



Ottawa County
Clerk | Register of Deeds

Justin F. Roebuck
County Clerk | Register of Deeds

Renee E. Kuiper
Chief Deputy County Clerk

Rachel A. Sanchez
Chief Deputy Register of Deeds

December 29, 2022

TO ALL COUNTY COMMISSIONERS:

The Ottawa County Board of Commissioners will meet on Tuesday, January 3, 2023, at 8:30 a.m. in the Board of Commissioners Room, Fillmore Street Complex, West Olive, Michigan and via Zoom and YouTube for the purpose of Organization of the Board for the year 2023.

The Agenda is as follows:

1. Call to order by the Clerk
2. Invocation pronounced by Pastor Ray Paget
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Public Comment
6. Oath of Office
7. [Resolution Adopting a One \(1\) Year Term for the Board Chairperson](#)
Suggested Motion:
To approve and authorize the Board Chairperson and Clerk/Register to sign the Resolution setting a one (1) year term for the position of Ottawa County Board Chairperson.
8. Elect Temporary Chairperson
9. Elect Chairperson
10. Elect Vice-Chairperson
11. Oath of Office for Chairperson and Vice-Chairperson

12. Action Items

- A. [2023 Rules of the Ottawa County Board of Commissioners](#)- see amended rules
Suggested Motion:
To establish the Rules of the Ottawa County Board of Commissioners.
- B. [Standing Committee Meeting Times](#)
Suggested Motion:
To approve the Standing Committee meeting times.
- C. [2023 Board of Commissioner Committee Appointments](#)
Suggested Motion:
To approve the Board of Commissioner Committee appointments for 2023.
- D. [Resolution to Provide for Deposit of Public Monies](#)
Suggested Motion:
To approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution enabling the Ottawa County Treasurer to deposit all public funds in approved financial institutions, and execute any necessary contracts for the same, for the benefit of Ottawa County.
- E. [Resolution to Provide for Deposit of Drainage District Funds](#)
Suggested Motion:
To approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution authorizing the Ottawa County Treasurer to deposit and invest drain funds in identified financial institutions and execute necessary related contracts for the benefit of the Ottawa County Water Resources Commissioner.
- F. [Resolution to Provide for Deposit of Road Commission Funds](#)
Suggested Motion:
To approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution authorizing the Ottawa County Treasurer to deposit and invest Road Commission funds in identified financial institutions and execute related necessary contracts for the benefit of the Ottawa County Road Commission.
- G. [Resolution to Establish Policy Regarding Tax Credits for Qualified Individuals](#)
Suggested Motion:
To approve and authorize the Board Chairperson and Clerk/Register to sign a Resolution authorizing the Ottawa County Treasurer to waive administration fees and interest for real property taxes paid prior to May 1 by qualified persons, as set forth in the Resolution.

13. Report of the County Administrator

- A. [Commissioner Orientation](#) anual

14. Public Comment

15. Adjournment



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Items Added to Agenda:

1. [Amended 2023 Board Rules](#)
2. [Legal Counsel Resolution](#)
3. [County Administrator Resolution](#)
4. [Vision Statement Resolution](#)
5. [DEI Resolution](#)
6. [Health Officer Resolution](#)
7. [Administrative Director to the Board Resolution](#)

COUNTY OF OTTAWA

STATE OF MICHIGAN

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the 3rd day of January, 2023 at 8:30 a.m. local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

It was moved by Commissioner _____ and supported by Commissioner _____ that the following Resolution be adopted:

WHEREAS, MCL §46.3 provides that the Ottawa County Board of Commissioners may elect a chairperson to a one (1) year term; and,

WHEREAS, it is considered the belief of the Ottawa County Board of Commissioners that for a term beginning January 3, 2023 until renewed or another Commissioner is elected at the organizational meeting in January 2024, Commissioner _____ should be elected by the Board annually for a one (1) year term, so as to maintain maximum flexibility during that time period in the choice of Board leadership;

NOW THEREFORE BE IT RESOLVED that Commissioner _____ shall be and hereby is elected as the Chairperson of the Ottawa County Board of Commissioners beginning January 3, 2023, and ending with the election of a new Chairperson in January 2024.

BE IT FURTHER RESOLVED that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED.

Chairperson, Ottawa County
Board of Commissioners

Justin F. Roebuck Ottawa County
Clerk/Register

See Amended Rules on pg. 52

**2023 RULES OF THE
OTTAWA COUNTY
BOARD OF COMMISSIONERS**



Ottawa County®

ESTABLISHED JANUARY 3, 2023

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FOREWARD – OPENING STATEMENT

The rules of the Ottawa County Board of Commissioners serve to ensure accountability, transparency, and representation for all people in Ottawa County.

ARTICLE I – AUTHORITY & ORDER OF PRECEDENCE

These RULES OF THE OTTAWA COUNTY BOARD OF COMMISSIONERS (hereinafter these “Rules”) are adopted by the Board of Commissioners of Ottawa County (hereinafter the “Board”) pursuant to the Compiled Laws of the State of Michigan, as amended. (MCL 46.11)

In the event any term, clause or provision of any Resolution adopted or enacted by the Board conflicts with any term, clause or provision of these Rules, these Rules shall prevail. In the event any term, clause or provision of any Employment Agreement entered into by the Board conflicts with any term, clause or provision of these Rules, these Rules shall prevail.

“Robert’s Rules of Order”, 12th Edition, shall govern all questions of procedure not otherwise provided by these Rules or by state or federal law.

The titles and subtitles of these Rules are for convenience only and shall not be considered as part of these Rules. These Rules shall be governed by and construed in accordance with the laws of the State of Michigan. The terms of these Rules shall be severable so that if any term, clause, or provision herein shall be deemed invalid or unenforceable for any reason by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the remaining terms, clauses and provisions herein, the Board intending that if any such term, clause or provision were held to be invalid prior to the adoption hereof, they would have adopted rules containing the remaining terms, clauses and provisions of these Rules. These Rules may be amended, suspended, or rescinded only by the Board by majority vote of the Members elected and serving (defined below). These Rules shall remain in effect until rescinded, amended, or suspended.

ARTICLE II – ORGANIZATION OF THE BOARD

RULE 2.1 MEMBERSHIP OF THE BOARD.

The Board consists of eleven (11) members (hereinafter, individually a “Member”, collectively the “Members”) elected from single member districts, apportioned on the basis of population as provided by law. (MCL 46.401, et seq.)

RULE 2.2 TERM OF OFFICE.

The term of each Member shall be two years for those Members elected prior to the 2024 general election, and the term of each Member elected at or after the 2024 general election shall be four years. (MCL 46.410)

RULE 2.3 **CHAIRPERSON OF THE BOARD.**

At the first meeting in January, the Board shall elect from its own membership a Chairperson to serve for one year. This election may be by secret ballot if the majority of the Members vote to have the election in this manner. A concurrence of the majority of the Members shall be necessary for the election.

The Chairperson shall hold office for a term of one (1) year, or until a successor is duly elected and qualified as provided in these Rules.

It shall be the duty of the Chairperson to preside at all meetings of the Board, to preserve order, to decide all questions of order, subject to the Board.

The Chairperson shall appoint all committee assignments for the ensuing year.

RULE 2.4 **VICE-CHAIRPERSON OF THE BOARD.**

At the first meeting in January, the Board shall elect from its own membership a Vice-Chairperson to serve for one year. This election may be by secret ballot if the majority of the Members vote to have the election in this manner. A concurrence of the majority of the Members shall be necessary for the election.

The Vice-Chairperson shall hold office for a term of one (1) year, or until a successor is duly elected and qualified as provided in these Rules.

It shall be the duty of the Vice-Chairperson to assume all duties of the Chairperson if he/she is not available or is unable to assume his/her duties.

