

Agenda
Human Resources Committee
West Olive Administration Building – Board Room
12220 Fillmore Street, West Olive, Michigan 49460
Tuesday, December 11, 2012
1:00 p.m.

Consent Items:

1. Approval of the Agenda.
2. [Approval of the Minutes from the November 27, 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):

*Betty M. Gajewski
*Timothy J. Grifhorst
James C. Miedema
David L. Vander Kooi
Richard J. Sibley Jr.
Vaughn Umphrey
Kurtis C. Van Koevering
to fill two (2) General Member vacancies on the Road Commission beginning January 1, 2013 and ending December 31, 2018 (six (6) 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):

*Nichole J. Derks
Barbara Tsaturova
to fill one (1) Defense Attorney vacancy on the Community Corrections Advisory Board beginning January 1, 2013 and ending December 31, 2014 (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):

*Valorie M. Putnam

Joan J. Epperson

to fill one (1) Education Sector vacancy on the Workforce Development Board beginning January 1, 2013 and ending December 31, 2015 (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):

*Luke A. Meerman

to fill one (1) Township Government vacancy on the Agricultural Preservation Board beginning January 1, 2013 and ending December 31, 2015 (three (3) year term).

*David J. Kraker

to fill one (1) General Member vacancy on the Sanitary Board of Appeals January 1, 2013 and ending December 31, 2015 (three (3) year term).

*Joan J. Epperson

to fill one (1) Private Sector vacancy on the Comprehensive Economic Development Strategy Committee (CEDS) beginning January 1, 2013 and ending December 31, 2013 (one (1) year term).

*William E. Miller

to fill one (1) Agricultural Sector vacancy on the Ottawa County Planning Commission beginning January 1, 2013 and ending December 31, 2015 (three (3) year term).

*Bruce J. Adair

to fill one (1) Economic Sector vacancy on the Workforce Development Board beginning January 1, 2013 and ending December 31, 2015 (three (3) year term).

*David L. Vander Kooi

to fill one (1) Ottawa County Private Sector vacancy on the West Michigan Regional Planning Commission beginning January 1, 2013 and ending December 31, 2013 (one (1) 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: November 27, 2012

TIME: 1:00 pm

PLACE: Fillmore Street Complex

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

ABSENT: Jane Ruiter

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

SUBJECT: CONSENT ITEMS

HR 12-018 Motion: To approve the agenda of today as presented and to approve the minutes from the October 23, 2012 meeting as presented.
Moved by: Disselkoen UNANIMOUS

SUBJECT: BOARD APPOINTMENT

HR 12-019 Motion: To place into nomination and forward to the Board of Commissioners the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Jacqueline Vanderwall
Suzanne Emery

to fill one (1) Primary Consumer vacancy on the Community Mental Health Board beginning immediately and ending March 31, 2016 (three (3) year term).

Moved by: Disselkoen UNANIMOUS

SUBJECT: BOARD APPOINTMENTS

HR 12-020 Motion: To place into nomination and forward to the Board of Commissioners the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Bobbi Sabine
David L. Vander Kooi

to fill one (1) Public vacancy on the Parks and Recreation Commission beginning January 1, 2013 and ending December 31, 2015 (three (3) year term).

Moved by: Baumann

UNANIMOUS

SUBJECT: BOARD APPOINTMENTS

HR 12-021 Motion: To place into nomination and forward to the Board of Commissioners the name(s) of (*indicates recommendation of the Interview Subcommittee):

*Ken Rizzio

to fill one (1) General Member vacancy on the Kent, Ottawa, Muskegon, (K.O.M.) Foreign Trade Zone Authority beginning January 1, 2013 and ending December 31, 2015 (three (3) year term).

*Ken Rizzio

to fill one (1) Ottawa County Economic Development Corporation Representative vacancy on the Land Bank Authority beginning January 1, 2013 and ending December 31, 2018 (six (6) year term).

*Leon E. Stille

to fill one (1) Township Representative vacancy on the Land Bank Authority beginning January 1, 2013 and ending December 31, 2018 (six (6) year term).

*Barton J. Lucas

to fill one (1) Public Sector vacancy on the Community Action Agency Advisory Board beginning January 1, 2013 and ending December 31, 2015 (three (3) year term).

*William L. Raymond

to fill one (1) Employment Sector vacancy on the Community Corrections Advisory Board beginning January 1, 2013 and ending December 31, 2014 (two (2) year term).

Moved by: Baumann

UNANIMOUS

SUBJECT: ADJOURNMENT

HR 12-022 Motion: To adjourn at 1:05 p.m.

Moved by: Disselkoen

UNANIMOUS

Action Request



Committee: Human Resources Committee

Meeting Date: 12/11/2012

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):

*Betty M. Gajewski

*Timothy J. Grifhorst

James C. Miedema

David L. Vander Kooi

Richard J. Sibley Jr.

Vaughn Umphrey

Kurtis C. Van Koeving

to fill two (2) General Member vacancies on the Road Commission beginning January 1, 2013 and ending December 31, 2018 (six (6) 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 11/18/2012

Position Applying For Road Commission/Member (BC)

Position Applying For _____

Position Applying For _____

Name Betty M Gajewski

Address O-1988 Luce SW

City Grand Rapids ST MI Zip 49534

Last 4 digits of social security number 7438 Birth Month 12 Birth Day 9

Contact Information:

Home Phone 616-677-1643 Work Phone --

E-mail betty@gajewski.us Fax Number 616-677-1643

Education:

School GVSU School GVSU

Degree Masters of Science Degree Bachelors of Science

Employment Background:

Current Employer Great Harvest Bread Co. Position Co-owner

Responsibilities
Responsible for success of business, from marketing and customer service to product quality and profitability

Previous Employer AWRI at GVSU - currently Position Technical call-in

Responsibilities
Assist on various water quality and other projects, such as wind energy and green jobs

Length of Residency in Ottawa County 40

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?

Lower Grand River Organization of Watersheds
Chair, Ottawa County Planning Commission
Ottawa County Parks and Recreation Commission
Chair, Ottawa County Solid Waste Committee
Tallmadge Township Planning Commission

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?

Continued interest in working with others in the county to achieve a better 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:

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 09/20/2012

Position Applying For Road Commission/Member (BC)

Position Applying For _____

Position Applying For _____

Name Timothy J Grifhorst

Address 1187 Luce St. S.W.

City Grand Rapids ST MI Zip 49534

Last 4 digits of social security number 3283 Birth Month 10 Birth Day 1

Contact Information:

Home Phone 616-485-5921

Work Phone 616-453-0527

E-mail tgrifhorst@aol.com

Fax Number 616-485-5921

Education:

School Grandville High School

School Grand Rapids Junior College

Degree Diploma

Degree Classes

Employment Background:

Current Employer Grifhorst Excavating & Development LLC Position Owner

Responsibilities

Bidding, Purchasing Equipment, Billing, and Operating Equipment

Previous Employer Steelcase Inc. Position Foreman

Responsibilities

Supervise Employees, Meet Production Schedules, and Order Supplies & Materials

Length of Residency in Ottawa County 55

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?

Currently serving on the Grandville Public School Board, 8th year. Currently serving 2nd year on Ottawa County Road Commission.

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 work with fellow Ottawa County Road Commissioners, to give the public the best and safest roads possible.

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 09/19/2012

Position Applying For Road Commission/Member (BC)

Position Applying For _____

Position Applying For _____

Name James c Miedema

Address 2984 16th Ave.

City Hudsonville ST Mi Zip 49426

Last 4 digits of social security number 2058 Birth Month 11 Birth Day 3

Contact Information:

Home Phone 616-896-8562

Work Phone 616-291-2724

E-mail jmmiedema1967@gmail.com

Fax Number 616-896-8562

Education:

School High School

School _____

Degree _____

Degree _____

Employment Background:

Current Employer Jamestown Twp. Position Supervisor

Responsibilities

Over see all twp. activites, handel all legal matters. Deal with all citizen issues. oversee employees.

Previous Employer Self employed Auto boby repair Position _____

Responsibilities

Wrote estimates, did all painting, body work and frame work.

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?

I,ve been a member of Ottawa co. Planning com. for almost 12 yrs. and it's Chair for 4 yrs. Also a member of ottawa co. Parks Commission for 4 yrs. Also am a member of ottawa 911 policy Board and it's Sec. Tres.

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 will be finished with my term as Jamestown Supervisor in Nov. and would like to continue serving the county on the Road Commission so as to stay involved.

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 09/25/2012

Position Applying For Road Commission/Member (BC)

Position Applying For _____

Position Applying For _____

Name David L. Vander Kooi

Address 44 Newcastle Drive

City Zeeland ST MI Zip 49464

Last 4 digits of social security number 6737 Birth Month 11 Birth Day 1

Contact Information:

Home Phone 616-748-6988

Work Phone 616-510-1010

E-mail davevk@chartermi.net

Fax Number 616-748-6988

Education:

School _____

School _____

Degree _____

Degree _____

Employment Background:

Current Employer retired Position _____

Responsibilities _____

Previous Employer _____ Position _____

Responsibilities _____

Length of Residency in Ottawa County 71

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?

Holland City Council

Ottawa County Board of Commissioners

Ottawa Road Commission Board

Boy Scout Board

Church 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?

