

Agenda
Human Resources Committee
West Olive Administration Building – Board Room
12220 Fillmore Street, West Olive, Michigan 49460
Tuesday, April 26, 2011
1:15 p.m.

Consent Items:

1. Approval of the Agenda.
2. Approval of the Minutes from the February 22, 2011, meeting.

Action Items:

3. Board Appointments

Suggested Motion:

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

*Andrew Brown
Richard Cypher
Bruce Campbell

To fill one (1) General Public Vacancy on the Community Mental Health Board beginning immediately and ending March 31, 2014 (three year term).

4. Board Appointments

Suggested Motion:

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

*Doug Zylstra
Laura J. Grant
David A. Rhem
Skip Keeter

To fill one (1) Private Sector Vacancy on the West Michigan Regional Planning Commission beginning immediately and ending December 31, 2011 (one year term).

5. Board Appointments

Suggested Motion:

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

*Joan Epperson

To fill one (1) Private Sector Vacancy on the Comprehensive Economic Development Strategy Committee (CEDS) of the West Michigan Regional Planning Commission beginning immediately and ending December 31, 2011 (one year term).

Discussion Items:

None

Adjournment

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

HUMAN RESOURCES COMMITTEE

Proposed Minutes

DATE: February 22, 2011

TIME: 1:00 p.m.

PLACE: Fillmore Street Complex

PRESENT: Donald Disselkoen, Greg DeJong, Jane Ruiters, James Holtrop, Joseph Baumann

STAFF & GUESTS: Keith VanBeek, Assistant Administrator; Daniel Krueger, Clerk; Stu Visser, Commissioner

SUBJECT: CONSENT ITEMS

HR 11-003 Motion: To approve the agenda of today as presented and to approve the minutes of the January 11, 2011, meeting as presented.
Moved by: Disselkoen UNANIMOUS

SUBJECT: BOARD APPOINTMENTS

HR 11-004 Motion: To place into nomination and forward to the Board of Commissioners 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).

Moved by: Baumann

UNANIMOUS

HR 11-005

Motion: To place into nomination and forward to the Board of Commissioners 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).

Moved by: Disselkoen

UNANIMOUS

HR 11-006

Motion: To place into nomination and forward to the Board of Commissioners 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).

Moved by: Holtrop

UNANIMOUS

SUBJECT: ADJOURNMENT

HR 11-007

Motion: To adjourn at 2:15 p.m.

Moved by: Holtrop

UNANIMOUS

Action Request



Committee: Human Resources Committee

Meeting Date: 4/26/2011

Requesting Department: County Administration

Submitted By: Keith Van Beek

Agenda Item: Board Appointments

SUGGESTED MOTION:

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

*Andrew Brown
Richard Cypher
Bruce Campbell

To fill one (1) General Public Vacancy on the Community Mental Health Board beginning immediately 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=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2011.04.18 14:14:15 -0400

Committee/Governing/Advisory Board Approval Date:

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. I currently work as a Program Coordinator for the 20th 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

20TH 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 1st 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 th District Court ▪ <i>Probation Officer</i> ▪ Holland, MI	2005-2006
Congressman Peter Hoekstra; MI 2 nd District ▪ <i>Intern</i> ▪ Holland, MI	2005
City of Holland Police Department ▪ <i>Police Cadet</i> ▪ Holland, MI	2002-2004

EDUCATION

MICHIGAN STATE UNIVERSITY ▪ Lansing, MI	2011
<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.

GRAND VALLEY STATE UNIVERSITY ▪ Grand Rapids, MI	2006
<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.

