



County of Ottawa

Board of Commissioners

Philip D. Kuyers
Chairperson

James C. Holtrop
Vice-Chairperson

12220 Fillmore Street, Room 310, West Olive, Michigan 49460

West Olive (616) 738-4898

Fax (616) 738-4888

Grand Haven (616) 846-8295

Grand Rapids (616) 662-3100

Website: www.miOttawa.org

December 10, 2010

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, December 14, 2010 at 1:30 p.m.**, for the regular **December** meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Holtrop
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
 - A. Tribute to Commissioner Joyce E. Kortman
 - B. Tribute to Commissioner Matthew M. Hehl
 - C. Tribute to Commissioner Gordon D. Schrottenboer
 - D. Grand Haven High School Varsity Girls Cross Country Team
6. Public Comments and Communications from County Staff
7. Approval of Agenda
8. Actions and Reports
 - A. Consent Resolutions:

Joyce E. Kortman Dennis W. Swartout Jane M. Ruiter Matthew M. Hehl Roger G. Rycenga
Gordon D. Schrottenboer Robert W. Karsten James H. Holtvluwer Donald G. Disselkoen

From the County Clerk

1. Board of Commissioners Meeting Minutes
Suggested Motion:
To approve the Minutes of the November 23, 2010 Board of Commissioners Meeting.
2. Payroll
Suggested Motion:
To authorize the payroll of December 14, 2010 in the amount of \$_____.
3. Correspondence Log 410
Suggested Motion:
To receive for information the Correspondence Log.

From the Finance and Administration Committee

4. Monthly Accounts Payable for November 15, 2010 through November 30, 2010
Suggested Motion:
To approve the general claims in the amount of \$2,649,931.36 as presented by the summary report for November 15, 2010 through November 30, 2010.

From Administration

5. Treasurer's Annual Performance Bond Report for 2011
Suggested Motion:
To receive for information the Treasurer's Annual Performance Bond Report for 2011.

B. Action Items:

From the Planning and Policy Committee

6. 2011 Communication Plan
Suggested Motion:
To approve the 2011 Communication Plan.
7. Non-Motorized Vehicle Path and Sidewalk Easement to be granted to Jamestown Township
Suggested Motion:
To approve the Non-Motorized Vehicle Path and Sidewalk Easement wherein Ottawa County deeds an easement through Spring Grove Park to Jamestown Township for the Frederick Meijer Kenowa Trail.
8. Permanent Drainage Easement to be granted to the Ottawa County Road Commission
Suggested Motion:
To approve the Permanent Drainage Easement wherein Ottawa County deeds an easement through Spring Grove Park to the Ottawa County Road Commission as required for the Frederick Meijer Kenowa Trail.

C. Appointments:

From the Human Resources Committee

9. Board Appointments
Suggested Motion:
To place into nomination 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).

10. Board Appointments

Suggested Motion:

To place into nomination 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 Cairolì

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).

11. Board Appointments

Suggested Motion:

To place into nomination 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).

12. Board Appointments

Suggested Motion:

To place into nomination 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 Cairoli

*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).

D. Discussion Items:

From the Planning and Policy Committee

13. Closed Session to Discuss Property Matters

Suggested Motion:

To go into closed session for the purpose of discussing property matters.
(2/3 roll call vote required)

9. Report of the County Administrator
10. General Information, Comments, and Meetings Attended
11. Public Comments
12. Adjournment

COUNTY OF OTTAWA

STATE OF MICHIGAN

WHEREAS, Joyce Kortman has, since 1999, served as a member of the Ottawa County Board of Commissioners, including service as a member of the Finance & Administration Committee and the Planning & Policy Committee, along with service as a member and Chairperson of the Health & Human Services Committee, among other committee memberships and chairpersonships; and,

WHEREAS, during her years of service, Joyce Kortman distinguished herself as a member of the Ottawa County Community Mental Health Board, as a member of the Lakeshore Coordinating Council, and on local, state, and national boards and committees, and,

WHEREAS, Joyce Kortman's counsel, wisdom, integrity, and good judgment have been valued by the members of the Ottawa County Board of Commissioners and have been relied upon by that body throughout her years of service to Ottawa County and to the residents of the 1st Commission District;

NOW THEREFORE BE IT RESOLVED that the Ottawa County Board of Commissioners, on behalf of its members, the administration of the County of Ottawa and the citizens of the County of Ottawa, congratulates Commissioner Joyce Kortman on her retirement from the Board, thanks her for her years of public service, and wishes her every success in her future endeavors.

December 14, 2010

Philip Kuyers, Chairperson
Ottawa County Board of Commissioners

Subscribed and sworn to me this 14th day of December, 2010

Daniel C. Krueger, Ottawa County Clerk

COUNTY OF OTTAWA

STATE OF MICHIGAN

WHEREAS, Matthew Hehl has, since 2007, served as a member of the Ottawa County Board of Commissioners, including service as a member of the Planning & Policy Committee and Health & Human Services Committee, among other committee memberships and chairmanships; and,

WHEREAS, during his years of service, Matthew Hehl distinguished himself as a member of the Ottawa County Agricultural Preservation Board, and as a central figure in Board projects to further agricultural education, to establish the Ottawa County Farm Park, and on local and state boards and committees; and,

WHEREAS, Matthew Hehl's counsel, wisdom, integrity, and good judgment have been valued by the members of the Ottawa County Board of Commissioners and have been relied upon by that body throughout his years of service to Ottawa County and to the residents of the 5th Commission District;

NOW THEREFORE BE IT RESOLVED that the Ottawa County Board of Commissioners, on behalf of its members, the administration of the County of Ottawa and the citizens of the County of Ottawa, congratulates Commissioner Matthew Hehl on his retirement from the Board, thanks him for his years of public service, and wishes him every success in his future endeavors.

December 14, 2010

Philip Kuyers, Chairperson
Ottawa County Board of Commissioners

Subscribed and sworn to me this 14th day of December, 2010

Daniel C. Krueger, Ottawa County Clerk

COUNTY OF OTTAWA

STATE OF MICHIGAN

WHEREAS, Gordon Schrottenboer has, since 1993, served as a member of the Ottawa County Board of Commissioners, including service as a member of the Finance & Administration Committee, the Planning & Policy Committee, and as Chairperson of the Special Technology Committee, among other committee memberships and chairmanships; and,

WHEREAS, during his years of service, Gordon Schrottenboer distinguished himself as the Chairperson of the Ottawa County Central Dispatch Authority Board, as a county representative of the Macatawa Area Coordinating Council (MACC), and on local, state and national boards and committees; and,

WHEREAS, Gordon Schrottenboer's counsel, wisdom, integrity, and good judgment have been valued by the members of the Ottawa County Board of Commissioners and have been relied upon by that body throughout his years of service to Ottawa County and to the residents of the 7th Commission District;

NOW THEREFORE BE IT RESOLVED that the Ottawa County Board of Commissioners, on behalf of its members, the administration of the County of Ottawa and the citizens of the County of Ottawa, congratulates Commissioner Gordon Schrottenboer on his retirement from the Board, thanks him for his years of public service, and wishes him every success in his future endeavors.

December 14, 2010

Philip Kuyers, Chairperson
Ottawa County Board of Commissioners

Subscribed and sworn to me this 14th day of December, 2010

Daniel C. Krueger, Ottawa County Clerk

COUNTY OF OTTAWA

STATE OF MICHIGAN

WHEREAS, on Saturday, November 7, 2010, the varsity girls cross country team from Grand Haven High School went to the Michigan International Speedway grounds in Brooklyn, Michigan, to participate in the Michigan High School Athletic Association State Championship in Division 1; and,

WHEREAS, the race featured the best cross country teams and individual runners from across the State of Michigan, and was the fastest such event in state history, in that the top 30 runners all finished under 18 minutes, 30 seconds; and,

WHEREAS, the Grand Haven High School varsity girls cross country team, under the leadership of Coach Greg Russick, took home the Michigan State Championship in Division 1 with an astonishing 29 point margin over runner-up Traverse City Central; and,

WHEREAS, winning the 2010 varsity girls cross country state championship in Division 1 marks only the second time in more than fifty years that an athletic team from Grand Haven High School has won a MHSAA state title;

NOW THEREFORE BE IT RESOLVED that the Ottawa County Board of Commissioners congratulates the varsity girls cross country team of Grand Haven High School, Coach Greg Russick, the students, faculty and administration of Grand Haven High School, and all fans of the Grand Haven High School Buccaneers on their run to the 2010 MHSAA State Championship, and a remarkable season.

December 14, 2010

Dennis Swartout, District 3
Ottawa County Board of Commissioners

Subscribed and sworn to me this 14th day of December, 2010.

Daniel C. Krueger, Ottawa County Clerk

**PROPOSED
PROCEEDINGS OF THE OTTAWA COUNTY
BOARD OF COMMISSIONERS
NOVEMBER SESSION – SECOND DAY**

The Ottawa County Board of Commissioners met on Tuesday, November 23, 2010, at 1:30 p.m. and was called to order by the Chair.