Parks - was Rd. Comm. rep on this board for many years. Know all of Parks issues including up coming millage vote.

Road Comm - served on this board for 12 years and have first hand knowledge of workings.

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

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

Date 10/31/2012

Position Applying For Road Commission/Member (BC)

Position Applying For _____

Position Applying For _____

Name Richard J Sibley Jr

Address 12667 136th Ave

City Grand Haven ST MI Zip 49417

Last 4 digits of social security number 2811 Birth Month 4 Birth Day 11

Contact Information:

Home Phone 616-844-0674

Work Phone 616-990-6200

E-mail rich.sibley@safholland.com

Fax Number 616-844-0674

Education:

School Baker College

School _____

Degree AAS

Degree _____

Employment Background:

Current Employer SAF-HOLLAND Position Sr Project Leader

Responsibilities
Engineering, Project Managment

Previous Employer _____ Position _____

Responsibilities

Length of Residency in Ottawa County 18

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?

Past Chair and current member of Ottawa County Workforce Board.
Tech Advisor for Ottawa Tech Center

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 I can be an active member and bring new ideas to the table

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/, Drain Commissioner (EO)/Parks and Recreation Commission/

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 11/12/2012

Position Applying For Road Commission/Member (BC)

Position Applying For _____

Position Applying For _____

Name Vaughn Umphrey

Address 15177 Buchanan Street

City West Olive ST MI Zip 49460

Last 4 digits of social security number 7901 Birth Month 6 Birth Day 20

Contact Information:

Home Phone 616-846-3329 Work Phone --

E-mail vaughn.umphrey3329@att.net Fax Number 616-846-3329

Education:

School _____ School _____

Degree _____ Degree _____

Employment Background:

Current Employer retired Position _____
Responsibilities _____

Previous Employer City of Grand Rapids Position Acting Public Services Manager, and Acting Project Engine
Responsibilities _____

worked in Public Services for 10 months, overseeing special projects for Parks, Streets, Pools, Golf Course;
worked for 28 years in engineering dept, records management, supervise CAD technicians & aides, gather information for all City
design projects, all private development projects within the service area of GR

Length of Residency in Ottawa County 58

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

Yes No

If so, describe

Ottawa Co Sheriffs Office, guard

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

Chairperson, vice-chairperson of APAGR, management organization for City of Grand Rapids employees, 1994 to 2012

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 my many years of work experience will help me make the best decisions for the people of Ottawa County

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:

County Administrator (A)/Kent, Ottawa, Muskegon, (K.O.M.) Foreign Trade Zone Authority/, County Commissioner (BC)/West Michigan Regional Planning Commission/, County Representative (BC)/Remonumentation Committee/, Drain Commissioner (EO)/Parks and Recreation Commission/, Road Commission (BC)/Remonumentation Committee/, Road Commission Rep. (BC)/Parks and Recreation Commission/

Thank you for your interest in Ottawa County Government

Kurtis C. Van Koevering
124 South Elm Street
Zeeland, MI 49464

November 9, 2012

Dear Commissioners

Thank you for considering my application for the Ottawa County Road Commission. For the past twenty years I have served on the Zeeland Planning Commission where we have dealt with road issues such as right-of-ways, truck routes, creating bicycle lanes, working with engineers to determine road widths and implementing Complete Street principles.

The one thing that I have learned through the years serving our community is to listen and keep an open mind as projects appear before you for consideration. Being in a planning role requires balancing the needs of residents, businesses and industry to develop a solution that benefits everyone.

As a business owner I also am a strong believer in preparing for the future and communicating with our customers/residents. We need to properly maintain our street infrastructure, have a vision for our county's future, be fiscally responsible and work cooperatively with other units of government.

I ask that you consider my name as you appoint new members to the Ottawa County Road Commission.

Sincerely

Kurtis C. Van Koevering

Kurtis C. Van Koevering
124 South Elm Street
Zeeland, MI 49464

Education

Hope College Graduate – 1984;
Bachelor's Degree in Business Administration
Zeeland High School Graduate -1980

Work Experience

Zeeland Record – 1984 to Present;
Position – vice president and editor for the past 20 years
Became an owner in the business with my brother Kraig Van Koevering in 2000.

Responsibilities include writing, proofing and editing weekly newspaper; commercial printing sales; purchasing; developing electronic imaging and large format printing capabilities; and government compliant issues such as OSHA, Hazardous Waste Management, recording keeping and employee training. Became an owner in the business in 2000

Sunday School Guide – 2004 to Present
Position – Assistant publisher and partner

Responsibilities include assistant publisher, order fulfillment and mailings.

Community Involvement

Second District Republican Committee – 1992 – Present
Past four years have served as District Chairman. Previously served as secretary, vice chair and State Committeeman

Zeeland Investment Partners – 2008 to Present
Organization raises money to recruit new retailers to downtown Zeeland using rent subsidies, covering moving experiences or building modifications.

Zeeland Planning Commission 1987 – Present*
(Note I was off for one in late 1990's
Served as vice chair and chair numerous times, currently serving as a commissioner.

Bridge Youth Ministry Center 2009-Present

Board member the past three years and member of the business committee

Zeeland Chamber of Commerce

Past president and board member

Ottawa County Republican Party

Past executive committee board member and vice chair

Focus Forward

Worked to overturn a 100-year ban on alcohol sales in Zeeland

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

Date 11/09/2012

Position Applying For Road Commission/Member (BC)

Position Applying For _____

Position Applying For _____

Name Kurtis C Van Koeving

Address 124 South Elm Street

City Zeeland ST mi Zip 49464

Last 4 digits of social security number 3816 Birth Month 2 Birth Day 7

Contact Information:

Home Phone 616-886-1643

Work Phone 616-772-2131

E-mail kurt@zeelandrecord.net

Fax Number 616-886-1643

Education:

School Hope College

School _____

Degree Bachelors of Arts - Business Administration

Degree _____

Employment Background:

Current Employer Zeeland Record Company, Inc. Position vice president/editor

Responsibilities
newspaper editor, sales, marketing, customer relations, and development

Previous Employer none Position _____

Responsibilities

Length of Residency in Ottawa County 50

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?

20+ years on Zeeland Planning Commission; former chairman and board member Zeeland Chamber of Commerce; Second District Republican Chairman past four years, numerous ad-hoc 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?

I believe my extensive background with the planning commission dealing with street right of ways, Complete Street programs, and truck routes makes me uniquely qualified for the position.

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: 12/11/2012

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):

*Nichole J. Derks

Barbara Tsaturova

to fill one (1) Defense Attorney vacancy on the Community Corrections Advisory Board beginning January 1, 2013 and ending December 31, 2014 (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:

Lansing

313 S. Washington Square
Lansing MI 48933

Marquette

205 S. Front Street - Suite 2D
Marquette MI 49855

Walter S. Foster
1878-1961
Richard B. Foster
1908-1996
Theodore W. Swift
1928-2000
John L. Collins
1926-2001

Webb A. Smith
Allan J. Claypool
Gary J. McRay
Stephen I. Jurmu
Scott A. Storey
Charles A. Janssen
Charles E. Barbieri
James B. Jensen, Jr.
Scott L. Mandel
Michael D. Sanders

Sherry A. Stein
Brent A. Titus
Robert E. McFarland
Stephen J. Lowney
Jean G. Shtokal
Brian G. Goodenough
Matt G. Hrebec
Eric E. Doster
Melissa J. Jackson
Nancy L. Kahn
Deanna Swisher
Thomas R. Meagher
Douglas A. Mielock
Scott A. Chernich
Paul J. Millenbach
Dirk H. Beckwith
Brian J. Renaud
Bruce A. Vande Vusse
Lynwood P. VandenBosch

Lawrence Korolewicz
James B. Doezeema
Anne M. Seurynek
Richard L. Hillman
Steven L. Owen
Jennifer Kildea Dewane
John P. Nicolucci
Michael D. Homier
Keith A. Castora
Randall L. Harbour
David M. Lick
Scott H. Hogan
Richard C. Kraus
Benjamin J. Price
Ronald D. Richards, Jr.
Frank T. Mamat
Michael R. Blum
Norman E. Richards
Jonathan J. David

Frank H. Reynolds
Pamela C. Dausman
Andrew C. Vredenburg
John M. Kamins
Jack A. Siebers
Julie I. Fershtman
Todd W. Hoppe
Johanna M. Novak
Iris K. Linder
Jennifer B. Van Regenmorter
Thomas R. TerMaat
Samuel J. Frederick
Frederick D. Dilley
Glen A. Schmiede
Michael G. Harrison
Frederick B. Bellamy
Joseph E. Kozely
Gilbert M. Frimet
Mark J. Colon

Peter R. Tolley
Paul D. Yared
Ryan E. Lamb
Karl W. Butterer, Jr.
Joshua M. Wease
John W. Inhulsen
Zachary W. Behler
Alexander A. Ayar
Joshua K. Richardson
Joel C. Farrar
Andrew W. Erlewein
Laura J. Genovich
Anna K. Gibson
Liza C. Moore
Nichole J. Derks
Patricia J. Scott
Lindsey E. Bosch
Nicholas M. Oertel
Erica E.L. Huddas

Grand Rapids

1700 E. Beltline NE - Suite 200
Grand Rapids MI 49525

Holland

151 Central Avenue - Suite 260
Holland MI 49423

Nicole E. Stratton
Janene McIntyre
David R. Russell
Mindi M. Johnson
Lauren B. Dunn
Alicia W. Birach
Archana R. Rajendra
Ray H. Littleton, II
Kari L. Sherry

Of Counsel
Lawrence B. Lindemer
David VanderHaagen
Allan O. Maki
Dana M. Bennett

Writer's Direct Phone: 616.796.2516

Fax: 616.796.2520

Reply To: Holland

E-Mail: NDerks@fosterswift.com

November 14, 2012

Via E-Mail

Ottawa County Board of Commissioners
12220 Fillmore Street
West Olive, MI 49460

To Whom It May Concern:

Re: Application for Committee Vacancy - Community Corrections Advisory Board

I have completed my online application for your consideration to serve as a defense attorney member of the Community Corrections Advisory Board. It would be my honor and privilege to serve in this capacity.

