

Agenda
Talent and Recruitment Committee
West Olive Administration Building – Board Room
12220 Fillmore Street, West Olive, Michigan 49460
March 16, 2021
1:30 PM

Public Comment

Consent Items:

1. Approval of the Agenda.
2. Approval of the Minutes from the [February 9, 2021](#) Talent and Recruitment Committee meeting.

Action Items:

1. [Community Mental Health Board Appointment](#)

Suggested Motion:

To place into nomination and forward to the Board of Commissioners the name of (*indicates recommendation from the Interview Subcommittee):

*Robert Brown

and to select one (1) to fill one (1) Family Member vacancy on the Community Mental Health Board beginning April 1, 2021 and ending March 31, 2024.

2. [Community Mental Health Board Appointment](#)

Suggested Motion:

To place into nomination and forward to the Board of Commissioners the name of (*indicates recommendation from the Interview Subcommittee):

*Lavonne Vanderzwaag

and to select one (1) to fill one (1) General Public vacancy on the Community Mental Health Board beginning April 1, 2021 and ending March 31, 2024.

Discussion Items:

1. Workforce Update; Marcie VerBeek

Adjournment

Comments on the day's business are to be limited to three (3) minutes.

TALENT AND RECRUITMENT COMMITTEE

Proposed Minutes

DATE: February 9, 2021

TIME: 1:01 p.m.

PLACE: Fillmore Street Complex

PRESENT: Kyle Terpstra (by zoom), Randall Meppelink (by zoom), Douglas Zylstra (by zoom),
Francisco Garcia (by zoom)

ABSENT: James Holtvluwer

STAFF & GUESTS: John Shay, Deputy County Administrator; Justin Roebuck, Clerk/Register (by
zoom), Sherri Sayles, Chief Deputy Clerk; Lynne Doyle, CMH Director (by zoom), Katie
Sims, Clerk's Office

SUBJECT: CONSENT ITEMS

TR 21-001 Motion: To approve the agenda of today as presented and to approve the minutes from
the December 8, 2020 Talent and Recruitment Committee meeting as presented.
Moved by: Randall Meppelink UNANIMOUS

SUBJECT: ELECTION OF COMMITTEE VICE CHAIR

TR 21-002 Motion: To elect Douglas Zylstra as Vice Chairperson of the Talent and Recruitment
Committee for 2021.
Moved by: Douglas Zylstra UNANIMOUS

SUBJECT: OTTAWA COUNTY ECONOMIC DEVELOPMENT CORPORATION/
BROWNFIELD REDEVELOPMENT AUTHORITY

TR 21-003 Motion: To place into nomination and forward to the Board of Commissioners the
names of (*indicates recommendation from the Interview Subcommittee):

*Rebecca Hop

and to select one (1) to fill one (1) Director vacancy beginning immediately and ending
December 31 2026.

Garry Post

and to select one (1) to fill one (1) Director vacancy beginning immediately and ending
December 31, 2021.

Moved by: Douglas Zylstra

UNANIMOUS

SUBJECT: LAKESHORE REGIONAL ENTITY SUBSTANCE ABUSE OVERSIGHT POLICY BOARD

TR 21-004

Motion: To place into nomination and forward to the Board of Commissioners the names of (*indicates recommendation from the Interview Subcommittee):

*Richard Kanten

*David Parnin

and to select two (2) to fill two (2) Lakeshore Regional Entity Substance Abuse Oversight Policy Board vacancies beginning immediately and ending December 31 2023.

Moved by: Randall Meppelink

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Interview Subcommittee – Consensus of the Committee was to keep Francisco Garcia, Randall Meppelink, Douglas Zylstra and John Shay on the Interview Subcommittee. Kyle Terpstra will serve as an alternate.
2. 2021 Talent and Recruitment Committee Meeting Schedule
 - a. Current – Second and Fourth Tuesday of Each Month at 1:00 p.m. as needed
 - i. Schedule as needed for Board and Commission Appointments
 - b. Current Quarterly Meeting Schedule
 - i. March 16, 2021 at 1:30 p.m.
 - ii. June 29, 2021, at 1:30 p.m.
 - iii. September 7, 2021 at 1:30 pm.
 - iv. December 7, 2021 at 1:30 p.m.

The Committee agreed on the above meeting times for 2021.

3. The Committee discussed if it was necessary to re-interview an applicant if they were going to serve another term on the board/commission and were recommended by the department head or organization. The Committee is in favor of interviewing everyone.

SUBJECT: ADJOURNMENT

The meeting adjourned at 1:13 p.m.

Action Request



Committee: Talent and Recruitment Committee

Meeting Date: 03/16/2021

Requesting Department: Administration

Submitted By: Regina MacMillan

Agenda Item: Community Mental Health Board Appointment

Suggested Motion:

To place into nomination and forward to the Board of Commissioners the name of (*indicates recommendation from the Interview Subcommittee):

*Robert Brown
and to select one (1) to fill one (1) Family Member vacancy on the Community Mental Health Board beginning April 1, 2021 and ending March 31, 2024.

