

**Agenda**  
**Human Resources Committee**  
**West Olive Administration Building – Board Room**  
**12220 Fillmore Street, West Olive, Michigan 49460**  
**Tuesday, May 8, 2012**  
**1:15 p.m.**

**Consent Items:**

1. Approval of the Agenda.
2. [Approval of the Minutes from the March 13, 2012 Human Resources Committee meeting.](#)

**Action Items:**

1. [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):

\*Regina Sjoberg  
\*Gary Brower  
Frederick Kincaid

to fill two (2) Private Sector vacancies on the Community Action Agency Advisory Board beginning immediately and ending December 31, 2014 (three (3) year term).

2. [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):

\*Lauren Miller

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

\*Brian VanderMeer

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

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):

\*Beth Egge  
Diane Rosie

to fill one (1) Primary Consumer vacancy on the Community Mental Health Board beginning immediately and ending March 31, 2015 (three (3) 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: March 13, 2012

TIME: 1:00 p.m.

PLACE: Fillmore Street Complex

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

ABSENT: Donald Disselkoen

STAFF & GUESTS: Alan Vanderberg, Administrator; Keith VanBeek, Assistant Administrator; Justin Roebuck, Deputy Clerk; Kenneth David; Media

**SUBJECT: CONSENT ITEMS**

HR 12-008 Motion: To approve the agenda of today as presented and to approve the minutes of the February 13, 2012 meeting as presented.

Moved by: Holtrop

**UNANIMOUS**

**SUBJECT: BOARD APPOINTMENTS**

HR 12-009 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 terms).

\*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 terms).

\*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 terms).

Moved by: Holtrop

**UNANIMOUS**

**SUBJECT: ADJOURNMENT**

The meeting adjourned at 1:02 p.m.

# Action Request



**Committee:** Human Resources Committee

**Meeting Date:** 5/8/2012

**Requesting Department:** Administrator's Office

**Submitted By:** Misty Cunningham

**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):

\*Regina Sjoberg

\*Gary Brower

Frederick Kincaid

to fill two (2) Private Sector vacancies on the Community Action Agency Advisory 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 04/05/2012

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

Position Applying For \_\_\_\_\_

Position Applying For \_\_\_\_\_

Name Regina Sjoberg

Address 17542-B Parkwood Drive

City Spring Lake ST MI Zip 49456

Last 4 digits of social security number 1901 Birth Month 1 Birth Day 14

**Contact Information:**

Home Phone 616-842-4495 Work Phone --

E-mail Jorneaux@att.net Fax Number 616-842-4495

**Education:**

School Indiana University School Indiana University

Degree MS Library Science Degree MS Education

**Employment Background:**

Current Employer Retired Position \_\_\_\_\_

Responsibilities \_\_\_\_\_

Previous Employer Big Brothers Big Sisters of the Lakeshore Position Executive Director

Responsibilities \_\_\_\_\_

Oversight of all financial, staffing, and operational activities.

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?

I am currently a Council Member for the City of Ferrysburg, and serve on the Planning Commission and County Ambulance Oversight Committee. I served on Ferrysburg's ZBA for ten years, and on its Deer Advisory Board. I was President of the Board of the West MI Academy of Arts and Academics - a charter school -and have served on AHA, preschool, and condo association and other boards throughout my adult life.

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 ongoing commitment to community service, and am especially interested in supporting the needs of the least vocal of our county's residents. This group often includes seniors, the poor, and people facing physical or mental challenges. This particular board is a good match for my interests, experience, education, and skills - as well as for my heart!

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:

Appointed by Governor/Department of Human Services Board/, Business/Industrial/Tourism (BC)/Ottawa County Planning Commission/, County Resident/Department of Human Services Board/

**Thank you for your interest in Ottawa County Government**

April 25, 2012  
Ottawa County Community Action Agency Board  
12251 James St., Ste. 300  
Holland, MI 49424

To Whom it May Concern,

Please consider this letter as application for the opening on the Community Action Agency advisory board.

