



County of Ottawa

Board of Commissioners

Philip D. Kuyers
Chairperson

James C. Holtrop
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December 22, 2011

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, December 27, 2011 at 1:30 p.m.**, for the regular **December** meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Holtvluwer
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments and Communications from County Staff
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 December 13, 2011 Board of Commissioners Meeting.
2. Payroll
Suggested Motion:
To authorize the payroll of December 27, 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 Administration

3. Monthly Accounts Payable for December 5, 2011 through December 16, 2011
Suggested Motion:
To approve the general claims in the amount of \$2,878,105.03 as presented by the summary report for December 5, 2011 through December 16, 2011.

From the Finance and Administration Committee

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 November 2011.

B. Action Items:

From Administration

5. Restated Uniform Defined Contribution Program Resolution
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the MERS 2010 Restated Uniform Defined Contribution Program Resolution for employee divisions 1, 6, 10, 12, 19 and 60.
6. Restated Defined Contribution Plan Adoption Agreement
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the MERS Restated Defined Contribution Plan Adoption Agreement for employee divisions 1, 6, 10, 12, 19 and 60.
7. Defined Contribution Plan Uniform Transfer Provision
Suggested Motion:
To approve and authorize the Board Chair and Clerk to sign the Employer Resolution Establishing Uniform Transfer Provision for the Defined Contribution Plan for employee divisions 1, 6, 10, 12, 19 and 60.

From the Planning and Policy Committee

8. HIPAA Compliance Policy (Second Reading)
Suggested Motion:
To adopt the proposed changes to the HIPAA Compliance Policy. (Second Reading)
9. Honorary Resolution Procedure Policy (formerly named Recognition Program Procedure) (Second Reading)
Suggested Motion:
To adopt the proposed changes to the Honorary Resolution Procedure Policy (formerly named Recognition Program Procedure). (Second Reading)

From the Finance and Administration Committee

10. Community Mental Health Personnel Request to Create One (1) FTE Team Supervisor - Children's Services
Suggested Motion:
To approve the request from Community Mental Health to create one (1) FTE Team Supervisor - Children's Services (Unclassified, Paygrade 06, F Step) at a cost of \$94,658.00 funding to come from Medicaid Funds.

11. 2010-2011 Wage and Classification Study

Suggested Motion:

To approve the 2010-2011 Wage and Classification Study including the Unclassified Group and Group T employees for Community Mental Health, the Prosecutor's Office, the Clerk's Office, Administration and the four Chief Deputy Clerks, to be effective January 1, 2012.

Total cost is \$279,747 in Medicaid Funds and \$102,964 in General Fund. The 2011 Medicaid Funds and General Fund contains sufficient funds for this purpose.

C. Appointments:

From the Human Resources Committee

12. Board Appointments

Suggested Motion:

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

*David Van Ginhoven

Scott Blease

John Burmeister

*Thomas Werkman

to fill two (2) vacancies on the Ottawa County Parks and Recreation Commission beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

13. Board Appointments

Suggested Motion:

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

*Doug Zylstra

William Berns

to fill one (1) Business/Industrial/Tourism Vacancy on the Ottawa County Planning Commission beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

14. Board Appointments

Suggested Motion:

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

*James Miedema

to fill one (1) Financial, Sociological & Academic vacancy on the Ottawa County Planning Commission beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

*Dale Sall

to fill one (1) Realtor vacancy on the Remonumentation Committee beginning January 1, 2012 and ending December 31, 2013 (two (2) year term).

*Brett Laughlin

to fill one (1) Road Commission vacancy on the Remonumentation Committee beginning January 1, 2012 and ending December 31, 2013 (two (2) year term).

*Matt Nederveld

to fill one (1) Surveyor vacancy on the Remonumentation Committee beginning January 1, 2012 and ending December 31, 2013 (two (2) year term).

*Ryan Cotton

to fill one (1) Supervisor/Assessor vacancy on the Remonumentation Committee beginning January 1, 2012 and ending December 31, 2013 (two (2) year term).

*Randal Cope

to fill one (1) War Veteran vacancy on the Veterans Affairs Committee beginning January 1, 2012 and ending December 31, 2015 (four (4) year term).

*Randall Boss

*Richard Sibley Jr.

*James Holtrop

*Claudia Berry

*Ervin (Skip) Keeter

*Carla Wallis

to fill six (6) Business Sector vacancies on the Workforce Development Board beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

*David Miller

to fill one (1) Community Based vacancy on the Workforce Development Board beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

*Eric Packer

to fill one (1) Education Sector vacancy on the Workforce Development Board beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

*Doug Kamphuis

to fill one (1) MI Dept of Corrections/MPRI vacancy on the Workforce Development Board beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

*Luke Meerman

to fill one (1) Agricultural Member vacancy on the Agricultural Preservation Board beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

*Dennis Van Dam

to fill one (1) Real Estate/Land Development vacancy on the Agricultural Preservation Board beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

*Leroy Dell

to fill one (1) vacancy on the Building Authority beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

*Gary Barton

to fill one (1) Business Community vacancy on the Community Corrections Advisory Board beginning January 1, 2012 and ending December 31, 2013 (two (2) year term).

*Matthew Messer

to fill one (1) Chief of Police vacancy on the Community Corrections Advisory Board beginning January 1, 2012 and ending December 31, 2013 (two (2) year term).

*Heath White

to fill one (1) MDOC vacancy on the Community Corrections Advisory Board beginning January 1, 2012 and ending December 31, 2013 (two (2) year term).

*Glenn Nykamp

to fill one (1) Township Representative vacancy on the Land Bank Authority beginning January 1, 2012 and ending December 31, 2017 (six (6) year term).

*Jeff Smalla

to fill one (1) Public Sector vacancy on the Community Action Agency Advisory Board beginning January 1, 2012 and ending December 31, 2014 (three (3) year term).

*Field Reichardt

to fill one (1) vacancy on the Ottawa County Officers' Compensation Commission beginning January 1, 2012 and ending December 31, 2015 (four (4) year term).

*Robert Huff

to fill one (1) vacancy on the Ottawa County Officers' Compensation Commission beginning January 1, 2012 and ending December 31, 2015 (four (4) year term).

*Mark Kleist

to fill one (1) vacancy on the Ottawa County Officers' Compensation Commission beginning January 1, 2012 and ending December 31, 2015 (two (2) year term).

*Joan Epperson

to fill one (1) vacancy on the Comprehensive Economic Development Corporation Strategy Committee beginning January 1, 2012 and ending December 31, 2012 (one (1) year term).

*Doug Zylstra

to fill one (1) vacancy on the West Michigan Regional Planning Commission beginning January 1, 2012 and ending December 31, 2012 (one (1) year term).

D. Discussion Items:

From Administration

15. Report of the County Administrator Review Committee/Approval of the County Administrator Contract January 1, 2013 through December 31, 2015.
9. Report of the County Administrator
10. General Information, Comments, and Meetings Attended
11. Public Comments
12. Adjournment