

**Agenda**  
**Talent and Recruitment Committee**  
**West Olive Administration Building – Board Room and YouTube**  
**12220 Fillmore Street, West Olive, Michigan 49460**  
**January 31, 2023**  
**10:00 AM**

**Public Comment**

**Consent Items:**

1. Approval of the Agenda
2. Approval of the Minutes from the [December 13, 2022](#) Talent and Recruitment Committee meeting.

**Action Items:**

1. Election of Committee Vice Chair  
Suggested Motion:  
To elect \_\_\_\_\_ as Vice Chairperson of the Talent and Recruitment Committee for 2023.
2. Election of Interview Sub-Committee Members  
Suggested Motion:  
To elect \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to the Talent and Recruitment Interview Sub-Committee Committee for 2023.
3. [Community Action Agency Advisory Board](#)  
Suggested Motion:  
To place into nomination and forward to the Board of Commissioners the name of (\*indicates recommendation from the Community Action Agency Advisory Board)  
  
\*Britney Brown  
and to select one (1) to fill one (1) Consumer Sector vacancy beginning immediately and ending December 31, 2023.

**Discussion Items:**

1. Scope, Mission, and Meeting Frequency of the Talent & Recruitment Board
2. Process of Applications

3. Special Committee: Agriculture Education – presented by Paul Windemuller

**Public Comment**

**Adjournment**

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

**TALENT & RECRUITMENT COMMITTEE**

**Proposed Minutes**

DATE: December 13, 2022

TIME: 12:41 p.m.

PLACE: Fillmore Street Complex

PRESENT: Douglas Zylstra, Francisco Garcia, James Holtvluwer, Randall Meppelink, and Kyle Terpstra (5)

STAFF & GUESTS: John Shay, Deputy County Administrator; Rachel Sanchez, Chief Deputy Register of Deeds; Regina MacMillan, Administration; Madison Schnaidt, Clerk/Register Specialist; Arlan Meekhof and David Barnosky

SUBJECT: PUBLIC COMMENT

1. Arlan Meekhof-Grand Haven

SUBJECT: CONSENT ITEMS

TR 22-022 Motion: To approve the agenda of today as presented.  
Moved by: Meppelink UNANIMOUS

TR 22-023 Motion: To approve the minutes from the October 11, 2022, Talent & Recruitment Committee meeting.  
Moved by: Garcia UNANIMOUS

TR 22-024 Motion: To place into nomination and forward to the Board of Commissioners all the names that are starred (\*) that either do not have any other applicants or they have the same number of applicants as seats available. That would correspond to the following Action Items: 1, 2, 3, 6, 7, 9, 11, 13, 14, 15, 21, 22, 23, 24, 25, and 26.  
Moved by: Garcia UNANIMOUS

SUBJECT: AGRICULTURAL PRESERVATION BOARD

\*Paul Windemuller  
and to select one (1) to fill one (1) Agricultural vacancy beginning January 1, 2023 and ending December 31, 2025.

SUBJECT: AGRICULTURAL PRESERVATION BOARD

\*Josh Hucul  
and to select one (1) to fill one (1) Real Estate vacancy beginning January 1, 2023 and ending December 31, 2025.

SUBJECT: AGRICULTURAL PRESERVATION BOARD

\*Lukas E. Hill  
and to select one (1) to fill one (1) Township Government vacancy beginning January 1, 2023 and ending December 31, 2025.

SUBJECT: COMMUNITY CORRECTIONS ADVISORY BOARD

\*Paula Jean Creswell  
and to select one (1) to fill one (1) Business Community vacancy beginning January 1, 2023 and ending December 31, 2024.

SUBJECT: COMMUNITY CORRECTIONS ADVISORY BOARD

\*Nichole Derks  
and to select one (1) to fill one (1) Defense Attorney vacancy beginning January 1, 2023 and ending December 31, 2024.

