

**PROPOSED
PROCEEDINGS OF THE OTTAWA
COUNTY CLERK'S ASSOCIATION**

December 3, 2021

The Ottawa County Clerk's Association met on Friday, December 3, 2021, at Olive Township, 6480 136th Avenue, Holland MI 49460, at 12:00 p.m. and business was called to order at 1:09 pm by President Chris Saddler.

Members & Guests Present:

Connie Langeland, Polkton Twp.
Jamie TenBrink, Polkton Twp.
Anna Darwin, Grand Haven City
Linda Browand, Grand Haven City
Elizabeth Szymanski, Allendale Twp.
Maryann Fonkert, Spring Lake Village
Lona Bronkema, Olive Twp.
Teresa DeGraaf, Port Sheldon Twp.
Sally Bareman, Port Sheldon Twp.
Kate Kraak, Zeeland Twp.
Pam Holmes, Zeeland City
Cindy Humphrey, Zeeland City
Jill Gruppen, Hudsonville City
Brenda Katerberg, Holland City
Kristi DeVerney, Grand Haven Twp.
Chris Saddler, Robinson Twp.
Jody Hansen, Allendale Twp.
Theresa Frank, Wright Twp.
Helen Dietrich, Chester Twp.
Margaret Shay, Spring Lake Twp.
Candy DeHaan, Jamestown Twp.
Katie Sims, Ottawa County

Simone Johnson, Ottawa County
Steve Daitch, EAC
Sherri Sayles, Ottawa County
Sharon Smeyers, Olive Township
Lenore D. Cook, Tallmadge Twp.
Robin Overway, Blendon Twp.
Kathy Grimm, Holland City
Sara Talsma, Olive Twp.
Kathy Buchanan, Crockery Twp.
Della Kiser, Crockery Twp.
Justin Roebuck, Ottawa County
Debbie Wierenga, Retiree
Jennifer Mokema, Blendon Twp.
Sally Andrews, Election Source
Chele Reagu, Jamestown Twp.
Kelly Beattie, Grand Haven City
Evelyn Coxon, Wright Twp.
Daniele Dykens, Park Twp.
Carolyn Boersma, Spring Lake Twp.

President Chris Saddler welcomed the OCCA members and the retirees to the 2021 Annual Holiday Luncheon.

Lona Bronkema introduced Larry and Carla, Handbell Musicians from Holland Michigan. They provided the association with a handbell music performance.

The invocation was given by Justin Roebuck.

President Saddler gave a special thank you to the Wooden Shoe Restaurant in Holland for catering today's meal.

OCCA Business:

OCCA 21-018 Candy DeHaan, with support from Kathy Buchanan, moved to approve the agenda as presented. The motion passed.

OCCA 21-019 Teresa DeGraaf, with support from Kate Kraak, moved to approve the minutes of the October 8, 2021, OCCA meeting. The motion passed.

OCCA 21-020 Kathy Buchanan, with support from Candy DeHaan, moved to approve the December 1, 2021, Treasurer's report indicating a balance of \$9,220.07. The motion passed.

County Clerk Updates:

Katie Sims provided the following updates:

1. Ms. Sims gave a special thank you to the OCCA Leadership.
2. Training workgroup meetings will be starting in January/February of 2022.
3. Ms. Sims provided an update on her in person meetings with clerks. She indicated the consensus for training was to keep both options of online and in-person available.
4. The county has hired Simone Johnson to fill the vacant Election Assistant position. OCCA members will have the opportunity to work more closely with Simone in the coming months as she starts January 1, 2022.
5. She provided a brief overview of the apportionment status. The county has completed their work. The state is set to vote on the maps this month. There are approximately 2-5 maps for state offices.

OCCA 21-021 Daniele Dykens, with support from Theresa Frank, moved to approve and authorize the treasurer to submit a donation in the amount of \$100.00 to the American Heart Association, as a memorial contribution honoring Michigan Hart Representative Greg Fedon. The motion passed.