RULE 2.5 **CLERK OF THE BOARD.**

The duly elected Clerk of Ottawa County shall be ex-officio Clerk of the Board of Commissioners. In the absence of the County Clerk, a Deputy Clerk may serve as Clerk of the Board. In the absence of the County Clerk and Deputy Clerk, a Member of the Board designated by the Chairperson may serve as Clerk of the Board.

The County Clerk shall be responsible for performing all posting functions as required by the OMA (defined below), for full Board meetings. He/she shall perform the duties ordinarily pertaining to such office.

RULE 2.6 **VACANCIES ON THE BOARD.**

Vacancies caused by death, resignation, removal from the district or removal from office shall be filled by appointment within thirty (30) days by the Board and shall be an eligible resident and registered voter of that district. The appointee shall serve, either, the remainder of the unexpired term, or until the election and qualification of a successor as specified in the statutes of the State of Michigan. If the Board fails to fill the vacancy as provided above, then the vacancy will be filled by a special

election called by the Board. The individual elected in the special election shall serve for the remainder of the unexpired term. (MCL 46.412 & MCL 46.413)

RULE 2.7 CONFLICT OF INTEREST.

A Member of the Board shall not be interested directly or indirectly in any contract or other business transaction with Ottawa County, or a board, office, or commission thereof, during the time of which he/she is elected or appointed, nor for one year thereafter unless the contract or transaction has been approved by a majority of the elected Members and so shown on the minutes of the Board together with a showing that the Board is cognizant of the Member's interest. This prohibition is not intended to apply to appointments or employment by Ottawa County, or its officers, boards, committees, or other authority. (MCL 46.30)

ARTICLE III – POWERS AND DUTIES OF THE BOARD

RULE 3.1 POWERS AND DUTIES OF THE BOARD.

The Board shall have such powers and duties as are provided by law. The authority of the Board is a collective one, and according to state law, no individual Member can assume any action, decision or endeavor on behalf of or in lieu of Board action. (MCL 46.11)

The Board shall have the power to appoint, retain, or hire, by majority vote of the Members, an attorney to represent Ottawa County in civil matters as corporate counsel. The Board shall also have the power to appoint, retain, or hire, by majority vote of the Members, an attorney to represent Ottawa County in any civil litigation. The Board shall have the power to terminate any such appointment by majority vote of the Members. (MCL 49.71)

The Board shall have the power to appoint, by majority vote of the Members, a county manager, chief administrative officer or county controller to serve Ottawa County in accordance with governing law and the Employment Agreement between such officer and the Board. The Board shall have the power to terminate any such appointment by majority vote of the Members. (MCL 46.11)

The Board shall have the power to appoint, by majority vote of the Members, a local health officer and internal administrative officer to serve Ottawa County in accordance with governing law and the Employment Agreement between such officer and the Board. The Board shall have the power to terminate any such appointment by majority vote of the Members. (MCL 52.142; 333.2428)

RULE 3.2 INDEMNIFICATION OF BOARD MEMBERS.

To the maximum extent permitted by law, the County shall indemnify and save harmless all Board Members against expenses actually and necessarily incurred by them as well as any judgment rendered against them in connection with the defense of any action, suit or proceeding in which they are made parties by reason of being

or having been a Board Member, except in relation to matters as to which any such Member shall be adjudged liable for actions taken outside the scope of his/her authority and to such matters as shall be settled by agreement predicated on the existence of such liability. The foregoing right to indemnification shall be exclusive of other rights to which a Member may be entitled. (MCL 691.1408)

RULE 3.3 DUTIES.

All Commissioners' highest duty is to uphold the United States Constitution and the Michigan Constitution, and to faithfully serve the people of Ottawa County. All Commissioners shall comply with all required duties pursuant to MCL 46.1 et. seq.

ARTICLE IV – MEETINGS OF THE BOARD

RULE 4.1 OPEN MEETINGS ACT.

All meetings will be in conformance with the Michigan Open Meetings Act, MCL 15.261 et seq., as amended (hereinafter the "OMA"). Meetings of the Board of Commissioners are open to the public, except as otherwise provided by law.

RULE 4.2 ORGANIZATIONAL MEETINGS.

The Board shall convene for its first meeting on the first business day after January 1 of each year. This meeting shall be known as the Organizational Meeting and the Board shall transact such business at said meeting, or at the adjournment date of such meeting, as shall be provided by these Rules or by law, including but not limited to the election of a Chairperson and a Vice-Chairperson, adopting and establishing the Rules of the Board, scheduling regular Board Meetings, and action on other business. The Clerk of the Board shall preside over the Organizational Meeting until a Chairperson of the Board has been duly elected by a majority vote of the Members.

RULE 4.3 REGULAR MEETINGS.

The Board shall meet in regular session on scheduled days and times as determined at the Organizational Meeting or as amended, except when otherwise set by adjournment or by law. (MCL 46.1)

RULE 4.4 SPECIAL MEETINGS.

The Board shall meet in special session upon written request to the County Clerk signed by the Chairperson or by majority of the Members. The request for a special meeting shall specify the time, date, place and purpose of the meeting. All special meetings will meet 18-hour posting requirements per the OMA unless called as an emergency meeting where the 18-hour posting requirement of the OMA cannot reasonably be complied with. (MCL 46.10 & MCL 15.265)

RULE 4.5 AGENDAS AND MINUTES.

A Member desiring to place an item on the agenda will request approval from the Chairperson at least six calendar days prior to the next Board Meeting. Supporting materials for approved agenda items shall be provided to the Administrator's Office for reproduction at least five calendar days preceding a Board Meeting. The Chairperson has the sole discretion to waive this requirement to address important issues that arise.

Items on the agenda will be considered by the Board in the order listed. Items may be considered out of order on the agenda providing a majority of the Members present approve. If the Board determines by a majority vote of the total Members elected and serving to add and address an agenda item not previously included on the agenda, such action will be appropriate.

The Clerk of the Board shall be responsible for maintaining the official record and minutes of each meeting of the Board. Minutes for each meeting shall be furnished to each Member prior to the next meeting of the Board.

The Clerk of the Board shall maintain in the office of the County Clerk copies of each resolution and ordinance, or other matter acted upon by the Board. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution, or other matter.

Except for minutes taken during a Closed Session, all minutes are considered public records, open for public inspection, and must be available for review as well as copying at the Office of the Ottawa County Clerk. The Clerk of the Board shall make available to members of the public the records and minutes of Board meetings in accordance with the Freedom of Information Act. Board minutes, prepared but not approved by the Board, shall be available for public inspection not more than eight (8) business days following the meeting. Minutes approved by the Board shall be available within five (5) business days after the date of the meeting in which the minutes were approved. The Clerk of the Board shall promptly provide copies of the minutes to persons who have subscribed and paid the fee as determined by the Board of Commissioners.

Minutes must be kept for all meetings of the Board of Commissioners in compliance with the requirements of the Open Meetings Act, MCL 15.269, and are required to contain:

1. A statement of the date, scheduled time and place of the meeting and its actual starting time and ending time;
2. The members present as well as absent;
3. An explanation of why the meeting is held remotely if a meeting is held remotely;
4. If any member is participating remotely, and in such case, identification of the member's location;

5. A record of any decisions made at the meeting and a record of all roll-call votes; and
6. An explanation of the purpose(s) if the meeting is a Closed Session.

RULE 4.6 TELECONFERENCING.

If approved by the Chairperson of the Board pursuant to MCL 15.263, or if there is a state of emergency declared in the state or county under 1976 PA 390 as amended, Commissioners may participate in a regular or special meeting under the following rules:

1. The meeting must be noticed for a particular physical location under the Open Meetings Act and staff must be present to facilitate public participation at that physical location, including ensuring that the public can gain entry to the facility for purposes of attending the meeting.
2. Any commissioner wishing to attend physically shall be permitted to participate physically.
3. A commissioner wishing to participate remotely must call into the county administration with significant time in advance of the meeting to participate in a joint telephonic or videoconferencing hookup into the meeting room.
4. The joint telephonic or videoconferencing hookup must include two-way communications so that all commissioners, members of the public and the County Clerk can hear and record the discussion.
5. Each commissioner must identify for the record his or her location.
6. The chairperson of the meeting and the county clerk or deputy county clerk recording the minutes, if possible, should be located in the physical location, although if no commissioner who is physically present is appointed Chair *pro tem* of the meeting by the Board, the Chairperson or Vice-Chairperson, respectively, shall chair the meeting.
7. All votes will be by roll call vote.
8. All other Board rules will apply.