SUBJECT: COMMUNITY CORRECTIONS ADVISORY BOARD

\*Matthew Lowe  
\*Tim Piers  
\*Heather Toppen  
and to select three (3) to fill three (3) Service Areas vacancies beginning January 1, 2023 and ending December 31, 2024.

SUBJECT: COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY COMMITTEE

\*Rebekah Bakker  
and to select one (1) to fill one (1) Private Sector vacancy beginning January 1, 2023 and ending December 31, 2023.

SUBJECT: LAND BANK AUTHORITY

\*Jordan Jorritsma  
and to select one (1) to fill one (1) County Resident vacancy beginning January 1, 2023 and ending December 31, 2028.

SUBJECT: LAND BANK AUTHORITY

\*Daniel Strikwerda  
\*Timothy Maday  
and to select two (2) to fill two (2) City/Village Representative vacancies beginning January 1, 2023 and ending December 31, 2028.

SUBJECT: OTTAWA COUNTY ECONOMIC DEVELOPMENT CORP/BROWNFIELD REDEVELOPMENT AUTHORITY

\*Kenneth Brune  
and to select one (1) to fill one (1) Director vacancy beginning January 1, 2023 and ending December 31, 2028.

SUBJECT: SOLID WASTE PLANNING COMMITTEE

\*Dan Broersma  
and to select one (1) to fill one (1) City Government vacancy beginning January 1, 2023 and ending December 31, 2024.

SUBJECT: SOLID WASTE PLANNING COMMITTEE

\*Benjamin Jordan  
\*Kelly Goward  
and to select two (2) to fill two (2) Environmental Interest Group vacancies beginning January 1, 2023 and ending December 31, 2024.

SUBJECT: SOLID WASTE PLANNING COMMITTEE

\*Becky Huttenga  
\*Randy Kortering  
\*Kenneth Freestone  
and to select three (3) to fill three (3) General Public vacancies beginning January 1, 2023 and ending December 31, 2024.

SUBJECT: SOLID WASTE PLANNING COMMITTEE

\*Stewart Whitney  
and to select one (1) to fill one (1) Regional or County Solid Waste Planning Agency vacancy beginning January 1, 2023 and ending December 31, 2024.

SUBJECT: SOLID WASTE PLANNING COMMITTEE

\*Russ Boersma  
\*Kari Bliss  
\*Justin Obermeyer  
\*Matt Rosser  
and to select four (4) to fill four (4) Solid Waste Industry vacancies beginning January 1, 2023 and ending December 31, 2024.

SUBJECT: SOLID WASTE PLANNING COMMITTEE

\*Thomas Oonk  
and to select one (1) to fill one (1) Township Government vacancy beginning January 1, 2023 and ending December 31, 2024.



and to select one (1) to fill one (1) General Public vacancy beginning January 1, 2023 and ending December 31, 2024.

Moved By: Garcia

Roll Call Votes:

Terpstra-Haveman  
Holtvluwer-Haveman  
Garcia-Haveman

Meppelink-Haveman  
Zylstra-Haveman

With 5 votes, Linda Haveman will be the recommendation to the Board of Commissioners.

SUBJECT: COMMUNITY MENTAL HEALTH BOARD

TR 22-028

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

\*Christian Kleinjans

Julie Tulloch

Heather Toppen

Stephen Rockman

Kyle Parcher

and to select one (1) to fill one (1) General Public vacancy beginning immediately and ending March 31, 2025.

Moved By: Garcia

Roll Call Votes:

Terpstra-Kleinjans  
Holtvluwer-Kleinjans  
Garcia-Kleinjans

Meppelink-Kleinjans  
Zylstra-Kleinjans

With 5 votes, Christian Kleinjans will be the recommendation to the Board of Commissioners.

SUBJECT: DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD

TR 22-029

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

\*Barbara VanHorssen

Belma Rosa Hernandez

Caden Hembrough

Julie Tulloch

Heather Toppen

Heidi Parcher

Tracey Nauta

and to select one (1) to fill one (1) County Resident vacancy beginning January 1, 2023 and ending December 31, 2025.