Please advise whether you require any additional information. Thank you for your attention.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC



Nichole Jongsma Derks

NJD:jlm
Enclosure

99999:NDERKS:1476051-1

CURRICULUM VITAE

NICHOLE JONGSMA DERKS

Attorney at Law

ADDRESS:

Foster, Swift, Collins & Smith, P.C.

151 Central Avenue; Suite 260

Holland, MI 49423

Direct Phone: 616-796-2516

Cell Phone: 517-862-3420

Direct Fax: 517-367-7345

E-mail: nderks@fosterswift.com

Web: www.fosterswift.com

ADMITTED TO PRACTICE IN:

U.S. Court of Appeals - 6th Circuit

U.S. District Courts – Eastern and Western Districts of Michigan

Michigan State Courts

EDUCATION:

MICHIGAN STATE UNIVERSITY COLLEGE OF LAW – EAST LANSING, MI

Juris Doctor Degree, received May 2006

- Winner of a quiz-bowl style contest covering the Federal Rules of Evidence
- Spicer Sports & Entertainment Law Award Winner – Spring 2005
- Research Assistant for Professor Hisham Ramadan; projects include - proofreading and citation formatting for submission of a paper for publication on Islamic larceny offenses; gathering and analyzing police use of force models from many states for use in a research paper; organize visits for speakers on criminal law topics; studying justification defense and its application for law enforcement

THE OHIO STATE UNIVERSITY – COLUMBUS, OH

Bachelor of Arts Degree, Criminology and Political Science, received June 2003

- Dean's List
- Scott Fellowship in Sociology Award Winner for 2 consecutive years
- Resident Advisor, managed over 58 undergraduates

EMPLOYMENT HISTORY

Associate Attorney

Foster, Swift, Collins and Smith, P.C., Holland, MI

January, 2009 - Present

- Focusing on criminal law and domestic relations matters as a member of the General Litigation Practice Group
- Continuing trial practice at state and federal levels
- Served as defense counsel for indigent defendants in the 55th District Court Sobriety Court Program
- Assisted in developing alternative fee structures and improving retainer agreements and engagement letters
- Serving as a member of the firm's Associate Committee

Associate Attorney

The Reynolds Law Firm, P.C., Lansing, MI

August, 2007 – December, 2008

- First chair on Second Degree Murder trial in Eaton County Circuit Court
- Delivered opening statement and portion of closing argument in an Open Murder trial in Ingham County Circuit Court; also examined several of the witnesses throughout the two week trial
- Representing retained clients mainly in criminal defense and family law matters
- Managing divorces, custody, parental rights and PPO matters
- Conducting jury trials at district and circuit court levels
- Court Appointed Attorney for Ingham County Felony list and Juvenile/Delinquency list
- Direct interactions with media regarding several newsworthy cases

Attorney

Miller, Canfield, Paddock & Stone, Kalamazoo, MI

February – August, 2007

- Utilizing litigation software to partner with in-house and lead trial counsel in bringing cases through the lengthy and burdensome discovery phase of large class action suits
- Extraordinary attention to detail while navigating through thousands of documents

Sole Practitioner

Nichole Jongsma Derks, Attorney at Law, Lansing, MI

November, 2006 – August, 2007

- Demonstrating my entrepreneurial spirit and “self-starting” attitude & ability
- Founded solo law practice specializing in criminal defense, residential real estate, landlord-tenant and domestic relations
- Serving as retained counsel as well as court appointed counsel for indigent defendants

Volunteer

Macomb County Prosecutor’s Office, Romeo, MI

April 2006

- Helping Assistant Prosecuting Attorney Steven Kaplan with interviewing witnesses, reviewing police reports, briefs and other evidence in preparation for felony preliminary exams in District and Circuit Court
- Assisting in conducting felony preliminary examination
- Supporting in misdemeanor pretrial conferences

Extern & Volunteer

Ionia County Prosecutor’s Office, Ionia, MI

August, 2005 – April, 2006

- Conducted a domestic violence jury trial in district court
- Carrying out formal hearings and bench trials in district court
- Research and writing on a variety of criminal law issues including child protection, suppression of evidence, and release order violation procedures
- Conducted misdemeanor pretrial conferences on my own with assistant prosecutor’s supervision

Law Clerk

Wayne County Corporation Counsel, Detroit, MI

May, 2005 – August, 2005

- Individually carried out a bench trial of an involuntary commitment matter in Wayne County Probate Court
- Participated in jury trial process twice from beginning to end, aiding in examination of witnesses and preparing closing arguments
- In-depth research and writing practice; daily drafting of motions, briefs, and other pleadings at circuit and federal court levels
- Drafted Motion for Leave to File Notice of Non-Party at Fault which was granted in Wayne County Circuit Court
- Skillful with federal court electronic filing system as well as general filing procedure

Law Clerk

Law Offices of Josh Fields and Associates, East Lansing, MI

April, 2004 – April, 2005

- Carried a suit against a large corporation from intake through settlement process
- Held client meetings, participated in hearings, daily interaction with clients as well as opposing counsel, and managed numerous files
- Extensive experience in drafting of motions, briefs, and other pleadings at district and circuit court levels

PROFESSIONAL DEVELOPMENT

- Appointed co-chair of the State Bar of Michigan Standing Committee on Criminal Jurisprudence and Practice – October, 2012
- Appointed to the State Bar of Michigan District E Character and Fitness Committee - December, 2010
- Appointed to the State Bar of Michigan Standing Committee on Criminal Jurisprudence and Practice - October 1, 2010
- Sixth Circuit Appellate Practice Institute - April 2009
- Honorary Judge for Lansing Teen Court Program - 2008-Present
 - Diversion program for juveniles promoting restorative justice and service learning
 - Goals are to repair harm, rebuild relationships, solve problems and demand accountability
- Participant in Hillman Advocacy Program - January 2008
 - Intensive program sponsored by the United States District Court Western District of Michigan Federal Bar Association focusing on litigation skills at all stages of a criminal case
- Participant in Criminal Defense Attorneys of Michigan Trial College - August 2007
 - Weeklong hands-on workshop for criminal defense trial lawyers of all skill levels
 - Mastering skills from voir dire to closing argument
- Represented a needy client pro-bono in an extensive divorce action in Eaton County
- American Inns of Court Member – Michigan State University Chapter 2006-2012
- American Bar Association Member
- Western Michigan Chapter of the Federal Bar Association Member
- State Bar of Michigan Member - Criminal Law, Family Law and Environmental Law Sections
- Women Lawyers Association of Michigan Member
- Criminal Defense Attorneys of Michigan Member; Attended advanced criminal defense practice conference and Annual Dinner - Spring 2009
- Ingham County Bar Association Member
 - Encouraging junior high and high school students to engage in critical legal reasoning by organizing an essay writing contest as an Ingham County Bar Association Law Day Committee Member (2008)
 - Actively participating in Criminal, Family Law and Young Lawyer Sections
 - Elected to Young Lawyer Section Board of Directors - Spring 2009
 - Horn of Plenty Charity Drive
- Ingham Co. Bench-Bar Conference – February 2008
- Notary Public
- Athena Women's Interest Network (WIN), Member
- Michigan Township Association Legal Institute - January 2010

PUBLICATIONS

- Foster Swift Municipal Law News, "Recent Events Regarding the Medical Marijuana Act - A Flurry of Activity Tries to Clarify Foggy Law," October 2010 (Co-Author: Ronald D. Richards)

- Foster Swift Municipal Law News, "Michigan's New Texting Ban Effective July 1, 2010," July 2010 (Co-Author: Patricia Scott)
- American Bar Association 101 Practice Series, "What is Cap and Trade?" May 2010
- Ingham County Bar Briefs, "Preserving Issues for Appeal: Tips from Practitioners," March 2010
- Foster Swift Municipal Law News, "Protecting Your Reputation While Using Social Media," March 2010
- Ingham County Bar Briefs, "Points to Practice," February 2010
- Ingham County Bar Briefs, "Sex Offender Registration for HYTA Defendants is Ruled Unconstitutional," January 2010
- Ingham County Bar Briefs, "All Rise!" September 2009
- Ingham County Bar Briefs, "How to Preserve Issues for Appeal: Tips from the Bench," June 2009
- Ingham County Bar Briefs, "Beyond Client Control: Practical Tips for Managing Third Parties in Your Cases," November 2008
- Ingham County Bar Briefs, "A New Argument for Defense of Habitual Drunk Drivers," January 2008