ARTICLE V – COMMITTEES OF THE BOARD

RULE 5.1 STANDING COMMITTEES.

The Board shall have five Standing Committees with an advisory role over matters of county business as follows:

- 1. Finance and Administration Committee**
- 2. Planning and Policy Committee**
- 3. Health and Human Services Committee**
- 4. Talent and Recruitment Committee**
- 5. Board Rules Committee**

The Chairperson of the Board shall select the Chair of each Standing Committee and shall appoint Members of the Board to serve on each Standing Committee. Each Standing Committee shall vote to select a Vice-Chairperson from among its Members at its first meeting, who will perform the duties of the Committee Chairperson in his or her absence.

An anticipated annual schedule of meeting dates and times shall be established for each Standing Committee at its first meeting in January. Each Standing Committee shall have an advisory role over county business in the areas listed as follows:

Finance and Administration Committee

- a. Purchasing
- b. Financial Control
- c. Insurance
- d. Audit of Claims
- e. Auditing
- f. Expense and Mileage
- g. Equalization and Apportionment
- h. Bonding
- i. Law Enforcement
- j. Courts
- k. Community Corrections Department
- l. Contract Review
- m. County Directory
- n. Policy Matters

The Finance Committee Chairperson shall serve on boards and commissions required by state statutes.

Planning and Policy Committee

- a. Buildings and Maintenance
- b. County Strategic Planning
- c. Public Works - Water, Sanitation
- d. Land Use and Infrastructure Needs
- e. Planning
- f. Agriculture and Conservation
- g. Drains
- h. Parks
- i. Legal Review - Litigation and Resolutions
- j. Rules and Regulations
- k. Public Relations
- l. Policy Matters
- m. Transportation and Planning
- n. Roads and Bridges
- o. Legislature

Health and Human Services Committee

- a. Public Health and Mental Health
- b. Senior Citizens
- c. Department of Human Services
- d. Substance Abuse
- e. Veterans
- f. Community Action Agency and Department of Employment and Training
- g. Solid Waste
- h. Policy Matters

Talent and Recruitment Committee

- a. Human Resources
- b. Employee Relations
- c. Employee Training
- d. Special Committees
- e. Appointments
- f. Policy Matters

Board Rules Committee

- a. Propose revisions to Board Rules for 2024

RULE 5.2 SPECIAL COMMITTEES.

The Board may establish a Special Committee, outlining the purpose, advisory jurisdiction, and composition (number and type) of members of the Special Committee. The Board Chairperson shall appoint a Chair of the Special Committee.

The Chairperson shall appoint members of the Special Committee with approval by the Board. The Board may change the composition of members of a Special Committee at any time by majority vote of those elected and serving. County employees shall not act in a gatekeeper role on applications to serve on a Special Committee and shall share all applicants with the Board.

A Special Committee established by the Board may be dissolved or reorganized by the Board at any time by majority vote of those elected and serving. A Term of Service of any Special Committee shall expire when the Board determines its task is completed or December 31 of each year, whichever occurs first. A Special Committee may include members who are not members of the Board. Special Committee agendas shall be prepared by the Chair of the Special Committee.

RULE 5.3 WORK SESSIONS.

The Board of Commissioners may meet in a Work Session on any designated day, as determined by the Chairperson, for the purpose of coordinating the activities of the Standing Committees, informing the Board of Commissioners on the progress

of Committee work, and for the purpose of promoting a better understanding of County business, thereby expediting the regular meetings of the Board.

ARTICLE VI – RULES OF PROCEDURE OF THE BOARD

RULE 6.1 GENERAL MEETING CONDUCT.

When a Member wishes to speak, he or she shall be recognized and address themselves to the Chairperson. When two (2) or more Members wish to speak at the same time, the Chairperson shall decide who is to speak first. When a Member is speaking on any question before the Board, he or she shall not be interrupted except to be called to order. When a Member is called to order, he or she shall immediately come to order. The Board, if appealed to, shall decide the case. If there is no appeal, the ruling of the Chairperson shall be final.

RULE 6.2 QUORUM.

The presence of a majority of the Members elected and serving shall constitute a quorum of the Board. No business shall be considered without the presence of a quorum, except to adjourn or recess. Members may participate in meetings of the Board in person or remotely pursuant to the OMA. To the extent authorized by the OMA, any Member appearing remotely as permitted by the provisions of the OMA is considered present for all purposes, including the purpose of determining whether a quorum is present. (MCL 46.3, MCL 15.263 & MCL 15.263a)

RULE 6.3 ORDER OF BUSINESS.

The business of all regular meetings of the Board shall be considered and transacted in the following order unless exceptions are made by a majority vote of the Members.

1. Call to Order by Chairperson
2. Prayer and Pledge of Allegiance
3. Roll Call
4. Public Comment
5. Correspondence
6. Approval of Agenda
7. Consent Resolutions
8. Agenda and Action Requests
9. Committee Reports
- 10.. Public Comment
11. Additional Business
12. Adjournment at Call of the Chairperson

At the Chairperson's discretion items may be added to the Order of Business.

Consent Resolution. The purpose of the Consent Resolution is to expedite business by grouping non-controversial items together to be dealt with by one Commission

motion. Any member of the Commission may ask that any item on the Consent Resolution be removed there from and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If any item is not removed from the Consent Resolution, the action noted on the agenda is approved by a single Commission action adopting the Consent Resolution. For contracts that are being ratified by this process, the Board must approve a commissioner's request to pull a contract off the consent resolution for ratification. A commissioner must raise the request to pull a contract off of the consent resolution with the Board Chairperson within twenty-four hours of a meeting.

RULE 6.4 METHOD OF VOTING.

Election of the Chairperson of the Board may be by ballot. (MCL 46.3a)

The following measures must be voted upon by roll call: motion to submit a proposition to the vote of the people except as otherwise provided by statute; resolutions that provide for the expenditure of \$100,000 or more; adoption of the annual budget; approve receipt and concurrence with Finance and Administration Committee minutes; resolutions concerning activities of the Department of Public Works; resolutions concerning activities of the Ottawa County Drain Commission; motion to go into/come out of closed session; the adoption of all ordinances or amendments thereto; any other measure when a roll call is required by statute or is called for by a Member; authorize the levy of Winter or Summer Property Taxes; all measures if the meeting is held remotely or a Member is participating remotely.

All other measures will be voted by voice vote unless requested by 1/5 of the Members present. If a Member present does not respond to the call for the voice vote, his or her vote will be deemed an affirmative vote, unless good cause is shown for abstaining. No proxy voting is allowed under OMA.

The Chairperson shall vote on all questions decided by yea and nay, except on an appeal from his or her own decision. When a yea or nay vote is taken, every member present shall vote except in matters in which the member has a conflict of interest, in which case the member shall identify the conflict and abstain from voting.

RULE 6.5 MOTIONS, RESOLUTIONS, ORDINANCES AND REPORTS.

A motion is the formal means by which a Member submits a proposed measure or resolution for the consideration and action of the Board. No motion will be considered or debated unless seconded, and must be stated by the Chairperson before debate. A motion must be put in writing at the request of any Member. A motion may, with the permission of the maker and the second, be withdrawn at any time before the same has been adopted. All motions and amendments or substitutes thereto must be entered in the minutes of the Board unless withdrawn.