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

COMMUNITY ENGAGEMENT

- Board Member – Mars Hill Bible Church Refugee Ministry **2009-present**
- Community Investment Volunteer – Ottawa County United Way **2005 & 2011**

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. **2006**
- 2,174 Mile Thru-Hike of the Appalachian Trail. **2004**
- Community Service Award from Greater Ottawa County United Way. **2003**

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

**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: Human Resources Committee

Meeting Date: 4/26/2011

Requesting Department: County Administration

Submitted By: Keith Van Beek

Agenda Item: Board Appointments

SUGGESTED MOTION:

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

*Doug Zylstra
Laura J. Grant
David A. Rhem
Skip Keeter

To fill one (1) Private Sector Vacancy on the West Michigan Regional Planning Commission beginning immediately and ending December 31, 2011 (one 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@miottawa.org
Reason: I am approving this document
Date: 2011.04.15 16:34:30 -0400

Committee/Governing/Advisory Board Approval Date:

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

Date 11/11/2010

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

Position Applying For _____

Position Applying For _____

Name Doug R Zylstra

Address 152 E. 24th St

City Holland ST MI Zip 49423

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

Contact Information:

Home Phone 773-551-8166 Work Phone --

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

Education:

School University of Michigan School Michigan State University

Degree Bachelor of Arts Degree Master of Business Administration

Employment Background:

Current Employer West Side Clothing, Inc Position Owner

Responsibilities

Full owner

Opened 1996

Previous Employer CB Commercial Position Finance Analyst

Responsibilities

Real Estate and Financial Analyst

Length of Residency in Ottawa County 44

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?

Vice Chair - Ottawa County Democratic Party

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?

Desire to be involved, at the county level, in Local Governance

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:

Chairperson/Brownfield Redevelopment Auth. Board/, Commissioner/Economic Development Corporation/, County Administrator/Economic Development Corporation/, County Administrator/Brownfield Redevelopment Auth. Board/, Democratic Appointment/Board of Canvassers/, Member/Kent, Ottawa, Muskegon, (K.O.M.) Foreign Trade Zone Authority/, Muskegon County Rep/Lakeshore Coord. Council Advisory Comm./

Thank you for your interest in Ottawa County Government

LAURA J. GRANT

16222 Pinyon St. Holland, MI 49424 (616) 566-3098
laurajogrant@gmail.com

EDUCATION

Bachelor of Science, Urban and Regional Planning

08/10

Michigan State University, School of Planning, Design, and Construction- East Lansing, MI

- Accredited curriculum by the Association of Collegiate schools of Planning since 1987
- Specialization in Environmental Studies

EXPERIENCE

Saugatuck-Douglas Greenmarket Coordinator

06/10- 08/10

Saugatuck Center for the Arts- Saugatuck, MI

Michigan State Housing Development Authority, Cool Cities Initiative

- Responsible for Mon and Fri farmers markets: interfacing with vendors, patrons, staff, businesses, and nonprofits
- Initiated new partnerships and collaborations with local nonprofits, businesses, and philanthropies
- Conducted research and interviews, compiled weekly electronic newsletters
- Communicated information to visitors and residents, staffed events, and provided other administrative assistance

Renewable Energy and Tourism Feasibility Study

01/10-08/10

Blissfest Music Organization- Harbor Springs, MI

UP 494, Practicum- Michigan State University-East Lansing, MI

- Collaborated, conceptualized, researched, interpreted, analyzed, and wrote a report containing recommendations for year round tourist amenities and the addition of two 90 ft wind towers and photovoltaic lument roofing
- Developed and delivered two professional presentations to the MSU and the BMO's Harbor Springs communities
- The 120 page document assisted the Blissfest Music Organization in leveraging over \$300,000 in funds

Research Assistant

02/09-01/10

Michigan State University Extension: Land Policy Institute, Michigan Citizen Planner-East Lansing, MI

- Corresponded with clients, monitored continuing land use education progress, and processed data
- Authored and compiled monthly e newsletters and quarterly print newsletters, adapted PowerPoint presentations
- Collaborated on and contributed to the Advanced Academy annual event and other workshops
- Maintained a database and assisted with general secretarial and office duties

Vice President of Programming

01/09-12/09

Urban and Regional Planning Student Association, Michigan State University-East Lansing, MI

- Recruited planning professionals and arranged bi-weekly student meetings
- Coordinated in facilitating a student job shadow week with 30 professionals