As a member of the media for nearly 20 years, I had the opportunity to cover several CAA sponsored events and have been impressed with the passion of the agency employees as they strive to move forward the mission of the agency.

I have previously served on the board of Solid Rock Ministries, a non-profit ministry whose mission is to provide basic home repairs for those who are unable to provide for themselves. The goals of Solid Rock and the Community Action Agency are very similar, and both are close to my heart.

I would consider it a privilege to be part of Community Action Agency and look forward to being part of the organization in the future.

Thank you,

Gary Brower

# Gary A. Brower

590 Sleepy Hollow Lane, Holland, MI 49423

Phone: 616.392.6162 Mobile: 616.566.2648

E-mail: garybrower@charter.net

## Professional Experience

### **Aug. 2011 to present**

*Assistant Manager of Marketing and Communications*

Zeeland Farm Services, Inc., Zeeland MI

I am responsible for all internal and external corporate communications for parent and subsidiary companies. Produce three quarterly newsletters, as well as one bi-monthly and two monthly employee newsletters. I edit and proof management submissions to the newsletters and write employee features. I schedule and post social media submissions daily, and also assist with the marketing of ZFS' retail vegetable oil, including writing press releases and ad copy.

### **April 2009 to present**

*Communications Consultant*

Hamilton Community Schools, Hamilton, MI

I work with the school district on a free-lance basis, editing and sometimes paginating its bi-monthly district-wide newsletter.

### **May 2005 to Aug. 2011**

*Community Publications Editor/City Editor*

The Holland Sentinel, Holland, MI

As Community Publications Editor, I planned, wrote, edited and paginated a weekly publication for The Holland Sentinel. I was responsible for all editorial content of the newspaper, as well as all layout and design for each publication. I also oversaw a group of correspondents who regularly contributed to the publication, and was responsible for updating the corresponding website.

As City Editor, I managed a staff of eight reporters, three photographers, interns and correspondents. Responsibilities included planning of local news coverage and daily assigning of stories and photographs, as well as producing feature ideas and projects, copy editing local stories and working with night editors in determining placement of stories. Also did performance reviews and staff evaluations.

### **Aug. 2003 to May 2005**

*Sales Associate*

Woodland Realty Inc, Holland, MI

Worked with clients in the buying and selling of residential real estate. Currently hold active real estate salesperson license in State of Michigan.

### **Aug. 1999 to Aug. 2003**

*Sports Editor*

The Holland Sentinel, Holland, MI

I managed the award-winning sports department of a daily newspaper. I supervised a full-time staff, as well as a network of correspondents. Responsibilities included planning daily coverage of local, regional and national sporting events, as well as creating feature ideas and special projects. Wrote columns and stories, edited most all local copy and designed daily sports pages under extreme deadline pressure.

### **Dec. 1988 to Aug. 1999**

*Various positions*

The Holland Sentinel, Holland, MI and Grand Rapids Press, Grand Rapids, MI

Began as part-time special sections writer at the Holland Sentinel before being promoted to general assignment writer, business editor, sportswriter and assistant sports editor. As a sports correspondent at the Grand Rapids Press, I was responsible for covering local events and feature writing, as well as assigning other correspondents to cover events and news in the area.

## Education

Central Michigan University, Mount Pleasant, MI 1984-88. Bachelor of Arts Degree, Double major in Journalism and Broadcast & Cinematic Arts.

## Awards

I have won numerous writing and editing awards from organizations ranging from the Associated Press to the Michigan Press Association to the Michigan Harness Racing Association.