Mr. Holtvluwer pronounced the invocation.

The Deputy Clerk led in the Pledge of Allegiance to the Flag.

Present at roll call: Mrs. Kortman, Messrs. Kuyers, Swartout, Mrs. Ruiters, Messrs. Hehl, Rycenga, Schrotenboer, Disselkoe, Karsten, Holtrop, Holtvluwer. (11)

Presentation of Petitions and Communications

The Chief Deputy Clerk read a letter from Carolyn Boersma, Spring Lake Township Clerk, asking the Board to consider voting against the combination of the Clerk and Register of Deeds offices. The Chair so noted.

Public Comments and Communications from County Staff

The following people addressed the Board opposing the combination of the Ottawa County Clerk and Ottawa County Register of Deeds:

1. Gary Scholten, Ottawa County Register of Deeds
2. Anne Foote, 2635 Cedargrove North, Jenison, respectfully requested tabling the motion until January.
3. Skip Keeter, Park Township Clerk
4. Michael Hewitt, Co-Chair Ottawa County Tea Party
5. Ken Baron, 2481 Lake Front Dr, Park Township

6. Tom Byrd, 359 Waukazoo Dr., would like to see the Road Commissioners increased from three to five members.
7. Larry Bruursema, Road Commission Board Chair, asked the Board for their support in his reappointment to the Road Commission Board.

B/C 10-258 Mr. Swartout moved to open the Public Hearing at 1:50 p.m. to receive comments on the Proposal to Expand the Membership of the Board of Ottawa County Road Commissioners from three (3) to five (5) members. The motion passed.

1. Jim Nelson, 3593 Lakeshore Dr., Park Township, is in favor of the expansion.
2. Dan Zwier, 3735 Lakeshore Dr., Park Township, is in favor of the expansion and also in favor of term limits for the Road Commissioners.
3. Kent Rubley, Road Commission Managing Director, stated that hopefully this isn't a reflection on the job the Road Commission has done.
4. Thomas Palarz, Road Commissioner, invited the Board of Commissioners to attend the Road Commission meetings and see how they operate.

B/C 10-259 Mr. Swartout moved to close the Public Hearing at 1:58 p.m. on the Proposal to Expand the Membership of the Board of Ottawa County Road Commissioners from three (3) to five (5) members. The motion passed.

B/C 10-260 Mr. Holtrop moved to approve the agenda of today as presented and amended changing Action Item #15 from "three to four months" and "Total Cost to Employee to \$88,160" and adding Action Item #16 – Proposed, Revised Investment Policy for Ottawa County (Second Reading). The motion passed.

B/C 10-261 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the Minutes of the November 9, 2010 Board of Commissioners Meeting.
2. To authorize the payroll of November 23, 2010 in the amount of \$578.00
3. To approve the general claims in the amount of \$2,850,144.46 as presented by the summary report for November 1, 2010 through November 12, 2010.
4. To approve the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of October 2010.

The motion passed as shown by the following votes: Yeas: Messrs. Disselkoen, Karsten, Hehl, Holtrop, Mrs. Kortman, Mr. Swartout, Mrs. Ruiters, Messrs. Rycenga, Holtvluwer, Schrottenboer, Kuyers. (11)

B/C 10-262 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the Resolution to combine the Offices of Ottawa County Clerk and Ottawa County Register of Deeds into the "Office of Ottawa County Clerk

– Ottawa County Register of Deeds” effective January 1, 2013. The motion passed as shown by the following votes: Yeas: Mr. Schrottenboer, Mrs. Kortman, Messrs. Swartout, Holtvluwer, Mrs. Ruiter, Messrs. Disselkoen, Hehl, Holtrop, Rycenga, Kuyers. (10)

Nays: Mr. Karsten. (1)

B/C 10-263 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the Resolution to expand the appointed membership of the Board of Ottawa County Road Commissioners from three (3) to five (5) members, and to fix total wage compensation for the five (5) person membership of the Board of Ottawa County Road Commissioners at an amount not to exceed the total amount of compensation paid to the members of the Board of Ottawa County Road Commissioners in 2010, effective January 1, 2011.

B/C 10-264 Mr. Swartout moved to approve the substitute motion for B/C 10-263:

To approve and authorize the Board Chair and Clerk to sign the Resolution to expand the appointed membership of the Board of Ottawa County Road Commissioners from three (3) to five (5) members, and providing that, effective January 1, 2011, wage compensation for all newly appointed members of the Board of Ottawa County Road Commissioners shall be budgeted and set equivalent to the total amount spent in wage compensation in 2010 for the three (3) current appointed members of the Board of Ottawa County Road Commissioners, averaged across a membership of five (5) members, with all newly appointed members receiving compensation at the reduced-average rate, and with appointed members thereafter receiving the reduced-average rate, effective upon the commencement of a member’s new term. The motion passed as shown by the following votes: Yeas: Mrs. Kortman, Messrs. Holtvluwer, Disselkoen, Holtrop, Mrs. Ruiter, Messrs. Karsten, Hehl, Rycenga, Swartout, Schrottenboer, Kuyers. (11)

B/C 10-265 Mr. Holtrop moved to approve and authorize the Board Chair and Clerk to sign the Resolution authorizing an application by the Ottawa County Community Action Agency for Michigan State Housing Development Authority funds in the amount of \$300,000. The motion passed as shown by the following votes: Yeas: Mrs. Ruiter, Mrs. Kortman, Messrs. Hehl, Karsten, Swartout, Holtvluwer, Rycenga, Holtrop, Disselkoen, Schrottenboer, Kuyers. (11)

B/C 10-266 Mr. Rycenga moved to approve the Grant Amendment with the Great Lakes Fishery Trust for the Holland Harbor Fishing Access Project. The motion passed as shown by the following votes: Yeas: Messrs. Hehl,

Rycenga, Schrotenboer, Disselkoen, Holtvluwer, Mrs. Kortman, Messrs. Holtrop, Swartout, Karsten, Mrs. Ruiter, Mr. Kuyers. (11)

- B/C 10-267 Mr. Rycenga moved to approve and authorize the Board Chair and Clerk to sign a Resolution to waive the statutory requirements to compel local units of government to submit proposed township zoning ordinances, proposed zoning text changes, and township rezoning requests. The Commission recommends having a five-year sunset period, at which time the submission requirements will be reviewed. The motion passed as shown by the following votes: Yeas: Messrs. Swartout, Holtvluwer, Mrs. Kortman, Messrs. Holtrop, Karsten, Disselkoen, Schrotenboer, Rycenga, Hehl, Mrs. Ruiter, Mr. Kuyers. (11)
- B/C 10-268 Mr. Rycenga moved to receive for comment the proposed changes to the Appointments to Boards and Commissions Policy. (First Reading) The motion passed as shown by the following votes: Yeas: Mr. Holtvluwer, Mrs. Ruiter, Messrs. Holtrop, Rycenga, Disselkoen, Schrotenboer, Mrs. Kortman, Messrs. Karsten, Hehl, Swartout, Kuyers. (11)
- B/C 10-269 Mr. Rycenga moved to approve The County Technology Plan Update (2010). The motion passed as shown by the following votes: Yeas: Messrs. Rycenga, Hehl, Karsten, Mrs. Ruiter, Mr. Schrotenboer, Mrs. Kortman, Messrs. Swartout, Holtvluwer, Disselkoen, Holtrop, Kuyers. (11)
- B/C 10-270 Mr. Swartout moved to approve the Amended 2010 Apportionment Report. The motion passed as shown by the following votes: Yeas: Messrs. Holtrop, Holtvluwer, Swartout, Schrotenboer, Mrs. Kortman, Messrs. Disselkoen, Karsten, Mrs. Ruiter, Messrs. Rycenga, Hehl, Kuyers. (11)
- B/C 10-271 Mr. Swartout moved to approve and authorize the Board Chair and Clerk to sign the contract with WebTecs, Incorporated to provide web services for the period January 1 – December 31, 2011 in the amount of \$234,000. The motion passed as shown by the following votes: Yeas: Messrs. Karsten, Disselkoen, Holtrop, Mrs. Kortman, Messrs. Holtvluwer, Schrotenboer, Mrs. Ruiter, Messrs. Swartout, Rycenga, Hehl, Kuyers. (11)
- B/C 10-272 Mr. Swartout moved to approve and proposal from Community Mental Health Department to eliminate a full-time Mental Health Specialist and a full-time Mental Health Aide and to create one (1) full-time DD Program Coordinator position at a cost of \$90,727. The motion passed as shown by the following votes: Yeas: Messrs. Disselkoen, Karsten, Hehl, Holtrop, Mrs. Kortman, Mr. Swartout, Mrs. Ruiter, Messrs. Rycenga, Holtvluwer, Schrotenboer, Kuyers. (11)

B/C 10-273 Mr. Swartout moved to approve the purchase of two (2) years, four (4) months of MERS generic service credit for a cost of \$88,160 (total cost to be paid by employee, Kent D. Engle).