Saugatuck Dunes Coastal Alliance

10/08-Present

- Participated in the Greenfood Bluegrass music festival fundraiser
- Created the Save the Saugatuck Dunes Facebook group engaging 600+ members

The Spitfire Agency, Rothbury Music Festival

07/09

- Member of the event greening team, spread environmental awareness through action and education

Fricano's Too, Kitchen Staff- Holland, MI

06/06- 09/10

Michigan State University, Dining Services- East Lansing, MI

10/08- 02/09

University of Northern Colorado, Utility Crew, Soccer Referee, Dining Services- Greeley, CO

10/07- 06/08

City of Greeley, After School Assistant, Kidz Fun Night, Youth Soccer Referee- Greeley, CO

09/07- 05/08

Steamboat Springs Ski Corporation, Mountain Activities- Steamboat Springs, CO

07/07-09/07

Bath and Body Works, Retail Staff- Holland, MI

12/05-03/06

Oak Crest Manor, Dietary Aid- Holland, MI

06/05-12/05

Carini Farms, Quality Control- West Olive, MI

06/05-09/05

AFFILIATIONS

The American Planning Association, The Michigan Association of Planning, The Land Conservancy of West Michigan, The Saugatuck Dunes Coastal Alliance

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

Date 11/16/2010

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

Position Applying For _____

Position Applying For _____

Name Laura J Grant

Address 16222 Pinyon St

City Holland ST MI Zip 49424

Last 4 digits of social security number 2734 Birth Month 12 Birth Day 9

Contact Information:

Home Phone 616-566-3098

Work Phone 616-786-9977

E-mail laurajogrant@gmail.com

Fax Number 616-566-3098

Education:

School Michigan State University

School West Ottawa High School

Degree BS Urban & Reg Planning/ Env Studies

Degree Diploma

Employment Background:

Current Employer Piper Resturant Position Server

Responsibilities

Providing a quality dining experience for customers and completing side work to ensure that the restaurant is able to ensure top notch service

Previous Employer Saugatuck Center For the Arts Position Greenmarket Coordinator

Responsibilities

Michigan State Housing Development Authority, Cool Cities Initiative Summer 2010 Intern

- Responsible for Mon and Fri farmers markets: interfacing with vendors, patrons, staff, businesses, and nonprofits
- Initiated new partnerships and collaborations with local nonprofits, businesses, and philanthropies
- Conducted research and interviews, compiled weekly electronic newsletters
- Communicated information to visitors and residents, staffed events, and provided other administrative assistance

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?

n/a

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 participate in planning for the future of 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:

Commissioner/Technology Committee/, Commissioner/Technology Committee/, Commissioner/Veteran's Affairs/, Commissioner/Veteran's Affairs/, Commissioner/Community Mental Health Board/, Commissioner/Community Mental Health Board/, Commissioner/Agricultural Preservation Board/, Commissioner/Planning Commission/, Commissioner/Planning Commission/, Commissioner/Economic Development Corporation/, Commissioner/Economic Development Corporation/

Thank you for your interest in Ottawa County Government

Dear County Commissioners,

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

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

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

Sincerely, David Rhem

(616-481-0460); Rhem.David@gmail.com

DAVID A. RHEM



Contact Information

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

Educational Profile

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

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

Legal Employment

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

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

Practice Areas

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

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

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

DAVID A. RHEM

Honors

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

Professional Affiliations

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

Community Involvement

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

DAVID A. RHEM

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

Muskegon Heritage Association (Board Member, 1986 - 1987)

DAVID A. RHEM

Publications and Presentations

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

Representative Matters

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DAVID A. RHEM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DAVID A. RHEM

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

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

JURY TRIALS:

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

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

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

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

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

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

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

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

ADMINISTRATIVE TRIALS AND ARBITRATIONS:

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

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

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

DAVID A. RHEM

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

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

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

CASES WHICH RESULTED IN FULL OR PARTIAL SUMMARY JUDGMENT:

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

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

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

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

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

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

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

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

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

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

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

DAVID A. RHEM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DAVID A. RHEM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DAVID A. RHEM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Date 11/26/2010

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

Position Applying For _____

Position Applying For _____

Name David A Rhem

Address 15360 Oak Point Dr

City Spring Lake ST MI Zip 49456

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

Contact Information:

Home Phone 616-481-0460

Work Phone 616-846-8876

E-mail Rhem.David@gmail.com

Fax Number 616-481-0460

Education:

School American University, Washington College of Law

School Hope College

Degree Juris Doctor

Degree Bachelor of Arts

Employment Background:

Current Employer Self employed Position Attorney

Responsibilities

Representing businesses and individuals in the practice of law.