## References

Dr. Timothy Brown, President, Western Theological Seminary, Holland, MI 616.392.8555

Dr. Scott Korpak, Assistant Superintendent, Forest Hills Public Schools, Grand Rapids, MI 616.493.8806

Gary Feenstra, Former Superintendent, Zeeland Public Schools, Zeeland, MI 616 392.7758

Jim Timmermann, Opinion Page Editor, The Holland Sentinel, Holland, MI 616.546.4261



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

Date 04/25/2012

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

Position Applying For \_\_\_\_\_

Position Applying For \_\_\_\_\_

Name Gary A Brower

Address 590 Sleepy Hollow Lane

City Holland ST MI Zip 49423

Last 4 digits of social security number 997 Birth Month 6 Birth Day 22

**Contact Information:**

Home Phone 616-566-2648

Work Phone 616-392-6162

E-mail garybrower@charter.net

Fax Number 616-566-2648

**Education:**

School Central Michigan University

School \_\_\_\_\_

Degree Bachelor's Degree in Communications

Degree \_\_\_\_\_

**Employment Background:**

Current Employer Zeeland Farm Services, Inc. Position Asst Marketing Manager

**Responsibilities**

Assist in the promotion of the goods and services of Zeeland Farm Services. Responsible for all internal and external newsletters, as well as the firm's social media presence.

Previous Employer The Holland Sentinel Position Community Publications Editor

**Responsibilities**

Wrote and paginated a weekly newspaper covering the Zeeland area. Also covered the city of Zeeland, Zeeland Township and Holland Township for the Holland Sentinel.

Length of Residency in Ottawa County 19

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 currently serving on the Pumpkinfest organizing board in Zeeland.

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 believe in the mission of the Community Action Agency and would consider it a privilege to help shape that mission and move it forward.

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 03/15/2012

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

Position Applying For \_\_\_\_\_

Position Applying For \_\_\_\_\_

Name Frederick Kincaid

Address 17226 Arthur Ct.

City Spring Lake ST MI Zip 49456

Last 4 digits of social security number 3097 Birth Month 7 Birth Day 7

**Contact Information:**

Home Phone 616-846-1890 Work Phone --

E-mail frederick@kincaid.org Fax Number 616-846-1890

**Education:**

School Frank Cody HighSchool School Great Lakes Community College

Degree HighSchool Diploma Degree \_\_\_\_\_

**Employment Background:**

Current Employer \_\_\_\_\_ Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Previous Employer Michigan Bell Telephone Co. Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
June 1, 1965-January 22, 2008

Length of Residency in Ottawa County 4

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?

Altersgate Methodist Church Board - Midland 1980-1983

Michigan Bell Telephone Large Business Growth Board 1991-1995

Michigan Bell Telephone Accounting Center Safety Board 2000-2005

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 serve and help others.

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:

Private Sector (BC)/Community Action Agency Advisory Board/

**Thank you for your interest in Ottawa County Government**

# Action Request



**Committee:** Human Resources Committee

**Meeting Date:** 5/8/2012

**Requesting Department:** Administrator's Office

**Submitted By:** Misty Cunningham

**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):

\*Lauren Miller

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

\*Brian VanderMeer

to fill one (1) Environmental Interest Group vacancy 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:

**Lauren K. Miller**  
4919 Big Bass Drive  
Hudsonville, MI 49426  
(517) 648-2040  
[miller.laurenkay@gmail.com](mailto:miller.laurenkay@gmail.com)

## **OBJECTIVE**

---

Proven skills as a Safety Manager with many positive results and incident rate decreases in a manufacturing setting. Extensive learning and practical experience in Occupational Safety and Health Management, with which has contributed to reduced work related injuries and worker's compensation costs. Graduated as Grand Valley State University's only student with a bachelor's degree in the Occupational Safety and Health field certified as an Emergency Medical Technician and Hazardous Materials First Responder.