Total Cost: \$88,160
Employer Cost: \$0
Employee Cost: \$88,160

The motion passed as shown by the following votes: Yeas: Mr. Schrotenboer, Mrs. Kortman, Messrs. Swartout, Holtvluwer, Mrs. Ruiter, Messrs. Disselkoen, Hehl, Holtrop, Rycenga, Kuyers. (10)

Nays: Mr. Karsten. (1)

B/C 10-274 Mr. Swartout moved to adopt the proposed, revised Investment Policy for Ottawa County. (Second Reading) The motion passed as shown by the following votes: Yeas: Mrs. Kortman, Messrs. Holtvluwer, Disselkoen, Holtrop, Mrs. Ruiter, Messrs. Karsten, Hehl, Rycenga, Swartout, Schrotenboer, Kuyers. (11)

The Administrator's report was presented.

Several commissioners commented on meetings attended and future meetings to be held.

Public Comments

1. David VanderKooi, Road Commissioner, asked the Board of Commissioners how they can make critical decisions for the Road Commission when no one attends their meetings. He encouraged the Board to assign an Ottawa County Commissioner to attend.

B/C 10-275 Mr. Disselkoen moved to adjourn at 2:50 p.m. subject to the call of the Chair. The motion passed.

DANIEL C. KRUEGER, Clerk
Of the Board of Commissioners

PHILIP KUYERS, Chairman
Of the Board of Commissioners

Action Request



Committee: Board of Commissioners

Meeting Date: 12/14/2010

Requesting Department: County Clerk

Submitted By: Bob Spaman

Agenda Item: Payroll

SUGGESTED MOTION:

To authorize the payroll of December 14, 2010 in the amount of \$_____.

SUMMARY OF REQUEST:

To pay the current payroll of the members of the Ottawa County Board of Commissioners. Pursuant to MCL 46.11, the Board of Commissioners is authorized to provide for and manage the ongoing business affairs of the County.

FINANCIAL INFORMATION:

Total Cost: _____ General Fund Cost: _____ 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:

- 1: To Maintain and Improve the Strong Financial Position of the County.
- 2: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.
- 3: To Contribute to a Healthy Physical, Economic, & Community Environment.
- 4: To Continually Improve the County's Organization and Services.

Objective: _____

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=OS, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org
Reason: I am approving this document
Date: 2010.10.04 16:17:30 -0400

Committee/Governing/Advisory Board Approval Date: _____

Action Request



Committee: Board of Commissioners

Meeting Date: 12/14/2010

Requesting Department: County Clerk

Submitted By: Keith Van Beek

Agenda Item: Correspondence Log 410

SUGGESTED MOTION:

To receive for information the Correspondence Log.

SUMMARY OF REQUEST:

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:

Objective:

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2010.12.07 09:42:45 -0500

Committee/Governing/Advisory Board Approval Date:

CORRESPONDENCE LOG

Date	Correspondent	Content	Referred To
12/23/2010	DAVID TEN CATE	COMBINATION CLERK/REGISTER OF DEEDS	ADMINISTRATOR, COMMISSIONERS
12/23/2010	LONA BRONKEMA, OLIVE TWP CLERK	PUBLIC HEARING	ADMINISTRATOR, KUYERS
12/6/2010	SHARON MARTIN, LIQUOR CONTROL COMMISSION	SALE OF BEER, WINE, SPIRITS	ADMINISTRATOR, COMMISSIONERS
12/6/2010	LAKE CO BD OF COMMISSIONERS	RESOLUTION - SUPPORT OF HB6535	ADMINISTRATOR, COMMISSIONERS
11/30/2010	LONA BROKKEMA, OLIVE TWP CLERK	PUBLIC NOTICE CORRECTION OPPOSING COMBINATION OF CLERK/REGISTER	ADMINISTRATOR, KUYERS ADMINISTRATOR & COMMISSIONERS
11/17/2010	BARBARA RUNYON, CASS CO CLERK/REGISTER		ADMINISTRATOR & COMMISSIONERS
11/10/2010	MENOMINEE CO BD OF COMMISSIONERS	SUPPORT OF SB449	ADMINISTRATOR & COMMISSIONERS
11/9/2010	KATHY BUCHANAN CROCKERY TWP CLERK	PUBLIC HEARING	ADMINISTRATOR & COMMISSIONERES
11/9/2010	ANN MANARY MIDLAND CO CLERK	COMBINATION	BD OF COMMISSIONERS
11/9/2010	DANIEL KRUEGER CLERK	COMBINATION	BD OF COMMISSIONERS
11/9/2010	SCOTT HAINES MIDLAND COUNTY	COMBINATION	BD OF COMMISSIONERS
11/9/2010	TIMOTHY MCDONNELL MI LAND TITLE ASSOC	COMBINATION	BD OF COMMISSIONERS
11/9/2010	OC REPUBLICANS EXECUTIVE COMMITTEE TERRI LYNN LAND FORMER KENT CO CLERK/REGISTER	COMBINATION	BD OF COMMISSIONERS
11/9/2010	CAROL SHAKE	COMBINATION	BD OF COMMISSIONERS
11/9/2010	FRAN FULLER EATON CO CLERK	COMBINATION	BD OF COMMISSIONERS
11/2/2010	JAN WIERSUM, HUDSONVILLE CITY CLERK	PUBLIC HEARING NOTICE	ADMINISTRATOR, HOLTROP

From: 11/2/2010 To: 12/26/2010

Action Request



Committee: Board of Commissioners

Meeting Date: 12/14/2010

Requesting Department: Fiscal Services

Submitted By: Robert Spaman

Agenda Item: Monthly Accounts Payable for November 15, 2010 through November 30, 2010

SUGGESTED MOTION:

To approve the general claims in the amount of \$2,649,931.36 as presented by the summary report for November 15, 2010 through November 30, 2010.

SUMMARY OF REQUEST:

Approve vendor payments in accordance with the Ottawa County Purchasing Policy.

FINANCIAL INFORMATION:

Total Cost: \$2,649,931.36 | General Fund Cost: \$2,649,931.36 | 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: 1: To Maintain and Improve the Strong Financial Position of the County.

Objective:

- 1: Advocate on legislative issues to maintain and improve the financial position of the County.
- 2: Implement processes and strategies to deal with operational budget deficits.
- 3: Reduce the negative impact of rising employee benefit costs on the budget.
- 4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org
Reason: I am approving this document.
Date: 2010.12.02 16:47:41 -0500

Committee/Governing/Advisory Board Approval Date:



County of Ottawa

Fiscal Services Department

Robert Spaman
Fiscal Services Director

Marvin Hinga
Fiscal Services Assistant Director

12220 Fillmore Street • Room 331 • West Olive, Michigan 49460

West Olive (616) 738-4847

Fax (616) 738-4098

e-mail: rspaman@miottawa.org

mhinga@miottawa.org

To: Board of Commissioners

From: Robert Spaman, Fiscal Services Director

Subject: Accounts Payable Listing – November 15, 2010 to November 30, 2010

Date: December 1, 2010

I have reviewed the Accounts Payable Listing for November 15 through November 30, 2010. The following information will give you the detail of some of the purchases made in specific funds during this period:

Fund 6641 – Equipment Pool Fund

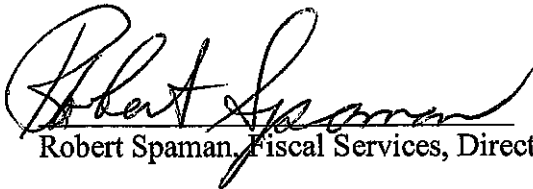
2010 Dodge Caravan – Juvenile Services	\$23,915.00
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If you have any additional questions, please feel free to contact me.

Total Checks/Automated Clearing House (ACH) 11/15/2010 through 11/30/2010

I hereby certify that to the best of my knowledge the List of Audit Claims, a summary of which is attached, constitutes all claims received and audited for payment. The List of Claims shows the name of claimant, amount of claim, check number, ACH number, check date and ACH date. The net amount of checks/ACH written during the period was \$2,643,136.66. The amount of claims to be approved totals \$2,649,931.36.

*Adjustments are voided checks or ACH.


Robert Spaman, Fiscal Services, Director

12/1/10
Date

We hereby certify that the Board of Commissioners has approved the claims on this 14th day of December, 2010.