Previous Employer Varnum, LLP Position Partner; Of Counsel

Responsibilities

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

Length of Residency in Ottawa County 35

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

Yes No

If so, describe

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

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

See attached resume.

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

If not, why not? _____

Why do you want to be considered for this appointment?

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

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

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

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

Thank you for your interest in Ottawa County Government

SKIP KEETER
442 LAKESHORE DRIVE NORTH
HOLLAND, MICHIGAN 49424

November 22, 2010

Ottawa County Commission
12220 Fillmore Street
West Olive, MI 49460

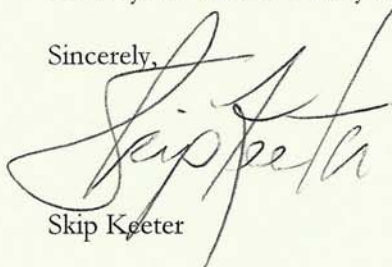
Dear Commissioners:

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

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

Thank you in advance for your consideration of this request.

Sincerely,

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

Skip Keeter

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

SUMMARY

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

ACCOMPLISHMENTS

SALES

MANAGEMENT:

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

MARKETING

MANAGEMENT:

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

SALES:

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

BUSINESS EXPERIENCE

TRIPS & TREASURES

Incentive Travel and Merchandise Awards

Holland, MI

Owner (2008-Present)

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

CRUISEONE

Cruise vacation planning

Holland, MI

Owner (1999-2008)

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

TIFFANY & Co.

Jewelry, gift ware and fancy goods retailer

Chicago, Illinois

Corporate Branch Director - Chicago Branch (1988-1990)

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

SKIP KEETER CREATIVE SERVICES

Marketing and communications services

Winnetka, Illinois

Principal (1987-1988)

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

IMAGEMATRIX, INC.

Business communications agency

Cincinnati, Ohio

Vice President - Sales and Marketing (1986-1987)

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

CARLSON MARKETING GROUP

Widely diversified marketing services company

Chicago, Illinois

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

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

MARITZ INC.

St. Louis, Missouri

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

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

EDUCATION

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

COMMUNITY ACTIVITIES

PARK TOWNSHIP

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

HOLLAND AREA CHAMBER OF COMMERCE

Holland, Michigan

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

AMERICAN CANCER SOCIETY, LAKESHORE SERVICE CENTER

Holland, Michigan

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

LAKESHORE HABITAT FOR HUMANITY

Holland, Michigan

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

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

Date 11/22/2010

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

Position Applying For _____

Position Applying For _____

Name Ervin (Skip) O Keeter

Address 442 Lakeshore Dr N

City Holland ST MI Zip 49424

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

Contact Information:

Home Phone 616-399-4344

Work Phone 616-283-0514

E-mail skip.keeter@charter.net

Fax Number 616-399-4344

Education:

School Missouri State University

School _____

Degree BA - English

Degree _____

Employment Background:

Current Employer Trips & Treasures Position Owner

Responsibilities

Sell Incentive Travel and Merchandise Award Services to corporate clients.

Previous Employer CruiseOne Position Franchise Owner

Responsibilities

Sold cruise vacations to retail customers.

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

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

Currently Clerk - Park Township

Currently a member of Holland Chorale Board of Directors

Member of the West Michigan Chamber Coalition Legislative Advocacy Committee

Currently Advocacy Ambassador, American Cancer Society

Currently Chair of the Small Business Person of the Year Committee, Holland Chamber

Past Board Member - Holland Chamber of Commerce

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

If not, why not? _____

Why do you want to be considered for this appointment?