Moved By: Garcia

Roll Call Votes:

Terpstra-VanHorssen	Meppelink-VanHorssen
Holtvluwer-VanHorssen	Zylstra-VanHorssen
Garcia-VanHorssen	

With 5 votes, Barbara VanHorssen will be the recommendation to the Board of Commissioners.

TR 22-030 Motion: To include Action Items #16 and #17 in with Motion TR 22-024.  
Moved by: Garcia

Roll Call Votes:

Terpstra-Yes	Meppelink-Yes
Holtvluwer-No	Zylstra-Yes
Garcia-Yes	

The Motion passed.

SUBJECT: OFFICERS COMPENSATION COMMISSION

\*Beth Durkee  
\*Larry Jackson  
\*Tracey Nauta  
and to select three (3) to fill three (3) Member vacancies beginning immediately and ending December 31, 2025.

SUBJECT: OFFICERS COMPENSATION COMMISSION

\*Joseph Alfonso  
and to select one (1) to fill one (1) Member vacancy beginning immediately and ending December 31, 2023.

SUBJECT: OTTAWA COUNTY HOUSING COMMISSION

TR 22-031 Motion: To place into nomination and forward to the Board of Commissioners the name of (\*indicates recommendation from the Interview Subcommittee):

\*Thomas Reinsma  
Joseph Alfonso  
Caden Hembrough  
Randy Kortering  
Larry Jackson



Steven Johnson  
 Tracey Nauta  
 Jordan Jorritsma  
 and to select one (1) to fill one (1) Member vacancy beginning January 1, 2023 and ending December 31, 2027.  
 Moved By: Garcia

Roll Call Votes:

Terpstra-Reinsma	Meppelink-Reinsma
Holtvluwer-Reinsma	Zylstra-Reinsma
Garcia-Reinsma	

With 5 votes, Thomas Reinsma will be the recommendation to the Board of Commissioners.

SUBJECT: PARKS AND RECREATION COMMISSION

TR-22-032 Motion: To place into nomination and forward to the Board of Commissioners the name of (\*indicates recommendation from the Interview Subcommittee):

\*Linda McAffrey  
 \*Jane Longstreet  
 Caden Hembrough  
 Joseph Sierawski  
 Nathan Hoekstra  
 Michael Cramer  
 Jeffrey Westendorp  
 Jordan Jorritsma  
 Matthew VandeWater  
 James Kober  
 and to select two (2) to fill two (2) Public vacancies beginning January 1, 2023 and ending December 31, 2025.  
 Moved By: Garcia

Roll Call Votes:

Terpstra-Hembrough and Jorritsma	Meppelink-McAffrey and Longstreet
Holtvluwer-McAffrey and Longstreet	Zylstra-McAffrey and Longstreet
Garcia-McAffrey and Longstreet	

With 4 votes each, Linda McAffrey and Jane Longstreet will be the recommendations to the Board of Commissioners.

SUBJECT: ROAD COMMISSION

TR 22-033 Motion: To place into nomination and forward to the Board of Commissioners the name of (\*indicates recommendation from the Interview Subcommittee):

\*John Schwalm  
 \*John Field Reichardt  
 \*Francisco Garcia  
 \*Arlan Meekhof  
 Mark Gleason  
 Caden Hembrough  
 Kevin Priddy  
 David Morren  
 Robert Machiela  
 Rebekah Bakker  
 Jon Rice

and to select two (2) to fill two (2) Member vacancies beginning January 1, 2023 and ending December 31, 2028.

