

Agenda
Human Resources Committee
West Olive Administration Building – Board Room
12220 Fillmore Street, West Olive, Michigan 49460
Tuesday, March 13, 2012
1:00 p.m.

Consent Items:

1. Approval of the Agenda.
2. [Approval of the Minutes from the February 13, 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):

*Randy Dozeman

*Russell Boersma

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).

*Glen Nykamp

to fill one (1) Township Government vacancy on the Solid Waste Planning Committee beginning immediately and ending December 31, 2013 (two (2) year term).

*Matthew Hehl

*Edward Berghorst

to fill two (2) General Member 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: February 13, 2012

TIME: 1:30 p.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Keith Van Beek, Assistant Administrator; Sherri Sayles, Deputy Clerk

SUBJECT: CONSENT ITEMS

HR 12-004 Motion: To approve the agenda of today as presented and to approve the minutes of the January 24, 2012, meeting as presented.
Moved by: Holtrop **UNANIMOUS**

SUBJECT: BOARD APPOINTMENTS

HR 12-005 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).
Moved by: Holtrop **UNANIMOUS**

SUBJECT: BOARD APPOINTMENTS

HR 12-006 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).
Moved by: Baumann **UNANIMOUS**

SUBJECT: BOARD APPOINTMENTS

HR 12-007 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).

Moved by: Disselkoen

UNANIMOUS

SUBJECT: ADJOURNMENT

The meeting adjourned at 1:41 p.m.

Action Request



Committee: Human Resources Committee

Meeting Date: 3/13/2012

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):

*Randy Dozeman

*Russell Boersma

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).

*Glen Nykamp

to fill one (1) Township Government vacancy on the Solid Waste Planning Committee beginning immediately and ending December 31, 2013 (two (2) year term).

*Matthew Hehl

*Edward Berghorst

to fill two (2) General Member vacancies on the Solid Waste Planning Committee beginning immediately and ending December 31, 2013 (two (2) 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 01/31/2012

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

Position Applying For _____

Position Applying For _____

Name Randy Dozeman

Address 725-40th. Ave.

City Zeeland ST MI Zip 49464

Last 4 digits of social security number 9239 Birth Month 12 Birth Day 29

Contact Information:

Home Phone 616-836-8492

Work Phone 616-688-5777

E-mail rdozeman@wm.com

Fax Number 616-836-8492

Education:

School Holland Christian High

School Davenport College

Degree High School

Degree Associate of Science-Business

Employment Background:

Current Employer Waste Management Position Sr. District Manager

Responsibilities

Currently I oversee the management of landfills in West Michigan including Autumn Hills/Zeeland, Hastings/Hastings and WestsideThree Rivers. I have worked for WM for 31 years (started in 1981) both in the collection, transfer and landfill side of our industry.

Previous Employer DeBruyn Produce Co. Position Accounting & Sales

Responsibilities

Primary responsibility was to make payments to all of our vegetable growers but also to work in sales during part of the year. Traveled to Arizona, Texas and Wisconsin. Worked for DeBruyn Produce for 9 years from 1971-1980.

Length of Residency in Ottawa County 60

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 served before both on the Ottawa County Solid Waste Committee as well as Kent County Solid Waste Committee.

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

If not, why not? _____

Why do you want to be considered for this appointment?

I work in the industry, my experience should be an asset for the Committee, I have a vested interest in Autumn Hills/Zeeland Township as well as I feel that the handling of Solid Waste is a vital component of any County/State Government.

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:

Solid Waste Industry (BC)/Solid Waste Planning Committee/

Thank you for your interest in Ottawa County Government

Russell D. Boersma

Contact

Tel : 616-292-3786 Cell

e-mail : russell232000@yahoo.com

Address

10222 Summerwood Dr, Zeeland, MI 49464

Profile

Objective Seeking a position on the County Board where I can use my experience and related knowledge to assist the board on making informed and conscious decision.

Professional Attributes I have a background in Sales, Customer Service, and Management with emphasis on improvement and growth for the company and benefits delivered to the customers. I am self-driven, accountable, supportive, and diligent. I am an effective leader, problem solver and decision maker. I am quick to learner to new skills and meet new challenges.

