



**Ottawa County**  
Board of Commissioners

**Joe Moss**  
Chairperson

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**Sylvia Rhodea**  
Vice-Chairperson

*To All Ottawa County Commissioners:*

The Ottawa County Board of Commissioners will meet on **Thursday, April 27, 2023 at 6:30 PM** for the regular April meeting of the Board at the Ottawa County Fillmore Street Complex in West Olive, Michigan and via Zoom and YouTube.

*The Agenda is as follows:*

1. *Call to Order by the Chairperson*
2. *Prayer and Pledge of Allegiance*
3. *Roll Call*
4. *Correspondence*
5. *Public Comment*
6. *Approval of Agenda*
7. *Consent Resolutions:*

*From the County Clerk/Register*

A. *Board of Commissioners Meeting Minutes*

*Suggested Motion:*

*To approve the minutes of the [April 11, 2023](#), Board of Commissioners meeting.*

8. *Public Hearings: None*

9. *Agenda and Action Requests*

*From the Finance and Administration Committee*

A. *Community Health Needs Assessment Contract*

*Suggested Motion:*

*To approve the 2023 Memorandum of Understanding for the Community Health Needs Assessment contract and funding.*

10. *Committee Reports*

11. *Public Comment*

12. *Additional Business*

A. *Report from County Administrator*

B. *Report from Commissioners who attended the Michigan Association of Counties Legislative Conference 4/24 – 4/26*

13. *Adjournment at Call of the Chairperson*

**PROPOSED  
PROCEEDINGS OF THE OTTAWA COUNTY  
BOARD OF COMMISSIONERS  
APRIL SESSION – FIRST DAY**

The Ottawa County Board of Commissioners met on Tuesday, April 11, 2023, at 9:00 a.m. and was called to order by the Chairperson.

The prayer was pronounced by Pastor Robert Trimble.

Chairperson Joe Moss led in the Pledge of Allegiance to the Flag of the United States of America.

Present at roll call: Gretchen Cosby, Lucy Ebel, Douglas Zylstra, Jacob Bonnema, Joe Moss, Rebekah Curran, Sylvia Rhodea, Roger Belknap, Roger Bergman, Allison Miedema.  
(10)

Absent: Kyle Terpstra (1)

Correspondence

None

Public Comments

Public comments were made by the following:

1. Michael Kuras-Spring Lake Township
2. Marla Walters-Holland Township
3. Stephen Rockman-Grand Haven Township
4. Jenna Vipond-Spring Lake Township
5. Vanessa Werle-Holland Township
6. Robert Collins-Spring Lake Village
7. David Barnosky-Port Sheldon Township
8. Jim Dana-Grand Haven City
9. Cindy Kornoelje-Tallmadge Township
10. Ken Schwallier-Wright Township
11. Cindy Spielmaker-Grand Haven City
12. Rich Dausman-Wright Township
13. Christi Meppelink-Zeeland Township
14. Sheri Greenberger-Holland City
15. Joe Spaulding-Holland Township
16. David Morren-Allendale Township
17. Karen Obits-Spring Lake Village
18. Dennis Dykhous-Georgetown Township
19. Alpha Mansaray-Holland Township
20. Donna Mooney-Georgetown Township

Approval of Agenda

B/C 23-094 Rebekah Curran moved to approve the agenda of today.

The motion passed.

Consent Resolutions

B/C 23-095 Allison Miedema motioned to move Consent Resolution I, the Ottawa Sands Treehouse Bid and Contract, to Agenda and Action Requests Item 9A.

B/C 23-096 Sylvia Rhodea moved to approve the following Consent Resolutions:

- A. To approve the minutes from the March 28, 2023, Board of Commissioners meeting.
- B. To receive for information the Correspondence Log.
- C. To receive for information the Ottawa County Prosecutor's Office 2022 Annual Report.
- D. To receive for information the Ottawa County 58<sup>th</sup> District Court 2022 Annual Report.
- E. To receive for information the Ottawa County 20<sup>th</sup> Circuit and Probate Courts 2022 Annual Report.
- F. To receive for information the Ottawa County Human Resources 2022 Annual Report.
- G. To receive for information the Ottawa County Community Action Agency 2022 Annual Report.
- H. To receive for information the Michigan State Extension 2022 Annual Report.
- I. To approve the request from the Sheriff's Office to allow Crisis Aid International to occupy the designated office space at the Fillmore Complex.
- J. To rescind the Board Resolutions Policy established by the prior Board which limited the Board's ability to speak on important issues.
- K. To approve the general claims in the amount of \$19,613,366.78 as presented by the summary report for February 27, 2023, through March 24, 2023.
- L. To approve the contract with Holland Litho for the printing and mail preparation of the Ottawa County Newsletter for the next four editions at the approximate cost of \$119,305.56.
- M. To receive for information the Comprehensive Annual Financial Report of the County of Ottawa for the Year Ended September 30, 2022.