All resolutions and ordinances must be presented in writing and must be seconded before debate. A resolution is a formal expression of the opinion or will of the Board, whose adoption is subject to vote of the Board in a formal (regular or

special) meeting. An ordinance is a law enacted by the Board in accordance with state statute. A resolution or ordinance may, with the permission of the maker and the second, be withdrawn at any time before the same has been adopted. All resolutions, ordinances, and amendments or substitutes thereto must be entered in the minutes of the Board unless withdrawn.

Reports include activity by Members of Committees, appointments by the Chairperson, creation of any additional Committee, subcommittee, board or task force. Upon confirmation by the Chairperson, the receipt of a final report from a Committee or task force will be placed on the agenda of the next Board meeting under Reports. The Report will, without motion, be recorded as received.

RULE 6.6 TYPES OF MOTIONS AND MOTION PROCEDURES.

Order of Precedence. When a question is under debate, no motion shall be received except the following: to adjourn; for the previous question; to lay on the table; to postpone indefinitely; to postpone to a certain day; to refer; to amend. These motions shall have precedence in order as above named.

Motion to Adjourn. A motion to adjourn shall always be in order, except when a vote is being taken on any question before the Board of Commissioners, or when a member has the floor, provided that there shall be some intervening business proposed and determined between two (2) motions to adjourn.

Motion to Reconsider. A motion for reconsideration shall be in order on the same day, or at the succeeding action meeting day following that on which the decision proposed to be reconsidered took place. Only a member of the side which prevailed may move such reconsideration and such motion shall take precedence over all other questions, except a motion to adjourn. A motion for reconsideration shall be decided by majority vote of those members elected and serving.

Question of Appeal. When an appeal is taken from a decision of the Chairperson, the member taking the appeal shall be allowed to state his or her reason for so doing. The question shall then be immediately put in the following form: "Shall the ruling of the Chairperson be sustained?" The question shall be determined by a majority vote of the members present except that the Chairperson shall not vote. In case of a tie vote, the Chairperson shall be sustained.

Division of Question. Upon the request of any member, a division of any question shall be made when the question will admit of a division so distinct that one part being taken away, the other will remain as an entire question for decision.

Resolutions and Ordinances. Resolutions and Ordinances shall be taken up in the order in which they are presented unless otherwise ordered by the Board. All proposed Resolutions and Ordinances shall be presented to the Board of Commissioners in writing and shall be acted upon by the Board of Commissioners.

Privilege Motions. When a question of privilege is under debate, no motion shall be in order, except the following which shall have precedence in the order named:

1. To fix a time to adjourn;
2. To adjourn;
3. To recess;
4. To raise question of privilege;
5. To call for the Orders of the Day.

Subsidiary Motions. When a question is under debate, no subsidiary motion shall be in order except the following which shall have precedence in the order named:

1. To lay on the table;
2. To call the previous question;
3. To limit or extend debate;
4. To postpone to a certain time;
5. To comment or refer;
6. To amend;
7. To postpone indefinitely.

RULE 6.7 PUBLIC COMMENT, RIGHTS OF THE PUBLIC.

Members of the public shall be encouraged to attend all open meetings and address the Board at the meetings. To protect the rights of all people attending such meetings and to maintain reasonable order, the following rules are established, in accordance with OMA:

All public meetings of the Board and committees shall be posted in the County Courthouse, on an announcement board designated for this purpose and on the County Web Site in accordance with the OMA. (MCL 15.264 & MCL 15.265)

No person shall be excluded from a public meeting except for a breach of peace committed at that meeting. However, members of the public who intend to attend an open meeting in groups of twenty (20) persons or more are asked to notify the County Clerk of their intention to attend as a group in advance of the meeting in order that the Board may make all efforts to secure adequate accommodations.

There shall be two opportunities for Public Comment during meetings. Individuals may give Public Comment one (1) time per public comment session on the Agenda. The first opportunity will be limited to ten (10) speakers, with any additional speakers utilizing the second opportunity.

A member of the public may address the Board after receiving recognition from the Chairperson and giving his or her name. Public comment shall be limited to a period set aside at each meeting for such purpose and each speaker shall have the floor for no longer than three (3) minutes, unless the Board grants an extension to an individual, or at the beginning of a meeting the Chairperson increases the allowed

time greater than three (3) minutes uniformly for all public comments provided during the meeting.

In the event that a person desires to address the Board in an extensive manner, that person may contact the county clerk no less than seven (7) days prior to the scheduled meeting to request to be placed on the agenda. The Board Chair may consider such requests and choose to place an individual on the agenda for a reasonable period of time.

RULE 6.8 ANNUAL REPORTS FROM DEPARTMENTS OF COUNTY GOVERNMENT.

It is the policy of the Board of Commissioners to receive Annual written and oral Reports at least once per year from all Departments of County government. Written reports shall be in a form approved by the County Administrator and shall, in the ordinary course, be submitted directly to the Board of Commissioners through the County Administrator’s Office. Sufficient copies of the written reports shall be submitted to the County Administrator’s Office on Monday the week prior to the Board of Commissioners meeting or at least eight (8) days in advance of the meeting at which the oral report is to be given so that the matter can be placed on the Agenda and the written report distributed with the Agenda to the members of the Board of Commissioners.

I hereby acknowledge that I have read and understood the Rules of the Ottawa County Board of Commissioners.

Gretchen Cosby	Lucy Ebel
District 1 Commissioner	District 2 Commissioner
Doug Zylstra	Jacob Bonnema
District 3 Commissioner	District 4 Commissioner
Joe Moss	Kyle Terpstra
District 5 Commissioner	District 6 Commissioner

Rebekah Curran	Sylvia Rhodea
District 7 Commissioner	District 8 Commissioner

Roger Belknap	Roger Bergman
District 9 Commissioner	District 10 Commissioner

Allison Miedema	
District 11 Commissioner	

2023 Board Meeting Schedule

Board of Commissioner Meetings	2nd Tuesday of each month at 9AM, 4th Tuesday of each month at 6:30 PM
Finance & Administration	1st Tuesday of each month at 10AM (directly after Planning & Policy)
Planning & Policy	1st Tuesday of each month at 9AM
Health & Human Services	3rd Tuesday of each month at 9AM
Talent & Recruitment	3rd Tuesday of each month at 10AM (directly after Health & Human Services)

2023 Standing Committee Assignments

Finance & Administration

Gretchen Cosby
Lucy Ebel
Doug Zylstra
Jacob Bonnema
Joe Moss
Rebekah Curran
Sylvia Rhodea
Roger Belknap
Roger Bergman
Allison Miedema

Planning & Policy

Gretchen Cosby
Lucy Ebel
Doug Zylstra
Jacob Bonnema
Joe Moss
Rebekah Curran
Sylvia Rhodea
Roger Belknap
Roger Bergman
Allison Miedema

Board Rules

Gretchen Cosby
Lucy Ebel
Doug Zylstra
Jacob Bonnema
Joe Moss
Kyle Terpstra
Rebekah Curran
Sylvia Rhodea
Roger Belknap
Allison Miedema

Health & Human Services

Gretchen Cosby
Lucy Ebel
Doug Zylstra
Jacob Bonnema
Joe Moss
Rebekah Curran
Sylvia Rhodea
Roger Belknap
Allison Miedema

Talent & Recruitment

Gretchen Cosby
Lucy Ebel
Doug Zylstra
Jacob Bonnema
Joe Moss
Kyle Terpstra
Rebekah Curran
Sylvia Rhodea
Roger Belknap
Allison Miedema

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION ESTABLISHING DEPOSITORIES OF PUBLIC MONIES

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the 3rd day of January, 2023 at 8:30 a.m. local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

It was moved by Commissioner _____ and supported by Commissioner _____ that the following Resolution be adopted:

WHEREAS, the County Treasurer of Ottawa County, Michigan (hereinafter, "the Ottawa County Treasurer") receives from time-to-time certain monies belonging to, or held for the State, the County of Ottawa, its constituent departments and agencies, or other political units of the State; and,

WHEREAS, pursuant to Act 40 of the Public Acts of 1932, as amended, MCL §129.12, the Board of Commissioners is required to designate authorized and qualified depositories for such public monies;