PROFESSIONAL PRESENTATIONS

- Discussed pitfalls of Michigan Medical Marijuana Act (HOM TV) – February 29, 2012
- WKAR radio participant in show regarding Pro Bono Legal Services – June 2011
- "Open Line" TV show (HOM TV) - May 19, 2011
Discussed problems with Michigan Medical Marihuana Act
- "Fritze and Friends" radio show (WILS) - April 1, 2011
Discussed Michigan Medical Marihuana Act and its implications
- "In Her Shoes" radio show - July 17, 2010
Discussed domestic violence, resources, and impact on families
- Ingham County Criminal Law Seminar - May 2010
Faculty member; presentation on criminal deferrals and expungement
- Michael Patrick Shiels in the Morning Show - March 1, 2010
Discussed proposed legislation to eliminate no fault divorce in Michigan
- Foster, Swift, Collins and Smith, P.C. Family Law In House CLE - February 26, 2009
Child Custody and Parenting Time Nuts and Bolts
- Ingham County Court Appointed Counsel Training - January 24, 2009
Practical Pointers for Plea Hearings, Lansing, Michigan
- Thomas M. Cooley Law School – September 2007, January and July 2008
Mock Interview Program, Lansing, Michigan
- National Trial Advocacy Competition Mock Trial Judge – October 2007 and 2008; February and October, 2009; Hosted by Michigan State University College of Law, East Lansing, Michigan
- East Lansing High School – December 2007
"Forensic Science," East Lansing, Michigan

PERSONAL INTERESTS

- Received award from the Department of Veterans Affairs for Outstanding Service to Wounded Veterans in February 2008
- Crochet and donate blankets for Operation Hug-A-Hero to benefit wounded soldiers
- Participate in Muscular Dystrophy Association Lansing Lock Up raising donations and awareness for children coping with muscular dystrophy
- Enjoy travel, reading and spending time with family

TRIAL EXPERIENCE

- *People v Matthew Pearson*; Criminal/Misdemeanor - Assault; August 2007; 54-A District Court; Judge DeLuca (Co-counsel: Frank Harrison Reynolds)

- *People v Terrance Gamble*; Criminal/Felony - Open Murder; February 2008; 30th Circuit Court; Judge Draganchuk (Co-counsel: Frank Harrison Reynolds)
- *People v Charlotte Mast*; Criminal/Felony - Medicaid Fraud; Spring 2008; 56th Circuit Court; Judge Osterhaven
- *People v Joel Dienhart*; Criminal/Felony - 2nd Degree Murder; March 2008; 56th Circuit Court; Judge Eveland (Co-counsel: Frank Harrison Reynolds)
- *People v Adrienne Montaven*; Criminal/Misdemeanor - Assault & Battery; November 2009; 55th District Court; Judge Boyd
- *City of Fenton v Christian Christensen*; Criminal Misdemeanor - OWI; March 2010; 67th District Court; Judge McCabe

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

Date 11/14/2012

Position Applying For Community Corrections Advisory Board/Defense Attorney

Position Applying For _____

Position Applying For _____

Name Nichole J Derks

Address 151 Central Avenue; Suite 260

City Holland ST MI Zip 49423

Last 4 digits of social security number 7332 Birth Month 11 Birth Day 29

Contact Information:

Home Phone 616-796-2516

Work Phone 517-862-3420

E-mail nderks@fosterswift.com

Fax Number 616-796-2516

Education:

School Michigan State University College of Law

School The Ohio State University

Degree Juris Doctor

Degree Bachelor of Arts

Employment Background:

Current Employer Foster, Swift, Collins, and Smith, P.C. Position Associate Attorney

Responsibilities

Litigation attorney focused on criminal defense and family law. I have extraordinary courtroom experience for an associate attorney. I handle all types of criminal cases in state and federal courts. Additionally, I represent parents seeking to maintain their rights and assists parties through divorce, child custody, and adoption situations. I also assist with USCIS applications and matters before the U.S. Immigration Court.

Previous Employer The Reynolds Law Firm Position Attorney

Responsibilities

Litigation attorney focused on criminal defense and family law.

Length of Residency in Ottawa County >1 _____

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 an Ottawa County native. My family and I have recently relocated to the Holland area and are thrilled to be back in West Michigan!

I currently serve as co-chair of the largest standing committee of the State Bar of Michigan - the Criminal Jurisprudence and Practice 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 am passionate about finding cost-effective alternatives to incarceration and to best use the government's limited resources to best serve all of our fellow citizens. I am inspired by my experience with the Sobriety Court in Ingham County to see how creative solutions to tough problems can change lives. Further, I have many veterans in my family who have served proudly. I am humbled to be tangentially involved and well informed about the Veterans Court in Ingham County. Again, these creative solutions to tough problems serve all citizens very well when administered properly.

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/, County Resident/Department of Human Services Board/, Defense Attorney/Community Corrections Advisory Board/

Thank you for your interest in Ottawa County Government

LAW OFFICE OF
BARBARA TSATUROVA, PLLC
P.O. BOX 2878
HOLLAND MI 49422

TELEPHONE (616) 931-1262

FACSIMILE (616) 931-0009

October 12, 2012

Ottawa County
Community Corrections Advisory Board
12220 Fillmore St
West Olive, MI 49460

Re: Open Committee Position

To Whom It May Concern,

I understand there is a vacancy for the Defense Attorney Committee Member position. I understand this is a two years commitment of four meetings a year. While I do not live in Ottawa County, my only office location is in Ottawa County. I understand the committee expectations are that members will be living in Ottawa County; however I feel a very direct connection with this community and feel that my living in Kent County would not be a hindrance to my service here.

I already serve on the board of a local non-profit in Zeeland and also as a member of the Ethics Committee for the ACA International. I volunteer my time at Wedgwood Christian Services in Grand Rapids as well. I am always looking for further opportunities to serve my communities and would be honored to donate my time to serve Ottawa County.

Thank you for your time and consideration in my application.

Warm Regards,

Barbara Tsaturouva

Barbara Tsaturouva
Attorney at Law

BARBARA TSATUROVA
ATTORNEY AT LAW

ADMISSIONS

State Bar of Michigan
Women's Lawyer Association
Ethics Committee Member for The Association of Credit and Collections Professionals
Map attorney for The Association of Credit and Collections Professionals
Eastern and Western United States District Courts
Tribal attorney for Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians
Tribal attorney for Nottawaseppi Huron Band of Potawatomi
Tribal attorney for Saginaw Chippewa Indian Tribe of Michigan
Tribal attorney for Pokagon Band of Potawatomi Indians
Tribal attorney for Little River Band of Ottawa Indians

EXPERIENCE

Law Office of Barbara Tsaturova PLLC Sole Practitioner **March 2010 to Present**
Zeeland, Michigan

- Outside Corporate Counsel for multifaceted business. Manage legal docket of over 540 hearings a year.
- Manage Legal Department: staff of 10 employees including Legal Manager and Associate Counsel.
- Prepare and review vendor and client contracts and advise client on contractual obligations.
- Consistently review federal and state statutes, laws, and case law relevant to the business and prepare client for necessary documentation and policies and procedures changes from the same.
- Write policies and procedures for different areas of operations.
- Manage unemployment matters up to Circuit Court appeal. Advise on Human Resource issues.
- Advise client continually to avoid risk and protect the bottom line. Oversee corporate audit and compliance functions to ensure business objectives are aligned with same.

Barbara Tsaturova, Attorney at Law Sole Practitioner **July 2009 to March 2010**
Grand Rapids, Michigan

- Kent County Friend of the Court Private Custody Evaluator: meeting with parties and evaluating twelve custody factors making a report and recommendation to Circuit Court Judges.
- Primary practice areas include criminal defense, both appointed and private, divorce, custody and collections. Investigate and research factual basis of cases to prepare for trial. Conduct various types of hearings and try cases. Interpret and apply laws and court decisions for use in preparation of cases, opinions and briefs.
- Negotiate plea agreements and settlements.
- Conduct extensive legal research using independent judgment, discretion and initiative.

Law Office of Jolene J. Weiner-Vatter Associate Attorney **September 2008 to July 2009**
Grand Rapids, Michigan

- Areas of practice include: Criminal Defense: Misdemeanor and Felony, Appeals and Family matters such as divorce and custody.
- Criminal Misdemeanor Appointed Attorney in various district courts.
- Investigated and researched factual basis of cases to prepare for trials. Conducted various types of hearings, *voir dire* and tried cases.
- Interpreted and applied laws, court decisions and other legal authorities for use in preparation of cases, opinions and briefs.
- Negotiated plea agreements and settlements with opposing counsel. Prepared pleadings and other legal documents in connection with trials, hearings and other legal proceedings. Conducted extensive legal research using independent judgment, discretion and initiative.

BARBARA TSATUROVA

ATTORNEY AT LAW

- Interviewed and advised clients in all matters of various types of cases.