Philip Kuyers, Chairperson
Board of Commissioners

Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS/ACH 11/15/2010 THROUGH 11/30/2010

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
1010	GENERAL FUND	376,379.14	(6,226.30)	370,152.84
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	9,030.19	0.00	9,030.19
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	1,553.24	0.00	1,553.24
2170	9/30 JUDICIAL GRANTS	708.94	0.00	708.94
2210	HEALTH	25,743.00	(246.40)	25,496.60
2220	MENTAL HEALTH	562,172.80	(322.00)	561,850.80
2271	SOLID WASTE CLEAN-UP	37,236.63	0.00	37,236.63
2272	LANDFILL TIPPING FEES	3,613.16	0.00	3,613.16
2320	TRANSPORTATION SYSTEM	0.00	0.00	0.00
2420	PLANNING COMMISSION	222.00	0.00	222.00
2444	INFRASTRUCTURE FUND	0.00	0.00	0.00
2450	PUBLIC IMPROVEMENT	0.00	0.00	0.00
2550	HOMESTEAD PROPERTY TAX	0.00	0.00	0.00
2560	REGISTER OF DEEDS AUTOMATION FUND	12,595.04	0.00	12,595.04
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	251.70	0.00	251.70
2602	WEMET	43,839.82	0.00	43,839.82
2603	WEED AND SEED	0.00	0.00	0.00
2605	COPS-AHEAD-GEORGETOWN	0.00	0.00	0.00
2606	COPS-FAST-GEORGETOWN	0.00	0.00	0.00
2608	COPS-FAST-ALLENDALE	0.00	0.00	0.00
2609	SHERIFF GRANT PROGRAMS	2,740.50	0.00	2,740.50

ACCOUNTS PAYABLE CHECKS/ACH 11/15/2010 THROUGH 11/30/2010

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2610	COPS-UNIVERSAL	10,434.48	0.00	10,434.48
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	1,290.24	0.00	1,290.24
2690	LAW LIBRARY	1,944.37	0.00	1,944.37
2740	WIA-ADMIN. COST POOL	834.31	0.00	834.31
2741	WIA-YOUTH	356.49	0.00	356.49
2742	WIA-ADULT	589.97	0.00	589.97
2743	WIA-6/30 GRANT PROGRAMS	2,212.02	0.00	2,212.02
2744	WIA-12/31 GRANT PROGRAMS	0.00	0.00	0.00
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	4,107.47	0.00	4,107.47
2749	WIA-3/31 GRANT PROGRAMS	0.00	0.00	0.00
2750	GRANT PROGRAMS-PASS THRU	5,667.37	0.00	5,667.37
2800	EMERGENCY FEEDING	6,254.50	0.00	6,254.50
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	2,835.00	0.00	2,835.00
2870	COMMUNITY ACTION AGENCY (CAA)	16,477.55	0.00	16,477.55
2890	WEATHERIZATION	27,297.83	0.00	27,297.83
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	2,791.00	0.00	2,791.00
2920	CHILD CARE - PROBATE	27,612.02	0.00	27,612.02
2921	CHILD CARE - SOCIAL SERVICES	0.00	0.00	0.00
2930	SOLDIER & SAILORS RELIEF	0.00	0.00	0.00

ACCOUNTS PAYABLE CHECKS/ACH 11/15/2010 THROUGH 11/30/2010

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>CLAIMS TO BE APPROVED</u>	<u>ADJUSTMENTS*</u>	<u>NET CHECK/ACH TOTALS</u>
2940	VETERANS TRUST	0.00	0.00	0.00
2941	VETERANS TRUST	6,287.92	0.00	6,287.92
5160	DELINQUENT TAXES	4,630.86	0.00	4,630.86
6360	INFORMATION TECHNOLOGY	163,995.36	0.00	163,995.36
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	88.57	0.00	88.57
6550	TELECOMMUNICATIONS	146,071.77	0.00	146,071.77
6641	EQUIPMENT POOL	23,915.00	0.00	23,915.00
6770	PROTECTED SELF-FUNDED INSURANCE	0.00	0.00	0.00
6771	PROTECTED SELF-FUNDED HEALTH INS.	146,512.87	0.00	146,512.87
6772	PROTECTED SELF-FUNDED UNEMPL INS.	88.48	0.00	88.48
6775	LONG-TERM DISABILITY INSURANCE	12,896.45	0.00	12,896.45
6776	PROTECTED SELF-FUNDED DENTAL INS.	0.00	0.00	0.00
6777	PROTECTED SELF-FUNDED VISION	0.00	0.00	0.00
6782	PROTECTED SELF-FUNDED INS PROG M.H.	0.00	0.00	0.00
7010	AGENCY	797,113.13	0.00	797,113.13
7040	IMPREST PAYROLL	161,540.17	0.00	161,540.17
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
		<u>\$2,649,931.36</u>	<u>(\$6,794.70)</u>	<u>\$2,643,136.66</u>

Action Request



Committee: Board of Commissioners

Meeting Date: 12/14/2010

Requesting Department: Treasurer

Submitted By: Keith Van Beek

Agenda Item: Treasurer's Annual Performance Bond Report for 2011

SUGGESTED MOTION:

To receive for information the Treasurer's Annual Performance Bond Report for 2011.

SUMMARY OF REQUEST:

Under PA 211 of 2007, as Treasurer, Brad Slagh, is required to report to the Board of Commissioners that he has a performance bond / insurance in place related to his service as the Treasurer.

It is required that this be reported to the Board of Commissioners before January 1, 2011.

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:

Objective:

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: ou=Alan G. Vanderberg, ou=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org
Reason: I am approving this document
Date: 2010.12.07 09:17:46 -0500

Committee/Governing/Advisory Board Approval Date:



County of Ottawa

Office of the Treasurer

Bradley J. Slagh
County Treasurer

Cheryl Clark
Chief Deputy Treasurer

Steven Brower
Deputy Treasurer

12220 Fillmore St., Suite 155, PO Box 310, West Olive, MI 49460

Phone: (616) 994-4501

1-800-764-4111, ext. 4501

Fax: (616) 994-4509

Web Site: www.miOTTAWA.org

December 7, 2010

Honorable Commissioners
Ottawa County Board of Commissioners

ANNUAL PERFORMANCE BOND REPORT FOR 2011

Public Act 211 of 2007 requires that the County Treasurer have a “faithful performance” bond in place in an amount of \$1,000,000.00 or more. This Act also created a statutory requirement that the Treasurer notify the Board of Commissioners annually that this bond is in place for the coming year.

This correspondence serves as that notification to you that there is a “faithful performance” bond / insurance in place through Massachusetts Bay Ins Co., the policy # is BDH-1930303 and is effective 4/1/10 to Until Cancelled. As a County we believe this meets the statutory requirements of PA 211 of 2007.

If you have any questions on this bond or Public Act 211 of 2007, please contact me. You may also contact Donald Brookhouse in Fiscal Services for specifics on the bond/policy itself.

Bradley J. Slagh
Treasurer
County of Ottawa

Action Request



Committee: Board of Commissioners

Meeting Date: 12/14/2010

Requesting Department: Administrator's Office

Submitted By: Keith Van Beek

Agenda Item: 2011 Communication Plan

SUGGESTED MOTION:

To approve the 2011 Communication Plan.

SUMMARY OF REQUEST:

The Board of Commissioners requested and approved an overall communication plan for the county in 2009. It was requested that this plan be updated yearly to continually strategize and evaluate the various efforts to communicate with various stakeholders.

The 2011 Communication Plan is being presented for Board consideration and approval.

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: 1: Continue to improve the County website, miOttawa.

2: Review and update a comprehensive communication plan to maximize communication with citizens.

3: Continue to develop and implement methods of communicating with employee groups.

4: Continue to improve communication with Commissioners.

5: Evaluate communication with other key stakeholders.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2010.12.02 09:34:55 -05'00'

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 12/9/2010



OTTAWA COUNTY BOARD OF COMMISSIONERS

2011 Communication Plan

*I*n recent years, the Board of Commissioners identified the need for a comprehensive communication plan during the yearly review and update of the Board Strategic Plan. One of the four goals of the Board of Commissioners continues to be “to maintain and enhance communication with citizens, employees and other stakeholders”.

In October of 2009 the Board reviewed an initial comprehensive communication plan, serving as a guide for overall communications and establishing strategies and tactics for 2010 to achieve the larger goal of the Board to maintain and enhance communication. A specific action item in that plan was to “review and update a comprehensive communication plan to maximize communication”.

The intent of this 2011 Communication Plan is to once again review the existing elements of the plan, confirm communication strategies and establish new tactics and action items for 2011. Like every plan, it will need constant attention and updates as circumstances change. It is our intent to conduct a review and submit a new communication plan yearly to the Board of Commissioners.

Certain “guiding principles” are provided at the outset of the plan to guide the overall development and direction of the plan. The plan itself is organized in three core areas; communication with citizens, employees and other stakeholders. Specific strategies are listed in each area, with tactics and deliverable action items identified to track progress. A report section is also provided to update the Board on progress made in the past year.

It should be mentioned that this effort is being done in a time where the methods and expectations for communication are drastically changing. The role and future of newspapers are in doubt. Social networking is quickly reshaping the way we communicate and interact. Citizens continue to expect more and faster information from their government, and yet seem less informed and involved with the process. This plan is intended, in part, to help clarify concepts and information to make our communication with our target audiences more effective.

PROACTIVE vs. **REACTIVE**

We recognize the importance of taking a proactive approach versus a reactive approach to communication. The communication plan should create and maintain channels of communication and the tools necessary to achieve the stated goals, rather than to simply respond to inquiries.

TWO-WAY vs. **ONE-WAY**

Connected with the principle of being proactive, we recognize the importance of communications that are two-way rather than one-way, so that Ottawa County is listening to citizens and engaging in dialogue to understand their needs, wants and their suggested solutions.

