



# 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

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Website: [www.miOttawa.org](http://www.miOttawa.org)

February 18, 2011

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, February 22, 2011 at 1:30 p.m.**, for the regular **February** 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 Rycenga
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments and Communications from County Staff
  - A. 2011 State of the County Address, County Administrator Alan G. Vanderberg
7. Approval of Agenda
8. Actions and Reports
  - A. Consent Resolutions:

From the County Clerk

1. Board of Commissioners Meeting Minutes  
Suggested Motion:  
To approve the Minutes of the February 8, 2011 Board of Commissioners Meeting and the February 8, 2011 Board of Commissioners Work Session.
2. Payroll  
Suggested Motion:  
To authorize the payroll of February 22, 2011 in the amount of \$\_\_\_\_\_.

Stuart P. Visser      Dennis W. Swartout      Jane M. Ruiter      Greg J. DeJong      Roger G. Rycenga  
Joseph S. Baumann      Robert W. Karsten      James H. Holtvluwer      Donald G. Disselkoen

From the Finance and Administration Committee

3. Monthly Accounts Payable for February 1, 2011 through February 11, 2011  
Suggested Motion:  
To approve the general claims in the amount of \$3,385,836.61 as presented by the summary report for February 1, 2011 through February 11, 2011.
4. Monthly Budget Adjustments  
Suggested Motion:  
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 January 2011.

B. Action Items:

From the Planning and Policy Committee

5. Adopt the "2011 Ottawa County Parks, Recreation and Open Space Plan"  
Suggested Motion:  
To approve and authorize the Board Chair and Clerk to sign the resolution adopting the 2011 Ottawa County Parks, Recreation and Open Space Plan as a reference document for future decision-making and recommending transmittal of the plan to the Michigan Department of Natural Resources.

From the Finance and Administration Committee

6. Purchase of MERS (Michigan Municipal Employees Retirement System) Military Service Credits for Paul M. Geerlings  
Suggested Motion:  
To approve the purchase of one (1) year eleven (11) months of military service credits for Paul M. Geerlings (Drain Commissioner, Ottawa County Drain Commission) for a total cost of \$41,256.00. The County cost of \$32,538.79 to be funded from contingency and \$7,717.21 to be paid by Paul M. Geerlings.

County Cost:     \$32,538.79  
Employee Cost:   \$ 7,717.21  
Total Cost:       \$41,256.00

7. Purchase of MERS (Michigan Municipal Employees Retirement System) Generic Service Credits for Paul M. Geerlings  
Suggested Motion:  
To approve the purchase of one (1) month of MERS generic service credit for \$1,752.00 (total cost to be paid by employee, Paul M. Geerlings).

Total Cost:       \$1,752  
Employer Cost:   \$0  
Employee Cost:   \$1,752

8. Public Health Department Personnel Request to Create a .75 FTE Environmental Health Specialist  
Suggested Motion:  
To approve the request from the Public Health Department to create (1) .75 FTE Environmental Health Specialist (Group T, Paygrade 14) at a cost of \$48,326. Funding to come from a grant through the Michigan Department of Environmental Quality. Position to sunset September 2012.

9. 20<sup>th</sup> Circuit Court Personnel Request to Create a .8 FTE Legal Self-Help Center Coordinator  
Suggested Motion:  
To approve the request from the, 20<sup>th</sup> Circuit Court, Friend of the Court, to create (1) .8 FTE Legal Self-Help Center Coordinator (Unclassified 05A) at a cost of \$40,926. Funding to come from a grant through the Grand Haven Area and Holland/Zeeland Community Foundations and the Michigan State Bar Foundation. Position to sunset August 2011.
10. 58<sup>th</sup> District Court/Community Corrections Personnel Requests  
Suggested Motion:  
To approve the request from the 58<sup>th</sup> District Court/Community Corrections to eliminate (1) .625 FTE Court Services Officer (Group T, Paygrade 11), to create (2) .475 FTE Court Services Officers (Temporary Wage Schedule) and increase (1) .450 FTE to a .475 FTE Court Services Officer (Temporary Wage Schedule) at a savings of \$2,800.
11. Intergovernmental Agreement & Resolution - Lakeshore Behavioral Health Care Alliance (Muskegon County)  
Suggested Motion:  
To approve and authorize the Board Chair and Clerk to sign the proposed Intergovernmental Agreement and Resolution to provide for a continuation of the Lakeshore Behavioral Health Care Alliance for Mental Health Services through September 30, 2011.
12. Department of Housing & Urban Development Rural Innovation Fund Grant  
Suggested Motion:  
To approve a \$71,002 in kind contribution, a \$250,000 cash match and a letter of commitment that will be used in conjunction with a \$350,000 cash match from the Michigan Economic Development Corp. for the purpose of obtaining a \$300,000 Dept. of Housing & Urban Development Rural Innovation Fund Grant to establish a Business Revolving Loan Fund for economic development purposes within the agricultural sector and the creation of low-moderate income jobs. The \$250,000 cash match will be allocated from the Infrastructure Program Fund.

C. Appointments:

From the Human Resources Committee

13. Board Appointments  
Suggested Motion:  
To place into nomination the name(s) of (\*indicates recommendation of the Interview Subcommittee):
  - \*Bill Miller  
To fill one (1) Local Conservation Interest Vacancy on the Agricultural Preservation Board beginning immediately and ending December 31, 2013 (three year term).
  - \*Clifford Meeuwsen  
To fill one (1) Agricultural Vacancy on the Agricultural Preservation Board beginning immediately and ending December 31, 2013 (three year term).
  - \*David D. Mohr  
To fill one (1) Supervisor/Assessor Vacancy on the Remonumentation Committee beginning immediately and ending December 31, 2012 (two year term).

\*Randall Schipper

To fill one (1) Real Estate Attorney Vacancy on the Remonumentation Committee beginning immediately and ending December 31, 2012 (two year term).

\*Don Schiele

To fill one (1) of two (2) Surveyor Vacancies on the Remonumentation Committee beginning immediately and ending December 31, 2012 (two year term).

\*James Szejda

To fill one (1) Member Vacancy on the Appeals Board for Sanitary Code beginning immediately and ending December 31, 2013 (three year term).

14. Board Appointments

Suggested Motion:

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

\*Michelle Cassens

Andrew Brown

Richard Cypher

\*Keith Van Zoeren

\*Albert Serrano

Bruce Campbell

To fill three (3) of four (4) General Public Vacancies on the Community Mental Health Board beginning April 1, 2011, and ending March 31, 2014 (three year term).

15. Board Appointments

Suggested Motion:

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

\*Rebecca Gretzner

Kirk Czuhai

To fill one (1) Primary Consumer Section Vacancy on the Community Mental Health Board beginning April 1, 2011, and ending March 31, 2014 (three year term).

D. Discussion Items:

From the Planning and Policy Committee

16. Closed Session to Discuss Property Acquisition

Suggested Motion:

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

9. Report of the County Administrator

10. General Information, Comments, and Meetings Attended

11. Public Comments

12. Adjournment

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

The Ottawa County Board of Commissioners met on Tuesday, February 8, 2011, at 1:30 p.m. and was called to order by the Chair.

Mr. DeJong pronounced the invocation.

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

Present at roll call: Messrs. Visser, Kuyers, Swartout, Mrs. Ruiter, Messrs. DeJong, Rycenga, Baumann, Disselkoen, Karsten, Holtrop (10)

Absent: Mr. Holtvluwer. (1)

Presentation of Petitions and Communications

A. Government Finance Officers Association Certificate for Excellence in Financial Reporting – Bob Spaman, Fiscal Services Director, presented Connie VanderSchaaf with the certificate. The Chair so noted.

Public Comments and Communications from County Staff

1. Greg Steigenga, Undersheriff, introduced the new Emergency Management Director, Beth Thomas.
2. Kenneth David, Grand Haven Township, expressed concerns over the Revolving Loan Fund as well as the possible creation of the Agricultural Incubator Revolving Loan Fund. The Administrator addressed his concerns. Commissioner Rycenga commented that by the County using grant money it makes the County financially sound during challenging times.
3. Legislative Update – Jim Miller, Governmental Consultant Services, Inc., presented the Quarterly Legislative Update.

B/C 11-034 Mr. Disselkoen moved to approve the agenda of today as presented and amended adding Action Item #11 – Designation and Certification of Ottawa County Michigan Works! Agency as a “One Stop” Operator and to amend the proposed January 25<sup>th</sup> Work Session Minutes changing “farms” to “agricultural businesses”. The motion passed.

B/C 11-035 Mr. Holtrop moved to approve the following Consent Resolutions:

1. To approve the Minutes of the January 25, 2011, Board of Commissioners Meeting and the January 25, 2011, Board of Commissioners Work Session.
2. To authorize the payroll of February 8, 2011 in the amount of \$520.36.
3. To receive for information the Correspondence Log.
4. To approve the general claims in the amount of \$2,821,811.41 as presented by the summary report for January 17, 2011, through January 31, 2011.
5. To receive for information the Ottawa County Equalization 2010 Annual Report.
6. To receive for information the Ottawa County Register of Deeds 2010 Annual Report.

The motion passed as shown by the following votes: Yeas: Messrs. Rycenga, DeJong, Karsten, Mrs. Ruiter, Messrs. Baumann, Visser, Swartout, Disselkoen, Holtrop, Kuyers. (10)

B/C 11-036 Mr. Swartout moved to designate and certify the Ottawa County Michigan Works! Agency, a department of Ottawa County government, as the “one-stop operator” in accordance with Michigan Department of Energy, Labor & Economic Growth/Bureau of Workforce Transformation Policy Issuance No. 09-02, Change 1. The motion passed as shown by the following votes: Yeas: Messrs. Holtrop, Swartout, Baumann, Visser, Disselkoen, Karsten, Mrs. Ruiter, Messrs. Rycenga, DeJong, Kuyers. (10)

Discussion Items:

1. Ottawa County Equalization 2010 Annual Report – The 2010 Equalization Department Annual Report was presented by Michael Galligan, Equalization Director.
2. Ottawa County Register of Deeds 2010 Annual Report – The 2010 Register of Deeds Annual Report was presented by Gary Scholten, Register of Deeds.

B/C 11-037 Mr. Disselkoen moved to go into a Closed Session at 2:43 p.m. for the purposed of discussing property acquisition. (2/3 roll call vote required) The motion passed as shown by the following votes: Yeas: Messrs. Karsten, Disselkoen, Holtrop, Visser, DeJong, Mrs. Ruiter, Messrs. Swartout, Rycenga, Baumann, Kuyers. (10)

B/C 11-038 Mr. Swartout moved to rise from Closed Session at 2:53 p.m. The motion passed.

B/C 11-039 Mr. Rycenga moved to approve the Notice of Exercise of Option for purchase of 100 acres in Georgetown Township from Diana Aldrink with funding in the amount of \$1,408,750 plus closing costs from the county parks millage and State grant and to authorize the Parks and Recreation Director to sign the closing documents required for this transaction. The motion passed as shown by the following votes: Yeas: Messrs. Disselkoen, Karsten, DeJong, Holtrop, Visser, Swartout, Mrs. Ruiter, Messrs. Rycenga, Baumann, Kuyers. (10)

B/C 11-040 Mrs. Ruiter moved to go into a Closed Session at 2:55 p.m. for the purpose of discussing labor negotiations. (2/3 roll call vote required) The motion passed as shown by the following votes: Yeas: Messrs. DeJong, Visser, Swartout, Mrs. Ruiter, Messrs. Disselkoen, Baumann, Holtrop, Karsten, Rycenga, Kuyers. (10)

B/C 10-041 Mr. Swartout moved to rise from Closed Session at 3:03 p.m. The motion passed.

B/C 10-042 Mr. Disselkoen moved to allow Administration to finalize contract language for negotiation between Ottawa County and the POAM 312 and Non 312. The motion passed as shown by the following votes: Yeas: Messrs. Visser, Disselkoen, Holtrop, Mrs. Ruiter, Messrs. DeJong, Rycenga, Swartout, Baumann, Kuyers. (9)

Nays: Mr. Karsten. (1)

The Administrator's report was presented.

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

B/C 10-043 Mr. Karsten moved to adjourn at 3:12 p.m. subject to the call of the Chair. The motion passed.

DANIEL C. KRUEGER, Clerk  
Of the Board of Commissioners

PHILLIP KUYERS, Chairman  
Of the Board of Commissioners

**PROPOSED  
PROCEEDINGS OF THE OTTAWA COUNTY  
BOARD OF COMMISSIONERS  
FEBRUARY SESSION – WORK SESSION**

The Ottawa County Board of Commissioners met on Tuesday, February 8, 2011, at 3:20 p.m. and was called to order by the Chair.

Present at roll call: Messrs. Visser, Kuyers, Swartout, Mrs. Ruiten, Messrs. DeJong, Rycenga, Baumann, Disselkoen, Karsten, Holtrop (9)

Absent: Messrs. Holtvluwer and Swartout. (2)

Work Session Items:

A. Finance Tools – The Administrator gave a brief historical summary of the financing tools the County uses.

A power point presentation of the financing tools was presented by Bob Spaman, Fiscal Services Director.

B/C 11-044 Mr. Karsten moved to adjourn at 3:50 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:** 2/22/2011

**Requesting Department:** County Clerk

**Submitted By:** Bob Spaman

**Agenda Item:** Payroll

## SUGGESTED MOTION:

To authorize the payroll of February 22, 2011 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=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miotawa.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:** 2/22/2011

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Monthly Accounts Payable for February 1, 2011 through February 11, 2011

## SUGGESTED MOTION:

To approve the general claims in the amount of \$3,385,836.61 as presented by the summary report for February 1, 2011 through February 11, 2011.

## SUMMARY OF REQUEST:

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

## FINANCIAL INFORMATION:

Total Cost: \$3,385,836.61 | General Fund Cost: \$3,385,836.61 | 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=425, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org  
Reason: I am approving the document  
Date: 2011.02.15 09:13:51 -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](mailto:rspaman@miottawa.org)  
[mhinga@miottawa.org](mailto:mhinga@miottawa.org)

To: Board of Commissioners

From: Robert Spaman, Fiscal Services Director

Subject: Accounts Payable Listing – February 1, 2011 to February 11, 2011

Date: February 11, 2011

I have reviewed the Accounts Payable Listing for February 1 through February 11, 2011. 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

4 – Vehicles – Sheriff Department	\$101,942.60
1 – Vehicle – Mental Health Department	\$ 17,090.00

If you have any additional questions, please feel free to contact me.

Total Checks/Automated Clearing House (ACH) 02/01/2011 through 02/11/2011

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 \$3,379,964.61. The amount of claims to be approved totals \$3,385,836.61.

\*Adjustments are voided checks or ACH.

  
Robert Spaman, Fiscal Services, Director

Date 2/14/11

We hereby certify that the Board of Commissioners has approved the claims on this 22<sup>nd</sup> day of February, 2011.