Stenger & Stenger P.C.
Grand Rapids, Michigan

Associate Attorney

December 2007 to September 2008

- Criminal Defense Misdemeanor Appointed Attorney in various district courts.
- Conferred with clients, meeting with City or County Prosecutors on pleas, attending pretrials, settlement conferences, pleas and sentencing.
- Worked as Collections/Creditor's Rights Civil Litigation Attorney and Paralegal.
- Researched legal questions for clients and collectors and created new pleadings for various issues arising in suit.
- Responsible for managing 1,400 files in Kentucky & Indiana.
- Responsible for hiring local counsel, drafting retainers and prepping counsel for hearings.
- Trained paralegals in Indiana and Kentucky litigation and delegated tasks to assistants.

EDUCATION

Grand Valley State University, Michigan <i>Management Certification</i>	2010
Regent University School of Law, Virginia <i>Juris Doctor</i> With special permission, simultaneously worked full time while attending law school full time.	2005
Calvin College, Michigan <i>Bachelor of Arts in Psychology with Minor in Sociology/Criminal Justice</i>	2002

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

Date 10/12/2012

Position Applying For Community Corrections Advisory Board/Defense Attorney

Position Applying For _____

Position Applying For _____

Name Barbara Tsaturova

Address 9 East Main

City Zeeland ST MI Zip 49464

Last 4 digits of social security number 7965 Birth Month 4 Birth Day 19

Contact Information:

Home Phone 616-980-6810

Work Phone 616-931-1134

E-mail barbara@bntlaw.com

Fax Number 616-980-6810

Education:

School Regent Law School

School Calvin College

Degree J.D.

Degree B.A.

Employment Background:

Current Employer Law Office of Barbara Tsaturova PLLC Position Sole Proprietor

Responsibilities

Civil litigation attorney and outside business Counsel.

I have previous experience in family law and criminal law. I was a court appointed attorney for the district courts in Kent County for criminal defense.

Previous Employer Law Office of Jolene Weiner-Vatter Position Associate Attorney

Responsibilities

Associate in small practice but practiced family law, felony and misdemeanor criminal work, criminal appeals and other civil litigation.

Length of Residency in Ottawa County 0

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?

Member of the Ethics Committee of ACA International. MAP attorney member of ACA.

Secretary on Board of non-profit in Zeeland. (Imagination Station).

Member of Women's Lawyer 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?

Although I live in Kent County, I work in Ottawa County and want to be a active member of my working community. I know the requirements state the general expectation is that a member of this Committee will live in Ottawa County however I do spend a lot of my time in this community as this is the location of my law office.

I have previous experience in criminal defense and have a passion for service.

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:

Business Community/Community Corrections Advisory Board/

Thank you for your interest in Ottawa County Government

Action Request



Committee: Human Resources Committee

Meeting Date: 12/11/2012

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):

*Valorie M. Putnam

Joan J. Epperson

to fill one (1) Education Sector vacancy on the Workforce Development Board beginning January 1, 2013 and ending December 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 AREA INTERMEDIATE
SCHOOL DISTRICT

THOMPSON M-TECSM

6364 136th Avenue Pvt.
Holland, MI 49424

(616) 738-8935

(877) 298-0007

FAX (616) 738-8936

www.oaisd.org

www.mtec.org

November 19, 2012

Ottawa County Clerk's Office
12220 Fillmore Street, Room 130
P.O. Box 296
West Olive, Michigan 49460

Dear Ottawa County Board of Commissioners:

It is my intention to indicate my continuing interest in serving on the Ottawa County Workforce Development Board as an Education Representative. I have a sincere interest in the workforce development issues and initiatives both present and emerging. It would be my honor to continue in my current role.

As I am the current Director of the Patrick A. Thompson M-TEC, I feel that my current duties are relevant to the overall workforce development picture in Ottawa County. The M-TEC is the adult training arm of the Ottawa Area Intermediate School District and we operate at this facility in partnership with Grand Rapids Community College. We regularly consult data relevant to in-demand occupations and collaborate with regional partners to both develop new programming to meet the needs of the regional workforce and sunset older programs that do not meet current demand criteria. As an organization we also participate in OCMWA events such as "Ready Now" and support programs such as "Literacy to Work" at the Adult Learning Center of West Michigan. This allows us to be of service to our region in partnership with Michigan Works!

Thank you for your time and consideration.

Sincerely,

Valorie Putnam
Director, Patrick A. Thompson M-TEC
6364 136th Pvt. Holland, MI 49424
1.877.298.0007 ext. 4203

*Mission Statement:
We provide and enrich
educational opportunities
for students, schools,
and communities.*

M. Valorie Putnam

Professional Experience and Education Summary

Val holds an M.A. in Vocational Education from Western Michigan University and is a member of the Outstanding Alumni Academy. She holds her Continuing Teaching Certification, Full Vocational Authorization, Central Office/Secondary Administrative Certification and is a graduate of the Leadership Development Program (LDP) for Vocational Administrators. She holds a B.S. in Art Education from Northern Michigan University and was the recipient of the Academic Excellence Award and two Academic Scholarships. She was awarded membership in Phi Kappa Phi, Kappa Delta Pi and graduated Summa Cum Laude from both Universities. She earned an Associate of Science from Northwestern Michigan College.

Her current professional experience includes: Serving as the Director of the Thompson M-TEC for the Ottawa Area Intermediate School District (OAISD) and currently serves on the Ottawa County Michigan Works Agency Workforce Development Board. Previous service includes: Career Prep and Adult Training Consultant at the OAISD; Marketing Education and Child Labor Risk Management Consultant for the Michigan Department of Education Career, Curriculum and Technical Education Services Department and Director of the Center for Workforce Excellence at the Regional Manufacturing Technology Center in Battle Creek. She was also a contracted Consultant with the Iowa State Department of Education when the state's strategic plan called for the implementation of the School-To-Work legislation in schools across the state. This was the result of working on a demonstration grant awarded to Kalamazoo Education for Employment through Jobs for the Future in Boston promoting School-to-Work programs. While in Kalamazoo she was a coordinator for county-wide work-based-learning programs for high school industry-based programs. She served on a number of advisory bodies for the Kalamazoo Valley ISD and Kalamazoo Valley Community College.

Prior to leaving the classroom Val was the Marketing Program Manager at the Branch Area Career Center where she was responsible for instruction, the school store lab and advising a 100+ member DECA Chapter that won many regional, state and national awards. She served as School Improvement Project Chair, Gifted and Talented Liaison, Youth Club Council Teacher Representative, Educational Development Plan Committee Member and Tech Ed Project Member. She began her career as a Visual Communications and English Teacher at Albion-Washington Gardner Jr. High School after substitute teaching full-time in the Detroit area and serving as the Art Director for Albion College Summer Adventure and Crystallaire Summer Camp on Crystal Lake near Beula, Michigan.

Published Curriculum Work includes:

“Risk Management for Work-Based Learning,” State of Michigan publication

“Advancing in the World of Work,” One of a series of texts written to assist special needs students in transitioning to the world of work, co-authored with Grady Kimbrell and Ben Vinyard and published by Glencoe, Macmillan/McGraw-Hill

“Sales Prospecting,” SE - LAP 116, Marketing Specialist Level. Copyright, MarkED, Marketing Education Resource Center, Inc., The Ohio State University.

Board Memberships have included:

Michigan Career Placement Association, Past President

Michigan Marketing Educators Board, and the Marketing Education Association-National State DECA Advisory Board

State Advisory Board for Michigan Jobs Commission

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

Date 11/19/2012

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

Position Applying For _____

Position Applying For _____

Name Valorie M Putnam

Address 877 Bluff Creek Drive

City Grand Haven ST MI Zip 49417

Last 4 digits of social security number 5498 Birth Month 8 Birth Day 27

Contact Information:

Home Phone 616-738-8935

Work Phone 616-402-5580

E-mail vputnam@oaisd.org

Fax Number 616-738-8935

Education:

School Western Michigan University

School Northern Michigan University

Degree MA Career & Technical Education

Degree BA Education

Employment Background:

Current Employer Ottawa Area Intermediate School District Position Director, Thompson M-TEC

Responsibilities

Direct all activities related to personnel, training, curriculum development, program delivery, funding, solutions development both strategically and on a daily basis for the Patrick A. Thomson M-TEC, an adult training institution arm of the Ottawa Area Intermediate School District, partnered with Grand Rapids Community College

Previous Employer Michigan Department of Education Position State Marketing Educaiton Program Director and Consular

Responsibilities

Direct all state level activities related to career and technical education as it related to Marketing Education, DECA, Cooperative Education. Provide consultant services to local districts across the entire state.

Length of Residency in Ottawa County 30

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?

Current member of the Ottawa County Workforce Development Board. Former President of the Michigan Association of School Placement Personnel; Former DECA state advisory board member; Member at Large of the Michigan Marketing Educators State 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 feel that it is important to be a member of a board which is so critical to meeting the workforce development goals of our region. My current job requires that I am extremely knowledgeable about the current available workforce and cognizant of the future needs of our region. I feel I have expertise to share with the board as they make decisions about resource allocation.

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:

Education Sector (BC)/Workforce Development Board/

Thank you for your interest in Ottawa County Government

November 16, 2012

To: Selection Committee
Ottawa County Board

From: Joan Epperson, President
Global Business Solutions & Assoc., LLC (GBSA)

RE: Ottawa County Board Positions

Good Morning,

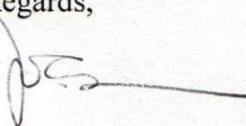
I am Joan Epperson, President of Global Business Solutions & Associates, LLC. I am a 6 1/2 year resident of Ottawa County and a current member of CEDS.

