



County of Ottawa

Board of Commissioners

Philip D. Kuyers
Chairperson

James C. Holtrop
Vice-Chairperson

12220 Fillmore Street, Room 310, West Olive, Michigan 49460

West Olive (616) 738-4898

Fax (616) 738-4888

Grand Haven (616) 846-8295

Grand Rapids (616) 662-3100

Website: www.miOttawa.org

August 22, 2012

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, August 28, 2012 at 1:30 p.m.**, for the regular **August** meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Holtvluwer
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments and Communications from County Staff
 - A. Legislative Update, Jim Miller, Governmental Consultant Services, Inc.
7. Approval of Agenda
8. Actions and Reports
 - A. Consent Resolutions:

From the County Clerk

1. Board of Commissioners Meeting Minutes
Suggested Motion:
To approve the Minutes of the [August 14, 2012 Board of Commissioners Meeting](#) and the [August 14, 2012 Board of Commissioners Work Session](#).
2. [Payroll](#)
Suggested Motion:
To authorize the payroll of August 28, 2012 in the amount of \$_____.

Stuart P. Visser Dennis W. Swartout Jane M. Ruiter Greg J. DeJong Roger G. Rycenga
Joseph S. Baumann Robert W. Karsten James H. Holtvluwer Donald G. Disselkoen

From Administration

3. [Monthly Accounts Payable for August 6, 2012 through August 17, 2012](#)
Suggested Motion:
To approve the general claims in the amount of \$3,936,685.91 as presented by the summary report for August 6, 2012 through August 17, 2012.

From the Finance and Administration Committee

4. [Monthly Budget Adjustments](#)
Suggested Motion:
To approve the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of July 2012.

B. Action Items:

From the Planning and Policy Committee

1. [Proposed Policy Changes \(Second Reading\)](#)
Suggested Motion:
To approve the proposed changes to the following policies: Travel and Meal Policy, Harassment Policy, Personnel Records Policy, and Problem Solving Policy. (Second Reading)

From the Finance and Administration Committee

2. [Michigan Works Personnel Request to Create a Talent Development Associate: Prisoner Re-Entry](#)
Suggested Motion:
To approve the request from Michigan Works to create one (1) FTE Talent Development Associate: Prisoner Re-Entry (Group T, Paygrade 11) at a cost of \$53,858.00. Funding for this position to come from Workforce Development Funds.
3. [Michigan Works Personnel Request to Create Three \(3\) Talent Development Associates: JET](#)
Suggested Motion:
To approve the request from Michigan Works to create Three (3) FTE's Talent Development Associate: JET (Group T, Paygrade 11) at a cost of \$161,574.00. Funding for this position to come from Workforce Development Funds.
4. [Michigan Works Personnel Request to Create a Talent Development Lead: JET Program](#)
Suggested Motion:
To approve the request from Michigan Works to create one (1) FTE Talent Development Lead: JET Program (Group T, Paygrade 12) at a cost of \$57,957.00. Funding for this position to come from Workforce Development Funds.
5. [Facilities Maintenance Personnel Request to Reclassify a Facilities Secretary to a Senior Secretary - Facilities](#)
Suggested Motion:
To approve the request to reclassify the position of 1.0 FTE Facilities Secretary (Group T, Paygrade 07) to a 1.0 FTE Senior Secretary - Facilities (Group T, Paygrade 08) at a cost of \$2,010.00. Funding for this position to come from the County General Funds.

6. [Purchase of MERS \(Michigan Municipal Employee Retirement System\) Generic Service Credits for Richard J. Kloote \(District Court\)](#)

Suggested Motion:

To approve the purchase of three (3) years of MERS generic service credits for \$21,837.00 (total cost to be paid by employee, Richard J. Kloote).

Total Cost: \$21,837.00

Employer Cost: \$0.00

Employee Cost: \$21,837.00

C. Appointments: None

D. Discussion Items: None

9. Report of the County Administrator
10. General Information, Comments, and Meetings Attended
11. Public Comments
12. Adjournment