Moved By: Zylstra

The motion passed by the following votes:

Terpstra-Yes	Meppelink-Yes
Holtvluwer-Yes	Zylstra-Yes
Garcia-Abstain	

SUBJECT: VETERAN’S AFFAIRS COMMITTEE

TR 22-034 Motion: To place into nomination and forward to the Board of Commissioners the name of (\*indicates recommendation from the Interview Subcommittee):

\*Dave Ziegler (previously omitted in error)  
 \*Nick Knebl (previously omitted in error)  
 \*Joseph Alfonso  
 \*Larry Jackson

and to select two (2) to fill two (2) War Veteran vacancies beginning January 1, 2023 and ending December 31, 2025.

Moved By: Garcia

The motion passed with adding the previously omitted persons and forwarding all four names to the Board of Commissioners by the following votes:

Terpstra-Yes	Meppelink-Yes
Holtvluwer-No	Zylstra-No
Garcia-Yes	

TR 22-035 Motion: To amend motion TR 22-034 to expand the size of the Veteran’s Affairs Committee from 5 people to 7 people, and to approve all four candidates to send to the Board of Commissioners.

Moved by: Zylstra

The motion failed by the following votes:

Terpstra-No  
Holtvluwer-Yes  
Garcia-No

Meppelink-No  
Zylstra-Yes

SUBJECT: WEST MICHIGAN REGIONAL PLANNING COMMISSION

TR 22-036

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

\*Rebecca Hopp  
Mark Southwell  
Jared Schuitema  
Caden Hembrough  
Rebekah Bakker  
Kevin Priddy  
Joseph Pierce  
Gregory Bales  
Kenneth Brune

and to select one (1) to fill one (1) Private Sector vacancy beginning January 1, 2023 and ending December 31, 2023.

Moved By: Garcia

Roll Call Votes:

Terpstra-Hopp  
Holtvluwer-Hopp  
Garcia-Hopp

Meppelink-Hopp  
Zylstra-Hopp

With 5 votes, Rebecca Hopp will be the recommendation to the Board of Commissioners.

SUBJECT: ADJOURNMENT

The meeting adjourned at 1:21 p.m.

# Action Request



**Committee:** Talent and Recruitment Committee

**Meeting Date:** 01/31/2023

**Requesting Department:** Community Action Agency

**Submitted By:** Jennifer Brozowski

**Agenda Item:** Community Action Agency Advisory Board

## Suggested Motion:

To place into nomination and forward to the Board of Commissioners the name of (\*indicates recommendation from the Community Action Agency Advisory Board)

\*Britney Brown

and to select one (1) to fill one (1) Consumer Sector vacancy beginning immediately and ending December 31, 2023.

## 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 2, Objective 2: Consider initiatives that contribute to the social health and sustainability of the County and its' residents.

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:



December 1, 2022

To Whom It May Concern:

It is my pleasure to write this letter of recommendation for Britney Brown.

Although she is an Ottawa County employee, she is also eligible to represent our Consumer Sector. As a "consumer", Britney has had the opportunity to utilize OCCAA services. As an employee, Britney has won the Ottawa County Customer Service Award and serves on the DE&I Committee. Britney has a strong passion for advocacy in her community.

Regarding her desire to be on the OCCAA Advisory Board, Britney wrote the following:

*My name is Britney and I am a Community Health Worker with Ottawa Pathways to Better Health. In the six years that I have been a CHW I have been able to see the substantial effects and importance in having community resources for myself and for my clients that I advocate for on a daily basis. Community Action Agency being one of the most valuable in our community. From utility assistance, home weatherization, to tax assistance and food commodities. This organization is amazing in the work that they do for OUR community! I would love to be a part of the board on the consumer side to continue to advocate and gain more knowledge of the services that are provided.*

Britney often collaborates with the OCCAA team to collect essential resources for the community and would be an asset to the Board. She represents the Ottawa Community well and would be a strong advocate for those that don't often have a voice in our community. Britney sees the value in strong attendance and participation and would play a very active role on our Board.

If approved, we look forward to having Britney join the OCCAA Advisory Board.

Regards,

A handwritten signature in black ink that reads "Jennifer Brozowski". The signature is written in a cursive, flowing style.

Jennifer Brozowski  
Program Director