NOW THEREFORE BE IT RESOLVED that the Ottawa County Treasurer, is hereby directed to deposit all public monies, including tax monies, now in or coming into the hand of said

Treasurer, in such of the following financial institutions as may qualify to so act under the laws of the State of Michigan:

Bank of America
CIBC
Choice One Bank
Citizen's Bank
Comerica Bank
Consumers Credit Union
Crestmark Bank
Fifth Third Bank
First Community Bank
First National Bank of America
First National Bank of Michigan
Flagstar Bank
Grand River Bank
Horizon Bank
Huntington National Bank
Huntington Capital
Independent Bank
Isabella Bank
JP Morgan Chase
Key Bank
Lake Michigan Credit Union
Level One Bank
Macatawa Bank
Mercantile Bank of West Michigan
Michigan CLASS Multi-Bank Securities, Inc.
Northstar Bank
Northpointe Bank
Old National Bank
PNC Bank
Robert W. Baird & Co. Inc.
Southern Michigan Bank and Trust
Sterling Bank & Trust
The State Bank
Truist Securities
UBS Financial
United Bank of Michigan
United Federal Credit Union
Union Bank
Wells Fargo Advisors
West Michigan Community Bank

BE IT FURTHER RESOLVED, that the Ottawa County Treasurer is hereby authorized to designate which among the listed qualified bank or banks shall be an actual depository for the public fund accounts of the County and to advise quarterly the Ottawa County Board of Commissioners, County Administrator, County Fiscal Services Director and County Corporation Counsel of all accounts that have been open in the year and to provide them information on and to update all such account balances so that those officials have an accurate periodic record of such accounts and their contents; and,

BE IT FURTHER RESOLVED that this Resolution shall remain throughout the Board's term, and in continuing effect until repealed by the Ottawa County Board of Commissioners, and may be amended from time-to-time as the Ottawa County Board of Commissioners may provide; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners:

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED.

, Chairperson,
Ottawa County Board of Commissioners

Justin F. Roebuck, Ottawa County Clerk

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION REGARDING DEPOSIT OF DRAINAGE DISTRICT FUNDS

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the 3rd day of January, 2023 at 8:30 a.m. local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

It was moved by Commissioner _____ and supported by Commissioner

_____ that the following Resolution be adopted:

WHEREAS, under the laws of the State of Michigan, Act No. 40 of the Public Acts of 1956, as amended, MCL §280.282, the Ottawa County Water Resources Commissioner, is required to provide for the deposit of all drain monies belonging to, or held for all Drainage Districts coming into the hands of the County Treasurer, in one or more banks within the State;

NOW THEREFORE BE IT RESOLVED, that the Ottawa County Water Resources Commissioner hereby directs, and the Board of Commissioners confirms, that the County Treasurer of Ottawa County, Michigan, (hereinafter, "the Ottawa County Treasurer") shall deposit all drain monies coming into his/her hands as Treasurer in any bank within the State which is a legal depository as defined by State and/or Federal law, and is among those approved by the Board of Commissioners, and the Ottawa County Treasurer is authorized to invest funds in certificates

of deposit in these institutions or invest in any investment permitted by Act No. 20 of the Public Acts of 1943, as amended, MCL §129.91 *et seq.*, or federal law or regulation within the limits set therein, so long as such investment is consistent with the Investment Policy of Ottawa County, Michigan; and,

BE IT FURTHER RESOLVED, that the Ottawa County Treasurer is authorized, with the approval of the Board of Commissioners, to enter into and execute on behalf of all Drainage Districts any contracts with any bank or trust company for the safekeeping or third party custodianship of any of Ottawa County's securities as well as any contract or repurchase agreements with any corporation for the purpose of any such securities which will be the subject of such safekeeping or third party custodianship arrangements, on such terms and conditions as the Ottawa County Treasurer shall require; and,

BE IT FURTHER RESOLVED, that this Resolution shall remain in continuing effect until repealed by the Ottawa County Board of Commissioners and may be amended from time-to-time as the Ottawa County Board of Commissioners may provide; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED.

_____, Chairperson, Ottawa County
Board of Commissioners

Justin F. Roebuck, Ottawa County Clerk

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION REGARDING DEPOSIT OF ROAD COMMISSION FUNDS

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the 3rd day of January, 2023 at 8:30 a.m., local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

It was moved by Commissioner _____ and supported by Commissioner

_____ that the following Resolution be adopted:

WHEREAS, under the laws of the State of Michigan, Act No. 51 of the Public Acts of 1951, as amended, MCL §247.651 *et seq.*, the Ottawa County Treasurer is required to provide for the deposit and investment of funds returned to the County for the use of the Board of County Road Commissioners of the County of Ottawa, as specifically provided for in MCL §247.662(12);

NOW THEREFORE BE IT RESOLVED, that the Ottawa County Treasurer shall deposit all funds returned to the County for the use of the Board of County Road Commissioners of the County of Ottawa in a bank within the State of Michigan which is a depository as defined by Michigan and/or federal law, and is among those approved by the Board of Commissioners, and the Ottawa County Treasurer is authorized to invest funds in certificates of deposit in these institutions or invest in any investment permitted by Act 20 of the Public Acts of 1943, as amended,

MCLA 129.91 et seq., or federal law or regulation within the limits set therein, so long as such investment is consistent with the Investment Policy of Ottawa County, Michigan; and,

BE IT FURTHER RESOLVED, that the Ottawa County Treasurer is authorized with the approval of the Board of Commissioners, to enter into and execute on behalf of the Board of Ottawa County Road Commissioners any contracts with any bank or trust company for the safekeeping or third party custodianship of any of the County's securities represented by those funds held for and on behalf of the Board of Road Commissioners of the County of Ottawa, as well as any contracts or repurchase agreements with any corporation for the purchase of any such securities which will be the subject of such safekeeping or third party custodianship arrangements, on such terms and conditions as the Ottawa County Treasurer shall require; and,

BE IT FURTHER RESOLVED, that this Resolution shall remain in continuing effect until repealed by the Ottawa County Board of Commissioners, and may be amended from time-to-time as the Ottawa County Board of Commissioners may provide; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED.

, Chairperson, Ottawa County
Board of Commissioners

Justin Roebuck, Ottawa County Clerk

COUNTY OF OTTAWA

STATE OF MICHIGAN

**RESOLUTION REGARDING TAX CREDITS FOR CERTAIN
QUALIFIED PERSONS**

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the 3rd day of January, 2023, at 8:30 a.m. local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

ABSTENTION: Commissioners: _____

It was moved by Commissioner _____ and supported by
Commissioner _____ that the following Resolution be adopted:

WHEREAS, the legislature of the State of Michigan has provided for a tax credit upon real estate property taxes for senior citizens, paraplegics, quadriplegics, eligible servicepersons, eligible veterans, eligible widows, totally and permanently disabled and blind persons; and,

WHEREAS, said credits are seldom received prior to February 15, the date after which certain administration fees and interest become payable to the Ottawa County Treasurer; and,

WHEREAS, some of the above mentioned persons do not have the funds to pay such taxes except with the assistance of the credit; and,

WHEREAS, pursuant to Act 334 of the Public Acts of 1975, as amended, MCL 211.59, allows this Board to waive administration fees and interest for taxes paid prior to May 1, in the first year of delinquency;

NOW THEREFORE BE IT RESOLVED: (a) Any administration fee in excess of the fee that would be added if the tax had been paid before the upcoming February 15, shall be waived, and (b) Interest paid pursuant to MCLA 211.59(1), shall be refunded from the general fund of Ottawa County for the taxes paid by the above-described qualified persons in the first year of delinquency before the upcoming May 1, provided said person:

1. Made a claim before February 15 for the credit provided by Chapter 9 of Act 281 of the Public Acts of 1967, as amended, being Sections MCLA 206.501 to 206.532, who presents a copy of the form filed for that credit to the Ottawa County Treasurer; and,
2. Certifies to the Ottawa County Treasurer that he or she has not received the credit before March 1, and who states that the credit is needed to pay the taxes.