I feel my leadership experience in the Holland Chamber and my knowledge of the business sector will be of benefit to Ottawa County. My application preferences also reflect my personal interests.

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

Action Request



Committee: Human Resources Committee

Meeting Date: 4/26/2011

Requesting Department: County Administration

Submitted By: Keith Van Beek

Agenda Item: Board Appointments

SUGGESTED MOTION:

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

*Joan Epperson

To fill one (1) Private Sector Vacancy on the Comprehensive Economic Development Strategy Committee (CEDS) of the West Michigan Regional Planning Commission beginning immediately and ending December 31, 2011 (one 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=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org
Reason: I am approving this document
Date: 2011.04.15 10:36:20 -0400

Committee/Governing/Advisory Board Approval Date:

September 9, 2010

To: Board and Commissions Selection Committee

From: Joan Epperson, President GBSA

Re: Application

Selection Committee,

Thank you for considering me as a member of the committees selected on my application. My completed application and copy of my resume is attached for your review and consideration.

As a citizen of the county and a business owner, I would like to make a difference. My skills and abilities will allow me to contribute to the social, economic and environmental well being.

If you have any questions or need additional information, please let me know.

Best Regards,

Joan



Joan J. Epperson

President & CEO

Global Business Solutions & Assoc., LLC

Connecting People....Strategies....& Results

2525 E. Paris SE, Suite 100

Grand Rapids, MI 49546

Direct: 616-570-3877

Fax: 616-957-3124

joan-epperson@globalbsa.com

www.globalbsa.com

Joan J. Epperson

Telephone: 616.570.3877

Email: joan-epperson@globalbsa.com

EXPERTISE

Possesses not only a *Can-Do Attitude* but also a *Will-Do Attitude*. Has extensive Project Management and Project Development experience. Earned numerous awards, bonuses, trips, and other recognitions for achieving outstanding sales/business results. Consistently demonstrates the ability to achieve goals and objectives as well as effectively manage in a changing environment. Utilizes highly effective oral and written communication skills to deliver training, facilitate meetings, assist with team collaboration, and develop complex, comprehensive reports/business analysis. Works with corporations and sales professionals to improve sales results; recruit and train successful teams; and develop and implement effective business systems and processes. Extensive experience leading start-up operations, process improvement teams, achieving business results in a challenging economy, and developing systems for thriving in a global/multicultural market.

RECORD OF EXPERIENCE

Global Business Solutions & Assoc., LLC

February 2009 to Present

President

- Extensive experience in Project Management and Organizational Development Services.
- Provides a complete suite of training and development tools and resources designed to provide, attract and retain your most valuable resource, "Human Capital."
- Experience developing and implementing systems for increasing existing client base and retaining established clients.
- Consistently demonstrates the ability to build relationships based on mutual respect and trust.
- Adept at driving growth of company revenues and improving sales-team performance.
- Exceptional mentor, consultant and coach with the capacity to increase sales and revenue.
- Skilled at identifying Federal, State and Local Government Contracting Opportunities. Systems and processes deliver a minimum of 8-10 viable business opportunities per week.

State Farm Insurance Companies

September 1984 to February 2009

Agency Field Consultant, January 2003 to February 2009

- Assisted with development and implementation of strategic sales, marketing, staff staffing and business development plans.
- Worked with Agents to achieve sales/business goals and objectives by utilizing efficient and effective systems for continuous improvement.
- Instituted tracking/reporting systems, incentive programs, processes, and procedures.

Emerging Markets Liaison, October 2001 to January 2003

- Project Manager for a cross-functional team that created the enterprise solution for translation, interpretation, and acculturation.
- COO for an enterprise insurance and financial service process improvement team; recommendations resulted in process improvements, expense savings, and operational efficiencies.

Director of Regional Services, June 2000 to October 2001

- Project Manager for the construction, staffing, and development of a bilingual customer contact center for several hundred employees; project was delivered on-time and under budget.
- Collaborated with two Customer Contact Centers in a “virtual environment.” Ensured that all systems and processes were identical and the customer experience was consistent at all locations.