Key Skills

Proficient or familiar with commonly used and new technologies, including:

Microsoft
Word, Excel, and Outlook

Windows
XP, Vista, and 7

Social Media
Facebook, facebook ads,
and twitter

Google
Gmail, Chrome, Adwords,
Maps, Calendar

Education

1995 to 1996 **General Studies**
LEWIS UNIVERSITY, Romeoville, IL

1996 to 1997 **General Studies**
TRINITY CHRISTIAN COLLEGE, Palos Heights, IL

Continuing Education

How to deal with difficult people
Grand Valley University, Holland, MI

Microsoft Excel, Beyond the Basics
Fred Pryor Seminars, Grand Rapids, MI

Work Experience

Arrowwaste, Inc., Holland, MI

**Driver, Dispatcher, Customer Service, Billing,
Sales, Office Manager, and General Manager**

February 2001 to Present

- ✓ I wear all the hats. In a year's time I have done all the positions at the company.
- ✓ A smaller company now I can see how all pieces of a waste company work together.

Homewood Disposal, Homewood, IL

Driver, Scale House, Dispatcher, Customer Service

August 1997 to February 2001

- ✓ Started as a helper, and promoted every 6 months
- ✓ Learned different positions fast and proficiently.

References

Available Upon Request

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

Date 02/10/2012

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

Position Applying For _____

Position Applying For _____

Name Russell D Boersma

Address 10222 Summerwood Dr

City Zeeland ST MI Zip 49464

Last 4 digits of social security number 8781 Birth Month 4 Birth Day 18

Contact Information:

Home Phone 616-292-3786 Work Phone --

E-mail rboersma@arrowaste.com Fax Number 616-292-3786

Education:

School _____ School _____

Degree _____ Degree _____

Employment Background:

Current Employer Arrowaste, Inc. Position General Manager

Responsibilities
Day to Day operations of the company and office. I wear many hats that include sales, dispatching, HR, management.

Previous Employer Homewood Disposal Position Commercial Dispatch

Responsibilities
Handle the Daily commercial routes. Handle any customer or driver concerns

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?

I currently serve on the Kent County Solid Waste Management Advisory Committee

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

If not, why not? _____

Why do you want to be considered for this appointment?

I feel that with my experience and knowledge of Waste Management I can contribute and assist the board on making informed and conscious decision.

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 02/23/2012

Position Applying For Solid Waste Planning Committee/Township Government (BC)

Position Applying For _____

Position Applying For _____

Name Glenn L Nykamp

Address 505 84th Avenue

City Zeeland ST MI Zip 49460

Last 4 digits of social security number 9480 Birth Month 3 Birth Day 18

Contact Information:

Home Phone 616-772-6701

Work Phone 616-218-2323

E-mail Glenn.Nykamp@zeelandtp.org

Fax Number 616-772-6701

Education:

School _____

School _____

Degree _____

Degree _____

Employment Background:

Current Employer _____ Position _____
Responsibilities _____

Previous Employer _____ Position _____
Responsibilities _____

Length of Residency in Ottawa County _____

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?

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?

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 02/28/2012

Position Applying For Solid Waste Planning Committee/General Public (BC)

Position Applying For _____

Position Applying For _____

Name Matthew M Hehl

Address 14468 88th Ave

City Coopersville ST MI Zip 49404

Last 4 digits of social security number 5290 Birth Month 1 Birth Day 12

Contact Information:

Home Phone -- Work Phone --

E-mail _____ Fax Number --

Education:

School _____ School _____

Degree _____ Degree _____

Employment Background:

Current Employer Self Position Owner/Operator- Agriculture
Responsibilities _____

Previous Employer _____ Position _____
Responsibilities _____

Length of Residency in Ottawa County 45

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?

Ottawa County Commissioner
Ottawa County Farm Bureau 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?

Have served on past boards for the County & want to have that same type of involvement.

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 02/24/2012

Position Applying For Solid Waste Planning Committee/General Public (BC)

Position Applying For _____

Position Applying For _____

Name Edward Berghorst

Address 1781 Lakeview Drive

City Zeeland ST MI Zip 49464

Last 4 digits of social security number 7952 Birth Month 9 Birth Day 25

Contact Information:

Home Phone 616-772-6661 Work Phone --

E-mail ed.berghorst@gmail.com Fax Number 616-772-6661

Education:

School _____ School _____

Degree _____ Degree _____

Employment Background:

Current Employer Retired Position _____
Responsibilities _____

Previous Employer _____ Position _____
Responsibilities _____

Length of Residency in Ottawa County 81

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

Yes No

If so, describe

[Community Mental Health](#)

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

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