

Agenda
Human Resources Committee
West Olive Administration Building – Board Room
12220 Fillmore Street, West Olive, Michigan 49460
Monday, February 13, 2012
1:30 p.m.

Consent Items:

1. Approval of the Agenda.
2. [Approval of the Minutes from the January 24, 2012 Human Resources Committee 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):

Jan Redding

*Matthew Fenske

to fill one (1) Township Government vacancy on the Agricultural Preservation Board beginning immediately and ending December 31, 2014 (three (3) 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):

*Richard Kanten

Renee' LeClear-Gavin

to fill one (1) Family Member vacancy on the Community Mental Health Board beginning April 1, 2012 and ending March 31, 2015 (three (3) 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):

*Sheri Holstege

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

*Demetrios (Adam) Tountas

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

*Jason VanDeWege

*Robert Carr

to fill two (2) Solid Waste Industry vacancies on the Solid Waste Planning Committee beginning immediately and ending December 31, 2013 (two (2) 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: January 24, 2012

TIME: 1:00 p.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Sherri Sayles, Deputy Clerk; Keith VanBeek, Assistant Administrator; Greg Rappleye, Corporation Counsel; Doug VanEssen, Legal Counsel

SUBJECT: CONSENT ITEMS

HR 12-001 Motion: To approve the agenda of today as presented and to approved the minutes from the November 22, 2011 and December 27, 2011 meetings.
Moved by: Disselkoen UNANIMOUS

SUBJECT: ELECTION OF COMMITTEE VICE CHAIR

HR 12-002 Motion: To elect James Holtrop as Vice Chairperson of the Human Resources Committee.
Moved by: Disselkoen UNANIMOUS

SUBJECT: RATIFICATION OF SLATES AND RECOMMENDATIONS OF DECEMBER 27, 2011

HR 12-003 Motion: To ratify all slates and recommendations made at the December 27, 2011 Human Resources Committee Meeting.
Moved by: Holtrop UNANIMOUS

SUBJECT: DISCUSSION ITEMS

Keith VanBeek reported a date has been set for the Interview Subcommittee to meet to interview applicants for the CMH positions.

SUBJECT: ADJOURNMENT

The meeting adjourned at 1:05 p.m.

Action Request



Committee: Human Resources Committee

Meeting Date: 2/13/2012

Requesting Department: 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):

Jan Redding

*Matthew Fenske

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

SUMMARY OF REQUEST:

The Board of Commissioners makes appointments to the various Boards and Commissions of the County per Administrative Policy – Appointments to Boards and Commissions.

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 5: Evaluate communication with other key stakeholders.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

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 01/13/2012

Position Applying For Agricultural Preservation Board/Township Government (BC)

Position Applying For _____

Position Applying For _____

Name Jan Redding

Address 3509 Sehler ST.

City Conklin ST MI Zip 49403

Last 4 digits of social security number 4664 Birth Month 4 Birth Day 23

Contact Information:

Home Phone 616-899-5544

Work Phone 616-240-7487

E-mail clerk@chester-twp.org

Fax Number 616-899-5544

Education:

School Owosso High School

School John Wesley College

Degree _____

Degree _____

Employment Background:

Current Employer Chester Township Position Township Clerk

Responsibilities

- bookkeeping
- elections
- office manager
- Zoning Board of Appeals

Previous Employer Verizon Position Purchasing Coordinator

Responsibilities

- managed purchasing of supplies and services for General Office

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

son works for House of Reps.

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

Chester Township ZBA and Planning Commission, Ravenna Schools advisory committees

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 Township official from a rural community, I feel it is important to have representation on the committee. From a personal perspective, I am interested in learning more about the PDR program and other opportunities to promote preservation of agricultural properties.

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:

Agricultural (BC)/Agricultural Preservation Board/

Thank you for your interest in Ottawa County Government

Matthew R. Fenske
O-2077 Luce St. SW
Grand Rapids, MI 49534
fenske.matt@yahoo.com

(616)677-1713 (Home)

(616)437-6723 (Mobile)

January 16, 2012

Administration Office
Ottawa County

Re: Agricultural Prevention Board

To Whom It May Concern:

This letter is to inform you of my interest in the above-captioned position. With 33 years of experience in board representation, I believe I am highly qualified to excel in the position of a board member for the Ottawa County Agricultural Prevention Board. I have lived in Tallmadge Township since 1990 and have built strong relationships with area farmers, businesses, and multiple community agencies.