\_\_\_\_\_  
Philip Kuyers, Chairperson  
Board of Commissioners

\_\_\_\_\_  
Daniel Krueger, Clerk

ACCOUNTS PAYABLE CHECKS/ACH 02/01/2011 THROUGH 02/11/2011

<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	250,356.31	0.00	250,356.31
1500	CEMETERY TRUST	0.00	0.00	0.00
2081	PARKS & RECREATION	17,747.29	0.00	17,747.29
2082	PARK 12	0.00	0.00	0.00
2160	FRIEND OF COURT	2,364.15	0.00	2,364.15
2170	9/30 JUDICIAL GRANTS	908.23	0.00	908.23
2210	HEALTH	23,781.18	0.00	23,781.18
2220	MENTAL HEALTH	944,473.45	0.00	944,473.45
2271	SOLID WASTE CLEAN-UP	0.00	0.00	0.00
2272	LANDFILL TIPPING FEES	2,084.23	0.00	2,084.23
2320	TRANSPORTATION SYSTEM	0.00	0.00	0.00
2420	PLANNING COMMISSION	0.00	0.00	0.00
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	1,969.96	0.00	1,969.96
2590	LIPPERT GRANT	0.00	0.00	0.00
2601	PROSECUTING ATTORNEY GRANTS	0.00	0.00	0.00
2602	WEMET	28,880.51	(5,872.00)	23,008.51
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	15,078.00	0.00	15,078.00

ACCOUNTS PAYABLE CHECKS/ACH 02/01/2011 THROUGH 02/11/2011

<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	7,954.58	0.00	7,954.58
2640	EMT HOLLAND-PARK	0.00	0.00	0.00
2650	EMT GEORGETOWN TOWNSHIP	0.00	0.00	0.00
2661	SHERIFF ROAD PATROL	540.69	0.00	540.69
2690	LAW LIBRARY	0.00	0.00	0.00
2740	WIA-ADMIN. COST POOL	1,425.44	0.00	1,425.44
2741	WIA-YOUTH	56,017.30	0.00	56,017.30
2742	WIA-ADULT	22,490.84	0.00	22,490.84
2743	WIA-6/30 GRANT PROGRAMS	119,951.66	0.00	119,951.66
2744	WIA-12/31 GRANT PROGRAMS	4,517.53	0.00	4,517.53
2747	WIA-WORK FIRST YOUTH	0.00	0.00	0.00
2748	WIA-9/30 GRANT PROGRAMS	177,268.94	0.00	177,268.94
2749	WIA-3/31 GRANT PROGRAMS	0.00	0.00	0.00
2750	GRANT PROGRAMS-PASS THRU	7,059.00	0.00	7,059.00
2800	EMERGENCY FEEDING	14.62	0.00	14.62
2810	FEMA	0.00	0.00	0.00
2850	COMMUNITY CORRECTIONS PROG. GRANT	598.96	0.00	598.96
2870	COMMUNITY ACTION AGENCY (CAA)	9,216.90	0.00	9,216.90
2890	WEATHERIZATION	44,147.59	0.00	44,147.59
2900	DEPT OF HUMAN SERVICES	0.00	0.00	0.00
2901	DEPT OF HUMAN SERVICES	180.10	0.00	180.10
2920	CHILD CARE - PROBATE	70,628.27	0.00	70,628.27
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 02/01/2011 THROUGH 02/11/2011

<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	0.00	0.00	0.00
5160	DELINQUENT TAXES	0.00	0.00	0.00
6360	INFORMATION TECHNOLOGY	42,533.34	0.00	42,533.34
6410	WATER & SEWER REVOLVING	0.00	0.00	0.00
6450	DUPLICATING	172.18	0.00	172.18
6550	TELECOMMUNICATIONS	4,179.98	0.00	4,179.98
6641	EQUIPMENT POOL	119,032.60	0.00	119,032.60
6770	PROTECTED SELF-FUNDED INSURANCE	0.00	0.00	0.00
6771	PROTECTED SELF-FUNDED HEALTH INS.	1,248,014.75	0.00	1,248,014.75
6772	PROTECTED SELF-FUNDED UNEMPL INS.	0.00	0.00	0.00
6775	LONG-TERM DISABILITY INSURANCE	0.00	0.00	0.00
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	127,868.56	0.00	127,868.56
7040	IMPREST PAYROLL	34,379.47	0.00	34,379.47
7210	LIBRARY PENAL FINE	0.00	0.00	0.00
7300	EMPLOYEE SICK PAY BANK	0.00	0.00	0.00
		<u>\$3,385,836.61</u>	<u>(5,872.00)</u>	<u>\$3,379,964.61</u>

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 2/22/2011

**Requesting Department:** Fiscal Services

**Submitted By:** Bob Spaman

**Agenda Item:** Monthly Budget Adjustments

## SUGGESTED MOTION:

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 January 2011.

## SUMMARY OF REQUEST:

Approve budget adjustments processed during the month for appropriation changes and line item adjustments.

Mandated action required by PA 621 of 1978, the Uniform Budget and Accounting Act.

Compliance with the Ottawa County Operating Budget Policy.

## 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: 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, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org  
Reason: I am approving this document  
Date: 2011.02.10 08:28:51 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 2/15/2011



Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>MAINTAIN PA2 FUNDING</u>							
BA 1	1/10/2011	1010	2010		6999.3900	Rev. (Over)Under Expend.	22,095.00-
BA 1	1/10/2011	1010	6300		8490.0000	Substance Abuse	22,095.00
<u>DONATNS-1ST PRSBYTRN</u>							
BA 11	1/25/2011	2170	1371		7390.0000	Operational Supplies	7,433.00
<u>MVNG MONEY BSD ON CYS</u>							
BA 12	1/17/2011	2220	6493	3241	5170.0050	Medicaid - Capitated	4,595.00-
BA 12	1/17/2011	2220	6493	3241	5550.0020	Community Program	1,149.00-
BA 12	1/17/2011	2220	6494	4244	8300.0000	Memberships & Dues	23.00-
BA 12	1/17/2011	2220	6494	4245	8300.0000	Memberships & Dues	23.00
BA 12	1/17/2011	2220	6495	5020	7390.0000	Operational Supplies	4,244.00
BA 12	1/17/2011	2220	6495	5030	7390.0000	Operational Supplies	1,500.00
<u>MVNG MONEY BSD ON CYS</u>							
BA 13	1/17/2011	2220	6493	3241	5170.0050	Medicaid - Capitated	4,320.00-
BA 13	1/17/2011	2220	6493	3241	5550.0020	Community Program	1,080.00-
BA 13	1/17/2011	2220	6495	5022	8210.0000	Contractual - Other	5,400.00
<u>INC WRAP-ENG PWR CMPN</u>							
BA 15	1/17/2011	2743	7448		5610.0000	State Of Mich - Welfare	25,000.00-
BA 15	1/17/2011	2743	7448		8080.0000	Service Contracts	25,000.00
<u>ADJ FOR ADDL LBR/MTRL</u>							
BA 18	1/17/2011	2890	7297		5720.0000	St Of MI-Energy Coordin.	45,000.00-
BA 18	1/17/2011	2890	7298		7330.0000	Weatherization Materials	45,000.00
<u>FOR SOFTWARE UPGRADE</u>							
BA 21	1/25/2011	2220	6493	3241	5170.0050	Medicaid - Capitated	5,820.00-
BA 21	1/25/2011	2220	6493	3241	5550.0020	Community Program	780.00-
BA 21	1/25/2011	2220	6495	5027	7390.0000	Operational Supplies	6,600.00
<u>TO ESTABLISH BUDGET F</u>							
BA 28	1/25/2011	2890	7296	1000	5610.0000	State Of Mich - Welfare	11,581.00-
BA 28	1/25/2011	2890	7296	1000	7040.0000	Salaries - Regular	678.00
BA 28	1/25/2011	2890	7296	1000	7150.0000	Social Security	84.00

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 1/01/2011 Thru 1/31/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>TO ESTABLISH BUDGET F</u>							
BA 28	1/25/2011	2890	7296	1000	7160.0000	Hospitalization	183.00
BA 28	1/25/2011	2890	7296	1000	7160.0020	OPEB - Health Care	17.00
BA 28	1/25/2011	2890	7296	1000	7170.0000	Life Insurance	4.00
BA 28	1/25/2011	2890	7296	1000	7180.0000	Retirement & Sick Leave	75.00
BA 28	1/25/2011	2890	7296	1000	7180.0010	457 Plan Contribution	13.00
BA 28	1/25/2011	2890	7296	1000	7190.0000	Dental Insurance	15.00
BA 28	1/25/2011	2890	7296	1000	7200.0000	Worker'S Compensation	10.00
BA 28	1/25/2011	2890	7296	1000	7210.0000	Longevity	20.00
BA 28	1/25/2011	2890	7296	1000	7220.0000	Unemployment	1.00
BA 28	1/25/2011	2890	7296	1000	7230.0000	Optical Insurance	3.00
BA 28	1/25/2011	2890	7296	1000	7240.0000	Disability Insurance	5.00
BA 28	1/25/2011	2890	7296	1000	8600.0000	Travel - Mileage	50.00
BA 28	1/25/2011	2890	7296	2000	7390.0000	Operational Supplies	2,374.00
BA 28	1/25/2011	2890	7296	2000	8080.0000	Service Contracts	1,100.00
BA 28	1/25/2011	2890	7296	3000	7040.0000	Salaries - Regular	638.00
BA 28	1/25/2011	2890	7296	3000	7150.0000	Social Security	49.00
BA 28	1/25/2011	2890	7296	3000	7160.0000	Hospitalization	131.00
BA 28	1/25/2011	2890	7296	3000	7160.0020	OPEB - Health Care	9.00
BA 28	1/25/2011	2890	7296	3000	7170.0000	Life Insurance	2.00
BA 28	1/25/2011	2890	7296	3000	7180.0000	Retirement & Sick Leave	102.00
BA 28	1/25/2011	2890	7296	3000	7180.0010	457 Plan Contribution	13.00
BA 28	1/25/2011	2890	7296	3000	7190.0000	Dental Insurance	7.00
BA 28	1/25/2011	2890	7296	3000	7200.0000	Worker'S Compensation	10.00
BA 28	1/25/2011	2890	7296	3000	7220.0000	Unemployment	1.00
BA 28	1/25/2011	2890	7296	3000	7230.0000	Optical Insurance	2.00
BA 28	1/25/2011	2890	7296	3000	7240.0000	Disability Insurance	3.00
BA 28	1/25/2011	2890	7296	3000	7330.0000	Weatherization Materials	5,791.00
BA 28	1/25/2011	2890	7296	3000	8600.0000	Travel - Mileage	191.00
<u>UPGRADE CURRENT SPTWR</u>							
BA 3	1/10/2011	2220	6493	3241	5170.0050	Medicaid - Capitated	35,320.00-
BA 3	1/10/2011	2220	6493	3241	5550.0020	Community Program	8,830.00-
BA 3	1/10/2011	2220	6495	5022	9770.0020	Software	44,150.00
<u>DONATN-HONOR OF JUDGE</u>							
BA 30	1/31/2011	1010	1370		6750.0010	Donations	1,000.00-
BA 30	1/31/2011	1010	1370		7390.0000	Operational Supplies	1,000.00
<u>ALLOW FOR PUR OF K-9</u>							
BA 31	1/31/2011	1010	2010		6999.3900	Rev. (Over)Under Expend.	4,827.00-

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>ALLOW FOR PUR OF K-9</u>							
BA 31	1/31/2011	1010	3020		6070.0180	Fees - Canine Dog	5,000.00-
BA 31	1/31/2011	1010	3020		8030.0280	Fees - Canine Dog	9,827.00
<u>NEGOTIATED NEW PNK FEES</u>							
BA 32	1/31/2011	1010	2530		8100.0000	Bank Service Charges	5,000.00-
<u>EST_CRRYOVR_BDG-ICA</u>							
BA 36	1/31/2011	2744	7296		5610.0000	State Of Mich - Welfare	26,391.00-
BA 36	1/31/2011	2744	7296		8430.0000	Client Assistance Pymts	26,391.00
<u>EST_CRRYOVR_BDG-TERA</u>							
BA 37	1/31/2011	2744	7441		5610.0000	State Of Mich - Welfare	14,545.00-
BA 37	1/31/2011	2744	7441		9390.0060	Building Rental-Homeless	14,545.00
<u>ADJ_BDG TO APRVD_STAT</u>							
BA 39	1/31/2011	2800	7480		5610.0000	State Of Mich - Welfare	900.00
BA 39	1/31/2011	2800	7480		7160.0000	Hospitalization	900.00-
<u>BDG_FOR_BO_EXPENSES</u>							
BA 42	1/31/2011	2890	7291		6760.0000	Reimbursements	5,000.00-
BA 42	1/31/2011	2890	7292		7330.0010	WX Mat-Ener.Optimization	5,000.00
BA 42	1/31/2011	2890	7297		6760.0000	Reimbursements	25,000.00-
BA 42	1/31/2011	2890	7298		7330.0010	WX Mat-Ener.Optimization	25,000.00
<u>ADJ_BDG_BY_2ND_\$45000</u>							
BA 43	1/31/2011	2890	7297		5720.0000	St Of MI-Energy Coordin.	45,000.00-
BA 43	1/31/2011	2890	7298		7330.0000	Weatherization Materials	45,000.00
<u>REDUCE_TO_ACTL_FY_2011</u>							
BA 5	1/18/2011	2609	3093	0006	5050.0000	Fed. Grants-Public Safety	94,268.00
BA 5	1/18/2011	2609	3093	0006	7390.0000	Operational Supplies	28,794.00-
BA 5	1/18/2011	2609	3093	0006	9800.0000	Office Furniture & Equip.	65,474.00-
<u>TO_INCREASE_MRAP_AMT</u>							
BA 8	1/10/2011	2743	7448		5610.0000	State Of Mich - Welfare	25,000.00-

Date 2/03/11  
Time 16:52:14

County of Ottawa  
Fiscal Services Department  
Changes to Total Appropriations and Adjustments  
Budget Adjustments From Date: 1/01/2011 Thru 1/31/2011

Page 4  
BUD101R  
BRADTMUELL

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
BA 8	1/10/2011	2743	7448		8080.0000	Service Contracts	25,000.00

TO INCREASE WRAP AMT

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 2/22/2011

**Requesting Department:** Parks and Recreation

**Submitted By:** Bob Spaman

**Agenda Item:** Adopt the "2011 Ottawa County Parks, Recreation and Open Space Plan"

## SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the resolution adopting the 2011 Ottawa County Parks, Recreation and Open Space Plan as a reference document for future decision-making and recommending transmittal of the plan to the Michigan Department of Natural Resources.

## SUMMARY OF REQUEST:

The Ottawa County Parks and Recreation Commission maintains an up to date long range plan to guide park land acquisition, improvements and operations. The plan is also required to be eligible to receive state and federal grants through the Michigan Department of Natural Resources. The 2006 plan has been updated and approved by the Parks and Recreation Commission which requests Board approval by resolution.

Parks plan available for review at <http://www.miottawa.org/ParksVI/Parks/plan.htm>

## 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=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org  
Reason: I am approving the document.  
Date: 2011.01.31 13:34:39 -0500

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 2/10/2011



## MEMORANDUM

Date: January 31, 2011

To: Ottawa County Board of Commissioners

From: John Scholtz, Parks and Recreation Director

RE: Adopt "2011 Ottawa County Parks, Recreation and Open Space Plan "

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The Ottawa County Parks and Recreation Commission maintains an up to date long range plan to guide park land acquisition, improvements and operations. The plan is also required to be eligible to receive state and federal grants through the Michigan Department of Natural Resources. The 2006 plan has been updated and approved by the Parks and Recreation Commission which requests Board approval by resolution.

Proposed motion:

*To approve the resolution adopting the 2011 Ottawa County Parks, Recreation and Open Space Plan as a reference document for future decision-making and recommending transmittal of the plan to the Michigan Department of Natural Resources.*

This request relates to a non-mandated activity and supports Goal #3 "To contribute to a healthy physical, economic and community environment."

## SUMMARY HIGHLIGHTS

### *2011 Ottawa County Parks, Recreation & Open Space Plan*

Plan approved by Parks Commission on February 9, 2011 and seeking Board of Commissioner approval on February 22, 2011. Complete plan available on line at [www.miottawa.org/parks](http://www.miottawa.org/parks).