OPEN vs. **CLOSED**

We recognize the importance of maintaining an open and transparent government, supported by our communications, rather than one that is closed. Information needs to be shared throughout the organization as well as throughout the community. Openness creates a sense of belonging and teamwork, whereas closed communication patterns breed suspicion and distrust.

INCLUSIVE vs. **EXCLUSIVE**

We recognize the importance of including everyone in the communications process as it builds teamwork and a feeling of belonging, breaking down the feeling of “we-they” which is common in many governments and in relationships of government with citizens. The goal is to include everyone who cares to participate and to motivate those who are not currently engaged.

STRONGLY THEMED vs. **SCATTERED MESSAGES**

We recognize the importance of communication built on strong themes as being more effective than one with unrelated and scattered messages. The communication plan should support, reinforce and reflect the overall mission and goals of Ottawa County.

STRATEGIES, TACTICS, ACTION ITEMS AND UPDATES

An overall goal of the Board of Commissioners is to “maintain and enhance communication”. This Communication Plan lists various strategies designed to accomplish that goal in relation to citizens, employees and other stakeholders. While the strategies are relatively static in nature, the tactics and action items that assist in implementing the strategies are likely to change annually. Updates are provided to keep the Board informed on progress made in the past year.

COMMUNICATION WITH CITIZENS

Strategy A – Organize Communications Around miOttawa.org

Tactic: Continue the development of miOttawa.org to offer information about services.

- Continue to evaluate the cost of the website consultant contract, weighing the value of added development versus the maintenance of existing functionality.
- Consistently work to keep miOttawa.org well-organized and current with information.
- Investigate and implement new technologies that could enhance how information is communicated, for example to use videos to explain County services.

- Evaluated and extended the contract with our website consultant.
- Reorganized the home page.
- New services - community videos, online agenda packets, "County in the News".

Tactic: Continue the development of miOttawa.org to increase opportunities to access services.

- Utilize convenience fee revenue generated from services offered online to support and expand the development of miOttawa.org.
- Find a way to better quantify the internal efficiency value to the organization realized by the implementation of online services.

- Over 35% increase in convenience fee revenue.
- Improved reporting from website contractor on the value of new online services.

Tactic: Aggressively promote the capabilities and services of miOttawa.org.

- Continue to market and offer the capabilities and services of miOttawa.org to other local units of government.
- Investigate and implement other means to promote miOttawa.org.

- Partnered with several local units of government to utilize the capabilities of miOttawa.org.
- Improved ranking in Digital Counties Survey award, up to 4th from 7th in 2009.

Tactic: Use miOttawa.org to develop and adhere to a "brand", presenting all information about Ottawa County using common themes and appearance. This is critical to achieve greater understanding regarding the overall role of the County, to generate and maintain clear messages and to maintain and increase credibility.

- Implement and closely monitor the use of an Ottawa County brand on the website, social networks and other media pieces. This includes keeping miOttawa.org as the "one place to go" for information, allowing individual departments to control the content on their portion of the website but retaining all benefit from the traffic they attract in the aggregate.
- Evaluate the current County seal and logo and assess the potential value to change the logo and implement use of it.
- Evaluate the extension of standard look and feel to County documents; letterhead, memos, etc.

- Further developed and maintained the County "brand" in initial social media projects.
- Implementing a County standard look and feel in projects such as the format and distribution of the Administrator's Digest.

COMMUNICATION WITH CITIZENS

Strategy B – Implement New Methods of Communication with Citizens

Tactic: Continue to promote interactivity with citizens that encourages communication with government with the opportunity to interact, which also adds to the transparency of government.

- Evaluate existing and implement new projects that utilize social networking, looking at the amount and quality of public use against the cost of implementation and maintenance of these efforts.
- Integrate social media into miOttawa.org, and vice versa.
- Continually evaluate new technologies and opportunities.

- Adopted a social media policy.
- Implemented Administrator’s blog.
- Integrated new social media projects with miOttawa.org.

Tactic: Continue to develop the capability to share more information with citizens about the activities of the County. This seems to be increasingly important as traditional media sources spend less time at meetings and generating stories to inform citizens.

- Continually monitor national trends and our own experiences with new technology and methods of communicating. Answer the questions if we are reaching our targeted audiences with effective information and adding to the transparency of government.
- Evaluate the current staffing model of employees involved in public information and marketing efforts. Answer the question if the current decentralized model is more effective than moving to centralize the role of public information and marketing into one position or one department.
- Enhance ties to existing local news shows (WHTC Talk of the Town, WCET Georgetown Journal, etc.) to better engage the community on issues of County importance.

- Implemented several new social media projects; Parks and Recreation facebook page, beach monitoring on Twitter, Flu Granny.
- Implemented several new miOttawa.org projects; County in the News, online agenda packets, Administrators blog.

Tactic: Expand efforts to increase public participation, such as utilized in the citizen budget meetings. Utilize the website to support these activities, making documents such as the Budget-in-Brief available broadly.

- Create a “speaker’s bureau” of personnel available to speak on a variety of topics to civic groups, service groups and churches on a variety of topics. Post this information on miOttawa.org and mail to service clubs in the County.
- Evaluate the following efforts relating to public participation; citizen budget meetings, citizen survey, citizen academies, and the improved process to recruit and retain citizens serving on volunteer boards and committees.

- Conducted 2nd annual round of citizen budget meetings.
- Conducted citizen survey.
- Implementing new online application process for boards and commissions.
- Advertise and accept online registration for Citizen Police Academy.

Tactic: Utilize emerging technologies to improve our ability to provide immediate information for emergency or hot issue topics. Offer this as a service or otherwise collaborate with local units in this effort.

- Continually monitor new technologies and our capability to provide information on different communication devices, such as mobile phones.

- Community Alert System implemented by the Sheriff’s Office.

COMMUNICATION WITH EMPLOYEES

Strategy A – Organize Communications Around Lotus Notes/Front Page

Tactic: Continue the provision and development of information on Lotus Notes/Front Page, promoting the same “brand” strategy used on miOttawa.org.

- Continue investments in technology to support the infrastructure needed to support employees in their work and to increase their access to authorized information.

- Health plan information distributed via the Front Page.

Tactic: Evaluate continued expansion of online services for employees through Lotus Notes/Front Page.

- Evaluate and provide means for communicating with employees that may not have consistent access to Lotus Notes/Front Page.
- Evaluate the information needs of employees and provide new information and technology that would prove beneficial.

- Administrator’s Digest provided as a link on the Front Page.

Strategy B – Implement New Ways to Improve Employee Communications

Tactic: Continue the regular use of existing methods on established timelines.

- Continue current initiatives; including Brown Bag lunches, employee newsletters, Labor-Management Cooperation Committee and email blasts on time-sensitive information and biennial employee surveys.

- Held four sets of brown bag meetings in seven locations.
- Six employee newsletters published.
- Five LMCC meetings held or scheduled.

Tactic: Evaluate use of additional methods for employee communications, such as the posting of video presentations on Lotus Notes/Front Page and implementing blogs on special topics such as ideas for cost-reductions.

- Use video posting and a cost reduction blog on a trial basis.

- Continued “suggestion box” on Front Page.

Tactic: Use the training program to improve the skills of supervisors to clearly communicate with their employees.

- Consider new program offerings in the training program for supervisors regarding communication.

- Continued offerings through the Training Programs, especially GOLD Standard Leaders.

COMMUNICATION WITH OTHER STAKEHOLDERS

Board of Commissioners

Tactic: Continue current initiatives, including;

- Strategic and business planning.
- Administrator’s Digest.
- Department annual reports.
- Periodic ranking and survey exercises to gather input.

- Consistently provided all listed initiatives.

Tactic: Experiment with other technologies or ideas to further effective and efficient communication.

- Continue the analysis of the use of paperless packets.

- Implemented online packet system.

Other Levels of Government

Tactic: Continue current initiatives, including;

- Quadrant meetings.
- Administrator’s Digest.

- Consistently provided all initiatives.
- Implemented Administrators Blog.

Tactic: Continue to develop new applications on miOttawa.org that can both distribute more information to local officials but also be offered for use by local governments.

- Gather feedback on offered and potential website applications that would be of value to local government units.

- Formed several partnerships with units of government on website applications.

Media

Tactic: Develop methods and technology that provides information to media outlets simply and effectively for their immediate attention and review.

- Continue to monitor and develop processes and technology to meet the needs of the media and enhance the coverage of the County in the news.

- Posted agendas and packets online that simplified access of information for media.

Tactic: Develop improved media relations.

- Develop a method to regularly provide a list of “top ten story ideas” to media outlets.
- Provide new offerings in the training program to prepare employees for effective media relations.

- Regularly met requests for information from media outlets.

Action Request



Committee: Board of Commissioners

Meeting Date: 12/14/2010

Requesting Department: Parks and Recreation

Submitted By: Bob Spaman

Agenda Item: Non-Motorized Vehicle Path and Sidewalk Easement to be granted to Jamestown Township

SUGGESTED MOTION:

To approve the Non-Motorized Vehicle Path and Sidewalk Easement wherein Ottawa County deeds an easement through Spring Grove Park to Jamestown Township for the Frederick Meijer Kenowa Trail.