Michigan, especially Ottawa County, is rich in agricultural production. It is important to preserve this land for future generations and to continue to provide economic growth. I view all demand for agricultural products as a way to keep the farm competitive. This would include livestock or produce, or an export market, or renewable fuel.

We are not making any more land and we need to preserve the rich resources that we already possess. There needs to be a systematic approach and safeguards in place to avoid the breaking up of our large agricultural parcels.

Please consider me as a candidate for the Agricultural Prevention Board for Ottawa County. I look forward to hearing from you.

Sincerely,
Matthew R. Fenske

Matthew R. Fenske
0-2077 Luce St. SW
Grand Rapids, MI 49534
Fenske.Matt@yahoo.com

(616) 677-1713 (Home)

(616) 437-6723 (Mobile)

PROFESSIONAL PROFILE

Encompasses a significant background of increasingly responsible Juvenile Court Family Division positions and experience. Emphasis includes leadership, planning, staffing, fiscal responsibilities, and management of the Juvenile Detention Center for Kent County. Excellent communication, organizational, analytical, and leadership skills.

EXPERIENCE

KENT COUNTY, 17th CIRCUIT COURT, FAMILY DIVISION, Grand Rapids, MI 1978 - 2011

Superintendent of Detention (2007 – Present)

Responsibilities include administration of the Juvenile Detention Center and ensuring the security of the residents. Coordinate delivery of programs and services, directing facility operations and maintenance. Plan and control operating and capital budgets. Human resource decision making, establishing standards of conduct, approving and implementing policy and procedures, and approval of training and orientation programming, as well as vendor and contractor hiring. Ensure compliance of state and federal mandates and statistical reporting. Responsible for community relations functions.

Assistant Superintendent of Detention (2001 – 2007)

Directed day-to-day operations of a 69-bed detention facility including management of 79 employees, and ensuring the safety/security of employees and residents. Duties included payroll and budget development, hiring of staff, assigning and directing work, performance reviews, discipline of employees, investigating complaints, and monitoring facility adherence to state licensing guidelines.

Juvenile Probation Officer Supervisor (1992 – 2001)

Directed the Kentfields and restitution programs, along with supervising the community service and tether programs. Supervised the community probation staff.

Intake Probation Officer (1988 – 1992)

Interviewed and assessed incoming cases from area police agencies and determined the needs and appropriate recommendation for each client through the juvenile system.

Juvenile Probation Officer (1984 – 1988)

Supervised juvenile court wards while on probation. This included investigating and assessing treatment plans for juveniles. Enforced court orders and prepared recommendations for hearings.

Kentfields Work Site Supervisor (1981 – 1984)

Supervised court wards at school and community work sites. Provided counseling services and implementation of behavior modification techniques.

Resume of Matthew R. Fenske, Continued:

Page 2

Home Detention Monitor (1980 – 1981)

Supervised court wards after their release from detention and provided progress reports at court hearings.

Detention Youth Specialist (1978 – 1980)

Ensured the security and safety of youth in a locked detention facility and provided custodial care.

AFFILIATIONS

Steepletown Services

- Board Chair (2006 – 2009)
- Board Member since 2000

Tallmadge Township

- Board Trustee (elected 2008)
- Planning Commission Member (1995 to present)
- Planning Commission Vice Chairman (2004 – 2006), Chair (2006 – 2008)
- Zoning Board of Appeals Member (2004 – 2006)

EDUCATION

Western Michigan University – Master Degree in Counseling & Personnel (1984)

Michigan State University – Bachelor Degree (1978) in Criminal Justice

Grand Rapids Community College – Associate of Arts Degree (1976)

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to manage a \$7 million annual budget
- Directed two capital campaigns for building improvements
- Responsible for over 100 county and contracted employees to service Detention youth daily
- Ability to foresee, implement, and manage technological advancements for the benefit of staff and the juvenile population
- Leadership style (Servant Leadership Model) includes setting high expectations for myself and my team; encouraging continuous quality improvement; engaging in "out of the box" thinking; and recognizing that my success depends on the performance of those who report to me.