- Why a new parks plan?
  - The plan, updated every five years, helps the Parks Commission direct resources in an organized and efficient manner based on current relevant information including needs, opportunities and available resources.
  - Although slowed, Ottawa County continues to grow in population. Recreation services and natural lands are a key quality of life issue and are important for retention of skilled workers and tourism.
  - An updated plan is required to remain eligible for State grant funds.
- Public Input: A variety of tools were used to obtain public input and identify needs including 1) County resident survey, 2) park user survey, 3) public workshops, 4) Parks Commission work sessions and retreats, 5) analysis of local recreation plans and other outstanding park systems in Michigan, 6) comment cards in the parks, and 7) a review of national recreation research.
- Activity Analysis: Potential uses and activities were re-evaluated to determine the optimal role of the County Parks in relation to other recreation providers. Natural resource based activities, especially trail uses, continue to grow in popularity and appropriately fit with county park land resources.
- ADA Compliance: The county park system has made significant progress in bringing existing facilities into compliance with current accessibility guidelines and requirements. The plan identifies remaining deficiencies and how to address them.
- Land Acquisition: Goals for land acquisition are being met, but continued efforts are recommended through the end of the current millage. The focus of acquisition efforts is moving toward properties that connect existing lands or improve the function, ecological value, and aesthetics of existing properties. The plan recommends acquisition of approximately 900 acres by the end of the current millage period.
- Park development: Projects for the next five to ten years will focus on completion of the Olive Shores and Ottawa Beach master plan improvements, development of the Macatawa River Greenway and trail at the Upper Macatawa Natural Area, and increased efforts to improve key park sites along the Grand River along with linkages between these park properties.
- Financial: Park system financing has been adjusted based on elimination of general fund revenues and reduction in millage fund projections. It also recognizes the need for additional maintenance on new properties and facilities.

The Ottawa County Board of Commissioners  
of the County of Ottawa  
West Olive, Michigan

RESOLUTION OF ADOPTION OF THE *2011 OTTAWA COUNTY PARKS, RECREATION AND OPEN SPACE PLAN*.

At a meeting of the Board of Commissioners of the County of Ottawa, Ottawa County, Michigan, held at the County Building, West Olive in said County on February 22, 2011:

PRESENT: Members -

ABSENT: Members -

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

WHEREAS, it is a primary function of the Ottawa County Parks and Recreation Commission to maintain a current plan for County park and recreation land, waters and facilities; and

WHEREAS, the Commission has analyzed the cultural and physical resources of Ottawa County including an inventory of existing recreation facilities; and

WHEREAS, the Commission has sought public input from a variety of channels in establishing goals and objectives which address identified recreation deficiencies; and

WHEREAS, the Commission has transformed its goals into a logical plan of action for parks, recreation facility development and open space preservation in Ottawa County;

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners adopt the *2011 Ottawa County Parks, Recreation and Open Space Plan* as a reference document for future decision-making and that the plan be transmitted to the Michigan Department of Natural Resources.

YEAS: Members:

NAYS: Members:



RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Chairman, Philip Kuyers

\_\_\_\_\_  
County Clerk, Daniel Krueger

Certification

I, the undersigned, duly qualified Clerk of the County of Ottawa, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners of the County of Ottawa, Michigan, at a meeting held on February 22, 2011 the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed my official signature this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2011.

\_\_\_\_\_  
County Clerk, Daniel Krueger

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 2/22/2011

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** Purchase of MERS (Michigan Municipal Employees Retirement System) Military Service Credits for Paul M. Geerlings

## SUGGESTED MOTION:

To approve the purchase of one (1) year eleven (11) months of military service credits for Paul M. Geerlings (Drain Commissioner, Ottawa County Drain Commission) for a total cost of \$41,256.00. The County cost of \$32,538.79 to be funded from contingency and \$7,717.21 to be paid by Paul M. Geerlings.

County Cost: \$32,538.79  
Employee Cost: \$ 7,717.21  
Total Cost: \$41,256.00

## SUMMARY OF REQUEST:

Employees Eligible on or before January 1, 2009:

The Ottawa County Board of Commissioners will approve allowing the purchase of up to four (4) years for active duty military service which occurred prior to January 1, 1999, for eligible benefited employees of the County who have at least ten (10) years of credited service with MERS. Commissioners must have eight (8) years of credited service with MERS.

Eligible employees under this section will have up until January 1, 2014 (five years) to purchase eligible military service credits. Payment due from the employee prior to allowing the purchase of 5% of the last four quarters of earnings report to MERS multiplied by the years and months to be credited.

## FINANCIAL INFORMATION:

Total Cost: \$41,256.00 | General Fund Cost: \$32,538.79 | Included in Budget:  Yes |  No

If not included in budget, recommended funding source: Contingency

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated |  Non-Mandated |  New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 6: Continue the effective and efficient management of human resources.

**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: 2011.02.10 12:32:14 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 2/15/2011

**APPLICATION FOR ADDITIONAL CREDITED SERVICE  
 Cost Estimate, Member Certification and Governing Body Resolution**

**MEMBER**

Name: Paul M. Geerlings  
 SSN: XXX-XX-8290  
 DOB: 4/11/1944  
 Age: 66 years, 9 months  
 Spouse's DOB: 10/23/1950

**CALCULATION DATE - 2/1/2011**

(Estimate Not Valid After 2 Months)

**BENEFIT PROGRAMS**

Benefit B-4 (80% max)  
 Benefit F55 (With 25 Years of Service)  
 Benefit FAC-5 (5 Year Final Average Compensation)  
 10 Year Vesting  
 E2 COLA Benefit

**EMPLOYER**

Name: Ottawa Co  
 Number/Div: 7003 / 10

**ESTIMATED FAC ON CALCULATION DATE: \$79,816.84****CREDITED SERVICE**

Member's Service Credit as of Calculation Date:

10 years, 1 month

**Type of Credited Service to be Granted:**

Generic (Plan Section 7)

**Amount of Credited Service to be Granted:**

1 year, 11 months

**Total Estimated Actuarial Cost of Additional Credited Service:****\$40,256.00 [Payment Options on Reverse]****BENEFIT CALCULATION ASSUMPTIONS**

- It is assumed that the Member will continue working until the earliest date for unreduced retirement benefits. If the Member terminates prior to becoming eligible for unreduced benefits, the Employer understands and accepts that the actuarial cost will be different from the actuarial cost shown above.
- The Member's Final Average Compensation (FAC) is projected to increase 4.5% annually from the date of purchase to the date of retirement.
- The Plan's Investment Return is projected to be 8% annually.

**THE ADDITIONAL CREDITED SERVICE IS PROJECTED TO RESULT IN THE FOLLOWING CHANGES:**

	Retirement Date	Age	Service Through	Total Service	FAC	Annual Benefit
Before Purchase	2/1/2011	66 yrs., 9 mths.	1/31/2011	10 yrs., 1 mth.	\$79,816.84	\$20,120.40
After Purchase	2/1/2011	66 yrs., 9 mths.	1/31/2011	12 yrs., 0 mths.	\$79,816.84	\$23,945.04

*Note:* MERS is not responsible for any Member or Employer supplied information, or any losses which may result if actual experience differs from actuarial assumptions. The Member and Employer are responsible for reviewing the information contained herein for accuracy, and assuming the risk that actual experience results in liability different than that estimated.

**MEMBER CERTIFICATION**

I certify that the above information is correct and accurate. If this is a purchase of qualifying "other governmental" service, I certify that the service has not and will not be recognized for the purpose of obtaining or increasing a pension under another defined benefit retirement plan.

\_\_\_\_\_  
Signature of Member\_\_\_\_\_  
Date**GOVERNING BODY RESOLUTION**

As provided by the MERS Plan Document, and in accordance with the Employer's policy there under, the additional credited service described above is hereby granted this Member by Resolution of the Governing Body of Ottawa Co, at its meeting on \_\_\_\_\_. The Employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actual experience will affect the true cost of the additional service. For example, changes in benefit programs through adoption or transfer of the affected employee to a division with 'better' benefits; increases in wages other than 4.5% per year; and changes to the anticipated date of termination, will affect the actual cost of the additional service (increase or decrease). Thus, actual future events and experience may result in changes different than those assumed, and liability different than that estimated. The Employer understands and agrees that it is accountable for any difference between estimated and actual costs.

\_\_\_\_\_  
Signature of Authorized Official from Ottawa Co\_\_\_\_\_  
Date

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 2/22/2011

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** Purchase of MERS (Michigan Municipal Employees Retirement System) Generic Service Credits for Paul M. Geerlings

## SUGGESTED MOTION:

To approve the purchase of one (1) month of MERS generic service credit for \$1,752.00 (total cost to be paid by employee, Paul M. Geerlings).

Total Cost: \$1,752

Employer Cost: \$0

Employee Cost: \$1,752

## SUMMARY OF REQUEST:

The MERS Plan document allows for the purchase of up to five (5) years of generic service credits by an employee. The employee is responsible for the total cost of the purchase of generic service credits.

## FINANCIAL INFORMATION:

Total Cost: \$1,752.00      General Fund Cost: \$0.00      Included in Budget:  Yes       No

If not included in budget, recommended funding source: Employee

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated       Non-Mandated       New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 6: Continue the effective and efficient management of human resources.

**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@ottawacounty.org  
Reason: I am approving this document.  
Date: 2011.02.16 12:33:34 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 2/15/2011

**APPLICATION FOR ADDITIONAL CREDITED SERVICE  
 Cost Estimate, Member Certification and Governing Body Resolution**

**MEMBER**

Name: Paul M. Geerlings  
 SSN: XXX-XX-8290  
 DOB: 4/11/1944  
 Age: 66 years, 9 months  
 Spouse's DOB: 10/23/1950

**CALCULATION DATE - 2/1/2011**

(Estimate Not Valid After 2 Months)

**BENEFIT PROGRAMS**

Benefit B-4 (80% max)  
 Benefit F55 (With 25 Years of Service)  
 Benefit FAC-5 (5 Year Final Average Compensation)  
 10 Year Vesting  
 E2 COLA Benefit

**EMPLOYER**

Name: Ottawa Co  
 Number/Div: 7003 / 10

**ESTIMATED FAC ON CALCULATION DATE:** \$79,816.84**CREDITED SERVICE**

Member's Service Credit as of Calculation Date:

10 years, 1 month

**Type of Credited Service to be Granted:**

Generic (Plan Section 7)

**Amount of Credited Service to be Granted:**

0 years, 1 month

**Total Estimated Actuarial Cost of Additional Credited Service:****\$1,752.00** [Payment Options on Reverse]**BENEFIT CALCULATION ASSUMPTIONS**

- It is assumed that the Member will continue working until the earliest date for unreduced retirement benefits. If the Member terminates prior to becoming eligible for unreduced benefits, the Employer understands and accepts that the actuarial cost will be different from the actuarial cost shown above.
- The Member's Final Average Compensation (FAC) is projected to increase 4.5% annually from the date of purchase to the date of retirement.
- The Plan's Investment Return is projected to be 8% annually.

**THE ADDITIONAL CREDITED SERVICE IS PROJECTED TO RESULT IN THE FOLLOWING CHANGES:**

	Retirement Date	Age	Service Through	Total Service	FAC	Annual Benefit
Before Purchase	2/1/2011	66 yrs., 9 mths.	1/31/2011	10 yrs., 1 mth.	\$79,816.84	\$20,120.40
After Purchase	2/1/2011	66 yrs., 9 mths.	1/31/2011	10 yrs., 2 mths.	\$79,816.84	\$20,286.84

*Note:* MERS is not responsible for any Member or Employer supplied information, or any losses which may result if actual experience differs from actuarial assumptions. The Member and Employer are responsible for reviewing the information contained herein for accuracy, and assuming the risk that actual experience results in liability different than that estimated.

**MEMBER CERTIFICATION**

I certify that the above information is correct and accurate. If this is a purchase of qualifying "other governmental" service, I certify that the service has not and will not be recognized for the purpose of obtaining or increasing a pension under another defined benefit retirement plan.

\_\_\_\_\_  
Signature of Member\_\_\_\_\_  
Date**GOVERNING BODY RESOLUTION**

As provided by the MERS Plan Document, and in accordance with the Employer's policy there under, the additional credited service described above is hereby granted this Member by Resolution of the Governing Body of Ottawa Co, at its meeting on \_\_\_\_\_. The Employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actual experience will affect the true cost of the additional service. For example, changes in benefit programs through adoption or transfer of the affected employee to a division with 'better' benefits; increases in wages other than 4.5% per year; and changes to the anticipated date of termination, will affect the actual cost of the additional service (increase or decrease). Thus, actual future events and experience may result in changes different than those assumed, and liability different than that estimated. The Employer understands and agrees that it is accountable for any difference between estimated and actual costs.

\_\_\_\_\_  
Signature of Authorized Official from Ottawa Co\_\_\_\_\_  
Date

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 2/22/2011

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** Public Health Department Personnel Request to Create a .75 FTE Environmental Health Specialist

## SUGGESTED MOTION:

To approve the request from the Public Health Department to create (1) .75 FTE Environmental Health Specialist (Group T, Paygrade 14) at a cost of \$48,326. Funding to come from a grant through the Michigan Department of Environmental Quality. Position to sunset September 2012.

## SUMMARY OF REQUEST:

This position will be responsible for documenting and carrying out the actions as specified in the workplan for the Modeling and Monitoring Beach Grants as awarded through Great Lakes Restoration Initiative (GLRI) funds. These actions include; developing a monitoring plan for specified beaches, conducting sanitary surveys, collecting and analyzing samples, submitting quarterly reports to the MDEQ, and revising current beach notification procedures.

This position is funded fully through the GLRI funds awarded by the Michigan Dept. of Environmental Quality through a federal grant. Through this grant and partnerships with federal organizations, it is hoped that a working model will be developed for forecasting beach water quality conditions more accurately than the current sample collection methods. The improved effectiveness of the program will help to minimize public health risks to County residents and visitors.

This position will increase the frequency and level of monitoring at select Ottawa County beaches. This will allow for increased data in order to construct more accurate predictive models for beach water quality. The 2011 summer will be mainly data collection and collaboration with the National Oceanic and Atmospheric Administration (NOAA) to create a working predictive model for the Grand Haven City and Grand Haven State Park beaches. The 2012 summer will be utilizing the model to predict water quality in conjunction with continued sampling to evaluate the accuracy of the model.

## FINANCIAL INFORMATION:

Total Cost: \$48,326.00      General Fund Cost: \$0.00      Included in Budget:     Yes     No

If not included in budget, recommended funding source: Funding to come from a grant through the Michigan Department of Environmental Quality.

## 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. This position will help to expand the data available regarding water quality issues at two of the most attended beaches in Ottawa County.

Objective: 3: Continue initiatives to preserve the physical environment.

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@ottawacounty.org  
Reason: I am approving this document  
Date: 2011.02.10 09:10:01 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 2/15/2011

**COUNTY OF OTTAWA**  
**2011 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION**  
**REQUEST FORM**

*Please Print Form and Return to the Fiscal Services Department*

**POSITION TITLE:** Environmental Health Specialist **FUND/DEPARTMENT NUMBER:** 6020

**CHECK ONE:**       New Position:                      Number of hours per week requested: 30  
                          Expansion of Existing Hours:      From: \_\_\_\_\_ To: \_\_\_\_\_ per week

**GENERAL INFORMATION:**

1. Bargaining Unit:

2. Proposed Pay Grade:

3. Briefly describe the functions of this position:  
This position will be responsible for documenting and carrying out the actions as specified in the workplan for the Modeling and Monitoring Beach Grants as awarded through Great Lakes Restoration Initiative (GLRI) funds. These actions include; developing a monitoring plan for specified beaches, conducting sanitary surveys, collecting and analyzing samples, submitting quarterly reports to the MDEQ, and revising current beach notification procedures.
4. Describe the justification for this position (Provide supporting documentation if appropriate.)  
This position is funded fully through the GLRI funds awarded by the Michigan Dept. of Environmental Quality through a federal grant. Through this grant and partnerships with federal organizations, it is hoped that a working model will be developed for forecasting beach water quality conditions more accurately than the current sample collection methods. The improved effectiveness of the program will help to minimize public health risks to County residents and visitors.
5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.  
Goal 3; To Contribute to a Healthy Physical, Economic, & Community Environment. This position will help to expand the data available regarding water quality issues at two of the most attended beaches in Ottawa County (GH State Park and GH City beach). This data will allow for greater insight in what is impacting water quality at the beaches as well as better notification methods to the public. These actions directly related to Objective 3 and Objective 4, to "continue initiatives to preserve the physical environment" and to "continue initiatives to positively impact the community", as stated in the strategic plan.
6. Will the job functions of this position be for mandated or discretionary functions of the department?  
The job functions are discretionary, and completely funded through GLRI grant funds awarded by the MDEQ.
7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?  
This position will increase the frequency and level of monitoring at select Ottawa County beaches. This will allow for increased data in order to construct more accurate predictive models for beach water quality. The 2011 summer will be mainly data collection and collaboration with the National Oceanic and Atmospheric Administration (NOAA) to create a working predictive model for the Grand Haven City and Grand Haven State Park beaches. The 2012 summer will be utilizing the model to predict water quality in conjunction with continued sampling to evaluate the accuracy of the model.