I am applying for three positions on various County Boards. . My background, business alignment, and experience are just a few of my qualifications. I also have the talent, ability and desire to make a difference. My application and resume are attached.

Thank you for considering me for this opportunity. I am available to answer any questions that you may have.

Best Regards,

Joan



Joan J. Epperson

Telephone: 616.570.3877

Email: joan-epperson@globalbsa.com

EXPERTISE

Non-Traditional Employment ~ Education in the 21st Century ~ Leadership and Business Development ~ Sales & Marketing

Joan Epperson is the founder and president of Global Business Solutions and Associates, LLC (GBSA) d/b/a Collaborative Team International (CTI). As a non-traditional employment and professional development expert, Joan's comprehensive skills and competencies include: leadership, customer service, professional development, strategic planning, and business growth expertise. Her client base includes federal, state and municipal governments, colleges, universities and corporations.

RECORD OF EXPERIENCE

**Global Business Solutions & Assoc., LLC
d/b/a Collaborative Team International**

February 2009 to Present

President

Contracting Expert

- Expert in developing and winning Federal, State, Municipal and Corporate Contracts. Current Contracts include:
 - Federal contracts with the Department of Labor and Small Business Administration
 - State and municipal contracts with the Commonwealth of Pennsylvania and City of Grand Rapids, MI.
 - Other contracts Grand Rapids Community College, State Farm Agents and other corporations.
- Well defined contracting systems and processes that deliver desired results.
- A comprehensive network of resources, tools, and technology for all phases of the contracting process.
- Business Focus:
 - Diversity and Inclusion.
 - Collaboration.
 - Non-Traditional Employment Expert.
 - Education for the 21st Century.
 - Employment for the 21st Century.

Education in the 21st Century Expert

- Through GBSA, Joan provides educational institutions with:
 - Systems and processes for increasing and retaining students.
 - Evaluating curriculums.

- Developing outreach strategies.
- Preparing students for employment in the 21st Century.

Leadership and Business Development Expert

Joan developed and implemented the “*CTI Teaming for Success in the 21st \ Century*” business strategy. She is:

- An expert in Project Management and Organizational Design.
- An exceptional mentor, coach and consultant.
- An excellent facilitator and provides almost 300 complete and comprehensive curriculums.
- A highly skilled expert in meeting facilitation, strategic planning and conflict resolution.

Sales and Revenue Expert

Joan is:

- An ***Award Winning*** sales, marketing, and business results expert.
- Highly skilled in Sales/Revenue Gap Analysis. She is able to diagnosing/analyzing organizational challenges and working with clients to deliver desired results.
- Results oriented. She has a consistent track-record of developing and implementing systems and processes that deliver sustained sales and revenue increases.
- An expert in recruiting, selecting and developing sales professionals.

State Farm Insurance Companies

September 1984 to February 2009

Agency Field Consultant

January 2003 to February 2009

- Award Winning Sales Consultant.
- Developed/implemented systems and processes that deliver business results.
- Developed and implemented strategic sales, marketing, staffing and business development plans.
- Developed and implemented tracking/reporting systems, incentive programs, processes, and procedures.
- Award winning Sales Consultant that delivered exceptional business results.

Emerging Markets Liaison,

October 2001 to January 2003

- Project Manager for a cross-functional team that created the enterprise solution for translation, interpretation, and acculturation.
- Developed and implemented the business strategy for providing marketing and sales material in multiple languages.
- COO for an enterprise insurance and financial service process improvement team;
- recommendations resulted in process improvements, expense savings, and operational efficiencies.

Director of Regional Services,***June 2000 to October 2001***

- Project Manager for the construction, staffing, and development of a bilingual customer contact center for several hundred employees; project was delivered on-time and under budget.
- Collaborated with Customer Contact Centers in a “virtual environment.” Developed and implemented new systems and processes. Ensured that all systems and processes were identical and the customer experience was consistent at all locations.

Director of Customer Contact Center,***June 1998 to June 2000***

- Effectively led a department of 600 employees including 11 direct reports.
- Motivated and worked effectively with people from diverse backgrounds, cultures, and experiences.
- Collaborated with internal departments, vendors, and other external resources to achieve exceptional business results.
- Extensive leadership experience and success managing and implementing organizational Design and Change Management.
- Project Manager for the development and implementation of State Farm Bank (SFB). SFB is now ranked as one of the Top 10 banks in the United States.

Claims Management/Claims Department,***September 1984 to June 1998***

- Led claims department consisting of 100 employees with a management team of eleven.
- Supervised numerous catastrophe operations in multiple states.
- Developed /implemented new processes and procedures for catastrophe claims department.
- Managed many complex litigation claims for injury and physical damage claims.
- Testified on behalf of the State Farm during court proceedings.

DEVELOPMENT/ACHIEVEMENTS

Bachelor of Science Degree: Political Science; Texas A & M University

Project and Sales Management: Sandler Sales Institute; Six Sigma Green Belt (in progress); Book Yourself Solid Certified Coach; and Sales Cycle Training

Leadership/Executive Development: Brookings Institute; Speak Easy; Agency Development Curriculum; Center for Creative Leadership; and Hillsdale Leadership Institute

Insurance and Financial Services Development: Associates in Claims (AIC); 5-Courses toward Chartered Life Underwriters Designation (CLU); and American College curriculum for “Marketing Financial Services to Women”

Licenses and Certifications: Property/Casualty and Life/Health License for State of Michigan

Personal Awards and Recognition: Selection Committee for CETUSA International Scholarship; Judge for State of Michigan 2011 DECA Conference; Qualified for Ambassador Travel-6 consecutive years; Qualified for Great Lakes Leaders Club-4 years; Qualified as one of the Top 10 Agency Departments; Received several Special Achievement Awards; Agency Special Achievement Award Recipient; Selected to lead numerous Enterprise Initiatives; Project Leader for numerous Enterprise Initiatives

Appointments and Elected Positions: **Vice-President and Secretary** for Ottawa County Economic Development Corporation; West Michigan Regional Planning Commission and West Michigan Regional Council, Membership Committee Chair and Statewide Membership Committee representative for Inforum.

Global Business Solutions & Associates, LLC and Collaborative Team International Awards and Recognition: 2011 Uncommon Greatness Award Nominee and 2011 Diversity Visionary Award Nominee; Selected to attend NASA's Small Business Conference in Alabama; Selected to attend the Department of Labor Small Business Conference in San Francisco.

PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS

Member of the Following Organization: The Grand Rapids Monday Group for Supplier Diversity; West Michigan Minority Contractors Association; WGVU Public Broadcasting Service Steering Committee; G. R. Ford Job Corps Community Relations Committee; Grand Rapids Chamber of Commerce and Grand Rapids Black Chamber of Commerce. She is also a volunteer for Junior Achievement.

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

Date 11/16/2012

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

Position Applying For _____

Position Applying For _____

Name Joan J Epperson

Address 6132 Regal Dr. SW

City Grandville ST MI Zip 49418

Last 4 digits of social security number 925 Birth Month 10 Birth Day 1

Contact Information:

Home Phone 616-570-3877 Work Phone --

E-mail joan-epperson@globalbsa.com Fax Number 616-570-3877

Education:

School Texas A & M University School _____

Degree B.S. Political Science Degree _____

Employment Background:

Current Employer Global Business Solutions & Assoc., LLC Position President

Responsibilities
IFarm Insurance Companies. During her 20+ year career, Joan lived and worked in multiple states and communities. Her contributions to the State Farm organization include development and implementation of the Customer Response Center; development and launch of State Farm Bank; COO for the Continuous Renewal Group Enterprise Initiative and leading numerous Special Disaster Initiatives.

As an award-winning leadership, consulting and sales professional, Joan has over 25+ years of experience:

Previous Employer State Farm Insurance Companies Position Agency Field Consultant

Responsibilities
State Farm Insurance Companies September 1984 to February 2009
Agency Field Consultant January 2003 to February 2009
• Award Winning Sales Consultant.
• Developed/implemented systems and processes that deliver business results.
• Developed and implemented strategic sales, marketing, staffing and business

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 a current member of CEDS and would like to return. Joan is Vice-President and Secretary for the Ottawa County Economic Development Corporation and Vice-President and Secretary for The Brownfield Redevelopment Authority Board. She is also a supporter of: The Community Economic Development Strategies Committee; Grand Rapids Monday Group for Supplier Diversity; West Michigan Minority Contractors Association; WGVU Public Broadcasting Service Steering Committee; G. R. Ford Job Corps Community Relations Committee; Grand Rapids Chamber of Commerce and Black Chamber of Commerce. She is also a volunteer for Junior Achievement.

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 will add value to the committee and to Ottawa County. I demonstrated my ability to do so during my past term.
- I am a Non-Traditional Employment expert and Prison Reentry and Ex-Offender employment are primary areas of focus for my business.
- In addition, my company offers over 300 different employee development curriculums and my background and experience will allow me to contribute.

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: 12/11/2012

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):

*Luke A. Meerman

to fill one (1) Township Government vacancy on the Agricultural Preservation Board beginning January 1, 2013 and ending December 31, 2015 (three (3) year term).