President Chris Saddler introduced proposed by-law changes. Specifically amending the following:

1. Remove the following: "shall be a signer on the bank account" in Section 4.2- Board Duties, from the President and Vice-President duties.

2. Add the following: “shall designate the Ottawa County Elections Coordinator to be a signer on the bank with approval by the membership at the first meeting of the calendar year” in Section 4.2 - Board Duties to the President duties.
3. Add the following: “shall be a signer on the bank account” in Section 4.2 -Board Duties to the Treasurer duties.

OCCA 21-022 Candy DeHaan, with support from Kathy Grimm, moved to approve the following OCCA 2022 Meeting Dates: February 11, 2022; April 15, 2022; June 10, 2022; August 12, 2022; October 14, 2022; and December 9, 2022. The motion passed.

President Chris Saddler requested Association members volunteer to host the OCCA 2022 meetings. The following members volunteered as follows:

1. February 11, 2022- Allendale Twp.
2. April 15, 2022- Spring Lake Twp.
3. June 10, 2022- Polkton Twp.
4. August 12, 2022- Crockery Twp.
5. October 14, 2022- Zeeland City
6. December 9, 2022- Park Twp.

President Saddler thanked the members for their commitment to hosting the meetings as outlined.

President Saddler provided a brief overview of the Election of Officers. She indicated there were more open seats than normal to fill due to recent retirements. She indicated with the vacant Vice-President seat, Jody Hansen, current OCCA Secretary, will move to fill OCCA 2022 President seat rather than Vice-President.

President Saddler opened the floor for nominations for 2022 OCCA Vice-President.

Kristi DeVerney nominated Teresa DeGraaf.

OCCA 21-023 Justin Roebuck, with support from Daniele Dykens, moved to close nominations and to cast a unanimous vote for Teresa DeGraaf to fill the seat of OCCA 2022 Vice-President. The motion passed.

President Saddler opened the floor for nominations for 2022 OCCA Secretary. Kristi DeVerney nominated Jill Gruppen.

OCCA 21-024 Justin Roebuck, with support from Connie Langeland, moved to close nominations and to cast a unanimous vote for Jill Gruppen to fill the seat of OCCA 2022 Secretary. The motion passed.

President Saddler opened the floor for nominations for 2022 OCCA Treasurer. Connie Langeland nominated Kristi DeVerney.

OCCA 21-025 Justin Roebuck, with support from Theresa Frank, moved to close nominations and to cast a unanimous vote for Kristi DeVerney to fill the seat of OCCA 2022 Treasurer. The motion passed.

The 2022 Board Members are as follows:

President- Jody Hansen
Vice President- Teresa DeGraaf
Treasurer- Kristi DeVerney
Secretary- Jill Gruppen

The Ottawa County Election Coordinator is Katie Sims.

President Chris Saddler requested Association members volunteer to fill the following vacant Committee Seats:

1. Social Committee (3 Vacancies)
2. Nominating Committee (3 Vacancies)

The following members volunteered to fill the vacancies:

1. Social Committee
 - a. Cindy Humphrey- Zeeland City
 - b. Brenda Katerberg- Holland City
 - c. Daniele Dykens- Park Twp.
2. Nominating Committee
 - a. Katie Sims- Ottawa County
 - b. Elizabeth Szymanski- Allendale Twp.
 - c. Kristi DeVerney- Grand Haven Twp.

President Chris Saddler presented a certificate of recognition to Sherri Sayles for her years of service, knowledge, and dedication to the OCCA. She also presented to Justin Roebuck, Katie Sims and to members of the OCCA.

OCCA 21-026 Daniele Dykens, with support from Teresa DeGraaf moved to adjourn at 1:43 p.m. The motion passed.

The next meeting will be held on February 11, 2022. It will be hosted by Allendale Township; 6676 Lake Michigan Drive, Allendale MI 49401.

Minutes Submitted By: Jody Hansen, OCCA Secretary