AFFILIATIONS

- St. Mary's Church Restoration Fund Committee
- Michigan Township Association
- West Michigan Land Conservancy
- Little Traverse Land Conservancy
- Michigan Thoroughbred Owners and Breeders Association
- MSU Alumni Association
- National and Michigan Juvenile Detention Association
- Past affiliations include: Hispanic Festival team leader for 20 years; Michigan Chapter of Pheasants Forever; Grand Rapids Jaycees Chapter President; Michigan Association for Emotionally Disturbed Children Grand Rapids Chapter President; Association of Children's Mental Health; Ottawa County Farm Bureau; and Ottawa County Planning Commission Task Force for Right of Way project.

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

Date 01/16/2012

Position Applying For Agricultural Preservation Board/Township Government (BC)

Position Applying For _____

Position Applying For _____

Name Matthew R Fenske

Address O-2077 Luce St SW

City Grand Rapids ST MI Zip 49534

Last 4 digits of social security number 7172 Birth Month 7 Birth Day 23

Contact Information:

Home Phone 616-677-1713

Work Phone 616-437-6723

E-mail fenske.matt@yahoo.com

Fax Number 616-677-1713

Education:

School Michigan State University

School Western Michigan University

Degree BA - Criminal Justice

Degree MA - Counseling Personnel

Employment Background:

Current Employer Retired 2011 Position _____

Responsibilities _____

Previous Employer Kent County 17th Circuit Court Position Superintendent Detention

Responsibilities _____

I was the Deputy Court Administrator in charge of the Juvenile Detention Facility. Ensuring the safety and security of a 69--bed locked facility. Coordinate delivery of programs and services. Directing facility operations and maintenance. Plan and control operating capital budgets. Human resource decision making, establishing standards of conduct, approving and implementing policy and procedures, and approval of training and orientation programing as well as vendor and contractor hiring. Ensure compliance of state and federal mandates and statistical reporting. Responsible for community relations functions.

Length of Residency in Ottawa County 22

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?

Tallmadge Twp Board Trustee 2008-present. Planning Commission Member 1995-present. Vice chair 3 yrs. Chair 3yrs. Zoning Board of Appeals 2004-2006. Steepletown Services Board Chair 2006-2009. Board Member since 2000. Ottawa County Planning Commission Task Force for Right of Way project. St. Mary's Church Board member. Michigan Association for Emotionally Disturbed Children Grand Rapids Chapter President.

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 presently live on the same property that my dad and grandfather farmed so it's very important to preserve land and keep the heritage going. I try whenever possible to buy agricultural products from my local neighbors as well as selling and raising my own beef, forage, and vegetables. I view all demand for agriculture products as a way to keep farming competitive. I believe all of us need to be good stewards of our land whether it be water quality, erosion, or providing meaningful wild life habitats. I have been a member of West Michigan Land Conservancy and Little Traverse Land Conservancy for over twenty five years. It's a very personal issue to set aside enough land to sustain a legacy for our children and to be able to provide agricultural opportunities for one of the fastest growing

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:

Agricultural (BC)/Agricultural Preservation Board/, Agricultural Sector (BC)/Ottawa County Planning Commission/

Thank you for your interest in Ottawa County Government

Action Request



Committee: Human Resources Committee

Meeting Date: 2/13/2012

Requesting Department: 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):

*Richard Kanten
Renee' LeClear-Gavin

to fill one (1) Family Member vacancy on the Community Mental Health Board beginning April 1, 2012 and ending March 31, 2015 (three (3) year term).

SUMMARY OF REQUEST:

The Board of Commissioners makes appointments to the various Boards and Commissions of the County per Administrative Policy – Appointments to Boards and Commissions.

FINANCIAL INFORMATION:

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

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

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

Objective: 5: Evaluate communication with other key stakeholders.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

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 01/23/2012

Position Applying For Community Mental Health Board/Family Member (BC)

Position Applying For _____

Position Applying For _____

Name RICHARD KANTEN

Address 3112 BEECH FOREST STREET

City HUDSONVILLE ST MI Zip 49426

Last 4 digits of social security number 7209 Birth Month 3 Birth Day 31

Contact Information:

Home Phone 616-446-6821

Work Phone 616-669-0863

E-mail richardkanten@charter.net

Fax Number 616-446-6821

Education:

School Butterworth School of Nursing

School _____

Degree Diploma in Nursing

Degree _____

Employment Background:

Current Employer Spectrum Health Position Manager - Perfusion Services

Responsibilities
Management of perioperative cardiac transplant program

Previous Employer See previous application Position _____

Responsibilities

Length of Residency in Ottawa County 38

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

Yes No

If so, describe

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

[Have served on the Ottawa County Mental Health Board since 2009 -](#)

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 enjoyed serving on the CMH Board and wish to continue my service to the County and the consumers we serve](#)

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 \(BC\)/Community Mental Health Board/](#)

Thank you for your interest in Ottawa County Government

Renee' M. LeClear-Gavin
270 Talon Dr.
Coopersville, MI 49404
616-997-4751

January 10, 2012

Ottawa County Community Mental Health,

I am interested in serving as a Board Member for CMH. I feel I have much to offer and I would enjoy discussing my qualifications and how I may benefit the County and the community. I believe my broad spectrum of skills and experience would be a great match for any current or future opening with your organization. With years of experience as a Police Officer, I can offer excellent public relations, communication skills, knowledge, and resourcefulness.

Currently, I am a student at Grand Valley State University seeking a Bachelor of Science degree in Criminal Justice. I feel I could benefit many consumers and also learn more about Governmental constraints (such as budgetary issues) and how to solve these issues that can be at odds in many cases.

I am a Licensed EMT and work for Coopersville Rescue. At Hope College I serve as a part time Campus Safety Officer and teach a Self Defense class that is offered to students and employees of Hope College. At the Evart Police Department, I served as Patrol Officer, Investigator, and Field Training Officer. I worked as a Patrol Officer and General Case Detective. I was responsible for writing reports and maintaining case files as well as seeking warrants, and investigations. I have received numerous commendations at both departments. I feel these skills can help me look at, organize, facts as well as problem solve in a matter that can benefit all involved.

In addition, I have taken classes in Residential Wiring, Sign Language, Microsoft Word-Basic, and Grants 101(in-service with Spectrum Health). I have participated in various civic activities such as The Law Enforcement Torch Run/Walk/Bike, The MS150, and served as an officer for The KDDF Foundation. I have volunteered for Habitat for Humanity building projects, worked in the Fire Department concession stand at the Marne Fair which raises funds for the Fire Department Association. I also have prepared advertising materials and flyers for my husband's business.

All in all I am a well-rounded intelligent individual with a heart and knack for understanding what people want even when they have trouble expressing it. My legal and medical experience also give me an additional perspective regarding appropriate services individuals may or may not need in response to their Developmental Disability, Psychological or medical condition.

Please find enclosed my resume. Reference letters are available upon request.

Sincerely,

Renee' M. LeClear-Gavin

Cc: File

Renee' M. Gavin
270 Talon Dr.
Coopersville, MI 49404
616-997-4751

Experience:

- Jan 2008-Present **City of Coopersville/Polkton Township**, Coopersville, MI
EMT
- Respond to medical calls/fire and sports standbys/CHS Mock Crash participant
 - Provide patient care/maintain licensure through continuing education
 - Received Coopersville Rescue Volunteer of the Year award for 2008
- 2005-Present **Hope College**, Holland, MI
Campus Safety Officer
- Respond to calls for service/fire safety and alarms
 - Responsible for safety and security of students, employees and visitors
 - Developer/Instructor for Personal Safety and Defense Class
- 2004-2006 **City of Evart**, Evart, MI
Police Officer
- Responded to calls, investigations, maintained and assigned case files, sought warrants, presented seminars in I.D. theft, Personal and Child safety. Public Relations.
 - Organized First Annual Night Out and Halloween Safety Open House
 - Commended various times for solving cases and positive public relations
- 2002-2005 **Spectrum Health**, Grand Rapids, MI
Security Officer
- Responsible for safety and security of patients, visitors, employees
 - Document incidents, investigations, dispatching, fire prevention
 - Developed and implemented Peps (Promoting Employee Personal Safety)
 - Created and disseminated monthly newsletter for COPS program

Education:

- 2011- **Grand Valley State University**, Allendale, MI
Seeking B.S. Undergraduate status with double minor
3.85 GPA and member of College of Public Service Honor Society
- 2007-2008 **Great Lakes EMS Academy**, Grand Rapids, MI
- 1993-1994 + 2002 **Kalamazoo Valley Community College**, Kalamazoo, MI
Associates in Law Enforcement/Graduated with Honors
Inducted into Phi Theta Kappa Honor Society
- 1995 **Lansing Community College**, Lansing, MI
Academy Certificate (TC-12)
- 1985-1986 **Western Michigan University**, Kalamazoo, MI

Training:

FLETC Homeland Security Anti-Terrorism Intelligence Training (Lansing) 2011;
Submerged Vehicle Rescue Training (MSP) 2010; EMS Expo 2009+2010 + 2011;
EMS Day of Training (MSP) 2010; FOIA (MSP) 2005; Aero Med Landing Zone
in-service (Evart) 2005; Pipeline Safety Training (Cadillac) 2005; Kent Career Tech
(Residential Wiring and Microsoft Word) 2002; Tri-Ace Community Education Sign
Language Course 2000; American Red Cross Water Safety training, 1995.

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

Date 01/10/2012

Position Applying For Community Mental Health Board/Family Member (BC)

Position Applying For _____

Position Applying For _____

Name Renee' M LeClear-Gavin

Address 270 Talon Dr

City Coopersville ST MI Zip 49404

Last 4 digits of social security number 7773 Birth Month 6 Birth Day 16

Contact Information:

Home Phone 616-997-4751 Work Phone --

E-mail gavin@hope.edu Fax Number 616-997-4751

Education:

School WMU/LCC/KVCC School GVSU

Degree Associates Criminal Justice Degree Bachelors in progress

Employment Background:

Current Employer Hope College Campus Safety Position Campus Safety Officer

Responsibilities

Responsible for safety and security of employees, students, visitors. Developed and teach Self-Defense class. Reports, enforce rules and laws on campus, fire and medical response, etc.

Previous Employer (Current) City of Coopersville Position EMT

Responsibilities

Respond to medical calls for service, coordinate response with fire and BLS. Provide patient care, documentation and confidentiality.

Length of Residency in Ottawa County 8

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

Yes No

If so, describe

Spouse works for Marne Fire.

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

I served as Volunteer Secretary and was a founder for Kent Developmental Disabilities Foundation.

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 parent of a consumer I bring a unique insider perspective to the needs of consumers and their families.

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:

Family Member (BC)/Community Mental Health Board/, Member/Officers Compensation Commission/, Member (BC)/Sanitary Board of Appeals/

Thank you for your interest in Ottawa County Government

Action Request



Committee: Human Resources Committee

Meeting Date: 2/13/2012

Requesting Department: Administration

Submitted By: Keith Van Beek

Agenda Item: Board Appointments

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*Demetrios (Adam) Tountas

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

*Jason VanDeWege

*Robert Carr

to fill two (2) Solid Waste Industry vacancies on the Solid Waste Planning Committee beginning immediately and ending December 31, 2013 (two (2) year term).

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Objective: 5: Evaluate communication with other key stakeholders.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator:

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 12/20/2011

Position Applying For Community Action Agency Advisory Board/Public Sector (BC)

Position Applying For _____

Position Applying For _____

Name Sheri M Holstege

Address 120 S Centennial

City Zeeland ST MI Zip 49464

Last 4 digits of social security number 712 Birth Month 8 Birth Day 13

Contact Information:

Home Phone 616-392-6480 Work Phone --

E-mail sherih@essteeinc.com Fax Number 616-392-6480

Education:

School University of Georgia School Western Michigan University

Degree BBA - Finance Degree MBA - Management

Employment Background:

Current Employer ESSTEE Real Estate Management Position President

Responsibilities

Supervision of property management staff, financial reporting, business development, human resources, etc

Previous Employer Eenhorn LLC Position VP - Commercial Properties

Responsibilities

Managed commercial portfolio for Grand Rapids owner/developer

Length of Residency in Ottawa County 14

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?

former Zeeland City Council, former chair of Zeeland BZA, current Zeeland Planning Commission, former president of Good Samaritan Ministries Board

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

If not, why not? _____

Why do you want to be considered for this appointment?

To help low-income residents

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



January 20, 2012

Mr. Philip Kuyers, Chair
Ottawa County Board of Commissioners
12220 Fillmore Street
West Olive, MI 49460

Dear Mr. Kuyers:

As City Manager for the City of Zeeland, MI, I would like to nominate Ms. Sheri Holstege, a resident of the City of Zeeland, to serve on the Ottawa County Community Action Agency Advisory Board as a representative of the public sector.