*David J. Kraker

to fill one (1) General Member vacancy on the Sanitary Board of Appeals January 1, 2013 and ending December 31, 2015 (three (3) year term).

*Joan J. Epperson

to fill one (1) Private Sector vacancy on the Comprehensive Economic Development Strategy Committee (CEDS) beginning January 1, 2013 and ending December 31, 2013 (one (1) year term).

*William E. Miller

to fill one (1) Agricultural Sector vacancy on the Ottawa County Planning Commission beginning January 1, 2013 and ending December 31, 2015 (three (3) year term).

*Bruce J. Adair

to fill one (1) Economic Sector vacancy on the Workforce Development Board beginning January 1, 2013 and ending December 31, 2015 (three (3) year term).

*David L. Vander Kooi

to fill one (1) Ottawa County Private Sector vacancy on the West Michigan Regional Planning Commission beginning January 1, 2013 and ending December 31, 2013 (one (1) 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 11/16/2012

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

Position Applying For _____

Position Applying For _____

Name Luke A Meerman

Address 14250

City Coopersville ST mi Zip 49404

Last 4 digits of social security number 6156 Birth Month 3 Birth Day 8

Contact Information:

Home Phone 616-617-9400 Work Phone --

E-mail lukemeerman@gmail.com Fax Number 616-617-9400

Education:

School _____ School _____

Degree _____ Degree _____

Employment Background:

Current Employer Grassfields LLC member Position Owner

Responsibilities

Project manager

Sales (whole sale, Retail)

Previous Employer None Position _____

Responsibilities

Length of Residency in Ottawa County 37

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 have served on the PDR board](#)

[Ottawa County VP Farm Bureau](#)

[Grand Valley Baptist church trustee](#)

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?

[Farmland preservation is an investment for our future generations. It is going to take an Ottawa County that is diverse in its scope of economic opportunity to be sustainable.](#)

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

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

Date 10/29/2012

Position Applying For Sanitary Board of Appeals/Member (BC)

Position Applying For _____

Position Applying For _____

Name David J Kraker

Address 5737 Lake Mich. Dr.

City Allendale ST MI Zip 49401

Last 4 digits of social security number 5718 Birth Month 5 Birth Day 29

Contact Information:

Home Phone 616-895-5249 Work Phone 616-402-0599

E-mail dkraker@altelco.net Fax Number 616-895-5249

Education:

School Ferris State University School _____

Degree B.S. Environmental Health Degree _____

Employment Background:

Current Employer Retired Position _____
Responsibilities _____

Previous Employer Kent County Health Department Position Director of Environmental Health

Responsibilities
All administrative responsibilities for the Environmental Health, Public Health Lab and Animal Control sections.

Length of Residency in Ottawa County 54

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?

Presented at Kent Co. Sanitary Appeals Board, conducted pre-appeal hearings. Elected to council of local church

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?

My experience as field Sanitarian, Supervisor and Director would be an asset to the Sanitary Appeals Board.

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

November 16, 2012

To: Selection Committee
Ottawa County Board

From: Joan Epperson, President
Global Business Solutions & Assoc., LLC (GBSA)

RE: Ottawa County Board Positions

Good Morning,

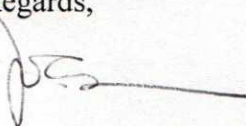
I am Joan Epperson, President of Global Business Solutions & Associates, LLC. I am a 6 1/2 year resident of Ottawa County and a current member of CEDS.

I am applying for three positions on various County Boards. . My background, business alignment, and experience are just a few of my qualifications. I also have the talent, ability and desire to make a difference. My application and resume are attached.

Thank you for considering me for this opportunity. I am available to answer any questions that you may have.

Best Regards,

Joan



Joan J. Epperson

Telephone: 616.570.3877

Email: joan-epperson@globalbsa.com

EXPERTISE

Non-Traditional Employment ~ Education in the 21st Century ~ Leadership and Business Development ~ Sales & Marketing

Joan Epperson is the founder and president of Global Business Solutions and Associates, LLC (GBSA) d/b/a Collaborative Team International (CTI). As a non-traditional employment and professional development expert, Joan's comprehensive skills and competencies include: leadership, customer service, professional development, strategic planning, and business growth expertise. Her client base includes federal, state and municipal governments, colleges, universities and corporations.

RECORD OF EXPERIENCE

**Global Business Solutions & Assoc., LLC
d/b/a Collaborative Team International**

February 2009 to Present

President

Contracting Expert

- Expert in developing and winning Federal, State, Municipal and Corporate Contracts. Current Contracts include:
 - Federal contracts with the Department of Labor and Small Business Administration
 - State and municipal contracts with the Commonwealth of Pennsylvania and City of Grand Rapids, MI.
 - Other contracts Grand Rapids Community College, State Farm Agents and other corporations.
- Well defined contracting systems and processes that deliver desired results.
- A comprehensive network of resources, tools, and technology for all phases of the contracting process.
- Business Focus:
 - Diversity and Inclusion.
 - Collaboration.
 - Non-Traditional Employment Expert.
 - Education for the 21st Century.
 - Employment for the 21st Century.

Education in the 21st Century Expert

- Through GBSA, Joan provides educational institutions with:
 - Systems and processes for increasing and retaining students.
 - Evaluating curriculums.

- Developing outreach strategies.
- Preparing students for employment in the 21st Century.

Leadership and Business Development Expert

Joan developed and implemented the “*CTI Teaming for Success in the 21st \ Century*” business strategy. She is:

- An expert in Project Management and Organizational Design.
- An exceptional mentor, coach and consultant.
- An excellent facilitator and provides almost 300 complete and comprehensive curriculums.
- A highly skilled expert in meeting facilitation, strategic planning and conflict resolution.

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Joan is:

- An ***Award Winning*** sales, marketing, and business results expert.
- Highly skilled in Sales/Revenue Gap Analysis. She is able to diagnosing/analyzing organizational challenges and working with clients to deliver desired results.
- Results oriented. She has a consistent track-record of developing and implementing systems and processes that deliver sustained sales and revenue increases.
- An expert in recruiting, selecting and developing sales professionals.

State Farm Insurance Companies

September 1984 to February 2009

Agency Field Consultant

January 2003 to February 2009

- Award Winning Sales Consultant.
- Developed/implemented systems and processes that deliver business results.
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- Effectively led a department of 600 employees including 11 direct reports.
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- Extensive leadership experience and success managing and implementing organizational Design and Change Management.
- Project Manager for the development and implementation of State Farm Bank (SFB). SFB is now ranked as one of the Top 10 banks in the United States.

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- Supervised numerous catastrophe operations in multiple states.
- Developed /implemented new processes and procedures for catastrophe claims department.
- Managed many complex litigation claims for injury and physical damage claims.
- Testified on behalf of the State Farm during court proceedings.

DEVELOPMENT/ACHIEVEMENTS***Bachelor of Science Degree:*** Political Science; Texas A & M University***Project and Sales Management:*** Sandler Sales Institute; Six Sigma Green Belt (in progress); Book Yourself Solid Certified Coach; and Sales Cycle Training***Leadership/Executive Development:*** Brookings Institute; Speak Easy; Agency Development Curriculum; Center for Creative Leadership; and Hillsdale Leadership Institute***Insurance and Financial Services Development:*** Associates in Claims (AIC); 5-Courses toward Chartered Life Underwriters Designation (CLU); and American College curriculum for “Marketing Financial Services to Women”***Licenses and Certifications:*** Property/Casualty and Life/Health License for State of Michigan

Personal Awards and Recognition: Selection Committee for CETUSA International Scholarship; Judge for State of Michigan 2011 DECA Conference; Qualified for Ambassador Travel-6 consecutive years; Qualified for Great Lakes Leaders Club-4 years; Qualified as one of the Top 10 Agency Departments; Received several Special Achievement Awards; Agency Special Achievement Award Recipient; Selected to lead numerous Enterprise Initiatives; Project Leader for numerous Enterprise Initiatives

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Member of the Following Organization: The Grand Rapids Monday Group for Supplier Diversity; West Michigan Minority Contractors Association; WGVU Public Broadcasting Service Steering Committee; G. R. Ford Job Corps Community Relations Committee; Grand Rapids Chamber of Commerce and Grand Rapids Black Chamber of Commerce. She is also a volunteer for Junior Achievement.

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

Date 11/16/2012

Position Applying For Comprehensive Economic Development Strategy Committee (CEDS)/Private Sector (BC)

Position Applying For _____

Position Applying For _____

Name Joan J Epperson

Address 6132 Regal Dr. SW

City Grandville ST MI Zip 49418

Last 4 digits of social security number 925 Birth Month 10 Birth Day 1

Contact Information:

Home Phone 616-570-3877 Work Phone --

E-mail joan-epperson@globalbsa.com Fax Number 616-570-3877

Education:

School Texas A & M University School _____

Degree B.S. Political Science Degree _____

Employment Background:

Current Employer Global Business Solutions & Assoc., LLC Position President

Responsibilities

IFarm Insurance Companies. During her 20+ year career, Joan lived and worked in multiple states and communities. Her contributions to the State Farm organization include development and implementation of the Customer Response Center; development and launch of State Farm Bank; COO for the Continuous Renewal Group Enterprise Initiative and leading numerous Special Disaster Initiatives.