- N. To receive the Local Government Retirement System Annual Report as required by Public Act 202 of 2017.
- O. To approve a request to fund Foam Firefighting Trailers from the Hazardous Material Technical Rescue Team operating budget, in which the county would pay 50% of the cost, or \$125,000.
- P. To approve the 2023 Ottawa County Equalized value and to appoint the Equalization Director to represent Ottawa County at State Equalization Hearings.
- Q. To approve the 2023 Ottawa County Equalized values Form L4037C for each jurisdiction in the County.
- R. To approve a grant agreement with Michigan Department of Agriculture and Rural Development for \$267,899.00.
- S. To approve a parcel cost-share contract with USDA-NRCS to secure federal Farm Bill funding for an agricultural easement.
- T. To approve the request from Community Mental Health to add one Mental Health Clinician – Diversion Liaison (Group T, pay grade 10), one Recovery Coach (Group T, pay grade 2), and one Mental Health Specialist – Community Support (Group T, pay grade 8) at a cost of \$172,358 for Fiscal Year 2023 to be funded by the Boundary Spanners Grant.
- U. To approve a proposal to add a Road Patrol Deputy position to the Allendale Charter Township Community Policing Contract 100% funded by Allendale Charter Township.
- V. To approve the request to add (1) Road Patrol Deputy position to the partners contracts funded by Hudsonville Schools (33.5%), Georgetown Township (33.5%), and Ottawa County (33.0%) per budget year at an initial cost of \$27,778.74.
- W. To approve the 2023 budget adjustments per the attached schedule.

The motion passed by the following votes: Yeas: Roger Belknap, Rebekah Curran, Gretchen Cosby, Jacob Bonnema, Sylvia Rhodea, Douglas Zylstra, Allison Miedema, Lucy Ebel, Roger Bergman, Joe Moss. (10)

#### Public Hearings

None.

#### Agenda and Action Requests

B/C 23-097

Allison Miedema moved to accept the bid from Apex Contractors, Inc. for construction of the Ottawa Sands treehouses at a cost of \$1,667,000.

The motion passed by the following votes: Yeas: Gretchen Cosby, Roger Bergman, Douglas Zylstra, Jacob Bonnema, Allison Miedema, Rebekah Curran, Lucy Ebel, Roger Belknap, Sylvia Rhodea, Joe Moss. (10)

#### Committee Reports

- A. Ottawa County Prosecutor's Office 2022 Annual Report-Lee Fisher presented the Ottawa County Prosecutor's Office 2022 Annual Report.

Roger Bergman left the meeting at 10:23 a.m.

- B. Ottawa County 58<sup>th</sup> District Court 2022 Annual Report-Honorable Bradley Knoll presented the Ottawa County 58<sup>th</sup> District Court 2022 Annual Report.
- C. Ottawa County 20<sup>th</sup> Circuit and Probate Courts Annual Report-Susan Franklin presented the Ottawa County 20<sup>th</sup> Circuit and Probate Courts 2022 Annual Report.
- D. Ottawa County Human Resources 2022 Annual Report-Marcie Ver Beek presented the Ottawa County Human Resources 2022 Annual Report.
- E. Ottawa County Community Action Agency 2022 Annual Report-Jennifer Brozowski presented the Ottawa County Community Action Agency 2022 Annual Report.
- F. Michigan State Extension 2022 Annual Report-Matt Shane presented the Michigan State Extension 2022 Annual Report.

#### Public Comment

1. Karen Obits-Spring Lake Village
2. Jim Kuiper-Holland Township

#### Additional Business

- A. Report from County Administrator-The County Administrator's report was presented.

#### Adjournment at Call of the Chairperson

The Chairperson adjourned the meeting at 12:13 p.m.