SUMMARY OF REQUEST:

The Ottawa County Parks and Recreation Commission is recommending conveyance of two easements through Spring Grove Park in conjunction with development of the Frederick Meijer Kenowa Trail. The planned trail, spearheaded by Zeeland, Jamestown and Byron Townships, will extend nearly 14 miles from the Upper Macatawa Natural Area to Kent County and link in to Kent Trails. Ottawa County demonstrated its support earlier this year for the trail in the form a \$200,000 commitment from Ottawa County Parks' millage funds. The funding commitment was based on the proposed trail's extensive frontage on two county park properties – the Upper Macatawa Natural Area and Spring Grove Park. More detail on the Frederick Meijer Kenowa Trail is included in the attached letter from Gregory White of Moore and Bruggink, engineers for the trail project.

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: 3: To Contribute to a Healthy Physical, Economic, & Community Environment.

Objective: 4: Continue initiatives to positively impact the community.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org
Reason: I am approving this document
Date: 2010.12.02 09:28:27 -0500

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 12/9/2010

Action Request



Committee: Board of Commissioners

Meeting Date: 12/14/2010

Requesting Department: Parks and Recreation

Submitted By: Bob Spaman

Agenda Item: Permanent Drainage Easement to be granted to the Ottawa County Road Commission

SUGGESTED MOTION:

To approve the Permanent Drainage Easement wherein Ottawa County deeds an easement through Spring Grove Park to the Ottawa County Road Commission as required for the Frederick Meijer Kenowa Trail.

SUMMARY OF REQUEST:

The Ottawa County Parks and Recreation Commission is recommending conveyance of two easements through Spring Grove Park in conjunction with development of the Frederick Meijer Kenowa Trail. The planned trail, spearheaded by Zeeland, Jamestown and Byron Townships, will extend nearly 14 miles from the Upper Macatawa Natural Area to Kent County and link in to Kent Trails. Ottawa County demonstrated its support earlier this year for the trail in the form a \$200,000 commitment from Ottawa County Parks' millage funds. The funding commitment was based on the proposed trail's extensive frontage on two county park properties – the Upper Macatawa Natural Area and Spring Grove Park. More detail on the Frederick Meijer Kenowa Trail is included in the attached letter from Gregory White of Moore and Bruggink, engineers for the trail project.

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: 3: To Contribute to a Healthy Physical, Economic, & Community Environment.

Objective: 4: Continue initiatives to positively impact the community.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=vanderberg@miottawa.org
Reason: I am approving this document
Date: 2010.12.09 09:52:15 -0500

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 12/9/2010



MEMORANDUM

Date: November 30, 2010

To: Ottawa County Board of Commissioners

From: John Scholtz, Parks and Recreation Director

RE: Convey Easements through Spring Grove Park for Frederick Meijer Kenowa Trail

The Ottawa County Parks and Recreation Commission is recommending conveyance of two easements through Spring Grove Park in conjunction with development of the Frederick Meijer Kenowa Trail. The planned trail, spearheaded by Zeeland, Jamestown and Byron Townships, will extend nearly 14 miles from the Upper Macatawa Natural Area to Kent County and link in to Kent Trails. Ottawa County demonstrated its support earlier this year for the trail in the form a \$200,000 commitment from Ottawa County Parks' millage funds. The funding commitment was based on the proposed trail's extensive frontage on two county park properties – the Upper Macatawa Natural Area and Spring Grove Park. More detail on the Frederick Meijer Kenowa Trail is included in the attached letter from Gregory White of Moore and Bruggink, engineers for the trail project.

The two proposed easements include 1) a Non-Motorized Vehicle Path and Sidewalk Easement to be granted to Jamestown Township and 2) a Permanent Drainage Easement to be granted to the Ottawa County Road Commission. Park staff has reviewed the trail and drainage plans on-site with the engineers and is supportive of the proposal. The Parks Commission recommends waiving the easement fees identified in the documents and redrafting the documents to reflect a change to \$1.00.

Proposed motion (1):

To approve and authorize the Board Chairperson and Clerk to sign the Non-Motorized Vehicle Path and Sidewalk Easement wherein Ottawa County deeds an easement through Spring Grove Park to Jamestown Township for the Frederick Meijer Kenowa Trail.

Proposed motion (2):

To approve and authorize the Board Chairperson and Clerk to sign the Permanent Drainage Easement wherein Ottawa County deeds an easement through Spring Grove Park to the Ottawa County Road Commission as required for the Frederick Meijer Kenowa Trail.

This request relates to a non-mandated activity and supports Goal 3 of the Board of Commissioner's Strategic Plan: To contribute to a healthy physical, economic, and community environment.

MOORE & BRUGGINK, INC.

Consulting Engineers
2020 Monroe Avenue, N.W.
Grand Rapids, Michigan 49505-6298

RECEIVED

NOV 15 2010

OTTAWA COUNTY PARKS
AND RECREATION COMMISSION

November 12, 2010

Re: Frederick Meijer Kenowa Trail
Project No. 070132.01

Mr. Curtis TerHaar
Ottawa County Parks
12220 Fillmore Street
West Olive, MI 49460

Dear Mr. TerHaar,

Next year, Jamestown Township, in conjunction with Byron Township and Zeeland Township will be constructing the Fred Meijer Kenowa Trail. The trail will extend nearly 14 miles from the Macatawa River in Zeeland Township, through Jamestown Township and into Byron Township where it will connect to the existing Kent Trails. An overall layout of the entire trail is included for your information. The majority of the trail will consist of 10' wide bituminous trail and 14' wide boardwalk. This letter is in regards to construction of the trail along Greenly Street in front of Spring Grove Park. We met with some time ago regarding the alignment for the trail as it relates to the existing sign, existing trees, the parking lot and the stream crossing. Current plans for the project include the items discussed with you during our visit. In the area of the existing parking lot, the trail will be located between the parking lot and Greenly. The final alignment through this area will be reviewed with you in the field and could depend on existing trees. East of the parking lot the existing culvert will be extended and the trail will cross over the culvert. Since the trail will not be located within the road right-of-way through certain areas, we are requesting an easement for the trail and also for drainage maintenance at the end of the culvert extension.

Since public funds are involved in the construction of this project, we are required to disclose to you and verify the following information:

1. Your sale of the easement is voluntary. If you do not wish to sell the easement rights, the Township will not acquire these easements.
2. Based on the easement area identified on the drawings, we estimate the fair market value of the trail easement to be \$3,041.28 (25,344 sft. @ \$0.24 x 50%).
3. For the drainage easement, we estimate the fair market value to be \$120.00 (1,000sft. @ \$0.24 x 50%).

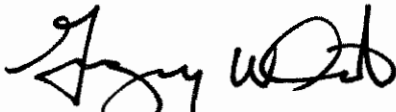
Page 2
Mr. Curtis TerHaar
11/12/10

Enclosed are copies of the easements that the Township wishes to purchase. The dollar values for the easements were determined by taking the land value from property assessments similar to properties in your area and arriving at an average square footage price. Since the property is not being sold, we are paying 50% of the land value. If the County wishes to donate the easement rights for this portion of the trail, this donation would be acceptable and to the benefit of the project.

After you have had the opportunity to review the easement documents, please feel free to call me with any questions or to set up a time that I could meet with you to answer any additional questions or concerns. If you are satisfied with these documents please return to us (3) signed and notarized copies of the easement for recording.

Thank you for all your time and willingness to work with the Township on this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Gregory White". The signature is stylized and cursive.

Gregory White
Right-of-Way Agent

GW/klm

Encl.

Cc: James Miedema, Jamestown Township

NON-MOTORIZED VEHICLE PATH AND SIDEWALK EASEMENT GRANT

To the Township of Jamestown

KNOW ALL MEN by these presents, that the **COUNTY OF OTTAWA**, a Michigan municipal corporation, whose address is 414 Washington Street, Grand Haven, Michigan 49417, Grantor,

FOR AND IN CONSIDERATION of the sum of Three Thousand Forty One and 28/100 Dollars (\$3,041.28), paid to it by the **TOWNSHIP OF JAMESTOWN**, a Michigan regular law township, with offices located at 2380 Riley Street, Jamestown, Michigan 49427,

DOES HEREBY CONVEY to the Township of Jamestown an easement in which to construct, use, repair, and replace a non-motorized vehicle path and sidewalk and appurtenant parts thereof. The easement aforementioned is specifically described as follows:

A variable width non-motorized trail easement in part of the Southeast one-quarter of Section 10, Town 5 North, Range 13 West, Jamestown Township, Ottawa County, Michigan, described as: **COMMENCING** at the East one-quarter corner of said Section 10; thence South 88°47'35" West 1015.00 feet along the East-West one-quarter line of said section; thence South 01°12'25" East 33.00 feet to the South right-of-way line of Greenly Street (a 66.00 foot wide public right-of-way) to Point A, so-called and the **PLACE OF BEGINNING**; thence North 88°47'35" East 685 feet more or less along said right-of-way line to the West line of the East 330.00 feet of said Southeast one-quarter; thence Southerly 10.00 feet along said West line; thence South 88°47'35" West 300 feet more or less; thence South 01°12'25" East 12.00 feet; thence South 88°47'35" West 385.00 feet; thence North 01°12'25" West 22.00 feet to the place of beginning.