(If the position being requested does not have an existing job description, please attach a description of anticipated duties.)

**COST INFORMATION:**

ESTIMATED SALARY COST FOR THE BUDGET YEAR:

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION:   
*(If equipment is required, please complete an equipment request form and indicate it is for a new position.)*

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**BUDGET DATA:** \_\_\_\_\_  
Fiscal Services Department Use Only

**CONTROL #:** \_\_\_\_\_  
Fiscal Services Department Use Only



APPENDIX A

WORKPLAN FOR

Ottawa Beaches-Developing and Integrating Models	Project Name
Ottawa County	Project Location
	Watershed Impacted by Project
Ottawa County Health Department	Organization Name
	Phone Number
	Fax Number
	Contact Person's Name
	Contact Person's Title
	Contact Person's E-Mail
	Organization Address
	Duration of Project
10/1/2010	Start Date
9/30/2012	End Date
\$80,000	Grant Amount Requested
\$0	Local Match
\$80,000	Project Total
	Name of Person with Grant Acceptance Authority
	Title of Person with Grant Acceptance Authority

Benefit to Organization: Models will predict current or forecasted fecal indicator bacteria concentrations (water quality conditions) which will significantly improve effectiveness of beach monitoring programs by minimizing public health risks and identifying temporal and spatial factors that impact water quality at beaches.

Brief Project Description: Beach managers will purchase and install instruments that will be used to develop a regression-based beach model (e.g., Virtual Beach). Information and data will be integrated with deterministic models from the Great Lakes Coastal Forecasting System (assistance provided by David Rockwell at the University of Michigan) and hydrodynamic models (assistance provided by Dr. David Schwab of National Oceanic Atmospheric Administration). The final product will be an integration of several models to produce a model that will forecast concentrations of fecal indicator bacteria at a beach in advance of 60 hours. This project will also evaluate a regional application for this model.

Problem Statement:

Most beach managers currently determine water quality conditions at their beaches based on results from water samples collected on the previous day. This approach requires them to assume that water quality has not changed since the samples were first collected. This approach (called the persistence model approach) has been shown to be inaccurate. Therefore, the availability of these models will significantly improve the protection of human health at Michigan beaches.

Project Location:

Ottawa County

Grand Haven City Beach, (HUC: 04050006; Lat/Long: 43.04777 / -86.24327)

Grand Haven State Park Beach, (HUC: 04050006; Lat/Long: 43.052 / -86.2454)

#### Proposed Work:

The beach manager for Ottawa County has already worked with researchers from NOAA, USGS, Michigan State University, and others to develop a hydrodynamic model for the Grand River and Lake Michigan. This proposal will build upon that effort in a similar manner to the Bay County project. The project will begin by developing a beach model and integrating it with the existing hydrodynamic model for the Grand River and Lake Michigan and the deterministic models from the Great Lakes Coastal Forecasting System. The final product for this project will be a beach forecasting model having the potential to forecast water quality conditions in advance of 60 hours. This information will be shared with researchers at the USGS and NOAA so they can potentially extend the reach of a regional forecasting model for southern Lake Michigan.

Recommendations from the USGS, NOAA, UM, and USEPA will be used to select and install appropriate equipment and instruments at beach monitoring sites. Collaborating with researchers from the USGS, NOAA, UM, and the USEPA will expedite the development of models with the potential to refine individual models into regional forecasting models. The models will be used in local beach monitoring programs to determine water quality conditions that will then be communicated to the public. This information will be posted at beaches with signs (available on BeachGuard) and will be distributed via the local media. Beach managers will collaborate with researchers to receive training and become more familiar with modeling techniques.

All work will follow the DNRE's approved Quality Management Plan (QMP). The DNRE reviews and approves each Quality Assurance Project Plan (QAPP) as appropriate for projects funded via subgrants.

Predictive nowcast and forecast models will enhance the understanding of potential sources of bacteria-related contamination. Predictive nowcast and forecast models can aid in source identification and remediation processes by identifying key factors that explain *E. coli* variation. This can help managers to direct bacterial source identification sampling activities. Forecast models could potentially be used to determine when it is important to monitor a beach due to elevated *E. coli* concentrations. This could provide a screening tool for the beach manager as to when to use the more costly rapid test methods. Forecasting models could serve as a cost-effective means of meeting future Beach Act requirements for using rapid testing techniques since deterministic data are available via National Digital Forecast Database and Great Lakes Coastal Forecasting System models at no cost to the beach manager. Since the methodology for computing the deterministic parameters is consistent from beach to beach, it may provide a measure of comparability for determining swimming conditions at beaches which is difficult now due to lack of universal standards, and sampling methods (Nevers and Whitman, 2010).

Predictive nowcast models are typically developed for single beaches (Francy et al, 2003, Olyphant and Whitman, 2004) or a limited number of beaches (Nevers et al, 2007). Restricting models to a local scale trades increased explanation of *E. coli* variance at a beach for a managerial disadvantage of cost. The development costs per beach for a statistical/empirical model are estimated to range from \$25,000 to \$50,000 and annual operation is estimated to be \$15,000 (Russo 2009).

The project will be completed by the applicant and its partners in a cost-effective manner to facilitate EPA oversight and administration of the project. All projects administered by DNRE staff will be implemented following standard grant protocols. We will provide to EPA an administrative contact and project-specific contact. The administrative contact will help ensure that the EPA reporting requirements are met; the project administrators ensure the individual projects are implemented per the schedule agreed upon with the EPA. DNRE requires all

subrecipients to submit quarterly status reports which include narrative and financial documentation; these reports are reviewed by staff to ensure the project is on schedule and that charges are appropriate. The oversight provided by DNRE staff is efficient and information readily available to EPA officials.

#### Environmental Results:

##### Expected Outcomes

- The presence of bacteria, viruses, pathogens, nuisance growths of plants, or other risks to human health are forecasted which can lead to corrective actions that will reduce public health risk and reduce contamination levels.
- High quality bathing beach opportunities are maintained by reducing or eliminating impairments from bacterial and algal contamination; effective monitoring for fecal indicator bacteria; effective modeling of environmental conditions to estimate recreational water quality, where appropriate; and timely communications to the public about beach health and daily swimming conditions.
- High quality, timely, and relevant information about the nearshore areas is readily available to assess progress and to inform enlightened stakeholder decision making.

##### Expected Outputs for this project include:

The final product of this proposal will be an integration of beach models with hydrodynamic and deterministic models to produce a beach forecasting model with the potential to forecast regional water quality conditions in advance of 60 hours. Beach managers will also investigate parameters to improve the accuracy and usefulness of models for beaches. Beaches will be monitored with rapid and culture-based methods and data will be evaluated in the models. A collaborative effort between beach managers and researchers will determine equipment needs, installation sites, and operational capacity to provide more accurate data in real-time format for models. The models will be developed for beaches in Saginaw Bay, Lake Michigan, and Lake St. Clair. These locations include beaches that report few beach closures (3 in 5 years) and beaches that report multiple beach closures in one monitoring season. The beaches are located in watersheds that are impacted by tributaries and urban and agricultural sources of contamination. The models will be used in local beach monitoring programs to determine water quality conditions that will then be communicated to the public. This information will be posted at beaches with signs (available on BeachGuard) and will be distributed via the local media. Beach managers will collaborate with researchers to receive training and become more familiar with modeling techniques.

##### Expected Results

Individual beach models will be developed to estimate beach water quality and will be refined and integrated with hydrodynamic and deterministic models to produce forecasting models with the potential to predict water quality conditions at 60 hours. This information will be shared with the USGS so they can potentially create regional forecasting models for Saginaw Bay, Lake Michigan, and Lake St. Clair. Results and information gained from these efforts will be shared with the communities, watershed groups, stakeholders, the public, the Great Lakes Observing System, and the Great Lakes Commission. Data and results from the models will be reported to the BeachGuard system. The applicant is submitting a separate proposal to enhance the BeachGuard system to accommodate additional requirements for data, formatting, and efficient data transfer that are necessary for models.

The Bay, Macomb, and Ottawa County beach managers will be the first ones in Michigan to implement new models. Their successful implementation of beach models to their beach monitoring programs will create new opportunities for other beach managers to utilize

databases, other types of models, and new tools from researchers at NOAA, USGS, and USEPA. This is especially important for Michigan because its vast shoreline makes it impossible to regularly monitor all of the public beaches in Michigan. The development of regional predictive models has the potential to predict water quality conditions along the nearshore of areas that are not monitored.

The beach managers are willing to work with experts to expand the capacity of beach models so they can be applied to broader regional areas. The beaches selected in this project will expand the knowledge base for models because the selected areas are impacted by large and small rivers that empty into open coasts, bays, and smaller lakes such as Lake St. Clair.

One of the advantages of using a model is that it helps beach managers fully characterize all potential sources of contamination and determine the factors that influence changes in water quality conditions. The models can assist in the identification of factors that impact water quality and assess their relative contribution to changes in conditions at a beach. Beach managers will therefore learn very important information regarding the factors that affect water quality at their beaches.

This project will allow beach managers and the public to get timely and meaningful water quality results. This is very important because most beach managers currently determine water quality conditions at their beaches based on results from water samples collected on the previous day. This approach requires them to assume that water quality has not changed since the samples were first collected. This approach (called the persistence model approach) has been shown to be inaccurate. Therefore, the availability of these models and rapid methods will significantly improve the protection of human health at Michigan beaches.

The models will provide more consistent, reliable, and cost-effective information that can be used to determine and predict changes that may affect monitoring strategies. For instance, less frequent monitoring may be needed during quiescent and calm conditions if the models show that water quality is less likely to be impacted. However, monitoring may be required more frequently if the model predicts changes in water quality conditions.

This project will make the public better informed about water quality issues at beaches because the models that are developed will determine the contribution and impact of various factors on water quality and they will help identify contamination sources. The public already relies on weather and marine forecasts for their safety. The development of beach forecasts will give the public additional information that they can use to make more educated decisions about activities that can affect their health.

**Measuring Progress:** This project will significantly improve the health of Great Lakes nearshore areas and will advance the reduction of nonpoint source pollution to levels that do not impair nearshore waters. The measure by which progress will be evaluated is the percentage of beaches meeting bacteria standards 95% or more of beach days. This measure is listed in the Great Lakes Restoration Initiative Action Plan.

To meet this measure, this project will predict current or forecasted fecal indicator bacteria concentrations (water quality conditions) which will significantly reduce the delays in posting beaches closed or in re-opening beaches. Beach monitoring programs will be improved by minimizing public health risks and identifying temporal and spatial factors that impact water quality at beaches. These improvements will eliminate closures or advisories due to known and unknown sources and have 100% of the monitoring data meet bacterial standards.

Project Milestones

Completion Date	Milestone
January 2011	Narrative Status Report submitted by January 8 to the DNRE for the Great Lakes Accountability System (GLAS) Quarterly Report for October to December Updated Approved QAPP per DNRE's QMP Collaborate with researchers from USGS, NOAA, and USEPA to determine equipment & instrument needs and locations for installation
March 2011	Develop monitoring plan for beaches Develop 24-hour wet weather monitoring plan Finalize equipment & instrument needs and locations for installation, continue reviewing & testing historical datasets with Federal Agencies
April 2011	EPA-GLRI signs erected or placed appropriately Narrative Status Report submitted by April 8 to the DNRE for the GLAS Quarterly Report for January to March Conduct Sanitary Surveys and Monitoring Install instruments Collect monitoring data Begin analyzing data in model
May 2011	Conduct Sanitary Surveys and Monitoring
June 2011	Neighborhood projects listed and initiated Semi-Annual Progress Report Conduct Sanitary Surveys and Monitoring Develop and refine models with historical data
July 2011	Narrative Status Report submitted by July 8 to the DNRE for the GLAS Quarterly Report for April to June Conduct Sanitary Surveys and Monitoring
August 2011	Conduct Sanitary Surveys and Monitoring
September 2011	Conduct Sanitary Surveys and Monitoring Summarize findings Report findings at Great Lakes Beach Conference, Fall 2011 Summarize accuracy of models and prepare recommendation for refinement of model; assess usefulness of model for future use
October 2011	Narrative Status Report submitted by October 8 to the DNRE for the GLAS Quarterly Report for July to September
January 2012	Narrative Status Report submitted by January 8 to the DNRE for the GLAS Quarterly Report for October to December Semi-Annual Progress Report Further refine model and plan for implementing the model for the summer of 2012
April 2012	Narrative Status Report submitted by April 8 to the DNRE for the GLAS Quarterly Report for January to March Conduct Sanitary Surveys and Monitoring Check and calibrate instruments, install instruments Report findings at the Michigan Environmental Health Association's Annual Education Conference (Spring 2012)
May 2012	Conduct Sanitary Surveys and Monitoring
June 2012	Neighborhood projects listed and initiated Conduct Sanitary Surveys and Monitoring

	<b>Semi-Annual Progress Report</b>
July 2012	Narrative Status Report submitted by July 8 to the DNRE for the GLAS Quarterly Report for April to June Conduct Sanitary Surveys and Monitoring Draft of Final Report Summarize Data from Sanitary Surveys and Monitoring with maps and photos as appropriate Summarize accuracy of models and prepare recommendation
August 2012	Conduct Sanitary Surveys and Monitoring Draft of Final Report with comments
September 2012	Final Narrative and Quarterly Report for July to September Final Report submitted

County of Ottawa  
 Estimated Personnel Costs  
 2210 Public Health

Union code	W/C code	FTE	Salaries * Permanent	FICA	Hospita- lization	OPEB	Life	Retirement	Dental	W/C	Unemploymen	Optical	Disability	Total Fringes	Total Salaries & fringes
T-14	12	8810	0.7500	\$33,790	\$2,585	\$7,622	\$488	\$69	\$3,034	\$488	\$8	\$51	\$86	\$105	\$48,326
				\$33,790	\$2,585	\$7,622	\$488	\$69	\$3,034	\$488	\$8	\$51	\$86	\$105	\$48,326
			7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 2/22/2011

**Requesting Department:** Human Resources

**Submitted By:** Bob Spaman

**Agenda Item:** 20<sup>th</sup> Circuit Court Personnel Request to Create a .8 FTE Legal Self-Help Center Coordinator

## SUGGESTED MOTION:

To approve the request from the, 20th Circuit Court, Friend of the Court, to create (1) .8 FTE Legal Self-Help Center Coordinator (Unclassified 05A) at a cost of \$40,926. Funding to come from a grant through the Grand Haven Area and Holland/Zeeland Community Foundations and the Michigan State Bar Foundation. Position to sunset August 2011.

## SUMMARY OF REQUEST:

This position will oversee the day to day operations of the 20<sup>th</sup> Circuit Court's Legal Self-Help Center, recruit, train and supervise the volunteer staff, maintain and insure that court forms are up to date. Position will assist volunteers as needed, connect with the community agencies and keep statistical information for reporting purposes and work with the Strategic Planning team for the best interests of the Center.

This position has been at a 19.5 hours per week temporary unbenefited position. This request will make this a benefited position which will sunset August 2011.

## FINANCIAL INFORMATION:

Total Cost: \$40,926.00      General Fund Cost: \$0.00      Included in Budget:     Yes     No

If not included in budget, recommended funding source: Grant through Grand Haven and Holland/Zeeland community Foundations and Michigan State Bar Foundation.