Summary of Request:

The Board of Commissioners makes appointments to the various Boards and Commissions of the County per Board Policy - Appointments to Boards and Commissions.

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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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: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Goal 4: To Continually Improve the County's Organization and Services.

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

Goal 3, Objective 4: Evaluate communication with other key stakeholders.

Goal 4, Objective 4: Examine opportunities for increased cooperation and collaboration with local government and other partners.

Administration: Recommended Not Recommended Without Recommendation

County Administrator: *Alan G. Vaudenberg*

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 02/01/2021

Position Applying For Community Mental Health Board/Family Member (BC)

Position Applying For _____

Position Applying For _____

Name Robert Brown

Address _____

City _____ ST MI Zip _____

Last 4 digits of social security number 0 Birth Month _____ Birth Day _____

Contact Information:

Home Phone _____ Work Phone _____

E-mail _____ Fax Number _____

Education:

School University of Miami (Fla) School Miami Dade Junior College

Degree Bachelor of Architecture Degree Associate Arts

Employment Background:

Current Employer Retired Position _____
Responsibilities _____

Previous Employer Grand Valley State University (20 years) Position Campus Architect & Assistant Director Facilities Planning
Responsibilities _____

- Formulating and managing project budgets,
- Contract negotiations with professionals and contractors,
- Development and maintenance of University master professional and construction contracts,
- Development and maintenance of University design and planning standards,
- Monitoring construction for conformance to contract documents and University standards, reviewing and approving contractor application for payments, review and approval of all project related change orders, and overall project management for capital projects

Length of Residency in Ottawa County 43

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

Yes No

If so, describe

Son works for 20th Circuit Court

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

- Member, Construction Owners Association of America
- Member, West Michigan Minority Contractors Association
- Past Member, National Council of Architectural Registration Boards
- Past Member, Ottawa County Community Mental Health Board
- Member, Ottawa County Town Hall Coalition, Advocacy for Persons with Developmental Disabilities
- Past member, Holland Chamber of Commerce

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

If not, why not? _____

Why do you want to be considered for this appointment?

As a parent of a child with a developmental disability I have been a long time advocate for individuals with disabilities. Ottawa County is one of the best counties in the State providing services to those with developmental disabilities, mental illness and substance abuse in spite of the severe financial challenges the agency has faced in over the last several years. Wish to be a part of the Board governance that will insure that OCCMH continues along this path for many years to come.

Thank you for your interest in Ottawa County Government

Action Request



Committee: Talent and Recruitment Committee

Meeting Date: 03/16/2021

Requesting Department: Administration

Submitted By: Regina MacMillan

Agenda Item: Community Mental Health Board Appointment

Suggested Motion:

To place into nomination and forward to the Board of Commissioners the name of (*indicates recommendation from the Interview Subcommittee):

*Lavonne Vanderzwaag
and to select one (1) to fill one (1) General Public vacancy on the Community Mental Health Board beginning April 1, 2021 and ending March 31, 2024.

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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: Goal 1: To Maintain and Improve the Strong Financial Position of the County.

Goal 2: To Contribute to the Long-Term Economic, Social and Environmental Health of the County.

Goal 3: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Goal 4: To Continually Improve the County's Organization and Services.

Objective: Goal 1, Objective 1: Maintain and improve current processes and implement new strategies to retain a balanced budget.

Goal 1, Objective 2: Maintain and improve the financial position of the County through legislative advocacy.

Goal 3, Objective 4: Evaluate communication with other key stakeholders.

Goal 4, Objective 4: Examine opportunities for increased cooperation and collaboration with local government and other partners.

Administration: 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 02/12/2021

Position Applying For Community Mental Health Board/General Public (BC)

Position Applying For _____

Position Applying For _____

Name Lavonne (Vonnie) Vanderzwaag

Address _____

City _____ ST Mi Zip _____

Last 4 digits of social security number 0 Birth Month _____ Birth Day _____

Contact Information:

Home Phone _____ Work Phone _____

E-mail _____ Fax Number _____

Education:

School Western Michigan University School Grand Valley State University

Degree Masters Degree Masters

Employment Background:

Current Employer Grand Valley State University Position Part time Consultant

Responsibilities
Support first year teachers

Previous Employer Ottawa Area Intermediate School District Position Teacher and administrator

Responsibilities
Director of Early Childhood Services
Director of the Ottawa Area Center
Teacher

Length of Residency in Ottawa County 62

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

Yes No

If so, describe

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

I have served on the board of Ottawa Community Mental Health for several years

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

If not, why not? _____

Why do you want to be considered for this appointment?

I would like to contribute to my community.

Thank you for your interest in Ottawa County Government