

Agenda
Human Resources Committee
West Olive Administration Building – Board Room
12220 Fillmore Street, West Olive, Michigan 49460
Tuesday, June 26, 2012
1:15 p.m.

Consent Items:

1. Approval of the Agenda.
2. [Approval of the Minutes from the May 8, 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):

*Mary Ann F. Hensley

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

*Erika Duncan

to fill one (1) Business Sector vacancy on the Workforce Development Board beginning immediately and ending December 31, 2014 (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: May 8, 2012

TIME: 1:13 p.m.

PLACE: Fillmore Street Complex

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

ABSENT: Donald Disselkoen

STAFF & GUESTS: Keith VanBeek, Assistant Administrator; Sherri Sayles, Deputy Clerk; Greg Rappleye, Corporate Counsel; Stu Visser, Commissioner; James Holtvluwer, Commissioner; Betty Blasé, MSU Extension; Roger Rycenga, Commissioner; Michelle Martin, DHS Director

SUBJECT: CONSENT ITEMS

HR 12-010 Motion: To approve the agenda of today as presented and to approve the minutes of the March 13, 2012 meeting as presented.

Moved by: Holtrop

UNANIMOUS

SUBJECT: BOARD APPOINTMENTS

HR 12-011 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).

Moved by: Holtrop

UNANIMOUS

SUBJECT: BOARD APPOINTMENTS

HR 12-012 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).

Moved by: Holtrop

UNANIMOUS

SUBJECT: BOARD APPOINTMENTS

HR 12-013

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).

Moved by: Holtrop

UNANIMOUS

SUBJECT: ADJOURNMENT

The meeting adjourned at 1:15 p.m.

Action Request



Committee: Human Resources Committee

Meeting Date: 6/26/2012

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):

*Mary Ann F. Hensley

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

*Erika Duncan

to fill one (1) Business Sector vacancy on the Workforce Development 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 05/14/2012

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

Position Applying For _____

Position Applying For _____

Name Mary Ann F Hensley

Address 900 Meadow Ridge Drive

City Holland ST MI Zip 49424

Last 4 digits of social security number 7866 Birth Month 4 Birth Day 11

Contact Information:

Home Phone 616-355-1335

Work Phone 616-886-6846

E-mail m.hensley@cityofholland.com

Fax Number 616-355-1335

Education:

School Aquinas College

School _____

Degree Associate

Degree _____

Employment Background:

Current Employer City of Holland Position Recycle/Solid Waste Education Coordinator

Responsibilities

Administration of City Refuse/Recycling contract;
Educate citizens on what is recyclable, how to recycle; look for new items to be recycled in our program; problem solve service issues;
administer Project Pride Program

Previous Employer _____ 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?

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? I believe so, without having seen the calendar of meetings.

Why do you want to be considered for this appointment?

I was asked by Matt Allen.

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 04/24/2012

Position Applying For Workforce Development Board/Business Sector (BC)

Position Applying For _____

Position Applying For _____

Name Erika Duncan

Address 8610 Wallinwood Farms

City Jenison ST MI Zip 49428

Last 4 digits of social security number 3093 Birth Month 11 Birth Day 4

Contact Information:

Home Phone 616-252-7954

Work Phone 616-340-1718

E-mail Erika.duncan@metrogr.org

Fax Number 616-252-7954

Education:

School Aquinas College

School GVSU

Degree Masters in Management. Organizational Develop

Degree Bachelors. Public Relations

Employment Background:

Current Employer Metro Health Position VP, Human Resources

Responsibilities

Lead strategic and operational activities for Metro Health Human Resources. Oversee workforce planning, recruitment, benefits, employee relations, employee health, payroll, compensation and training.

Previous Employer Spectrum Health Position Sr. Director, Human Resources

Responsibilities

Responsible for regional growth including m & a and integration. Oversee talent acquisition and talent management.

Length of Residency in Ottawa County 3

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?

NA

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 grew up in Jenison and called Ottawa county home for 22 years. Moved as I started career and am so proud to be back and raising my family in Jenison as well. I am passionate about our community, it's growth and development, and opportunities provided from a healthcare perspective and an HR/ job training perspective. I want to be able to give back and influence the community that has served me 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:

Thank you for your interest in Ottawa County Government