## 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

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

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

1: Review and evaluate the organization, contracts, programs, and services for potential efficiencies.

2: Prioritize mandated and discretionary services.

**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@ottawacounty.org  
Reason: I am approving this document  
Date: 2011.02.15 09:41:39 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 2/15/2011



**COUNTY OF OTTAWA**  
**2011 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION**  
**REQUEST FORM**

Please Print Form and Return to the Fiscal Services Department

**POSITION TITLE:** Legal Self-Help Center Coordinator **FUND/DEPARTMENT NUMBER:** 1010

**CHECK ONE:**       New Position:                      Number of hours per week requested: 32  
                          Expansion of Existing Hours:      From: 19.5 To: 32 per week

**GENERAL INFORMATION:**

1. Bargaining Unit: Unclassified

2. Proposed Pay Grade: 5A

3. Briefly describe the functions of this position:  
Oversee the day-to-day operations of the 20<sup>th</sup> Circuit Court's Legal Self-Help Center. recruit, train and supervise the volunteer staff, maintain and insure that court forms are up-to-date. Assist volunteers as needed, connect with community agencies, keep statistical information for reporting purposes and work with the Strategic Planning team for the best interests of the Center.
4. Describe the justification for this position (Provide supporting documentation if appropriate.)  
The Center operates with volunteers, many of whom are Cooley Law students. One of the provisions in the agreement with Cooley is that the students have access to an attorney during their shift. This position is fully grant funded by the Grand Haven Area Community Foundation, the Holland/Zeeland Community Foundation and the Michigan State Bar Foundation. In our grant applications, we requested funding to hire a coordinator.
5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.  
Maintenance and improvement of County's strong financial position, to contribute to a healthy physical, economic and community environment and to continually improve the County's organization and services.
6. Will the job functions of this position be for mandated or discretionary functions of the department?  
Most are mandated. For example, all court departments are required to provide forms and instructions to the public. All Court employees are required to assist the public with the forms and filing of court documents.
7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?  
The number of adjournments are reduced. The ability to meet the standards for the resolution of cases is increased. Circuit Court keeps records and reports this information to the State Court Administrative office. Judges report the ability to send unprepared litigants to the center and as a result resolve a case on the same day.

(If the position being requested does not have an existing job description, please attach a description of anticipated duties.)

**COST INFORMATION:**

ESTIMATED SALARY COST FOR THE BUDGET YEAR: \$ 25,897

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$ 15,029

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION: \$0.00  
*(If equipment is required, please complete an equipment request form and indicate it is for a new position.)*

SIGNED:

Sherry Van Buren

DATE:

2-7-11

**BUDGET DATA:**

\_\_\_\_\_  
Fiscal Services Department Use Only

**CONTROL #:**

\_\_\_\_\_  
Fiscal Services Department Use Only

County of Otsewa  
 Estimated Personnel Costs  
 Legal Self-Help Center Coordinator

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospit- talization	OPBB	Life	Retirement	457 Match	Dental	W/C	Longevity	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
Legal Self-Help Center Coordinator	14	8810	0.8000	\$25,897	\$1,981	\$7,442	\$780	\$77	\$4,076	\$0	\$302	\$6	\$0	\$21	\$74	\$70	\$15,029	\$40,926
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7180.0010	7190.0000	7200.0000	7210.0000	7220.0000	7230.0000	7240.0000		

## **20<sup>th</sup> Circuit Court's "Access to Courts" Legal Self-Help Center**

### **Position: Legal Self-Help Center Coordinator**

#### **Job Description:**

Under the direction of the Ottawa County Circuit Court Administrator, the Coordinator of the Legal Self-Help Center will be responsible for providing legal information, forms, guidance through the legal process and community agency referral services to unrepresented litigants who are involved in or who are considering bringing civil actions in the 20<sup>th</sup> Circuit, Probate or District Courts in Ottawa County.

The Coordinator shall:

1. Assist the public and staff by responding to questions and providing information concerning court rules, procedures and forms completion.
2. Maintain an inventory of approved legal pamphlets, forms and brochures at the Self-Help Center.
3. Provide users with educational videos on how to represent themselves in Court.
4. Provide assistance with public access computers.
5. Make referrals to other community agencies, as deemed appropriate.
6. Maintain complete and accurate records, statistical information about services and prepare reports.
7. Train and manage a volunteer staff.
8. Network with agencies and organizations ensuring the community is informed of the Self-Help Center and all services provided.

Must be able to communicate effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles, demonstrating a knowledge of and sensitivity to their needs.

This is a grant funded position that requires 32 hours per week, Monday through Thursday, 8:30 a.m. to 4:30 p.m. and Friday 8:30 a.m. until 12:30 p.m. The position is currently funded through August of 2011.

#### **Qualifications**

**Experience:** Qualified applicants should have experience working in a legal setting such as a Court, legal clinic or law office.

**Education:** JD Degree or Bachelors Degree with an emphasis in legal studies required.

**Other:** Proficiency in Spanish preferred.

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 2/22/2011

**Requesting Department:** Human Resources

**Submitted By:** Marie Waalkes

**Agenda Item:** 58<sup>th</sup> District Court/Community Corrections Personnel Requests

## SUGGESTED MOTION:

To approve the request from the 58th District Court/Community Corrections to eliminate (1) .625 FTE Court Services Officer (Group T, Paygrade 11), to create (2) .475 FTE Court Services Officers (Temporary Wage Schedule) and increase (1) .450 FTE to a .475 FTE Court Services Officer (Temporary Wage Schedule) at a savings of \$2,800.

## SUMMARY OF REQUEST:

To provide more efficient and better coverage for the community service caseload which includes screening and placement, outreach, weekend drug testing for probationers, weekend Jail Alternative Service Work (JAWS), data entry and office coverage.

This request results in a overall savings to the County of at least \$2,800 by eliminating the 25 hour benefitted position and creating two 19 hour per week, unbenefitted positions. This will continue to maximize the use of alternative sentencing options and improve utilization of community corrections programs and community service.

## FINANCIAL INFORMATION:

Total Cost: \$30,898.00    General Fund Cost: \$30,898.00    Included in Budget:     Yes     No

If not included in budget, recommended funding source: The request results in an overall savings to the County.

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated     Non-Mandated     New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 1: To review and evaluate the organization, contracts, programs, and services for potential efficiencies.

**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@ottawacounty.org  
Reason: I am approving this document  
Date: 2011.02.10 09:45:02 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 2/15/2011

**COUNTY OF OTTAWA**  
**2011 NEW TEMPORARY (UNBENEFITED) POSITION REQUEST FORM**

Please Return Form to the Fiscal Services Department

**POSITION TITLE:** Court Services Officer

**FUND/DEPARTMENT NUMBER:** 28501520

**CHECK ONE:**  New Position: Number of hours per week requested: 19  
 ~~REDUCTION~~ Existing Hours: From: 25 To: 19 per week

**CHECK ONE:**  Temporary Salaries (Account Number 7050.0000)  
 Temporary Salaries – Sheriff Reserves (Account Number 7050.0040)  
 Outside Temporary Service (Account Number 8210.0060)

**GENERAL INFORMATION:**

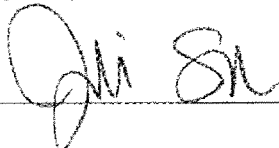
1. Description of help being requested:  
Community service caseload includes screening and placement, outreach, weekend drug testing for probationers, weekend Jail Alternative Service Work (JAWS), data entry, office coverage.
2. Briefly explain why the help is being requested and the specific effect on your performance measures and outcomes:  
I am saving the County money (\$2800) by breaking down a 25 hour benefitted position to (2) 19 hour positions. The effect on my performance measures and outcomes will be to continue to maximize the use of alternative sentencing options and improve utilization of community corrections programs and community service.
3. Estimated duration that help is needed:  
Permanent
4. What is the projected duration of the need for this position?  
Permanent
5. How will progress to meet or eliminate the need for the position be measured?  
Utilizing data from the Compas Case Management System on number of enrollments for community service. Tracking new non profit agencies obtained and monitoring the time frame for placing difficult to place offenders (disabled and CSC as an example)

**COST INFORMATION:**

ESTIMATED SALARY COST FOR THE BUDGET YEAR: \$13,931.00

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$1,066.00

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION: \$0.00  
*(If equipment is required, please complete an equipment request form and indicate it is for a new position.)*

SIGNED:  DATE: 2-9-11

**BUDGET DATA:** \_\_\_\_\_  
Fiscal Services Department Use Only

**CONTROL #:** \_\_\_\_\_  
Fiscal Services Department Use Only

**COUNTY OF OTTAWA**  
**2011 NEW TEMPORARY (UNBENEFITED) POSITION REQUEST FORM**  
Please Return Form to the Fiscal Services Department

**POSITION TITLE:** Court Services Officer

**FUND/DEPARTMENT NUMBER:** 28501520

**CHECK ONE:**  New Position: Number of hours per week requested: 19  
 Expansion of Existing Hours: From: \_\_\_\_\_ To: \_\_\_\_\_ per week

**CHECK ONE:**  Temporary Salaries (Account Number 7050.0000)  
 Temporary Salaries – Sheriff Reserves (Account Number 7050.0040)  
 Outside Temporary Service (Account Number 8210.0060)

**GENERAL INFORMATION:**

1. Description of help being requested:  
Community service caseload includes screening and placement, outreach, weekend drug testing for probationers, weekend Jail Alternative Service Work (JAWS), data entry, office coverage.
2. Briefly explain why the help is being requested and the specific effect on your performance measures and outcomes:  
I am saving the County money (\$2800) by breaking down a 25 hour benefitted position to (2) 19 hour positions. The effect on my performance measures and outcomes will be to continue to maximize the use of alternative sentencing options and improve utilization of community corrections programs and community service.
3. Estimated duration that help is needed:  
Permanent
4. What is the projected duration of the need for this position?  
Permanent
5. How will progress to meet or eliminate the need for the position be measured?  
Utilizing data from the Compas Case Management System on number of enrollments for community service. Tracking new non profit agencies obtained and monitoring the time frame for placing difficult to place offenders (disabled and CSC as an example)

**COST INFORMATION:**

ESTIMATED SALARY COST FOR THE BUDGET YEAR: \$13,931.00

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$1,066.00

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION: \$0.00  
*(If equipment is required, please complete an equipment request form and indicate it is for a new position.)*

SIGNED:  DATE: 2-9-11

**BUDGET DATA:** \_\_\_\_\_  
Fiscal Services Department Use Only

**CONTROL #:** \_\_\_\_\_  
Fiscal Services Department Use Only

**COUNTY OF OTTAWA**  
**2011 NEW TEMPORARY (UNBENEFITED) POSITION REQUEST FORM**  
Please Return Form to the Fiscal Services Department

**POSITION TITLE:** Court Services Officer

**FUND/DEPARTMENT NUMBER:** 28501520

**CHECK ONE:**       New Position:                      Number of hours per week requested: 19  
                          Expansion of Existing Hours:      From: 18 To: 19 per week

**CHECK ONE:**       Temporary Salaries (Account Number 7050.0000)  
                          Temporary Salaries – Sheriff Reserves (Account Number 7050.0040)  
                          Outside Temporary Service (Account Number 8210.0060)

**GENERAL INFORMATION:**

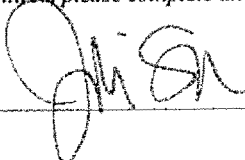
1. Description of help being requested:  
Community service caseload includes screening and placement, outreach, weekend drug testing for probationers, weekend Jail Alternative Service Work (JAWS), data entry, office coverage.
2. Briefly explain why the help is being requested and the specific effect on your performance measures and outcomes:  
I am saving the County money (\$2800) by breaking down a 25 hour benefitted position to (2) 19 hour positions and asking for an increase of 1 hour with current position. The effect on my performance measures and outcomes will be to continue to maximize the use of alternative sentencing options and improve utilization of community corrections programs and community service.
3. Estimated duration that help is needed:  
Permanent
4. What is the projected duration of the need for this position?  
Permanent
5. How will progress to meet or eliminate the need for the position be measured?  
Utilizing data from the Compas Case Management System on number of enrollments for community service. Tracking new non profit agencies obtained and monitoring the time frame for placing difficult to place offenders (disabled and CSC as an example)

**COST INFORMATION:**

ESTIMATED SALARY COST FOR THE BUDGET YEAR: \$733.00

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$56.00

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION: \$0.00  
*(If equipment is required, please complete an equipment request form and indicate it is for a new position.)*

SIGNED:                       DATE: 2-9-11

**BUDGET DATA:** \_\_\_\_\_  
Fiscal Services Department Use Only

**CONTROL #:** \_\_\_\_\_  
Fiscal Services Department Use Only



County of Ottawa  
 Estimated Personnel Costs  
 2850 Community Corrections

Union code	W/C code	FTE	Salaries * Permanent	Salaries Temp	FICA	Hospi-talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
7	7720	0.4750		\$13,931	\$1,066	\$0	\$0	\$0	\$0	\$0	\$35	\$21	\$0	\$0	\$1,122	\$15,053
7	7720	0.4750		\$13,931	\$1,066	\$0	\$0	\$0	\$0	\$0	\$35	\$21	\$0	\$0	\$1,122	\$15,053
7	7720	0.0250		\$733	\$56	\$0	\$0	\$0	\$0	\$0	\$2	\$1	\$0	\$0	\$59	\$792
7	7720	-0.6250	-\$22,985		-\$1,758	-\$6,352	-\$407	-\$47	-\$1,508	-\$406	-\$58	-\$34	-\$72	-\$71	-\$10,713	-\$33,698
Net Result			(\$22,985)	\$28,595	\$430	(\$6,352)	(\$407)	(\$47)	(\$1,508)	(\$406)	\$14	\$9	(\$72)	(\$71)	(\$8,410)	(\$2,800)
			7040.0000	7050.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 2/22/2011

**Requesting Department:** Administration

**Submitted By:** Greg Rappleye

**Agenda Item:** Intergovernmental Agreement & Resolution - Lakeshore Behavioral Health Care Alliance (Muskegon County)

## SUGGESTED MOTION:

To approve and authorize the Board Chair and Clerk to sign the proposed Intergovernmental Agreement and Resolution to provide for a continuation of the Lakeshore Behavioral Health Care Alliance for Mental Health Services through September 30, 2011.

## SUMMARY OF REQUEST:

In 2001, the County of Ottawa and the County of Muskegon entered into an Agreement to create the "Lakeshore Behavioral Health Care Alliance" to provide for the delivery of mental health funding to the parties, with Muskegon County acting as the PIHP. This Agreement and Resolution will extend and continue the Alliance through September 30, 2011. The parties are exploring options for service delivery after that date.

These documents have been received and reviewed by the Ottawa County Community Mental Health Board..

## FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source: N/A

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated       Non-Mandated       New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 1: Review and evaluate the organization, contracts, programs, and services for potential efficiencies.

**ADMINISTRATION RECOMMENDATION:**     Recommended     Not Recommended     Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@countyofohio.org  
Reason: I am approving this document  
Date: 2011.02.10 08:29:38 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 2/15/2011

**INTERGOVERNMENTAL AGREEMENT  
PROVIDING FOR THE CONTINUATION OF A PREPAID  
INPATIENT HEALTH PLAN FOR THE FUNDING OF A  
COMMUNITY MENTAL HEALTH SYSTEM KNOWN AS THE  
LAKESHORE BEHAVIORAL HEALTH ALLIANCE**

This Agreement is entered into and shall become effective on the date it is fully executed by the respective Boards of the Counties of Muskegon and Ottawa, hereinafter referred to as “the Participating Counties”.