As an award-winning leadership, consulting and sales professional, Joan has over 25+ years of experience:

Previous Employer State Farm Insurance Companies Position Agency Field Consultant

Responsibilities

State Farm Insurance Companies September 1984 to February 2009

Agency Field Consultant January 2003 to February 2009

• Award Winning Sales Consultant.

• Developed/implemented systems and processes that deliver business results.

• Developed and implemented strategic sales, marketing, staffing and business

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 a current member of CEDS and would like to return. Joan is Vice-President and Secretary for the Ottawa County Economic Development Corporation and Vice-President and Secretary for The Brownfield Redevelopment Authority Board. She is also a supporter of: The Community Economic Development Strategies Committee; Grand Rapids Monday Group for Supplier Diversity; West Michigan Minority Contractors Association; WGVU Public Broadcasting Service Steering Committee; G. R. Ford Job Corps Community Relations Committee; Grand Rapids Chamber of Commerce and Black Chamber of Commerce. She is also a volunteer for Junior Achievement.

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If not, why not? _____

Why do you want to be considered for this appointment?

- I will add value to the committee and to Ottawa County. I demonstrated my ability to do so during my past term.
- I am a Non-Traditional Employment expert and Prison Reentry and Ex-Offender employment are primary areas of focus for my business.
- In addition, my company offers over 300 different employee development curriculums and my background and experience will allow me to contribute.

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 11/19/2012

Position Applying For Ottawa County Planning Commission/Agricultural Sector (BC)

Position Applying For _____

Position Applying For _____

Name William E Miller

Address 178298 40th Ave

City Conklin ST Mi Zip 49403

Last 4 digits of social security number 1768 Birth Month 5 Birth Day 24

Contact Information:

Home Phone 616-899-2678

Work Phone 616-262-5168

E-mail rafd53@aol.com

Fax Number 616-899-2678

Education:

School Coopersville High school

School GRCC

Degree Dipolma

Degree no degree

Employment Background:

Current Employer Rolling Acres Fruit and Dairy LLC Position Owner/Operator

Responsibilities

Daily management and responsibilities for a diversified cash crop livestock operation,

Previous Employer _____ Position _____

Responsibilities

Length of Residency in Ottawa County 59

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?

Current Vice Ch of Ottawa County Planning Com.

Current Vice Ch of the Ottawa County Ag Preservation com.

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?

Ag plays an important role in the economy of Ottawa County. I feel I can represent the ag community in issues that the Planning Commission addresses.

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 Sector (BC)/Ottawa County Planning Commission/

Thank you for your interest in Ottawa County Government

BRUCE J. ADAIR

Lakeshore Advantage
201 W Washington Ave
Zeeland, Michigan 49464

Business: (616) 772-5226
E-mail: bruce.adair@lakeshoreadvantage.com

PROFILE

Extensive business development and operational leadership experience in both corporate and not for profit settings with expertise in private brand development, offshore manufacturing, technology integration and business acquisitions. Utilizes a results-driven approach and critical analysis to lead innovation and continuous improvement projects that increase revenue and reduce costs. Known for strong communication, teaching and mentorship skills focused on improving management, leadership and planning of both individuals and teams. Improves market share by combining strategy development and business planning with an instinctive understanding of customer needs. Strategic and P&L responsibility.

PROFESSIONAL EXPERIENCE

LAKESHORE ADVANTAGE, Zeeland, Michigan

The primary economic development organization in the Holland, Zeeland and Saugatuck area.

Vice President of Business Services 2008 – present

Primary responsibility for the retention, growth and acquisition of businesses in the West Michigan region. Also responsible for the development and execution of the organizations information strategy utilizing nationally comparable survey and data base.

DAVID C. COOK PUBLISHING COMPANY, Colorado Springs, Colorado

A leading independent publisher of Sunday school curriculum, Christian Education program materials books and gifts.

Executive Vice President 2000 – 2006

Provided strategic direction and managed P&L for all facets of the business including human resources, information technology, manufacturing, distribution, product development, marketing and sales. Mentored and coached 5 Vice Presidents and two international Managing Directors as direct reports and provided leadership to up to 650 employees.

- Piloted the adoption of new manufacturing relationships and processes saving over \$2.5 million in capital equipment expenses while reducing manufacturing cost of goods by 25%.
- Steered a cross discipline team in the adoption of new 'pick to light' back end logistics system resulting in faster pick rates, fewer fill mistakes, less staff and a 12% reduction in labor costs.
- Developed strategy and implementation plans for new brands resulting in sharper product development focus and more title placement on store shelves.
- Guided the acquisition of two competitors and successfully integrated new acquisitions to maintain core competencies including recruitment and relocation of key personnel. New company focus enabled increased market share and introduction into new gift product markets.
- Led the creation and secured necessary approvals for all long range and annual analysis, plans, sales forecasts and expense budgets.
- Served as principal leader in the selection and implementation of a new ERP system and new business processes capable of increased transaction through put without increased operating costs.
- Recognized as highest rated instructor at International Christian Publisher's Institute. Created and delivered classes covering all elements of planning, business development and leadership.

Senior Vice President 1995 – 2000

Managed product development and distribution of publishing and international divisions including church educational materials as well as books and worship music in the US, Canada and the UK. Served as corporate officer and secretary of Board of Trustees.

- Guided, mentored and coached newly acquired UK publishing Managing Director and staff to first profitable results in 5 years.
- Facilitated research and development of new UK brands to expand market share and sales to new markets. Led the development of new events based initiative to gain market leadership position for new brands. Events quickly gained international leadership position including use of and filling Wembley Stadium.

BRUCE J. ADAIR

- Led in the sale of half share of UK division's song catalog to US music publisher thereby increasing royalty revenue 25% and recouping original investment.
- Directed revision of industry leading Sunday school curriculum and reduced product costs by directing the implementation of new graphic publishing front end.

Vice President, Curriculum Division 1990 – 1995

Led product development, marketing, sales and manufacturing of company's largest division. Generated record after tax profits by implementing new cost controls and increasing market share. Appointed to Board of Trustees.

- Directed new private branding strategy to gain larger clients and increase revenue.
- Researched and implemented new editorial front end to facilitate private brand client's direct access to content which reduced both internal and client costs.
- Improved on time, on budget tactical execution by implementing division wide planning procedures.
- Reduced editorial and manufacturing costs by restructuring and flattening the organization and tightening schedules.

Vice President of Marketing, Curriculum Division 1987 – 1990

Directed all marketing and sales functions for US and Canadian curriculum organizations including mass-market advertising and in house sales and service phone organizations.

- Increased productivity and close rates of telephone sales unit by developing innovative direct response campaigns that generated a qualified response rate at 2 points above the national norm.
- Developed new add on procedures for telephone service center that resulted in increased sales.

Director of Marketing, Curriculum Division 1980 – 1987

Managed all US curriculum division marketing functions.

- Researched and implemented quality assurance improvements that increased revenue through improved customer retention and longevity.

Marketing Manager, Curriculum Division 1978 – 1980

Directed all direct response and customer service functions

- Served as team leader for new market development through introduction of industry leading young adult curriculum.

EDUCATION

MA, Palmer Theological Seminary, Philadelphia, Pennsylvania

BA, Eastern University, St. Davids, Pennsylvania

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

Date 11/26/2012

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

Position Applying For _____

Position Applying For _____

Name Bruce J Adair

Address 1483 Stillwater Drive

City Holland ST MI Zip 49424

Last 4 digits of social security number 6848 Birth Month 4 Birth Day 19

Contact Information:

Home Phone 616-772-5226

Work Phone 616-834-4744

E-mail bruce.adair@lakeshoreadvantage.com

Fax Number 616-772-5226

Education:

School Eastern University

School Palmer Theological Seminary

Degree BA - Socioligy

Degree MA - Curriculum design

Employment Background:

Current Employer Lakeshore Advantage Position VP of Business Services

Responsibilities

Responsible for planning and implementing programs for business retention, growth and attraction.

Previous Employer David C Cook Publishing Co Position Exec VP, COO

Responsibilities

Responsible for all daily operations including planning, financial forecasting and achieving revenue and profit objectives

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?

Current member of the Workforce Development 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?

My interest in the community and furthering the economic vitality of our region is directly related to developing the available labor force to meet the skill needs of our growing business sectors.

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 12/07/2012

Position Applying For West Michigan Regional Planning Commission/Ottawa County Private Sector (BC)

Position Applying For _____

Position Applying For _____

Name David L Vander Kooi

Address 44 Newcastle Drive

City Zeeland ST MI Zip 49464

Last 4 digits of social security number 6737 Birth Month 11 Birth Day 1

Contact Information:

Home Phone 616-748-6988 Work Phone 616-510-1010

E-mail davevk@chartermi.net Fax Number 616-748-6988

Education:

School _____ School _____

Degree _____ Degree _____

Employment Background:

Current Employer Retired Position _____

Responsibilities _____

Previous Employer _____ Position _____

Responsibilities _____

Length of Residency in Ottawa County 71

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?

Holland City Council

Ottawa County Board of Commissioners

Ottawa County Road Commission Board

Boy Scout Board

Church Board

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Thank you for your interest in Ottawa County Government