## **EMPLOYMENT HISTORY**

---

### **Ventra Grand Rapids 5, Grand Rapids, MI**

*09/2011 - Present Environmental Health and Safety Manager*

### **Johnson Controls Interiors, LLC., Grand Rapids, MI**

*03/2011 - 09/2011 Environmental Safety and Health Manager*

### **Brinks, Inc., Walker, MI**

*08/2009 - 03/2011 Vault Supervisor*

### **Rock-Tenn Company, Battle Creek, MI**

*05/2010 - 08/2010 Safety Coordinator (Temp)*

### **Grand Valley State University, Allendale, MI**

*08/2006 - 12/2010 Student*

## **EDUCATION**

---

*Bachelor of Science*

Major: Occupational Safety and Health

Grand Valley State University, MI

## **CERTIFICATES AND LICENSES**

---

Certified Storm Water Operator, Michigan DEQ, MI

Emergency Medical Technician, State of Michigan, MI

## **SKILLS AND ABILITIES**

---

Oversee the many different aspects of environmental, health and safety in this automotive manufacturing plant. Environmental job tasks include maintaining ISO 14001 certification through EMS audits. As the facility's only storm water operator, ensure regulatory compliance through audits / inspections and provide environmental training plant-wide. Review and update storm water pollution prevention planning (SWPPP), spill prevention control & counter measures plan (SPCC), pollution incident prevention plan (PIPP), and storm water/ air permits as necessary. Conduct monthly reporting as specified in permit requirements. Health and Safety job tasks include conducting initial first aid assessments and initiating the appropriate medical management response for all injured or ill employees as well as delivering first aid care. Maintain effective communications with the human resources manager, plant manager and others as appropriate of all injuries and safety incidents. Coordinate the investigation of near miss incidents and injuries by posting information, signs, posters, barriers, and other materials to warn of potential and actual safety hazards and to prevent access to hazardous conditions. A large amount of time is spent on the production floor inspecting facilities to detect existing or potential incidents and health hazards, determine and recommend corrective or preventative measures where specified, and follow up to ensure measures have been implemented. Responsible for planning, implementation, presentation and tracking of all plant training for all employees in work site safety and environmental practices. Fire prevention, ergonomics, correct handling techniques for chemicals, toxins, and other materials as well as other on-site training requirements are also delivered plant-wide on an annual basis. Plan and present the monthly Wellness Program with safety committee members.

---

## **HONORS AND ACTIVITIES**

Phi Sigma Sigma, Iota Iota Chapter | September 2006 – April 2010 •Treasurer (September 2006 – April 2008) •Rock against Rape (2007 – 2009) •Relay for Life (2007 - 2009) •Make a Difference Day (2006-2009) St. Mark's Episcopal Church | 2006 - Present •Food Bank Volunteer •Server at Church Dinners •Fundraiser coordinating •Volunteer Marketing

---

## **NOTES / OTHER INFORMATION**

Very talented and driven. I understand essential job functions the first time I am taught, and require no remediation. I am very dependable and can adapt to most work environments.

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

Date 03/27/2012

Position Applying For Solid Waste Planning Committee/Industrial Waste Generator (BC)

Position Applying For \_\_\_\_\_

Position Applying For \_\_\_\_\_

Name Lauren K Miller

Address 4919 Big Bass Drive

City Hudsonville ST MI Zip 49426

Last 4 digits of social security number 9863 Birth Month 2 Birth Day 9

**Contact Information:**

Home Phone 517-648-2040

Work Phone 616-666-5104

E-mail miller.laurenkay@gmail.com

Fax Number 517-648-2040

**Education:**

School Grand Valley State University

School \_\_\_\_\_

Degree Bachelors of Science - Occupational Safety & Heal

Degree \_\_\_\_\_

**Employment Background:**

Current Employer Ventra Grand Rapids 5 Position Environmental Health & Safety Manager

**Responsibilities**

Oversee the many different aspects of environmental, health and safety in this automotive manufacturing plant. Environmental job tasks include maintaining ISO 14001 certification through EMS audits. As the facility's only storm water operator, ensure regulatory compliance through audits / inspections and provide environmental training plant-wide. Review and update storm water pollution prevention planning (SWPPP), spill prevention control & counter measures plan (SPCC), pollution incident prevention plan (PIPP), and storm water/ air permits as necessary. Conduct monthly reporting as specified in permit requirements. A large amount of time is spent on the production floor inspecting facilities to detect existing or potential incidents and health hazards, determine and

Previous Employer Johnson Controls Position Environmental Safety & Health Manager