JUSTIN F. ROEBUCK, Clerk/Register  
Of the Board of Commissioners

JOE MOSS, Chairperson  
Of the Board of Commissioners

# Action Request

Electronic Submission – Contract # 1817



**Committee: BOARD OF COMMISSIONERS**

**Meeting Date: 2/16/2023**

**Vendor/3<sup>rd</sup> Party: MULTIPLE VENDORS**

**Requesting Department: PUBLIC HEALTH**

**Submitted By: KRIS CONRAD**

**Agenda Item: COMMUNITY HEALTH NEEDS ASSESSMENT CONTRACT**

## Suggested Motion:

To approve the 2023 Memorandum of Understanding for the Community Health Needs Assessment contract and funding.

## Summary of Request:

Since 2011, Corewell Health Zeeland Hospital, Holland Hospital, Trinity Health Grand Haven, United Way of Ottawa and Allegan Counties, Community Mental Health of Ottawa County, the Ottawa County Department of Public Health (OCDPH), and others have worked in partnership every three years to administer a Community Health Needs Assessment (CHNA) that helps identify local health needs. OCDPH acts as the coordinator and fiduciary for the CHNA process. More details are outlined in the attached Memorandum of Understanding. Completion of a CHNA every few years is a federal requirement for many healthcare organizations and is important for public health accreditation.

See Lisa Uganski or Derel Glashower for more information.

## Financial Information:

Total Cost: \$163,800.00

General Fund Cost: \$0.00

Included in Budget: Yes

If not included in Budget, recommended funding source:

## Action is Related to an Activity Which Is: Mandated

### Action is Related to Strategic Plan:

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

## Administration:

Recommended by County Administrator:

2/2/2023 4:51:56 PM

Committee/Governing/Advisory Board Approval Date: FINANCE AND ADMINISTRATION: 2/7/2023

## **2023 Memorandum of Understanding**

This Memorandum of Understanding (MOU) is entered into between Community Mental Health of Ottawa County, Community SPOKE, United Way of Ottawa and Allegan Counties, Holland Hospital, Trinity Health Grand Haven, Corewell Health Zeeland Hospital, Ottawa County Department of Public Health, Ottawa Area Intermediate School District, and the Ottawa County Stop Child Abuse and Neglect (SCAN) Council ("collectively referred hereinafter as "the Partners").

### **A. PURPOSE AND SCOPE**

This MOU outlines a collaborative project to conduct a county-wide Community Health Needs Assessment (CHNA) followed by a Community Health Improvement Plan (CHIP). The purpose of the project is to:

- To support a formal and comprehensive community health needs assessment process that will allow for a systematic review of health status in Ottawa County.
- To create an infrastructure that will permit easy dissemination of available data and enable a continued partnership.
- To create a community health profile report that will allow for prioritization of needs, informed decision making, resource allocation and collective action to improve health outcomes.
- Based on the findings of the CHNA, create a community-informed health improvement plan with identified priorities and objectives, for the purpose of guiding strategic collective action to improve health outcomes in Ottawa County.

### **B. STATEMENT OF MUTUAL BENEFIT AND INTERESTS**

The Partners have a mutual interest in improved health outcomes for the individuals in their core service area. Through collaborative leadership, assessment and planning, each Partner will benefit by achieving their organizational goals and objectives in a more effective, efficient manner.

### **C. TERMS OF THE MOU**

#### Responsibilities of all Partners:

- Actively participate in the CHNA and CHIP Partner meetings.
- Participate in CHNA process of collecting/providing health data.
- Provide contact information for Key Informants.
- Distribute Key Stakeholder Survey and Underserved Resident Survey.
- Engage in the CHIP process and commit to incorporate one or more priorities and/or objectives into organization-level strategic plan and/or organization-level health improvement plan.
- Ensure all Partners are informed and involved in decision-making related to both the CHNA and CHIP process.
- Agree to consensus-based decision making.
- Attend project planning meetings and share tasks.
- Share in the cost of conducting the CHNA and the CHIP as agreed upon at each step or committed to by contract.

#### No liability to Third Party:

As between the Partners, no Partner will have any liability to any third party of any Partner for any obligations set forth in or arising out of this MOU except as expressly agreed to by a Partner in a writing executed by an authorized representative of said Partner.

#### Indemnification:

Each Partner shall indemnify the other Partners and their directors, employees and agents against, and hold them harmless from, any and all liability, loss, or damages (including reasonable attorneys' fees) resulting from or arising out of the acts or omissions of the indemnifying Partner.