**I. AUTHORITY**

The Participating Counties have each established Community Mental Health (“CMH”) Agencies pursuant to the provisions of the Michigan Mental Health Code of 1974, as amended, MCLA 330.1001 et seq. and MSA 14.800 (1) et seq. The Participating Counties have also previously established, pursuant to the provisions of the Michigan Public Health Code of 1978, as amended, MCLA 333.110 et seq. and MSA 14.1148 (101) et seq., a multi-county “Coordinating Agency”. Finally, the Participating Counties have, pursuant to the Intergovernmental Transfer of Functions and Responsibilities Act, MCLA 124.531 et seq.; MSA 5.4087 (1) et seq., adopted concurrent resolutions.

**II. PURPOSE OF AGREEMENT**

The purpose of this Agreement is to provide for the continued operation of the Behavioral Health Alliance, which was originally established on February 27, 2001. The purpose of this Agreement is also to consolidate this Agreement with a subsequent amendment to it, effective February 15, 2004.

Further, this Agreement is to provide for the continuation of the alliance after the expiration of its current Agreement which expired on March 1, 2010, it being the understanding of the Participating Counties that this Agreement shall be effective on that date and will

commence on that date and continue through September 30, 2011. Finally this Agreement is to provide for the continuation of the Joint Board. The Board will be comprised of individuals appointed by the respective Boards. The duties of the Board have been provided for by the By-Laws adopted by the Joint Board.

### **III. PREPAID INPATIENT HEALTH PLAN DESIGNATION**

The Participating Counties intend to continue the designation of the County of Muskegon through its CMH agency to function as a “Prepaid Inpatient Health Plan” (“PIHP”) for both the County of Muskegon and the County of Ottawa.

### **IV. DESCRIPTION OF FUNCTIONS AND RESPONSIBILITIES TO BE TRANSFERRED**

The Participating Counties agree that the following functions and responsibilities have been and shall continue to be assigned to the County of Muskegon, to be performed by its CMH agency. (As more specifically identified in the Delegation Agreement, which is attached hereto and incorporated herein by reference.) Those functions and responsibilities include preparation and submission of the PIHP Application to the Michigan Department of Community Health (hereinafter referred to as the- Department) to receive Medicaid funding on behalf of the Participating Counties and their respective CMH agencies, with the understanding that following additions, limitations and reservations apply:

- A. PIHP Application for participation (AFP) to be submitted by the Muskegon County CMH will be done with consultation and collaboration of the Ottawa County CMH.
- B. Muskegon County CMH will not submit an amended AFP until the respective Boards and the CMH agencies of the Participating Counties have reviewed and approved the amendment, but such approval shall not be unreasonably withheld in such a way as it would cause a violation of the statutory regulatory or contractual requirements of the submission.

C. Muskegon County shall be, through this Agreement, responsible for an authorized, executed contract with the Department for Behavioral Health Care funding, after it has been approved by both the County Board of Commissioners and the Mental Health Boards of each of the Participating Counties.

D. Muskegon County shall receive funding pursuant to the AFP and is hereby authorized to function as the PIHP on behalf of the Participating Counties with respect to the handling of said funds.

E. Within seven (7) business days after the receipt of Medicaid funding, Muskegon County shall transfer funds received to Ottawa County, with calculation information based upon a formula set forth in the application approved by the Participating Counties.

F. This Agreement requires that funding received as a result of the AFP shall be used by the Participating Counties according to the duties and responsibilities imposed upon them by the Mental Health Code, Public Health Code, Medicaid law, and applicable regulations, or as may be otherwise permitted by law in accordance with the application to the Department.

G. The Participating Counties agree that they will maintain current existing accreditation standards, practices and affiliations and shall seek to enhance their accreditation standards, practices and affiliations.

H. Muskegon County CMH shall serve as a central clearinghouse and coordinating agency for submitting quality assurance data to the Department. Quality assurance data will be collected by Ottawa County for its program and submitted to the County of Muskegon for recordkeeping.

It is further provided that in accordance with the application for participation, the Participating Counties agree that cost allocations “sub capitation” to each CMH exclusive of cost

incurred in connection with the performance of “PIHP functions”, are initially allocated based on funding history, including historical need and usage. In accordance with this directive the Participating Counties have developed a comprehensive plan of cost allocation or “sub-capitation” that recognized the applicable standards and planned for its continuation through this Agreement.

## **V. INTERNAL SERVICE FUND**

Muskegon County CMH shall, as required by the Department, receive and retain an Internal Service Fund on behalf of Ottawa County CMH, it being expressly understood that this fund remains, subject to the terms of the Medicaid Contract and the AFP, the property of the County of Ottawa, and that Muskegon County CMH shall account separately for the Ottawa County Internal Service Fund, including a calculation of all interest earned and the principal balance.

The receipt and maintenance of the Internal Service Fund by the County of Muskegon, on behalf of Ottawa County, does not give rise to an affirmative obligation by Muskegon County to Ottawa County with regard to matters of repurchase arrangement, resource/asset claims, liability or risk obligations, risk management or contingencies, except as provided under Section VIII of this Agreement.

A. This Agreement is not intended to modify the rights and responsibilities of the Participating Counties under the Mental Health Code.

B. The parties have established a financial plan based upon the required AFP described above for the distribution of Medicaid to the Participating Counties.

## **VI. QUALITY ASSURANCE**

The Department has, in its administrative directive referred to above, established certain requirements with respect to the establishment of a Quality Management System. This system in particular requires the establishment of processes and practices to insure regulatory compliance. Those processes and practices have been established by the County of Muskegon CMH through a unit established to satisfy this requirement. The establishment of this unit, however, does not alter the responsibilities of the Participating Counties to maintain internal systems for insuring quality and regulatory compliance.

## **VII. CONTINUATION OF JOINT BOARD**

This Agreement anticipates the continuation of the Joint Board established pursuant to the concurrent resolutions and original Agreement referenced above in Section II. There has been no change in composition, delegation of responsibility or the decision-making process, it being understood that the principal function of the Joint Board is to serve in an advisory capacity with regard to financial issues, long-term financial liability of respective CMH agencies, and issues related to functional consolidation, it being expressly understood that the Joint Board is not a public body with ultimate decision-making powers inasmuch as that authority has not been delegated to it by either of the Participating Counties.

## **VIII. INSURANCE PROVISION**

The Participating Counties agree that each shall establish risk reserves and other insurance or security mechanisms as may, from time-to-time, be necessary to adequately insure against losses incurred due to the individual Participating County's participation in this Agreement. It being expressly understood, however, in the event the risk fund is inadequate to

cover losses sustained by either of the Participating Counties, then the Participating County suffering the loss agrees to indemnify and hold harmless, without limitation, the other Participating County against all claims including costs and attorney fees. Each Participating County agrees to hold the other harmless against claims, which may be brought by persons served by their respective CMH agency. It being the intent of the parties that each Participating County shall separately bear the risk of loss associated with the care of its own individual residents and nothing in this Agreement requires joint liability on the part of the Participating Counties. Either Participating County may demand an audit by a mutually selected Certified Public Accounting Firm to determine the appropriate amount to be retained for loss reserve by the respective Participating County or CMH agency in the event that a dispute arises.

The parties agree, pursuant to the Intergovernmental Transfer of Functions Act, that this Agreement has no impact on existing property assets or employees of either of the Participating Counties.

The parties, to the fullest extent provided by law will indemnify, defend and hold each other harmless, as well as their elected and appointed officers, agents and employees from and against any and all claims, causes of actions, demands, liabilities, losses, damages, costs and expenses resulting from the act or omission by any officer, agent, employee, or contractor of the respective party arising out of or in connection with this contract.

## **IX. PROCUREMENT**

The Participating Counties have established policies and procedures for the procurement of administrative and direct provider services. These procedures have been adopted by the County Board of Commissioners and Community Mental Health Boards of each Participating County. These policies and procedures include, at a minimum, cost and “value” considerations



including the relative value of providing services both internally or externally, the impact upon continuation of service, person center planning and the need for public involvement in order to ensure appropriate governance and community based management.

#### **X. DISPUTE RESOLUTION**

The Participating Counties agree to work cooperatively and through the utilization of the Joint Board previously established. In the event that disputes arise, the Participating Counties agree to resolve differences first through mediation, then through agreed upon binding arbitration, under the Rules of the Federal Mediation and Conciliation Service.

#### **XI. PARTICIPATION BY OTHER COUNTIES**

The Participating Counties agree that additional counties may be permitted to participate in this Agreement, but only in accordance with the terms and conditions as set forth herein and subject to compliance by the additional county with the statutory mandates.

#### **XII. AUDIT FUNCTION**

PIHP agrees to periodically, in accordance with schedules which may be directed by the Department, review each Participating County's audit to ensure that the CMH agencies are fulfilling their duties and responsibilities imposed upon them by the Department through this Agreement. PIHP agrees to employ staff or otherwise engage consultants as may be reasonably necessary in order to maintain expertise in this area. The Participating Counties agree to direct their respective County Administrators and CMH Executive Directors to periodically meet to formulate recommendations concerning the performance of this audit function.

#### **XIII. SERVICE DELIVERY POLICIES**

The Participating Counties shall ensure that it is the policy of each CMH agency to deliver all services minimally required under the Department contract and Medicaid regulations.

The Participating Counties shall ensure that offered services, including support coordination and case management options, remain consistent with covered services and made available across the alliance service area.

#### **XIV. RESERVATION OF RIGHTS**

Nothing in this Agreement shall be construed nor have the effect of limiting the powers and prerogatives of either of the Board of Commissioners or Community Mental Health Boards of the Participating Counties other than expressly provided for herein.

#### **XV. FUNCTIONAL CONSOLIDATION**

The Participating Counties, in compliance with the administrative directive described above, have outlined a plan for functional consolidation of the administrative services taken and have made efforts to pursue that functional consolidation to the approval of its respective Boards and consistent with the Delegation Agreement.

#### **XVI. MISCELLANEOUS**

A. Duration. This Agreement shall be in full force and effect from March 1, 2010, through September 30, 2011, and renew on an annual basis unless one of the parties to the Agreement gives written notice sixty (60) days prior to the anniversary date of their desire to negotiate a new Agreement or to terminate this Agreement. Upon receipt of such written notification, the parties shall arrange to meet promptly and regularly for the purpose of consummating a new Agreement, or for the purpose of negotiating such amendments or modifications or cooperative work together to terminate this Agreement. In the event one or both of the parties have given notification of its or their desire to negotiate a new Agreement, within the time limits provided for herein and no agreement has been reached on the date this

Agreement expires, such Agreement shall be extended until such negotiations have been completed and a new Agreement takes effect.

B. Termination. This Agreement may be terminated by either party sixty (60) days prior written notice.

C. Severability. The parties do agree and stipulate that should a Court of competent jurisdiction determine that any provision of this Agreement has no legal effect, that provision shall be deemed null and void and stricken from this Agreement, with the remainder of this Agreement to be given continued validity.

D. The terms in this Agreement are given their common and ordinary meaning and shall not be construed against either party.

**COUNTY OF MUSKEGON**

**COUNTY OF OTTAWA**

By: \_\_\_\_\_  
Kenneth Mahoney  
Chairperson for Muskegon County  
Board of Commissioners

By: \_\_\_\_\_  
Philip D. Kuyers  
Chairperson for Ottawa County  
Board of Commissioners

Dated: \_\_\_\_\_, 2011

Dated: \_\_\_\_\_, 2011

By: \_\_\_\_\_  
Nancy A. Waters  
County Clerk

By: \_\_\_\_\_  
Daniel C. Krueger  
County Clerk

Dated: \_\_\_\_\_, 2011

Dated: \_\_\_\_\_, 2011

COUNTY OF MUSKEGON

COUNTY OF OTTAWA

STATE OF MICHIGAN

EXTENSION OF THE CONCURRENT RESOLUTION OF THE BOARD OF COMMISSIONERS OF OTTAWA AND MUSKEGON COUNTY

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, County of Ottawa, Michigan on the \_\_\_\_ day of \_\_\_\_\_, 2011 at \_\_\_\_\_ o'clock p.m. local time.

PRESENT: Commissioners:

\_\_\_\_\_  
\_\_\_\_\_

ABSENT:

\_\_\_\_\_  
\_\_\_\_\_

It was moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_ that the following Resolution be adopted:

At a regular meeting of the Board of Commissioners of the County of Muskegon, Michigan, held in the Board Chamber of the Fourth Floor of the Hall of Justice in the City of Muskegon, County of Muskegon, Michigan on the \_\_\_\_\_ day of \_\_\_\_\_, 2011, at 3:30 p.m. local time.

PRESENT: Commissioners:

\_\_\_\_\_  
\_\_\_\_\_

ABSENT:

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It was moved by Commissioner \_\_\_\_\_ and supported by

Commissioner \_\_\_\_\_ that the following Resolution be adopted:

WHEREAS, the Ottawa County Board of Commissioners, working concurrently with the Muskegon County Board of Commissioners (herein after collectively referred to as the Boards) has provided Medicaid funded mental health and substance abuse services to the residents of the two county region, pursuant to the terms of the “Intergovernmental Agreement Providing for the Continuation of a Prepaid Health Plan for Funding Community Mental Health Systems Known as the “Lakeshore Behavioral Health Alliance.”

WHEREAS, by previous concurrent resolution of the Boards authority to the respective Board Chairs and County Clerks were authorized to execute a prior concurrent resolution.

NOW THEREFORE BE IT RESOLVED, that the Boards hereby adopt this concurrent resolution and authorized their Board Chairpersons and County Clerks to sign the Intergovernmental Agreement to provide for the continuation of a Prepaid Health Plan for Funding Community Mental Health Systems Known as the “Lakeshore Behavioral Health Alliance”, which is attached and incorporated by reference, until September 30, 2011.

BE IT FURTHER RESOLVED that all resolutions previously adopted that conflict with the resolution are hereby repealed.

RESOLUTION ADOPTED.

---

Kenneth Mahoney  
Chairperson, Muskegon County  
Board of Commissioners

---

Philip D. Kuyers  
Chairperson, Ottawa County  
Board of Commissioners

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

---

Nancy Waters  
Clerk, Muskegon County

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

---

Daniel C. Krueger  
Clerk, Ottawa County

# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 2/22/2011

**Requesting Department:** Planning and Performance Improvement

**Submitted By:** Mark Knudsen

**Agenda Item:** Department of Housing & Urban Development Rural Innovation Fund Grant

## SUGGESTED MOTION:

To approve a \$71,002 in kind contribution, a \$250,000 cash match and a letter of commitment that will be used in conjunction with a \$350,000 cash match from the Michigan Economic Development Corp. for the purpose of obtaining a \$300,000 Dept. of Housing & Urban Development Rural Innovation Fund Grant to establish a Business Revolving Loan Fund for economic development purposes within the agricultural sector and the creation of low-moderate income jobs. The \$250,000 cash match will be allocated from the Infrastructure Program Fund.

## SUMMARY OF REQUEST:

Ottawa County is applying for HUD funding, in conjunction with the Michigan Economic Development Corporation, to establish a Revolving Loan Fund (RLF). A RLF would allow the County to assist start-up and growing businesses by providing direct and/or gap financing loans which, along with low-cost interest, are paid back directly to the revolving fund. Loan funds can typically be used for any legitimate business purpose, including the acquisition of land and buildings, machinery and equipment, furniture and fixtures, or leasehold improvements. In some cases, working capital loans are also available for the purchase of inventory, the financing of receivables, or other business operating needs. Another innovative aspect of our application would be to allow certain small and medium sized farms to apply for loans from the RLF to expand or diversify their operations. Since traditional funding has become much more difficult for businesses to attain, a RLF would assist with business development and job creation.

## FINANCIAL INFORMATION:

Total Cost: \$250,000.00      General Fund Cost: \$0.00      Included in Budget:     Yes     No

If not included in budget, recommended funding source: Ottawa County Infrastructure Fund

## 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: 2: Consider opportunities to improve economic development in the region.