AND ALSO COMMENCING at above mentioned Point A, so-called; thence South 88°47'35" West 50.00 feet along the South right-of-way line of Greenly Street (a 66.00 foot wide public right-of-way) to the **PLACE OF BEGINNING**; thence South 01°12'25" East 18.00 feet; thence South 88°47'35" West 705.00 feet; thence North 01°12'25" West 12.00 feet; thence South 88°47'35" West 197.54 feet to the West line of the East 181.50 feet of the West two-thirds of the West one-half of said Southeast one-quarter, thence North 01°41'35" West 6.01 feet along said West line to said South right-of-way; thence North 88°47'35" East 902.24 feet along said right-of-way line to the place of beginning.

(25,344 square feet)

IT IS UNDERSTOOD that buildings, fences, walls, trees, or any type of structure(s) which would inhibit the intended use of this easement will not be placed upon the easement area without the prior written consent of the Township of Zeeland, its successors or assigns. This easement is non-exclusive. The easement area will be used only for the permitted purposes, and no other purpose. Grantee shall maintain all improvements made by Grantee within the easement area in good condition and repair. Grantee shall restore and repair any damage caused by Grantee's work within the easement area. The easement will terminate when Grantee discontinues use of the easement for its permitted purpose.

INDEMNIFICATION: Grantee shall defend and indemnify Grantor, their successors, assigns, agents, employees, guests, invitees, independent contractors, subtenants, and licensees against and hold them harmless from any and all loss, liability or damages, including without limitation reasonable attorney's fees (i) arising out of or in connection with this Easement or the use of the Easement Area, or (ii) occurring on the Easement Area at any time for any reason except by the sole negligence of Grantor.

**GRANTOR:
THE COUNTY OF OTTAWA**

Signature

Signature

STATE OF MICHIGAN)
) **ss**
COUNTY OF)

On this ____ day of _____, 2010, before me, a Notary Public, in and for said County, personally appeared _____, the _____ of the County of Ottawa, who executed the within instrument and severally acknowledged the same to be *his/her/their* free act and deed and the free act and deed of the County of Ottawa.

This instrument drafted by:
Steve Green
2020 Monroe N.W.
Grand Rapids, MI 49505

, Notary Public
County, Michigan

My commission expires:

EASEMENT MAP

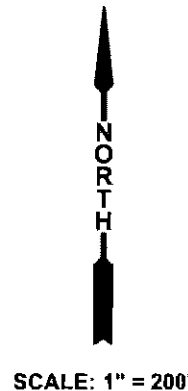
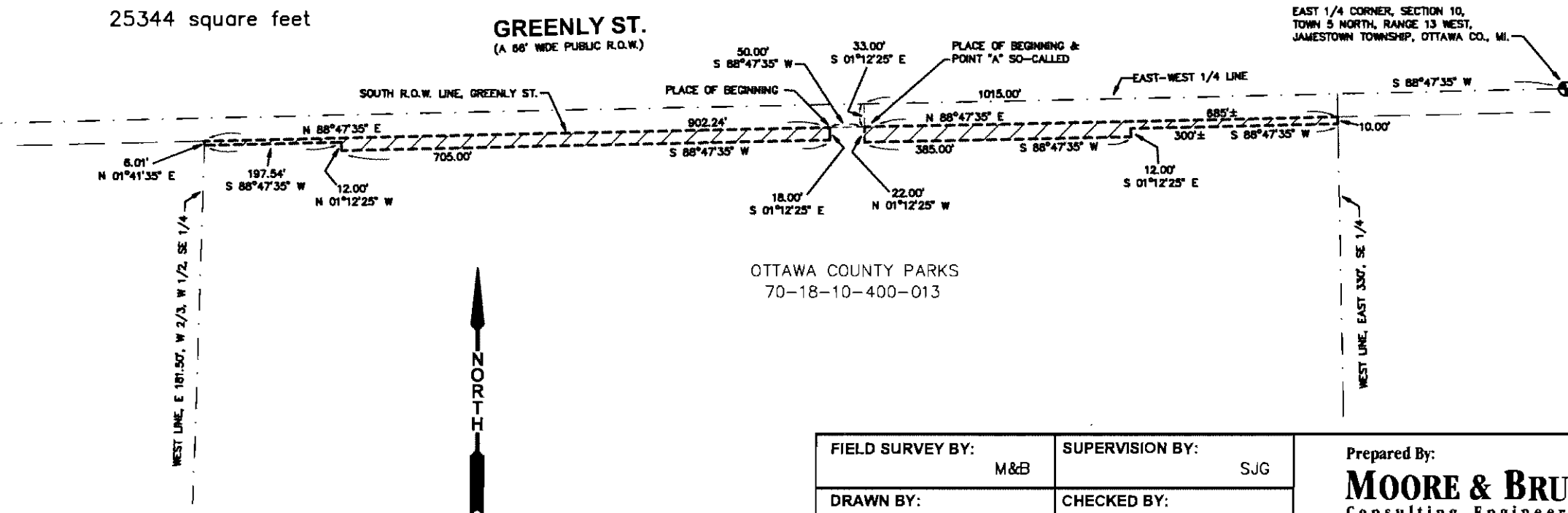
PP# 70-18-10-400-013

OTTAWA COUNTY PARKS BIKE PATH EASEMENT

A variable width non-motorized trail easement in part of the Southeast one-quarter of Section 10, Town 5 North, Range 13 West, Jamestown Township, Ottawa County, Michigan, described as: COMMENCING at the East one-quarter corner of said Section 10; thence South 88°47'35" West 1015.00 feet along the East-West one-quarter line of said section; thence South 01°12'25" East 33.00 feet to the South right-of-way line of Greenly Street (a 66.00 foot wide public right-of-way) to Point A, so-called and the PLACE OF BEGINNING; thence North 88°47'35" East 685 feet more or less along said right-of-way line to the West line of the East 330.00 feet of said Southeast one-quarter; thence Southerly 10.00 feet along said West line; thence South 88°47'35" West 300 feet more or less; thence South 01°12'25" East 12.00 feet; thence South 88°47'35" West 385.00 feet; thence North 01°12'25" West 22.00 feet to the place of beginning.

AND ALSO COMMENCING at above mentioned Point A, so-called; thence South 88°47'35" West 50.00 feet along the South right-of-way line of Greenly Street (a 66.00 foot wide public right-of-way) to the PLACE OF BEGINNING; thence South 01°12'25" East 18.00 feet; thence South 88°47'35" West 705.00 feet; thence North 01°12'25" West 12.00 feet; thence South 88°47'35" West 197.54 feet to the West line of the East 181.50 feet of the West two-thirds of the West one-half of said Southeast one-quarter, thence North 01°41'35" West 6.01 feet along said West line to said South right-of-way; thence North 88°47'35" East 902.24 feet along said right-of-way line to the place of beginning.

25344 square feet



FIELD SURVEY BY: M&B	SUPERVISION BY: S JG
DRAWN BY: JMR	CHECKED BY: CAF
DATE: NOVEMBER 12, 2010	PROJECT NO.: 070132.1

Prepared By:
MOORE & BRUGGINK INC.
 Consulting Engineers
 2020 Monroe Avenue N.W.
 Grand Rapids, Michigan 49505-6298
 Phone: (616) 363-9801 Web: www.mbce.com

M:\070132\dwg\EASEMENTS\070132_Ottawa Co. Parks Bike Path Easement.dwg, PP# 70-18-10-400-013, 11/12/2010 10:23:43 AM, JMR, ACAD 2007

PERMANENT DRAINAGE EASEMENT

To the Ottawa County Road Commission (Grantee), whose address is 14110 Lakeshore Drive, Grand Haven Michigan 49417,

KNOW ALL MEN by these present that the **COUNTY OF OTTAWA**, a Michigan municipal corporation, whose address is 414 Washington Street, Grand Haven, Michigan 49417 (Grantor),

FOR AND IN CONSIDERATION of the sum of One Hundred Twenty and 00/100 Dollar (\$120.00) paid to it by the **TOWNSHIP OF JAMESTOWN**, a Michigan regular law township, with offices located at 2380 Riley Street, Jamestown, Michigan 49427,

DOES HEREBY CONVEY to the Ottawa County Road Commission (Grantee) an easement in which to construct and thereafter use, repair and replace a drainage system and appurtenant parts thereof and to enter upon land adjacent to said easement for the purpose of constructing, maintaining or replacing said drainage system.