**Responsibilities**

Oversee the many different aspects of environmental, health and safety in this automotive manufacturing plant. Environmental job tasks include maintaining ISO 14001 certification through EMS audits. As the facility's only storm water operator, ensure regulatory compliance through audits / inspections and provide environmental training plant-wide. Review and update storm water pollution prevention planning (SWPPP), spill prevention control & counter measures plan (SPCC), pollution incident prevention plan (PIPP), and storm water/ air permits as necessary. Conduct monthly reporting as specified in permit requirements. A large amount of time is spent on the production floor inspecting facilities to detect existing or potential incidents and health hazards, determine and



Length of Residency in Ottawa County 2

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

Yes  No

If so, describe

Father (Jay Graham) - Meridian Township, Okemos, MI

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

Would like to gain experience on a committee. I am member of many different Health & Safety associations and local groups. Certified Storm Water Operator.

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 would like to gain experience on a committee - especially a committee that focuses on an aspect of my career.

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:

Director/Brownfield Redevelopment Auth. Board/, Environmental Health Director (A)/Sanitary Board of Appeals/, Environmental Interest Group (BC)/Solid Waste Planning Committee/, Environmental Representative/Facility Review Subcommittee/, Environmental Sector (BC)/Ottawa County Planning Commission/, Industrial Waste Generator (BC)/Solid Waste Planning Committee/

**Thank you for your interest in Ottawa County Government**

April, 16 2012

Ottawa County Administrative Offices  
1220 Fillmore Street  
West Olive, MI 49460

To whom it may concern:

I am writing to express my interest in being considered to participate on the Ottawa County Solid Waste Planning Committee representing and Environmental Interest Group. This position was brought to my attention by Randy Dozeman. I have both a thorough understanding of the local environment and the need for appropriate solid waste planning and will be a valuable member of this committee.

I have served as the Business Development Manager at the Outdoor Discovery Center Macatawa Greenway (ODCMG) for the last two years and have been involved with the ODCMG since 2008. In this time have been able to develop a solid understanding of the natural resources in Ottawa County and how they add to the quality of life in the County. I have partnered with local businesses to protect and provide access to natural habitat while progressing local development including working with Waste Management to receive the Wild Life at Work Certification. I look forward to serving on this committee and helping to guide the development of Ottawa County.

Thank you for your time and consideration.

Sincerely,

*Brian VanderMeer*

Brian VanderMeer

# Brian P. VanderMeer

*Current Address: 505 W30th Apt. A-5 ♦ Holland, MI 49423 ♦ (616)298-9291 ♦ [brianvmeer@gmail.com](mailto:brianvmeer@gmail.com)*

## Education

### **Hobart College**

Bachelor of Arts, Economics major  
Mathematics minor, Environmental Studies minor

**Geneva, NY**

May 2010

### **Andean Center of Latin American Studies**

HWS Study Abroad

**Quito, Ecuador**

Spring 2009

### **Centro Tinku**

HWS Study Abroad

**Cusco, Peru**

Spring 2009

## Experience

### **Outdoor Discovery Center & Macatawa Greenway**

*Business Development Manager*

**Holland, MI**

*Oct. 2011 – Present*

- Coordinate volunteer groups on ODCMG properties
- Manage day-to-day office
- Research, write and execute grants in support of the mission of the ODCMG
- Create and organize presentations and PR releases to donors, sponsors, foundations, partners and the community

*Assistant Director*

*May 2011-Sep. 2011*

- Co-wrote grant proposals
- Created budget reports and cost benefit analysis for each program
- Wrote project updates for all major projects.

### **R.R. Keller Associates**

*Assistant Investor*

**Manchester, NH**

*Summer 2009*

- Located and set up CD investments with local and non-local banks.
- Research and suggest stocks and bonds with high yield and strong backing.
- Compiled detailed monthly investment reports of stocks, bonds, CDs.
- Coordinate proper due diligence and record keeping of current CDs.