BE IT FURTHER RESOLVED that this resolution shall continue in effect and apply to 2022 and all future property tax collection years unless rescinded by the Ottawa County Board of Commissioners;

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED.

, Chairperson, Ottawa County
Board of Commissioners

Justin Roebuck, Ottawa County Clerk

Commissioner Orientation



Ottawa County
Where You Belong®

Photo Credit: Ed Post



Ottawa County[®]

Administrator's Office

John E. Shay
County Administrator

Patrick B. Waterman
Deputy County Administrator

January 3, 2023

Congratulations on your successful election as Ottawa County Commissioner! We are very much looking forward to working with and for you in the coming months and years.

I trust your MSU Extension New Commissioner training session provided you with a good knowledge base about County Government and your role as an elected official. To augment your training, this comprehensive orientation manual is intended to help educate and prepare you for your new role as County Commissioner. It includes information on various aspects of Ottawa County government including your roles and responsibilities as an elected official, County facility details, strategic planning and budgetary information, policies and procedures, meeting times and other key organizational information. While this information will help you acclimate yourself to your new role, we also periodically present different topics at Board of Commissioner work sessions that will provide more in-depth information in some areas.

When reviewing this material, you may want to jot down any questions you have *or* give us a call *or* drop an e-mail, whatever your pleasure: 616-738-4642 or jshay@miottawa.org. And that holds true not only if you have questions regarding this material, but also, if you have any questions or comments in the future. We are here for you, so that you can be as informed and up to date as possible.

Finally, we will also be providing you with the newest edition of the *Guide to Michigan County Government*, by Ken Verburg, which is by far the best book on the nuts and bolts of county government in Michigan.

Sincerely,

John Shay
County Administrator

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Organizational Overview

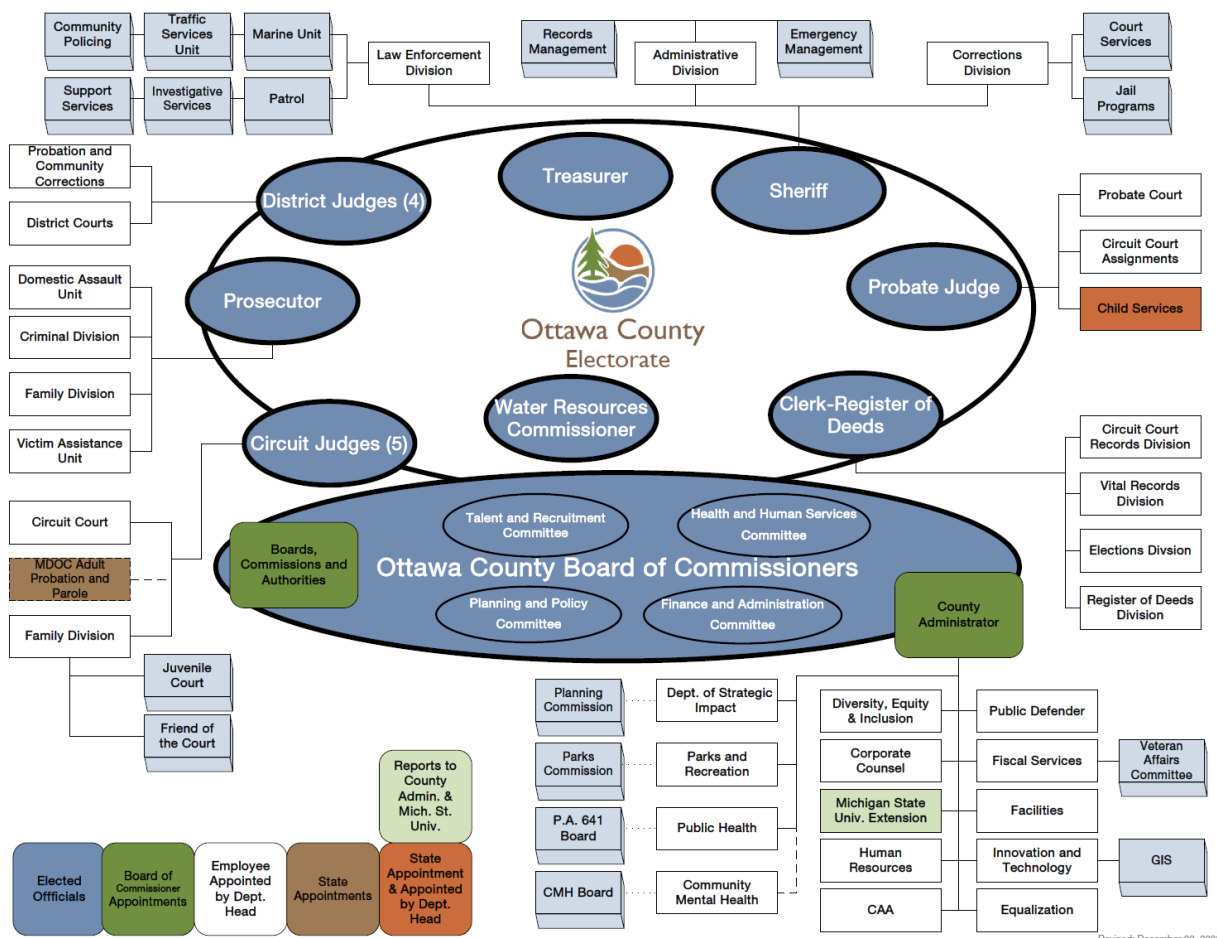
Strategic Plan and Business Plan

The Ottawa County Board of Commissioners utilizes the strategic planning process as an effective means of developing and communicating its goals and priorities each year. The purpose of the Strategic and Business Plan is to advance the County's **Vision Statement** of "*Where You Belong*", and **Mission Statement** of "*Ottawa County is committed to excellence and the delivery of cost-effective public services.*" The Strategic plan contains several goals that focus the direction of the organization's work under the guidance from the Vision and Mission statements.

Each year, the Board of Commissioners will convene to review the Strategic Plan, including its Vision and Mission statements, as well as the County's goals and objectives. This process usually occurs in the spring, just as the budget process is beginning, to ensure that the final budget for the upcoming fiscal year is in alignment with the Strategic Plan.

A copy of the most recent version of the County's Strategic Plan and Business Plan will be provided to you as part of this orientation package. The document can also be viewed digitally on the County's website at www.miOttawa.org under Board of Commissioners "**Initiatives & Reports**".

Organization Chart



County Facility Information

Fillmore Complex Facilities		
Administration Building 12220 Fillmore St. West Olive, MI 49460 Square Footage: 134,559	Juvenile Detention 12110 Fillmore St., West Olive Square Footage: 136,460 (incl. Probate & Jail)	Family Justice Center 12240 Fillmore St. West Olive, MI 49460 Square Footage: 56,000
Family/Probate Court 12120 Fillmore St. West Olive, MI 49460 Square Footage: 136,460 (inc. Jail & Juvenile Detention)	County Jail 12130 Fillmore St., West Olive Square Footage: 136,460 (incl. Probate & Juv. Detention)	
Grand Haven Facilities		
County Courthouse 414 Washington Ave. Grand Haven, MI 49417 Square Footage: 120,135	Department of Public Health 1207 South Beechtree St., Ste B Grand Haven, MI 49417 Square Footage: 2,300	Community Mental Health 1111 Fulton St. Grand Haven, MI 49417 Square Footage: 9,989
Holland Facilities		
Holland District Court 85 West 8 th St. Holland, MI 49423 Square Footage: 66,521	Community Mental Health (A-Bldg) 12265 James St. Holland, MI 49424 Square Footage: 27,952	Community Mental Health (B-Bldg) 12263 James St. Holland, MI 49424 Square Footage: 24,539
Department of Public Health (C-Bldg) 12251 James St. Holland, MI 49424 Square Footage: 28,943	Michigan Department of Health & Human Services (D-Bldg) 12185 James St. Holland, MI 49424 Square Footage: 57,100	
Hudsonville Facilities		
58th District Court and Human Services 3100 Port Sheldon St. Hudsonville, MI 49426 Square Footage: 35,280		

General Information on Employees and Labor Groups

The Human Resources Department serves the County of Ottawa by focusing efforts on the County's most valuable asset, its employees. Human Resources accomplishes this task through recruitment, hiring and retention of a diverse, qualified workforce. The Human Resources Department provides human resource direction and technical assistance, talent development, payroll administration, equal employment opportunities and employee/labor relation services to the County.