Director of Customer Contact Center, June 1998 to June 2000

- Project Manager for the development and implementation of process and procedures for a start-up department. The success of this department resulted in changes and improvements throughout the organization.
- Effectively led a department of 600 employees including 11 direct reports.
- Motivated and worked effectively with people from diverse backgrounds, cultures, and experiences.
- Collaborated with internal departments, vendors, and other external resources to achieve exceptional business results.
- Extensive leadership experience/success managing and implementing Organizational Development and Change Management.
- Project Manager for the start-up of State Farm Bank (SFB) which is now ranked as one of the Top 10 banks in the United States.

Claims Management/Claims Department, September 1984 to June 1998

- Led claims department consisting of 100 employees with a management team of 11.
- Supervised numerous catastrophe operations in multiple states.
- Developed /implemented new processes and procedures for catastrophe claims department.
- Managed many complex litigation claims for injury and physical damage claims.
- Testified on behalf of the State Farm during court proceedings.

DEVELOPMENT/ACHIEVEMENTS

Bachelor of Science in Political Science; Texas A&M-Texarkana

Project and Sales Management: Sandler Sales Institute; Six Sigma Green Belt (in progress); Book Yourself Solid Certified Coach; and Sales Cycle Training

Leadership/Executive Development: Brookings Institute; Speak Easy; Agency Development Program; Center for Creative Leadership; and Hillsdale Leadership Institute

Insurance and Financial Services Development: Associates in Claims (AIC); 5-Courses toward Chartered Life Underwriters Designation (CLU); and American College curriculum for “Marketing Financial Services to Women”

Licenses and Certifications: Series 6 & 63 License; Property/Casualty and Life/Health License for State of Michigan

Awards and Recognition: Qualified for Ambassador Travel - 6 consecutive years; Qualified for Great Lakes Leaders Club - 4 years; Qualified as one of the Top 10 Agency Departments; Received several Special Achievement Awards; Received the Agency Special Achievement Award; Selected to lead numerous Enterprise Initiatives; Project Leader for numerous Enterprise Initiatives

PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS

Platinum Speaker with Les Brown Enterprises; Ambassador for the Grand Rapids Chamber of Commerce; Inforum; Small Business Association of Michigan (SBAM); National Sales Network-Detroit (NSN); American Product and Inventory Control Society-Grand Rapids (APICS)

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

Date 09/09/2010

Position Applying For Economic Development Corporation/Member

Position Applying For _____

Position Applying For _____

Name Joan J Epperson

Address 6132 Regal Dr. SW

City Grandville ST MI Zip 49418

Last 4 digits of social security number 9250 Birth Month 10 Birth Day 1

Contact Information:

Home Phone 616-570-3877

Work Phone 616-667-9586

E-mail joan-epperson@globalbsa.com

Fax Number 616-570-3877

Education:

School Texas A & M

School _____

Degree Political Science

Degree _____

Employment Background:

Current Employer Global Business Solutions & Assoc., LLC Position President

Responsibilities

GBSA is an Organizational Design and Change Manage Firm. As President, I am responsible to developing the mission and vision, recruiting and training the team and ensuring that clients receive high quality service and products. We also provide a complete suite of training and development products.

We also provide meeting facilitation and team development.

Previous Employer State Farm Insurance Position Consultant

Responsibilities

I worked for State Farm for almost 25 years in multiple locations around the country. I moved to Michigan to work with agents and their staff.

During my career, I lead multiple departments, developed and implemented comprehensives programs and projects.

Length of Residency in Ottawa County 3

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 was president of a Board of Directors for a non-profit organization; Member of the finance committee for United Way; and Board Members for other organizations.

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

If not, why not? _____

Why do you want to be considered for this appointment?

As a resident of Ottawa county and a business owner, I would like to contribute to the current and future economic, social, and environmental future of our county.

I have extensive business and leadership experience. I have the ability to contribute and make a difference. In addition, I have knowledge and experience in areas of interest.

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