**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@ottawacounty.org  
Reason: I am approving this document  
Date: 2011.02.10 10:38:29 -0500

Committee/Governing/Advisory Board Approval Date: Finance and Administration Committee 2/15/2011

**DRAFT**

February 9, 2011

Mr. Robert Duncan, Associate Deputy Assistant Secretary  
for Economic Development  
U.S. Department of Housing and Urban Development  
Office of Community Planning and Development  
451 7<sup>th</sup> Street, SW, Room 3156  
Washington, DC 20410-5000

RE: Firm Letter of Commitment – Rural Innovation  
Fund Grant Program

To Whom It May Concern:

We are writing to provide the firm commitment of the County of Ottawa, Michigan, to participate in, to fund, and to support the application from the Michigan Economic Development Corporation of the State of Michigan, for a Rural Innovation Fund Grant from United States Department of Housing & Urban Development. On behalf of the County of Ottawa, we affirm that this is a firm and irrevocable commitment, contingent only upon the receipt of the FY 2010 Rural Fund grant. The County of Ottawa further confirms its willingness to sign a legally binding grant agreement upon receipt of the award from the Department of Housing & Urban Development. We note the following with respect to the specific criteria set forth in Item 9 of the Grant Fund application materials:

<b>Our Name:</b>	County of Ottawa, Michigan
<b>Applicant's Name:</b>	Michigan Economic Development Corporation- State of Michigan
<b>Reference to:</b>	Rural Innovation Fund Program Grant
<b>Total Level of County of Ottawa Commitment:</b>	Cash: \$250,000, In-Kind \$71,002
<b>Authority by which Commitment is made:</b>	Ottawa County Board of Commissioners 1963 Constitution of the State of Michigan, Article VII Section 8; MCL 46.11; Resolution of the Ottawa County Board of Commissioners



**Proposed Use of Funds:**

- a. Cash to be used in conjunction with the grant to fund a Revolving Loan Fund for agri-business and farmers to promote economic development and create jobs for low-moderate income individuals;
- b. In-Kind –Administrative support to operate Revolving Loan Fund

**Relationship of Commitment to proposed investment:**

The cash is a self-funded match

**Demonstrate financial Capability:**

See attached 2009 Comprehensive Annual Financial Audit of the County of Ottawa

The firm commitment of Ottawa County to this proposed grant award represents 33% of the total proposed funding of \$ 971,002.00

$$\begin{array}{r} (\underline{\$321,002} + \underline{\$350,000} + \underline{\$300,000} = \underline{\$971,002}) \\ \text{County 33\%} \quad \text{State 36\%} \quad \text{Federal 31\%} = \text{Total 100\%} \end{array}$$

I affirm that, as Chairperson of the Ottawa County Board of Commissioners, I am legally authorized to sign this firm commitment on behalf of the County of Ottawa, Michigan.

If you have any questions, please let me know.

Very Truly Yours,

Philip Kuyers, Chairperson  
Ottawa County Board of Commissioners

PK:lo

cc: All Members of the Ottawa County Board of Commissioners  
Daniel C. Krueger, Ottawa County Clerk  
Alan Vanderberg, Ottawa County Administrator  
Mark Knudsen, Ottawa County Planning & Performance Improvement Director

# Action Request



**Committee:** Board of Commissioners  
**Meeting Date:** 2/22/2011  
**Requesting Department:** County Administration  
**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):

\*Bill Miller

To fill one (1) Local Conservation Interest Vacancy on the Agricultural Preservation Board beginning immediately and ending December 31, 2013 (three year term).

\*Clifford Meeuwssen

To fill one (1) Agricultural Vacancy on the Agricultural Preservation Board beginning immediately and ending December 31, 2013 (three year term).

\*David D. Mohr

To fill one (1) Supervisor/Assessor Vacancy on the Remonumentation Committee beginning immediately and ending December 31, 2012 (two year term).

\*Randall Schipper

To fill one (1) Real Estate Attorney Vacancy on the Remonumentation Committee beginning immediately and ending December 31, 2012 (two year term).

\*Don Schiele

To fill one (1) of two (2) Surveyor Vacancies on the Remonumentation Committee beginning immediately and ending December 31, 2012 (two year term).

\*James Szejda

To fill one (1) Member Vacancy on the Appeals Board for Sanitary Code beginning immediately and ending December 31, 2013 (three year term).

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

## FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated       Non-Mandated       New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 5: Evaluate communication with other key stakeholders.

**ADMINISTRATION**       Recommended       Not Recommended       Without Recommended

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org  
Date: 2011.02.16 09:36:31 -0500

Committee/Governing/Advisory Board Approval Date: Human Resources Committee 2/22/2011

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

Date 12/01/2010

Position Applying For Agricultural Preservation Board/Local Conservation Interest

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

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

Name William E Miller

Address 17829 40th ave

City Conklin ST MI Zip 49403

Last 4 digits of social security number 1768 Birth Month 5 Birth Day 24

**Contact Information:**

Home Phone 616-899-2678

Work Phone 616-262-5168

E-mail RAFD53@aol.com

Fax Number 616-899-2678

**Education:**

School Coopersville High School

School Grand Rapids Com College

Degree Diploma

Degree Assoc.

**Employment Background:**

Current Employer Rolling Acres Fruit and Dairy Position Owner/Operator

Responsibilities

Day to day operations and management of 450 acre diversified livestock and cash crop operation

Previous Employer None Position \_\_\_\_\_

Responsibilities

Length of Residency in Ottawa County 57

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?

County Planning Commission,  
Farmland Preservation Brd,  
Ottawa County Conservation Dist.,  
Ottawa County Farm Bureau Brd.

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?

To represent agriculture/conservation on the county level for issues that pertain to farmland preservation.

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 12-3-2010

Position Applying for Ottawa County Preservation Board

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

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

Name Clifford Gene Meesusen  
(First) (Middle) (Last)

Address 107 Crestwood Dr

City Holland ST Mich Zip 49424

Last 4 digits of social security number 5782 Birth Day (MM/DD) 10 / 02

Contact Information:

E-mail CLIFFMPZFSInc.com Phone (616) 283-7101

Alternate Phone (616) 772-9042 Fax Number ( ) \_\_\_\_\_

Education:

School Michigan State School Davenport College

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

Employment Background :

Current Employer Zeeland Farm Service Position President

Responsibilities \_\_\_\_\_

Previous Employer None Position \_\_\_\_\_

Responsibilities \_\_\_\_\_

**FILED**

DEC 6 2010

DANIEL C. KRUEGER  
OTTAWA COUNTY CLERK

Length of Residency in Ottawa County 60 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?

Church

Corp Bd

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

If not, why not?

Yes

Why do you want to be considered for this appointment?

Desire To See Proper Land Use In Ottawa County

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

     Yes

  X   No

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

- |   |  |
|---|--|
| <input checked="" 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**

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

Date 12/03/2010

Position Applying For Remonumentation Committee/Supervisor/Assessor

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

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

Name David D Mohr

Address 1515 Baldwin

City Jenison ST MI Zip 49428

Last 4 digits of social security number 7495 Birth Month 12 Birth Day 15

**Contact Information:**

Home Phone 616-457-0482

Work Phone 616-457-2340

E-mail ddmdds@sbcglobal.net

Fax Number 616-457-0482

**Education:**

School Grand Rapids Jr. College

School University of Michigan

Degree Associate

Degree DDS

**Employment Background:**

Current Employer Georgetown Charter Township Position Supervisor

Responsibilities  
Inherent duties as per statute except duties a-o.

Previous Employer Self Position Owner

Responsibilities  
Dental practice.



Length of Residency in Ottawa County 48

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?

Board of Commissioners

Selective Service

School

Township

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?

community service

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:

Appointed Member/Officers Compensation Commission/, Appointed Member/Officers Compensation Commission/, Appointed Member/Officers Compensation Commission/, Appointed Member/Officers Compensation Commission/, Appointed Member/Officers Compensation Commission/, Appointed Member/Officers Compensation Commission/, Appointed Member/Officers Compensation Commission/, Appointed Member/Officers Compensation Commission/, Commissioner/Veteran's Affairs/, Commissioner/Veteran's Affairs/, County Commissioner/Remonumentation Committee/, MDOC/Community Corrections Advisory Board/, Member/Veteran's Affairs/

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

**CUNNINGHAM**  
**DALMAN PC**  
ATTORNEYS AT LAW

James A. Bidol  
Andrew J. Mulder  
Joel G. Bouwens  
Kenneth B. Breese  
Jeffrey K. Helder  
Ronald J. Vander Veen  
David M. Zessin  
Randall S. Schipper  
Susan E. Vroegop  
Gregory J. McCoy  
P. Haans Mulder

Vincent L. Duckworth  
Kenneth M. Horjus  
Nicholas R. Dekker

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Of Counsel:  
Gordon H. Cunningham  
Ronald L. Dalman  
Max R. Murphy

December 2, 2010

Ottawa County Clerk's Office  
414 Washington, Room 301  
Grand Haven, MI 49417

RE: Ottawa County Remonumentation Committee

Dear Sir or Madam:

Enclosed please find my application for a position on the Ottawa County Remonumentation Committee.

Should you have any questions, please feel free to contact me.

Very truly yours,

CUNNINGHAM DALMAN, P.C.

*Randy Schipper*

By

Randall S. Schipper

RSS/ts  
Enclosure

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[E-mail schipper@holland-law.com](mailto:schipper@holland-law.com)

Website: [www.holland-law.com](http://www.holland-law.com)

321 Settlers Road, PO Box 1767, Holland, Michigan 49422-1767 - Voice 616-392-1821 - Fax 616-392-4769

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

Date 12/02/2010

Position Applying For Remonumentation Committee/Real Estate Attorney

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

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

Name Randall S Schipper

Address 321 Settlers Road

City Holland ST MI Zip 49423

Last 4 digits of social security number 4502 Birth Month 3 Birth Day 13

**Contact Information:**

Home Phone 616-392-1821

Work Phone 616-566-6017

E-mail schipper@holland-law.com

Fax Number 616-392-1821

**Education:**

School University of Illinois

School \_\_\_\_\_

Degree JD, Magna Cum Laude, 1987

Degree \_\_\_\_\_

**Employment Background:**

Current Employer Cunningham Dalman, PC Position Shareholder

Responsibilities

Head of Real Estate and Environmental Practice Group. Focus of practice in those areas

Previous Employer Warner Norcross & Judd Position Associate

Responsibilities

practice of law in the areas of real estate and environmental

Length of Residency in Ottawa County 17

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

Yes  No

If so, describe

I am a trustee on the Board of Education of West Ottawa Public Schools

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

member of Ottawa County Remonumentation Committee for several years; member of West Ottawa Board of Education 2005 to 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? Yes  No

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

Why do you want to be considered for this appointment?

To help assure the remonumentation process is done properly. That is important to legal title to land throughout the county,

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

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

Business Sector/Workforce Development Board/

**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 12/06/2010

Position Applying For Remonumentation Committee/Surveyor

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

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

Name Donald W Schiele

Address 15306 State Rd

City Spring Lake ST Mi Zip 49456

Last 4 digits of social security number 6875 Birth Month 9 Birth Day 26

**Contact Information:**

Home Phone 616-847-0928

Work Phone 616-846-2549

E-mail d.schiele@yahoo.com

Fax Number 616-847-0928

**Education:**

School Coopersville High School

School \_\_\_\_\_

Degree Graduate

Degree \_\_\_\_\_

**Employment Background:**

Current Employer Self

Position Owner

Responsibilities

All facets of a small surveying company  
No employees

Previous Employer John Kistler Assoc.

Position Surveyor

Responsibilities

Supervising a field crew

Length of Residency in Ottawa County 65

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

Yes  No

If so, describe

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

*I have previously served on the Ottawa County Remonumentation Committee*

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 been contracted as a Ottawa County Remonumentation Surveyor since 1993 and consider the project to be important to the future development of the county*

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

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

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

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

Date: 10/26/09

Position Applied For: APPEALS BOARD FOR SANITARY CODE

Names: James Szejda

Address: 13314 8th Ave.

Grand Rapids, MI 49534

Contact Information - Home Telephone: 616 677 2073

Work Telephone: \_\_\_\_\_

E-mail Address: JimShada@a.o.c. dot com

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

Educational and Employment Background:

B.S. - Environmental Health - Ferris State University  
Ottawa County Health Department - Environmental  
Health Division 1969-2004. Director of Environmental  
Health (last position held)

Length of Residency in Ottawa County: 16 yrs.

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

If so, describe:

**FILED**

NOV 02 2009

DANIEL C. KRUEGER  
OTTAWA COUNTY CLERK

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

Various governmental Boards, both County & State  
Current member of Tallmadge Twp. Board of Review  
and Planning Commission

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?

my interest and concern for a healthy environment  
as evidenced by my long term presence in the  
Environmental Health Division.

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: Planning \_\_\_\_\_  
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**

OCT 28 2009

DANIEL

REC'D



# Action Request



**Committee:** Board of Commissioners

**Meeting Date:** 2/22/2011

**Requesting Department:** County Administration

**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):

\*Michelle Cassens

Andrew Brown

Richard Cypher

\*Keith Van Zoeren

\*Albert Serrano

Bruce Campbell

To fill three (3) of four (4) General Public Vacancies on the Community Mental Health Board beginning April 1, 2011, and ending March 31, 2014 (three year term).

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

## FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated       Non-Mandated       New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 5: Evaluate communication with other key stakeholders.

**ADMINISTRATION**       Recommended       Not Recommended       Without Recommended

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org  
Reason: I am approving this document.  
Date: 2011.02.16 09:20:18 -0500

Committee/Governing/Advisory Board Approval Date: Human Resources Committee 2/22/2011

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

Date 11/22/2010

Position Applying For Community Mental Health Board/General Public

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

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

Name Michelle M Cassens

Address 13411 Trail Creek Pass

City Eastmanville ST MI Zip 49404

Last 4 digits of social security number 3906 Birth Month 4 Birth Day 26

**Contact Information:**

Home Phone 616-581-0628 Work Phone --

E-mail mmcassens@charter.net Fax Number 616-581-0628

**Education:**

School Davenport University School Lansing Community College

Degree BAS Management Degree A.A.S. Nursing

**Employment Background:**

Current Employer Shoreline Vision Surgery Center Position Nurse Administrator

Responsibilities  
Responsible for the day-to-day operations of ambulatory surgery center

Previous Employer West Michigan Gastroenterology Position Administrator

Responsibilities  
Responsible for the day-to-day operations of physician practice

Length of Residency in Ottawa County 21

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?

[Have served for the past three years on the CMHOC Board of Directors](#)

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 wish to continue to serve persons with Mental Illness and Developmental Disabilities in Ottawa County](#)

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

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

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

Andrew Brown  
287 Greenwood Dr.  
Holland, MI 49424

Home Phone: 616-738-7714  
E-mail: apbrown09@gmail.com

January 24, 2011

Ottawa County Administrative Offices  
12220 Fillmore Street  
West Olive, MI 49460

Dear Board of Commissioners,

Thank you for the opportunity to apply for an appointment to the *Community Mental Health Board* as announced on the Ottawa County website at [www.miottawa.org](http://www.miottawa.org). I currently work as a Program Coordinator for the 20<sup>th</sup> Judicial Circuit Adult Drug Treatment Court and hold a Master's Degree in Public Administration.

I seek appointment to the Community Mental Health Board knowing that I will be a personally invested board member and someone who is capable of making ethical and responsible policy decisions. As the brother to a developmentally disabled sister, who is a consumer of services rendered by Ottawa County Community Mental Health, I have a deep interest in being involved in the processes by which services are developed, funded, and made available to persons with developmental disabilities in Ottawa County. Furthermore, my graduate education and work experience have afforded me pertinent experience in strategic planning, policy analysis, program design and evaluation, grant writing, and facilitation that will allow me to be an asset to the Community Mental Health Board.

Attached you will find my resume further detailing my work experience, academic qualifications, and other personal interests. I appreciate your taking the time to review this information and look forward to further discussing the opportunity to serve on the *Community Mental Health Board*.