Ottawa County currently has 963 benefited employees, which includes both full-time and part-time employees, and 209 temporary employees, equating to 1,172 active employees.

In Ottawa County, there are 7 groups of employees covered by collective-bargaining agreements and three groups, which are covered by benefits manuals.

The collective-bargaining agreements that Ottawa County has are:

- Police Officers Association of Michigan (POAM) Non-Act 312 Eligible – Represents 72 employees
- Police Officers Labor Council (POLC) Act 312 Eligible-Sergeants – Represents 19 employees
- Police Officers Labor Council (POLC) Non-Act 312 Eligible – Represents 6 employees
- Police Officers Labor Council (POLC) Act 312 Eligible-Road Patrol & Detectives – Represents 116 employees
- Friend of the Court Employees Association – Represents 35 employees
- Juvenile Court Employees Association – Represents 44 employees
- Ottawa County Employees Association – District Court – Represents 51 employees

Those employees covered by benefits manuals are:

- Group T – 311 employees
- Group N – 19 employees
- Unclassified (Includes Court Unclassified) – 265
- Elected Officials – 5
- Judges – 10
- County Commissioners – 11

There are also 3 groups of temporary employees; Election Workers/Officials containing 18 employees; non-benefited containing 100 employees; and seasonal containing 109 employees.

Roles and Responsibilities of a County Commissioner

The Legislative Role

- **Setting Policy.** The County Board of Commissioners adopts numerous policies and resolutions that set policy or change policy for those departments that are not controlled by elected officials in County government.
- **Administrative Oversight.** The County Board of Commissioners exercises oversight over the administrative function of government. For many years, Ottawa County has utilized a professional County Administrator position that acts as the Chief Administrative Officer for the County and is responsible for administrative and fiscal activity on behalf of the Board of Commissioners. The Commissioners hire and annually evaluate the Administrator. The County Administrator and staff are responsible to help execute the vision of the County as determined by the Board of Commissioners, advise the Board on policy initiatives and to carry out the policy decisions of the Board of Commissioners. The Board evaluates how this implementation is carried out through direct discussions with County staff and by reading news articles, talking to constituents and through the formal standing committee process.
- **Budgetary Oversight.** The County Board of Commissioners is responsible for the budget of the entire County organization. Ottawa County has numerous departments, offices, courts and agencies with a total budget of over \$254 million dollars. The County Board of Commissioners is responsible for setting the property tax rate that provides the largest single source of revenue for the General Fund. The County Administrator, as Chief Administrative Officer, and the Fiscal

Services Director as CFO, manage the budget on behalf of the County Board. The Fiscal Services Director prepares regular reports on the County's financial status for the Finance and Administration Committee and Board of Commissioner review.

- **Labor Negotiations.** Generally speaking, the County Board of Commissioners is not directly involved in the labor-negotiation process. Labor negotiation is conducted by a negotiations team, consisting of the Human Resources Director, who serves as the lead negotiator, and the County Administrator who represents the County and ensures that fair and economical decisions are being made during the process. Also present are the Department Director or Elected Official that manages the specific group that is bargaining, the Assistant Director of that group and the Assistant Human Resources Director. The negotiations team looks to the Board of Commissioners in closed session for initial guidance as the team presents viable options. Once the negotiations team reaches a tentative agreement with a group, that group takes it back to its membership for a vote. The membership either approves the contract or comes back to the table for further negotiations. Once the bargaining unit approves the terms of the agreement, it is taken to the Board of Commissioners for final approval.
- **Constituent Services.** Another legislative function of the County Board of Commissioners is to assist constituents with accessing information and services from County departments and agencies. Listening to residents' concerns and assisting them with problem resolution is a significant portion of a County Commissioner's job. Commissioners can take different approaches to addressing constituent concerns. At your request, the County Administrator will make sure that a citizen concern that you forward on is responded to quickly and completely, and you will be copied on the response.
- **Legislative Activity.** In Michigan, County government makes few laws. When they do, they are called ordinances. Ottawa County has several ordinances that it has adopted over the years. In the past few years, the Board of Commissioners has codified all ordinances into the 'Ottawa County Code' so that everyone knows the County ordinances in effect. The other 'laws' that the Board of Commissioners maintain are found in Health Department regulations. Such regulations establish well and septic and restaurant standards.
- **Boards and Commissions.** The County Board of Commissioners appoint citizens to many County boards and commissions, and members serve on many of them as well. These boards make critical decisions in their area of responsibility and/or recommendations to Commissioners in a broad range of policy areas. A separate section in the orientation manual details various aspects of board and commission assignments and participation.

Intergovernmental Relations

- **The Federal Government.** County Commissioners maintain positive contact with members of the U.S. Congress and Senate through written communications, meetings in the district and by visiting lawmakers in Washington, DC once per year during the National Association of Counties Legislative Conference. Commissioners communicate priorities and needs of the County and seek support for legislation or assistance with the federal bureaucracy in meeting local objectives. Some Commissioners may participate on national committees and subcommittees of the National Association of Counties in various areas of expertise.
- **The State Government.** Commissioners meet regularly with members of the Michigan House and Senate to discuss County needs and to seek support on a wide array of policy initiatives.

Commissioners are involved with the Michigan Association of Counties and various committees of that group that represent county government issues before the state legislature. The County contracts with Governmental Consulting Services, Inc., a large Lansing-based multi-client lobbying firm for assistance with influencing State legislative and administrative decisions.

- **Local Governments.** Ottawa County has 17 townships, 6 cities and one village within its boundaries. County Commissioners are in constant communication with Supervisors, Mayors, managers, and other officials from these jurisdictions helping them access County services and with other needs.

Board Officers

- **Chair of the Board of Commissioners.** Elected at the annual Board of Commissioners' Organizational meeting, the Chair of the Board of Commissioners performs several roles. First, the County Board Chair presides at meetings of the Board of Commissioners and makes procedural rulings and some appointments. Second, the Board Chairperson signs contracts on behalf of the Board of Commissioners, along with the County Clerk. All contracts must be approved by the Board of Commissioners through a pre-approval or ratification process. The Board Chair also acts as the ceremonial head of the County and represents the County at many important social and political functions much like a City Mayor does.
- **Vice Chair of the Board of Commissioners.** The primary role of the Vice-Chair is to serve in the absence of the Chair. Like the Chair, the Vice Chair is elected at the annual Board of Commissioners' Organizational meeting.

Social Media Guidelines for Elected Officials

Ottawa County, as an organization, is active on Facebook, Twitter and other social platforms. This is an excellent way to communicate information related to County services and activities. It is also a great way of gaining feedback from residents about the same. However, with its advantages come responsibilities. Ottawa County must consider any platform to be a 'public forum' and may not censor, hide or delete content unless it is vulgar, defamatory or obscene.

According to federal and state 'first amendment' principles, a person cannot be barred from participating on the County's digital forums without due process, meaning the grounds against them must be shared with them, and they must have an opportunity to appeal a proposed staff decision to the Administrator.

Regardless of whether the digital medium is paid for with County funds, an Ottawa County elected official or appointed department head or official must adhere to the following guidelines with respect to any digital medium in which they either share information related to Ottawa County's services or policies or procedures or invite comments regarding the same.