Responsibilities of the Ottawa County Department of Public Health:

- Coordinate the logistics associated with conducting the Ottawa County Behavioral Risk Factor Survey (BRFS), the Maternal Child Health (MCH) Assessment and the broader Ottawa County CHNA and the Ottawa County CHIP.
- Provide oversight to the contractor(s); contractors may or may not be the same for the project components.
- Manage and house all raw data, with the exception of primary data planned to be collected in coordination with the OAISD
- Coordinate and facilitate CHNA and CHIP Partner meetings.
- As needed, create Requests for Proposal for any project component.
- Serve as fiduciary for the project contracts.
- Contribute \$31,575 to the project.
- Adhere to the report requirements, including timelines, set on **Addendum A** to this MOU.

Responsibilities of Holland Hospital:

- Contribute \$31,575 to the project.

Responsibilities of Corewell Health Zeeland Hospital:

- Contribute \$31,575 to the project.

Responsibilities of Trinity Health Grand Haven:

- Contribute \$31,575 to the project.

Responsibilities of the United Way of Ottawa and Allegan Counties:

- Use CHNA data in the Health section of the United Way Community Assessment process.
- Pay for printing of the CHNA and CHIP Summary Reports.

Responsibilities of Community SPOKE:

- Coordinate and facilitate the use of the CHNA and CHIP among nonprofit organizations in Ottawa County, helping to address gaps and reduce unnecessary duplication.

Responsibilities of Community Mental Health of Ottawa County:

- Contribute \$3,000 for the purchase of incentives by the selected contractor for use with the Underserved Resident Survey component of the Community input and analysis piece of the CHNA project.

Responsibilities of Ottawa Area Intermediate School District:

- Contribute \$1,500 for the purchase of incentives by the selected contractor for use with the Underserved Resident Survey component of the Community input and analysis piece of the CHNA project.
- Contribute \$3,000 toward the Maternal Child Health (MCH) Assessment portion of the CHNA.

Responsibilities of OCDPH Community Health Services:

- Contribute \$3,000 toward the MCH Assessment.

Responsibilities of Ottawa County SCAN Council:

- Contribute \$2,000 toward the MCH Assessment.

**D. TIMELINE**

**The following timeline has some built in flexibility.**

*Underserved Resident Survey Timeline*

Questionnaire draft to CHNA Task Force	October 14, 2022
Questionnaire finalized	October 28, 2022
Begin enlisting area agencies/organizations to assist	October 24, 2022
Programming/testing online version (if applicable)	November 4, 2022

Begin data collection	November 7, 2022
Begin data entry	December 12, 2022
Finish data collection	August 31, 2023
Data cleaning/coding/tabulation/coding	September 4, 2023
Dataset finalized	September 18, 2023

*Key Stakeholders Interviews Timeline*

Discussion guide draft to CHNA Task Force	November 7, 2022
Discussion draft finalized	November 21, 2022
Begin recruiting Key Stakeholders	January 9, 2023
Begin interviews	January 16, 2023
Begin transcription of interviews	January 23, 2023
Finish interviews	February 13, 2023
Finish transcription of interviews	February 20, 2023

*Key Informants Online Survey Timeline*

Questionnaire draft to CHNA Task Force	December 16, 2022
Questionnaire finalized	January 6, 2023
Programming/testing of questionnaire	January 20, 2023
Begin data collection	February 3, 2023
Finish data collection	March 3, 2023
Data cleaning/coding/tabulation/coding	March 10, 2023
Dataset finalized	March 24, 2023

*Population Health Data Tool Timeline*

Discuss data tool construction with CHNA Task Force	June 5, 2023
Begin building and populating database	June 12, 2023
Database to CHNA Task Force for approval	July 17, 2023
Database complete	July 24, 2023

*BRFS Timeline*

Questionnaire draft to CHNA Task Force	January 6, 2023
Questionnaire finalized	February 3, 2023
Programming/testing of questionnaire	March 3, 2023
Begin data collection	April 3, 2023
Finish data collection	July 10, 2023
Data cleaning/coding/tabulation/coding	July 24, 2023
Weighting and raking of dataset	August 7, 2023
Final dataset sent to ODCPH	August 28, 2023

**Final Report Drafts**

**COMPLETE AND FINAL REPORTS**

**November 6, 2023**  
**November 30, 2023**

**E. ESTIMATED COSTS**

- |  |          |
|--|----------|
| • 2023 Behavioral Risk Factor Survey (N=1200; 112 Q's max) | \$72,000 |
| • 2023 Community Health Needs Assessment                   | \$47,300 |
| • 2023 Maternal Child Health Assessment                    | \$25,000 |
| • Gift cards for Underserved Resident Survey (300 x \$15)  | \$4,500  |
| • 2024 Community Health Improvement Plan                   | \$15,000 |
| • Printing CHNA & CHIP Infographic Reports                 | \$800    |