Ms. Holstege has a strong interest in the work of community action and addressing the issues that impact the lives of low-income individuals and families. She is active in the community and her background in real estate/property management and non-profit board membership and leadership at Good Samaritan Ministries will be a great asset to Ottawa County Community Action Agency. In addition she was a long-time member of the Zeeland City Council and is currently a member of the Zeeland Planning Commission. Her range of experience gives her a unique perspective on the issues facing low-income residents of Ottawa County and I strongly recommend Ms. Holstege for a seat on the Community Action Agency Advisory Board.

Yours Truly,
CITY OF ZEELAND

Timothy R. Klunder
City Manager

RECEIVED
JAN 23 2012
OTTAWA COUNTY
ADMINISTRATORS OFFICE

City of Zeeland

21 S. Elm St., Zeeland, MI 49464 p: 616.772.6400 w: www.ci.zeeland.mi.us

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

Date 01/27/2012

Position Applying For Officers' Compensation Commission/Member (BC)

Position Applying For _____

Position Applying For _____

Name Demetrios A Tountas

Address 8400 Golfside Drive

City Jenison ST MI Zip 49428

Last 4 digits of social security number 7943 Birth Month 4 Birth Day 12

Contact Information:

Home Phone 616-633-1235 Work Phone --

E-mail tountasd@hotmail.com Fax Number 616-633-1235

Education:

School Wayne State University School Michigan State University

Degree JD Degree BA

Employment Background:

Current Employer Smith Haughey Rice & Roegge Position Associate Attorney

Responsibilities

I represent individuals and business entities of all sizes in state and federal court, and a variety of alternative dispute resolution forums.

Previous Employer _____ Position _____

Responsibilities

Length of Residency in Ottawa County 6

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 am the Chairman of the Ottawa County Republican Party. I also serve on the board of directors for Lakeshore Head Start.

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 want to contribute to our community.

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

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

Thank you for your interest in Ottawa County Government

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

Date 02/06/2012

Position Applying For Solid Waste Planning Committee/Solid Waste Industry (BC)

Position Applying For _____

Position Applying For _____

Name Jason A VanDeWege

Address 1044 64th

City Zeeland ST MI Zip 49464

Last 4 digits of social security number 5482 Birth Month 3 Birth Day 24

Contact Information:

Home Phone 616-399-3080

Work Phone 616-836-3238

E-mail jasonvandewege@yahoo.com

Fax Number 616-399-3080

Education:

School Holland High School

School _____

Degree Basic

Degree _____

Employment Background:

Current Employer J's Disposal Position Owner

Responsibilities
Everything

Previous Employer Macatawa Disposal Position Driver

Responsibilities
trash route

Length of Residency in Ottawa County 36

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?

none

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?

great learning experience

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:

City Government (BC)/Solid Waste Planning Committee/

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 02/02/2012

Position Applying For Solid Waste Planning Committee/Solid Waste Industry (BC)

Position Applying For _____

Position Applying For _____

Name Robert I Carr

Address O-1507 Lenard NW

City Grand Rapids ST MI Zip 49534

Last 4 digits of social security number 6612 Birth Month 1 Birth Day 31

Contact Information:

Home Phone 616-292-8001

Work Phone 616-837-8195

E-mail rcarr@republicservices.com

Fax Number 616-292-8001

Education:

School _____

School _____

Degree _____

Degree _____

Employment Background:

Current Employer Ottawa County Farms Landfill Position Operations manager

Responsibilities

Manage all aspcts of the Ottawa County Farms Landfill.(29years)at this site

Previous Employer _____ Position _____

Responsibilities

Length of Residency in Ottawa County 24

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?

Served on the Ottawa County Solid waste board.

I also serve on the Coopersville Rotary board

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

If not, why not? _____

Why do you want to be considered for this appointment?

I think my solid waste experience will help the County plan for the future.

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:

City Government (BC)/Solid Waste Planning Committee/, Community Based (BC)/Workforce Development Board/, County Administrator/Brownfield Redevelopment Auth. Board/, County Government (BC)/Solid Waste Planning Committee/

Thank you for your interest in Ottawa County Government