Sincerely,

Andrew Brown

# ANDREW BROWN

287 Greenwood Drive ▪ Holland, MI 49424 ▪ (616) 738-7714 ▪ apbrown09@gmail.com

## KEY QUALIFICATIONS

---

- Master's Degree in Public Administration; concentration in Public Management.
- Extensive grant writing experience; received over \$300,000 in grant funding for public and non-profit organizations.
- Over 3 years experience with program design, management, and evaluation.
- Consulting experience facilitating meetings and trainings for public, private, and non-profit organizations.

## EXPERIENCE

---

### **20<sup>TH</sup> JUDICIAL CIRCUIT COURT ▪ Grand Haven, MI**

**March 2010-present**

#### ***Program Coordinator – Adult Drug Treatment Court***

- Responsible for managing the daily operations of an Adult Drug Treatment Court with an operating budget of \$271,000, three staff members, and eight partnering agencies.
- Administer grant funding, prepare grant funding proposals and program reports to federal state, and local grant-making agencies.
- Facilitate business meetings, supervise courtroom operations, create policy and procedures with the presiding judge, and monitor pertinent federal and state legislation impacting drug courts.
- Collaborate with community-based organizations to access social services and promote the mission of the Adult Drug Treatment Court.
- Developing a comprehensive evaluation framework to measure management efficiency, cost-benefit analysis, and recidivism rates among participants who have been involved in the Adult Drug Treatment Court.
- Facilitated a strategic program review resulting in the development of a new policy and procedure manual, program handbook, and strengthened judicial and administrative operations.
- Drafted grant proposals awarded in the amounts of \$175,000 and \$91,500 by the Michigan State Court Administrative Office, \$5,000 awarded by 1<sup>st</sup> Presbyterian Church of Grand Haven, Michigan, and a training grant from the National Association of Drug Court Professionals.
- Attended professional training seminars related to methamphetamine use, drug testing programs, co-occurring disorders, and drug treatment court operations.

### **UNITED STATES PEACE CORPS ▪ Washington, DC**

**2007-2009**

#### ***Community Development Volunteer - Mae Ai, Thailand***

- Certified as speaking Thai at the Advanced-High level according to the guidelines of the American Council for the Teaching of Foreign Languages. Capable of reading and writing Thai at an Advanced level.
- Assisted the Association of Volunteers in International Service by establishing office operations and protocol for a student sponsorship program in Northern Thailand (Chiang Mai and Mae Sariang).
- Collaborated with Non-Governmental Organizations to provide development assistance and resource support to village level organizations.
- Created the framework for a Thai local government office to conduct an economic, land-use, and social impact analysis for the proposed construction of a large water reservoir estimated in cost to be between 250-400 million Baht (8-12.5 million dollars).
- Drafted a grant proposal for \$35,000, in partnership with a community church, which was awarded in full for fiscal year 2008/2009 by the Four-Square Church Foundation.
- Facilitated organizational planning sessions, business-skills training, and computer education for a women's agricultural cooperative.
- Reunited a Thai woman and her sister, who lives in the United States, after a 20 year lapse in communication. This story was a feature article in the highly popular magazine Koo Sang Koo Som.

## PREVIOUS EMPLOYMENT

---

58 <sup>th</sup> District Court ▪ <i>Probation Officer</i> ▪ Holland, MI	2005-2006
Congressman Peter Hoekstra; MI 2 <sup>nd</sup> District ▪ <i>Intern</i> ▪ Holland, MI	2005
City of Holland Police Department ▪ <i>Police Cadet</i> ▪ Holland, MI	2002-2004

## EDUCATION

---

<b>MICHIGAN STATE UNIVERSITY ▪ Lansing, MI</b>	<b>2011</b>
<i>Certificate in Judicial Administration</i>	

Material content of the certificate centered on the 10 Core Competencies of court management as established by the National Association for Court Management. Particular attention was given to caseload management, court and community relations, and role of the judiciary.

<b>GRAND VALLEY STATE UNIVERSITY ▪ Grand Rapids, MI</b>	<b>2006</b>
<i>Masters of Public Administration – Public Management Concentration</i>	

Academic focus on strategic management and planning, policy analysis, program design and evaluation, grant writing, research methodologies, human resources and financial management. Research projects included an assessment of the budget process for the City of Holland Police Department, Residential Traffic Study for the City of Norton Shores Police Department, and an Impact analysis of Michigan's Click-it-or-Ticket Legislation on reducing traffic fatalities.

<b>GRAND VALLEY STATE UNIVERSITY ▪ Grand Rapids, MI</b>	<b>2002</b>
<i>Bachelors of Arts in Criminal Justice and History</i>	

## COMMUNITY ENGAGEMENT

---

- |   |                        |
|---|------------------------|
| ▪ Board Member – Mars Hill Bible Church Refugee Ministry    | <b>2009-present</b>    |
| ▪ Community Investment Volunteer – Ottawa County United Way | <b>2005 &amp; 2011</b> |

## PROFESSIONAL AFFILIATIONS

---

- National Association for Court Management
- International Association for Court Administration
- National Association of Drug Court Professionals
- Michigan Association of Drug Court Professionals

## HONORS & ACHIEVEMENTS

---

- |  |             |
|--|-------------|
| ▪ 2,658 Mile Thru-Hike of the Pacific Crest Trail.               | <b>2006</b> |
| ▪ 2,174 Mile Thru-Hike of the Appalachian Trail.                 | <b>2004</b> |
| ▪ Community Service Award from Greater Ottawa County United Way. | <b>2003</b> |

## PERSONAL INTERESTS

---

- Enjoy studying Southeast Asian culture, history, religion, politics, and the Thai Language.
- Enjoy outdoor activities including running, hiking, snowshoeing, scuba diving, rock climbing.
- Enjoy reading and following global politics and world affairs.

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

Date 01/23/2011

Position Applying For Community Mental Health Board/General Public

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

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

Name Andrew P Brown

Address 287 Greenwood Dr.

City Holland ST MI Zip 49424

Last 4 digits of social security number 8712 Birth Month 6 Birth Day 19

**Contact Information:**

Home Phone 616-638-5787

Work Phone 616-846-8352

E-mail apbrown09@gmail.com

Fax Number 616-638-5787

**Education:**

School Grand Valley State University

School \_\_\_\_\_

Degree Master's of Public Administration

Degree \_\_\_\_\_

**Employment Background:**

Current Employer 20th Judicial Circuit Court

Position Program Coordinator - Adult Drug Treatment Court

Responsibilities

[Please see resume](#)

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

Position \_\_\_\_\_

Responsibilities

Length of Residency in Ottawa County 29

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

Yes  No

If so, describe

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

I have not served on a government board before. I have been a volunteer with United Way's Community Investment Panels.

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 an interest in policy issues affecting Ottawa County Community Mental Health and the organization's ability to develop programs and deliver services to residents in Ottawa County.

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

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

General Public/Community Mental Health Board/

**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 12/01/2010

Position Applying For Community Mental Health Board/General Public

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

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

Name Richard Cypher

Address 7434 Green Tree Dr

City Jenison ST MI Zip 49428

Last 4 digits of social security number 1762 Birth Month 10 Birth Day 6

**Contact Information:**

Home Phone 616-669-0567

Work Phone --

E-mail richzero@sbcglobal.net

Fax Number 616-669-0567

**Education:**

School Aquinas College

School Cedarville University

Degree Master of Managment MM

Degree BA

**Employment Background:**

Current Employer Retired 2010 Position Claims Adjuster

**Responsibilities**

Licensed and certified Claims Adjuster for 39 years for six companies including Donnelly Corporation 1995-2003. Certified Human Resources Professional.

Previous Employer Citizens Insurance Company Position Claims Adjuster

**Responsibilities**

Workers Compensation Claims Adjuster

Length of Residency in Ottawa County 32

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

Yes  No

If so, describe

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

I attended and presented insurance information to many boards for many years including MI Association of Counties, MI Association of School Boards and MI Association of Rehabilitation Facilities.

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 recently retired and now have time and interest in serving my community.

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

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

County Resident/Department of Human Services Board/, General Public/Community Mental Health Board/

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

RECEIVED

SEP 06 2007

FILED

AUG 30 2007

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

DANIEL C. FEUEGER  
OTTAWA COUNTY CLERK

Date: 8/29/07

Position Applied For: Community Mental Health Board

Names: Keith Van Zeeven

Address: 246 Woodlawn  
Zeeland, Mi 49464

Contact Information - Home Telephone: 616-748-1555

Work Telephone: —

E-mail Address: KVanZeeven@Jserv.net

Fax Number: —

Educational and Employment Background:

B.A Hope College

M.A. Mich. State University

Pine Rest Christian Mental Health Service - Administrator

for 29 years (retired)

Length of Residency in Ottawa County: 13 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?

Current Member of CMH Board

Board Member Huron Park Nursing Home

Board Member Christ Memorial Church

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 have enjoyed my current term on the Mental Health Board. I also have a

passion for serving those who are suffering from mental illness and cognitive disorders.

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

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

Community Action Agency

Parks & Recreation Commission

Mental Health Board

Others:

Workforce Development

Return To: Ottawa County Clerk's Office  
414 Washington Avenue, Room 301  
Grand Haven, Michigan 49417

(616) 846-8324 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 10/06/2010

Position Applying For Community Mental Health Board/General Public

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

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

Name Alberto R Serrano

Address 1189 South Shore Dr.

City Holl ST MI Zip 49423

Last 4 digits of social security number 9222 Birth Month 7 Birth Day 14

**Contact Information:**

Home Phone 616-355-1322

Work Phone 616-335-8823

E-mail a.serrano@cityofholland.com

Fax Number 616-355-1322

**Education:**

School Michigan State University

School \_\_\_\_\_

Degree BA

Degree \_\_\_\_\_

**Employment Background:**

Current Employer City of Holland Position Community/Human Relations Coordinator

**Responsibilities**

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

Provide staff support for the City International Relations Commission.

City EEO Director/responsibilities

City ADA Director/responsibilities

Supervise the City Youth Services Program.

Previous Employer El Centro Position Director

**Responsibilities**

Administer and implement the Hispanic Family Counseling and Therapy Services.

Budget and raise funds for the agency.

Supervise Therapist

Length of Residency in Ottawa County 56

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

Yes  No

If so, describe

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

Currently serving on the following: Ottawa/Allegan Mediation Center Board

Hope College CASA Board

Ottawa Fair Housing Board

Past Service:

Ottawa Co. Red Cross Bd.

Lakeshore Ethnic Diversity Alliance Bd.

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? Yes  No

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

Why do you want to be considered for this appointment?

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

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

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

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

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

Date 12/02/2010

Position Applying For Community Mental Health Board/General Public

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

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

Name Bruce H Campbell

Address 6557 West Meadowlark Drive

City Jenison ST MI Zip 49428

Last 4 digits of social security number 6598 Birth Month 2 Birth Day 4

**Contact Information:**

Home Phone 616-510-6471

Work Phone --

E-mail bhcamp47@yahoo.com

Fax Number 616-510-6471

**Education:**

School Rodney B. Wilson High School

School Michigan State University

Degree diploma

Degree Bachelor of Arts

**Employment Background:**

Current Employer retired since 3-09 Position volunteer

**Responsibilities**

Currently teach teenagers and serve as Elder. Involved in music (sing and play).  
Care-giver for relatives and church members.

Previous Employer United States Postal Services Position window clerk, dispatch, carrier

**Responsibilities**

Worked with public, sold products, loaded mail in trucks, sorted mail, carried mail. Drove left hand vehicle. Managed money and reports. OIC at Jamestown. Worked at many locations: Holland, Allegan, Hamilton, etc. Taught others how to sort, dispatch or work computer.

Length of Residency in Ottawa County 11

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?

teacher, social worker careers

set up Senior Citizen homes, Operation Mainstream: job development, Keep MI Beautiful chapter president, (Governor's Award) Sr. Warden of vestry, Right to Life, Secretary and union steward. Currently serve as an Elder. Church boards: stewardship, hiring and firing, member and secretary. Started a woman's shelter, Started a child abuse committee, State delegate to Republican and Libertarian Parties.

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?

Roads: Representation should be from all parts of county.

Relatives worked for Allegan Roads. Fiscal responsibility should be at all levels of government. Working with less revenue in the current economy would be a challenge.

Mental Health: Care-giver, social work, compassion, working with professionals, and a lifetime of experience are talents that I bring to the table. Adequate resources to help individuals and families to cope with mental health issues are priority.

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:** 2/22/2011

**Requesting Department:** County Administration

**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):

\*Rebecca Gretzner

Kirk Czuhai

To fill one (1) Primary Consumer Section Vacancy on the Community Mental Health Board beginning April 1, 2011, and ending March 31, 2014 (three year term).

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

## FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

## ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated       Non-Mandated       New Activity

## ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 5: Evaluate communication with other key stakeholders.

**ADMINISTRATION**       Recommended       Not Recommended       Without Recommended

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg  
DN: cn=Alan G. Vanderberg, o=U.S., ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawa.org  
Reason: I am approving this document  
Date: 2011.02.18 08:42:01 -0500

Committee/Governing/Advisory Board Approval Date: Human Resources Committee 2/22/2011

RECEIVED

SEP 06 2007

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

Date: 8/31/07

Position Applied For: Ottawa County Mental Health Board  
(primary consumer)

Names: Rebecca Gretzner (Shanabelt-Gretzner)

Address: 156 W. 19th St  
Holland, MI 49423

Contact Information - Home Telephone: 616 ~~394 9161~~ 748 0310

Work Telephone: N/A

E-mail Address: www.bekki\_gretzner@yahoo.com

Fax Number: N/A

resumé on file

Educational and Employment Background:

3 yrs OCCMH Board, 6 yrs Disability Network Board  
Home Health Aide for paraplegic woman, 2006 President  
NAMI Board, 8 yrs quality inspection in food and drug industry  
B.A.S (Public Relations) BA-(Journalism) Western Ill. Univ.

Length of Residency in Ottawa County: 20+ years

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

If so, describe:

\_\_\_\_\_

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

Presently Serve Ottawa Co. Community <sup>mental</sup> Health Disability Network (2002-7) Board, NAMI Board Chair/Fundraising Holland Public Schools PTA, and other non-civic 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? A copy of that Policy is attached. yes

If not, why not?

Why do you want to be considered for this appointment? Since serving on the OCCMH Board my passion for helping and being involved with the mentally ill and developmentally disabled citizens has grown even more. I believe that we all deserve an equal and important part in our society and I see this as an opportunity to help assure that.

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 X

Parks & Recreation Commission X

Mental Health Board X

Others: Housing Commission

Workforce Development \_\_\_\_\_

Return To: Ottawa County Clerk's Office  
414 Washington Avenue, Room 301  
Grand Haven, Michigan 49417

(616) 846-8324 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 12/03/2010

Position Applying For Community Mental Health Board/Primary Consumer

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

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

Name kirk g czuhai

Address 11369 caberfae ave

City allendale ST mi Zip 49401

Last 4 digits of social security number 1253 Birth Month 1 Birth Day 16

**Contact Information:**

Home Phone 616-895-5933

Work Phone 616-212-5925

E-mail churches@altelco.net

Fax Number 616-895-5933

**Education:**

School MICHIGAN TECHNOLOGICAL UNIV

School GRJC

Degree MS PHYSICS

Degree Associate Science

**Employment Background:**

Current Employer Heaven Sense Position pastor/owner/ceo/tech.

Responsibilities  
<http://kirk.here.ws>  
<http://googlegroups.here.ws> , etc.

Previous Employer Wallin Church Position Sunday School/custodian volunteer

Responsibilities  
4th, 5th, 6th coed sunday school teacher, assist main custodian in cleaning restrooms, sanctuary, yard work, etc.

Length of Residency in Ottawa County 10

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

Yes  No

If so, describe

wife, lynn, elections inspector

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

brief spell serving Kent county as consumer member of board

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? yes, but transportation to and from could be a problem

---

Why do you want to be considered for this appointment?

i think i could help you with some of my skills and ideas.

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 Community/Community Corrections Advisory Board/

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