION SERVICE OFFICER  
UNITED STATES NAVY - 2000 TO 2003 -

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 WANT TO GIVE BACK TO THE BRAVE  
PEOPLE OF THIS COUNTY, TO HELP VETERANS  
NOT LAY AWAKE WORRIED HOW TO PAY BILLS.  
I HAVE DONE THIS AND IT IS UNHEALTHY.

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: VET. TRUST

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!**

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

Date \_\_\_\_\_

Position Applying For Community Action Agency Advisory Board/Private Sector

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

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

Name Louis D Cairoli

Address 14332 Woodhaven Ct

City Grand Haven ST Mi Zip 49417

Last 4 digits of social security number 8028 Birth Month 3 Birth Day 25

**Contact Information:**

Home Phone 616-842-3063

Work Phone 248-736-6083

E-mail djcairoli@charter.net

Fax Number 616-842-3063

**Education:**

School \_\_\_\_\_

School \_\_\_\_\_

Degree \_\_\_\_\_

Degree \_\_\_\_\_

**Employment Background:**

Current Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Length of Residency in Ottawa County \_\_\_\_\_

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?

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 10/28/2010

Position Applying For Community Action Agency Advisory Board/Private Sector

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

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

Name George E Williams

Address 155 So. Zeeland Pkwy.

City Zeeland ST MI Zip 49464

Last 4 digits of social security number 4345 Birth Month 7 Birth Day 5

**Contact Information:**

Home Phone 616-971-2

Work Phone 616-218-8277

E-mail papageo@chartermi.net

Fax Number 616-971-2

**Education:**

School Chgo Vocational High School

School \_\_\_\_\_

Degree None

Degree \_\_\_\_\_

**Employment Background:**

Current Employer Ryder Truck Inc. Position Transfer Driver

**Responsibilities**

Pick up truck parts from different vendors and transfer rental and lease units from shop to shop. I'm semi-retired at this point.

Previous Employer Ryder Truck Inc Position Maintenance Manager

**Responsibilities**

Manage the business of repairing the vehicles and seeing to all of the different customers renting and leasing the units. Maintaining the work flow of the mechanics and operating budget on a monthly basics.

Length of Residency in Ottawa County 37

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 feel I can be an asset to the organization with the proper leadership and training.*

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:

*Consumer Sector/Community Action Agency Advisory Board/*

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