<b>EST. TOTAL COST</b>	<b>\$164,600</b>
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Signatory page for the 2023 CHNA/CHIP MOU

  
\_\_\_\_\_  
Adeline Hambley  
Health Officer  
Ottawa County Department of Public Health

1/18/23  
Date \_\_\_\_\_

Service Agreement between Multiple CHNA/CHIP Partners  
And The Ottawa County Department of Public Health  
February 2023

**SIGNATURE PAGE:**

**COUNTY OF OTTAWA**


By: \_\_\_\_\_  
Joe Moss, Chairperson  
Board of Commissioners

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Justin F. Roebuck, County Clerk/Register


\_\_\_\_\_  
Date

Signatory page for the 2023 CHINA/CHIP MOU

  
\_\_\_\_\_  
Lynne Doyle  
Executive Director  
Community Mental Health of Ottawa County

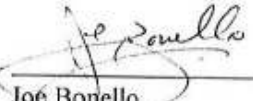
1/25/23  
\_\_\_\_\_  
Date

Signatory page for the 2023 CHNA/CHIP MOU

  
\_\_\_\_\_  
Brian Gaggin- Kelly Kearns  
President and CEO Chief Financial Officer  
United Way of Ottawa and Allegan Counties

1-27-2023  
Date

Signatory page for the 2023 CHNA/CHIP MOU

  
\_\_\_\_\_  
Joe Bonello  
VP of Nursing/CNO  
Holland Hospital

1/19/2023  
Date

Signatory page for the 2023 CHNA/CHIP MOU

  
\_\_\_\_\_  
Shellee Yaklin  
President  
Trinity Health Grand Haven

1.19.23  
\_\_\_\_\_  
Date



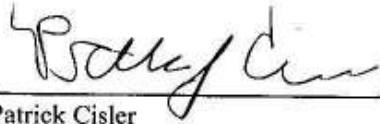
Signatory page for the 2023 CHNA/CHIP MOU

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*Paula Schuiteman-Bishop*  
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\_\_\_\_\_  
Paula Schuiteman-Bishop  
VP, Healthier Community Operations  
Corewell Health Zeeland Hospital

1/21/2023

\_\_\_\_\_  
Date

Signatory page for the 2023 CHNA/CHIP MOU



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Patrick Cisler  
Executive Director  
Community SPOKE

January 19, 2023

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Date

Signatory page for the 2023 CHNA/CHIP MOU

*Dr. Kyle Mayer*

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Dr. Kyle Mayer  
Superintendent  
Ottawa Area Intermediate School District

01/26/2023

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Date

Signatory page for the 2023 CHNA/CHIP MOU

*Leigh Moerdyke*

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Leigh Moerdyke  
Arbor Circle  
Ottawa SCAN Council

1/23/2023

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Date

**ADDENDUM A  
REPORT REQUIREMENTS  
AND REPORT TIMELINE  
FOR OTTAWA COUNTY DEPARTMENT OF  
PUBLIC HEALTH**

**Report Requirements**

- Clear description of the community assessed through primary and secondary research activities
- Collaborative/community definition of minority groups for the respective region
- Chronic diseases and primary health needs included in the final report and when possible, stratified by insurance status, income status, and minority population (as defined by the community)
- Health Care Resources: Minimally, Health Resources and Services Administration (HRSA) data on health professionals and facilities in defined community, and community asset mapping results
- Clear documentation on the primary and secondary research activity methods and responses
- Clear documentation of the process and method used to prioritize the significant health needs (defined as the 3-5 final, prioritized needs of the community)
- Clear documentation of the process used for consulting with persons representing the community's interest and documentation of who was involved. Those involved must include:
  - At least one state, local, tribal, or regional governmental public health department (or equivalent department or agency), or a State Office of Rural Health described in Section 338J of the Public Health Services Act, with knowledge, information, or expertise relevant to the health needs of the community.
  - Members of medically underserved, low-income, and minority populations in the community served by the hospital facility, or individuals or organizations serving or representing the interests of these populations.

**Timeline**

	<b>Due Date</b>
<b>2022</b>	
Contract Finalized (including research activities, report needs, itemized budget)	January 1, 2023
<b>2023</b>	
3-5 Significant Health Needs Identified	November 15, 2023
<b>2024</b>	
CHNA Report	March 1, 2024