

PLANNING & POLICY COMMITTEE

Approved Minutes

DATE: July 14, 2011

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Dennis Swartout, James Holtvluwer, Stu Visser, Jane Ruiter, Roger Rycenga

STAFF & GUESTS: Robert Spaman, Fiscal Services Director; Greg Rapple, Corporation Counsel; David Hulst, IT Director; John Scholtz, Parks & Recreation Director; Sherri Sayles, Deputy Clerk; Keith VanBeek, Assistant Administrator; Dave Mazurek, Parks & Recreation

SUBJECT: CONSENT ITEMS

PP 11-031 Motion: To approve the agenda of today as presented and to approve the minutes of the June 9, 2011, meeting as presented.
Moved by: Holtvluwer UNANIMOUS

**SUBJECT: OTTAWA COUNTY MICHIGAN WORKS!
PROCUREMENT POLICY**

PP 11-032 Motion: To receive, forward to the Board of Commissioners, and acknowledge the use of the "Ottawa County Michigan Works! Procurement Policy" as a procedural supplement to the Ottawa County Purchasing Policy with regard to the operations of the Ottawa County Michigan Work! Agency.
Moved by: Swartout UNANIMOUS

SUBJECT: FUND BALANCE POLICY

PP 11-033 Motion: To approve and forward to the Finance and Administration Committee the Fund Balance Policy for review and comment.
Moved by: Holtvluwer UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. New Administrative Rule – David Hulst explained the new Administrative Rule #013 Email Retention and Archiving. Currently, there have been no rules in place for employees to retain and destroy e-mail messages that are sent and received.

- 2. Procedural Updates to Policies – Keith VanBeek explained that the Internal Policy Review Team meets to review and update the policies and administrative rules. Per board policy, each policy/rule is scheduled to be reviewed every two years and is submitted to the Board for approval when a policy update is recommended. Procedures and updates to procedures are approved by the Administrator. Bob Spaman reviewed the fiscal policy revisions with the Committee.
- 3. Update on Alcohol Use at Weaver House – John Scholtz and Dave Mazurek gave a brief update on alcohol use at the Weaver House. Everything has gone well and no problems to report at this time.
- 4. Closed Session to Discuss Property Acquisition

PP 11-034 Motion: To go into a Closed Session at 10:09 a.m. for the purpose of discussing property acquisition.
Moved by: Swartout UNANIMOUS

Roll call: Yeas: Swartout, Ruiter, Holtvluwer, Visser, Rycenga. (5)

PP 11-035 Motion: To rise from Closed Session at 10:20 a.m.
Moved by: Swartout UNANIMOUS

SUBJECT: ADJOURNMENT

PP 11-036 Motion: To adjourn at 10:21 a.m.
Moved by: Holtvluwer UNANIMOUS