## Activities

Holland Young Professionals

2010 - Present

Grand Rapids Young Professionals

2011 - Present

National Society for Leadership and Success associate member

2008 - 2010

Hobart and William Smith fencing club

2006 - 2010

Hobart and William Smith glassblowing club

2006 - 2010

Vice-President

Fall 2008

Co-President/Treasurer

Fall 2009 - 2010

Hobart club soccer founding member

2008 - 2010

## Skills

First Aid, AED, CPR, Microsoft Excel, PowerPoint, Word, Adobe InDesign, SAS,  
Conversational Spanish

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

Date 04/17/2012

Position Applying For Solid Waste Planning Committee/Environmental Interest Group (BC)

Position Applying For \_\_\_\_\_

Position Applying For \_\_\_\_\_

Name Brian VanderMeer

Address 505 30th Street Apt A5

City Holland ST MI Zip 49423

Last 4 digits of social security number 6218 Birth Month 5 Birth Day 22

**Contact Information:**

Home Phone 616-393-9453 Work Phone --

E-mail brian@outdoordiscovery.org Fax Number 616-393-9453

**Education:**

School Hobart College School \_\_\_\_\_

Degree Economics Degree \_\_\_\_\_

**Employment Background:**

Current Employer Outdoor Discovery Center Macatawa Green Position Business Development Manager

**Responsibilities**

My main responsibilities are to: develop and strengthen local community partnerships, manage all volunteers, coordinate day-to-day operation of the Outdoor Discovery Center Macatawa Greenway.

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_

**Responsibilities**

Length of Residency in Ottawa County 5

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?

My past board experience comes from both my academic and professional work. In college I served as President, Vice-President, Treasurer and Board Member to inter-collegiate organizations. More recently, in my professional life I lead the Development Committee at the Outdoor Discovery Center Macatawa Greenway.

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 believe that it is important for any governmental board to have a balance of members that accurately reflects and advocates for the different points of view in the community. With my personal and professional background I bring an important view that will help to provide a complete picture of the situation. Appropriate planning for the solid waste in Ottawa County is a necessary step in guiding the development and economic success of our region. It is important to continue to develop in ways that enhance and preserve our natural resources without inhibiting growth in Ottawa County. While serving on this committee I will ensure that both our natural resources and the community's access to them kept in mind and considered and the valuable aspect of our community that they are

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:** 5/8/2012

**Requesting Department:** Administrator's Office

**Submitted By:** Misty Cunningham

**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):

\*Beth Egge  
Diane Rosie

to fill one (1) Primary Consumer vacancy on the Community Mental Health Board beginning immediately 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:

Ottawa County Administrative Offices  
12220 Fillmore Street  
West Olive, MI 49460

February 7, 2012

To Whom It Concerns:

I am interested in the open position on the Community Mental Health Board as a Primary Consumer. I was first diagnosed with Bipolar Disorder and General Anxiety Disorder in 2008 after being hospitalized for the first time. In the following two years, I struggled with various medications and horrible side effects resulting in two additional in-patient hospitalizations and a partial hospitalization. During this time my teenage Daughter was also struggling with Depression and Panic Disorder.

I remember how frustrating it was trying to find help or options for treatment when what we were trying was not working for me. I had private insurance through my husband's business but in 2009 our financial struggles force me to suspend my private therapist led me to CMH. While my mental illness was severe enough to warrant services and our income was very low, our assets were too high and my Medicaid spend down requirements were unreachable to receive services. A search for a support group led me to the Holland Drop In Center. At the Drop In Center I learned that I was not alone. I found others who were open and willing to share their experiences and what worked for them. It took a lot of work and support from my family and other consumers to reach a point in my own recovery where I could begin to give back.

I joined the Board of the Drop In Center in 2009. I was elected to Vice President and then President in 2010. In the process of the Board removing the past Director from her position, I stepped down as President of the Board and became Secretary/ Treasurer in order to assist Penny Hesse, the interim Director at that time, with the financial responsibilities of running the Drop In Center. When Penny Hesse took a paid position with CMH, I volunteered to take the position as Interim Director while the Board determines the best configuration for staffing the Drop In Center.

The more I work with the Drop In Center consumers, the more I realize how many different stories of hopelessness to hope to recovery there are in our community. I believe that I my experience in my both my professional life before my diagnosis, the journey that I and my family have taken with my illness and what I have learned from the wonderful consumers that have become my friends at the Drop In Center, give me a unique perspective that could greatly benefit the Community Mental Health Board.