The easement aforementioned is specifically described as follows:

A 20.00 foot by 50.00 foot wide drainage easement in part of the Southeast one-quarter of Section 10, Town 5 North, Range 13 West, Jamestown Township, Ottawa County, Michigan, described as: **COMMENCING** at the East one-quarter corner of said Section 10; thence South 88°47'35" West 1015.00 feet along the East-West one-quarter line of said section; thence South 01°12'25" East 33.00 feet to the South right-of-way line of Greenly Street (a 66.00 foot wide public right-of-way) and the **PLACE OF BEGINNING**; thence South 01°12'25" East 20.00 feet; thence South 88°47'35" West 50.00 feet; thence North 01°12'25" West 20.00 feet to said South right-of-way line; thence North 88°47'35" East 50.00 feet along said South right-of-way line to the place of beginning.

(1,000 square feet)

THE INTENT of this instrument is to provide drainage rights to Grantee and it is understood that any structures or plantings that would inhibit the intended purpose of this easement will not be placed within the easement area. It is also understood that the ground contour within the easement area will not be changed to inhibit drainage within the easement area.

IN WITNESS WHEREOF, the undersigned have hereunto affixed their signatures this day of _____, 2010.

GRANTOR:
THE COUNTY OF OTTAWA

Name here

Name here

STATE OF MICHIGAN)
)ss
COUNTY OF)

On this ____ day of _____, 2010, before me, a Notary Public, in and for said County, personally appeared _____, the _____ of the County of Ottawa, who executed the within instrument and severally acknowledged the same to be *his/her/their* free act and deed and the free act and deed of the County of Ottawa.

This instrument drafted by:
Steve Green
2020 Monroe Avenue, NW
Grand Rapids, Michigan 49505

, Notary Public
County, Michigan

My commission expires:

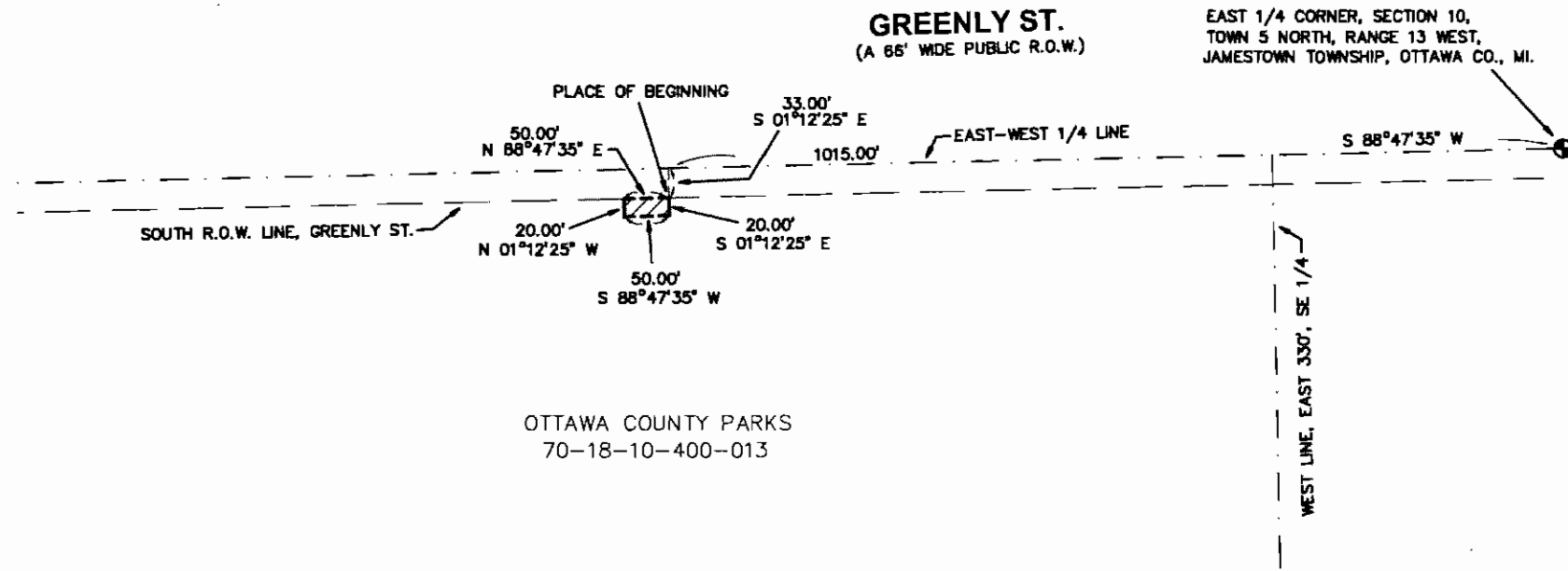
When recorded return to:
Ottawa County Road Commission
14110 Lakeshore Drive
Grand Haven, Michigan 49417

EASEMENT MAP

PP# 70-18-10-400-013
OTTAWA COUNTY DRAINAGE EASEMENT

A 20 foot x 50 foot wide drainage easement in part of the Southeast one-quarter of Section 10, Tawn 5 North, Range 13 West, Jamestown Township, Ottawa County, Michigan, described as: COMMENCING at the East one-quarter corner of said Section 10; thence South 88°47'35" West 1015.00 feet along the East-West one-quarter line of said section; thence South 01°12'25" East 33.00 feet to the South right-of-way line of Greenly Street (a 66.00 foot wide public right-of-way) and the PLACE OF BEGINNING; thence South 01°12'25" East 20.00 feet; thence South 88°47'35" West 50.00 feet; thence North 01°12'25" West 20.00 feet to said South right-of-way line; thence North 88°47'35" East 50.00 feet along said South right-of-way line to the place of beginning.

1000 square feet



SCALE: 1" = 200'

FIELD SURVEY BY: M&B	SUPERVISION BY: SJG	Prepared By: MOORE & BRUGGINK INC. Consulting Engineers 2020 Monroe Avenue N.W. Grand Rapids, Michigan 49505-6298 Phone: (616) 363-9801 Web: www.mbce.com
DRAWN BY: JMR	CHECKED BY: CAF	
DATE: NOVEMBER 12, 2010	PROJECT NO.: 070132.1	

M:\070132.dwg\EASEMENTS\070132_Ottawa Co. Parks Drainage Easement.dwg, PP# 70-18-10-400-013, 11/12/2010 1:23:04 PM, JMR, ACAD 2007

Action Request



Committee: Board of Commissioners
Meeting Date: 12/14/2010
Requesting Department: Human Resources
Submitted By: Keith Van Beek
Agenda Item: Board Appointments

SUGGESTED MOTION:

To place into nomination 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:

Committee/Governing/Advisory Board Approval Date: Human Resources Committee 12/14/2010

**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 _____ 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 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 KVB JR 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:

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

VanderHeide, David

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: Board of Commissioners

Meeting Date: 12/14/2010

Requesting Department: Human Resources

Submitted By: Keith Van Beek

Agenda Item: Board Appointments

SUGGESTED MOTION:

To place into nomination 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:

Committee/Governing/Advisory Board Approval Date: Human Resources Committee 12/14/2010

CINDY BROWN

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

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 -
Internship Initiative Project Manager	
ENTERPRISE RENT-A-CAR, Lansing, Michigan	1991 - 2008
Human Resources Manager	2003 - 2008
Recruiting Manager	1998 - 2003
Recruiting Supervisor	1996 - 1998
Branch Manager (management trainee program)	1991 - 1996
HARDEE'S FOOD SYSTEM, Birch Run, Michigan	1988 - 1991
Assistant Restaurant Manager	

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 COLLIER

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
Initiative

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

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

- 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

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 _____

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

RYAN TIBBETS

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

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

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

EMPLOYMENT — LICENSED JOURNEYMAN PLUMBER

- 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?

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?

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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

Action Request



Committee: Board of Commissioners
Meeting Date: 12/14/2010
Requesting Department: Human Resources
Submitted By: Keith Van Beek
Agenda Item: Board Appointments

SUGGESTED MOTION:

To place into nomination 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:

Committee/Governing/Advisory Board Approval Date: Human Resources Committee 12/14/2010

SKIP KEETER
442 LAKESHORE DRIVE NORTH
HOLLAND, MICHIGAN 49424

November 22, 2010

Ottawa County Commission
12220 Fillmore Street
West Olive, MI 49460

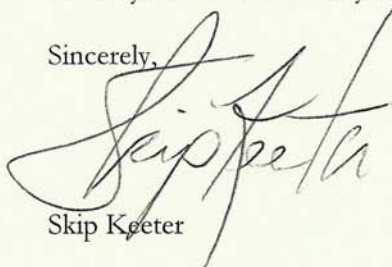
Dear Commissioners:

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

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

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

DAVID A. RHEM



Contact Information

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

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, 9th 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.

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; 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

RYAN TIBBETS

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

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

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

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
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

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: Board of Commissioners

Meeting Date: 12/14/2010

Requesting Department: Human Resources

Submitted By: Keith Van Beek

Agenda Item: Board Appointments

SUGGESTED MOTION:

To place into nomination 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 Cairoli

*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: Human Resources Committee 12/14/2010

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 5th 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: 240 316 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