Thank you for your consideration.

Beth Butler Egge

# Beth B. Egge

## Objective

To obtain a position on the Community Mental Health Board as a Primary Consumer

## Professional Experience

2003— 2008

*Aromech Inc.*

*Holland, MI*

Office Administrator

Handling of all financial aspects of the business including payroll, invoicing, purchasing, and accounts payable. General office administration and human resources.

2002— 2003

*Bethany Christian Services*

*Grand Rapids, MI*

Therapeutic Recreational Specialist

Run therapeutic groups for adolescent males in a residential treatment program.

2000— 2002

*Bedford Freeman & Worth*

*New York , NY*

Sales Representative - College Textbooks – Michigan Area

1997— 2000

*Rogersville High School*

*Rogersville, MO*

High School English Teacher

1991- 1995

*St. John's Regional Hospital*

*Springfield, MO*

Certified Therapeutic Recreation Specialist

## Education

### Degrees

1983— 1987

*Missouri State University*

*Springfield, MO*

**Bachelor of Science –Therapeutic Recreation**

*Cum Laude*

### Certifications

1995— 1997

*Missouri State University*

*Springfield, MO*

Missouri State Teaching Certificate – High School English



## **Professional and Community Memberships**

Holland Drop In Center Board of Directors – Secretary/Treasurer

Holland Leadership Class of 2008

Macatawa Bay Yacht Club Board of Directors – 2007-2009

Macatawa Bay Junior Association- 2003-2005

## **References**

References available upon request.

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

Date 02/07/2012

Position Applying For Community Mental Health Board/Primary Consumer (BC)

Position Applying For \_\_\_\_\_

Position Applying For \_\_\_\_\_

Name Beth B Egge

Address 1706 South Shore

City Holland ST MI Zip 49423

Last 4 digits of social security number 1130 Birth Month 4 Birth Day 17

**Contact Information:**

Home Phone 616-335-5881

Work Phone 616-510-1070

E-mail beth.egge@gmail.com

Fax Number 616-335-5881

**Education:**

School Missouri State University

School \_\_\_\_\_

Degree Bachelor of Science - Therapeutic Recreation

Degree \_\_\_\_\_

**Employment Background:**

Current Employer Disabled Position \_\_\_\_\_

Responsibilities \_\_\_\_\_

Previous Employer Aromech Inc Position Office Administrator

Responsibilities \_\_\_\_\_

Handling of all financial aspects of the business including payroll, invoicing, purchasing, and accounts payable. General office administration and human resources.

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

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

I am currently the Secretary/Treasurer of the Holland Drop In Center Board of Directors. I have also served on the Board of Directors for Macatawa Bay Yacht Club and the Macatawa Bay Junior Association

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 consumer with Bipolar disorder and as a parent with children who receive services, I believe I could bring valuable insight and experience to this Board. I am at a point in my own recovery that I can advocate for other consumers

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 (BC)/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 02/08/2012

Position Applying For Community Mental Health Board/Primary Consumer (BC)

Position Applying For \_\_\_\_\_

Position Applying For \_\_\_\_\_

Name Diane M Rosie

Address 70 West 13th Street, #E

City Holland ST MI Zip 49423

Last 4 digits of social security number 8307 Birth Month 10 Birth Day 16

**Contact Information:**

Home Phone 616-510-0825 Work Phone --

E-mail drsissie@gmail.com Fax Number 616-510-0825

**Education:**

School Davenport University School West Ottawa High School

Degree Medical Coding and Billing Degree Graduate

**Employment Background:**

Current Employer Disabled Position \_\_\_\_\_  
Responsibilities \_\_\_\_\_

Previous Employer Hayworth Position Assembly  
Responsibilities \_\_\_\_\_

Length of Residency in Ottawa County 62

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?

President Hair Dressers Association of West Michigan - 10 years.

Board member Community Action House - 1 year

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 primary consumer of mental health services, I have experienced great personal growth and achievement and would like the opportunity to give back to the agency and community that has served me so well.

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**