- To be safe, such a digital medium must be considered a limited public forum. Banning, blocking, deleting, hiding or otherwise removing social media content or users could be considered censorship.
- Unless the comments posted are vulgar, defamatory or obscene, they cannot be deleted, hidden or removed for a five-year period.

- No one can be blocked from the site without being notified that they have a right to appeal their removal to the Ottawa County Administrator.
- Comments from the public that are in violation of the particular social media site's *Terms of Service* can be reported directly to the social media platform. For example, hate speech is protected by the First Amendment and cannot be deleted by the government. However, the comment containing hate speech can be reported to Facebook as a violation of the social media site's Terms of Service. Facebook can then choose to delete the comment, limiting legal exposure to the County or Commissioner. Instead, legal complaints would be directed to the social media platform's moderation division.
- The elected or appointed official must note that none of the content on their social media site reflects the official position of Ottawa County.
- No campaigning for any person for office should occur on the official social media site of the organization, office, department or court. If the elected or appointed official wishes to campaign, he or she should do that on a separate social media site.

Freedom of Information and Open Meetings Acts

Michigan's Freedom of Information Act and Open Meetings Act is important for the public to access virtually all public records and to know how public decisions are made. All meetings of the Board of Commissioners are considered 'meetings' and must be open to the public after a proper notice. All deliberations towards any decision must be made at a public meeting. All records of the County are 'public records' with very few exceptions. They must be made available to the public. There are civil and criminal penalties if Commissioners violate the Open Meetings Act. There are civil penalties if the County violates the Freedom of Information Act. A Commissioner's texts or emails on a Commissioner's private phone or computer if related to County business can be a public record depending on the circumstances.

Conflicts of Interest

Members of the County Board of Commissioners shall refrain from voting on any matter where a potential conflict of interest may exist. A conflict of interest shall exist if a member of the Board of Commissioners has a financial interest, or duality of interest, in the question before the County Board of Commissioners. If a question of conflict of interest arises, the member shall abstain from any discussion and voting due to said conflict.

Michigan statute prohibits a County Commissioner from employment with the County or any local unit of government that has a contract with the County that might result in an incompatible situation. That situation is called the doctrine of 'incompatible office.'

Interactions with County Employees

In an effort to manage daily workflow and communications, County Commissioners should direct all requested work assignments and administrative directives to the County Administrator. However, general inquiries about County procedures, program, projects, etc. (that are not directive in nature) may be asked of any County department head or elected official.

Compensation, Reimbursement and Other Privileges

Determination of Wages and Benefits

To lend objectivity to this important process, the Ottawa County Officers' Compensation Commission determines the compensation for elected officials, including the Board of Commissioners. The Commission meets every even-numbered year and sends its determination for salaries to the Board, preferably before the end of March, so that compensation for elected offices is established prior to the filing deadline for any of those positions.

The Board of Commissioners has 3 options when presented with a determination from the Officers' Compensation Commission:

- 1 – to accept the determination (in part or whole); or
- 2 – to reject the determination by a vote of 2/3 of the members elected (in part or whole); or
- 3 – to do nothing in which case the determination takes effect.

If a determination, in part or whole is rejected, the existing compensation for the elected official remains in place, as the Board does not have the ability to “replace” the determination of the Officers' Compensation Commission. To date, the Board of Commissioners has acted upon each determination by the Compensation Commission and has not used option 3.

Mileage and Expense Reimbursement

Pursuant to County Policy, all qualifying expenses and mileage incurred by County Commissioners while in the conduct of County business are reimbursable. Mileage is payable at the current rate allowed by Internal Revenue Service regulations and may be taxable. Expense and mileage vouchers should be submitted on forms made available by the County for such purposes. Mileage payments will be included on monthly Statements of Review that are approved by the Finance and Administration Committee. Please refer to the Travel and Meal Policy for more information.

Franking Privileges

Pursuant to County Policy, County stationery for correspondence and mailing pertaining to County business is available from the County Administrator's Office. Commissioners may be reimbursed for postage costs pertaining to County business. Receipts for those costs must be submitted on the reimbursement voucher. Alternatively, the Administrator's Office can post and mail your County correspondence.

Newspaper and Magazine Subscriptions

Pursuant to County Policy, County Commissioners are entitled to subscriptions to any one of the following newspapers: The Grand Haven Tribune, the Grand Rapids Press, the Muskegon Chronicle, the Holland Sentinel, or the Zeeland Record. In addition, County Commissioners may subscribe to any governmental magazine up to \$75.00 value per year. Contact the County Clerk's Office for assistance in ordering your publications.

Training and Conferences

The County allocates funds in the budget for County Commissioners to attend both Michigan Association of Counties (MAC) conferences. It also allows for a total of 6 trips to National Association of Counties (NACo) national conferences. The budget also includes funding for various local events such as Chamber and Grand Valley Metro Council (GVMC) functions. The Administrator's Office will send out an event calendar quarterly and will handle registrations for you. Past practice has been to coordinate attendance and the budget through discussion with the Board Chair.

County-Issued Equipment

A laptop, cell phone, and wireless internet hotspot functionality on the cell phone are available to all County Commissioners. Laptop replacements are budgeted every three years.

Other Miscellaneous Benefits

- **HR Forms and Benefits** – A payroll onboarding packet containing tax and direct deposit forms will be provided to you by the HR Department. You will also be provided with information on the various benefits you are eligible to receive, which include health, life, dental and vision insurance, and a defined contribution retirement benefit through MERS. An HR representative will be available to answer any questions you may have regarding your forms and benefits.
- **Fitness Facility** – Well-appointed fitness facilities are available for use by County Commissioners and their spouse/partner at various county facilities.
- **Workroom and Office Supplies** – A workroom and assigned mailbox is available for County Commissioners to use. Commissioners have access to County equipment to provide duplication services and other basic office supplies.
- **Business Cards** – County business cards will be provided to all County Commissioners. Please contact the Administrator's Office for assistance in ordering your business cards.

Meetings and Other Process Information

Meeting Dates

The Ottawa County Board of Commissioners regular meeting dates are on the 2nd and 4th Tuesday of the month. There are occasional Work Sessions scheduled by the Board throughout the year. Normally, they are immediately following the first Board meeting of a given month.

Standing Committee meetings and other assigned board and commission meetings vary. A calendar and information on all County meetings can be found on the County's website homepage at www.miOttawa.org under the "**Public Meetings**" heading.

Boards and Assignment Process

The Board of Commissioners has constitutional and statutory responsibility for making appointments to a variety of boards and commissions. The Board may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. The Board of Commissioners' Talent and Recruitment Committee will review all applications for positions on boards and commissions, the membership of which is appointed by the Board. If possible, the membership of all boards and commissions shall be determined prior to the expiration of the term.

A worksheet that lists the various boards and commissions committees that Commissioners serve on is used to assist the Chair of the Board to complete assignments prior to the Board of Commissioners Organizational meeting, which is held on the first business day of January each year. Descriptions of each board and commission, as well as the names of all current appointees, can be found on the County's website at www.miOttawa.org.

Standing Committees

Many County governments, including Ottawa, have grown to a size where standing committees are used to divide the work of County government. The Board of Commissioner's regular meetings tend to be short and move quickly, and that is mostly because the "real work" is done in committee in the weeks prior to any particular Board meeting. The Board of Commissioners has the ability to create and utilize as few or as many Standing Committees as it feels necessary. There are currently five Standing Committees for Ottawa County, each of which are comprised of appointed Board of Commission members. All standing committees are *advisory*, meaning they are empowered to deliberate and make recommendations on matters within their jurisdictional purview to the full Board of County Commissioners. The five Standing Committees and a brief description of their purpose is listed below.

- **Board Rules Committee:** Has jurisdiction over the rules that the Board of Commissioners adopts and adheres to.
- **Finance and Administration Committee:** Has jurisdiction over matters of County business relating to purchasing, financial control, insurance, audit of claims, auditing, expense and mileage, equalization and apportionment, bonding, law enforcement, courts, community correction, contract review, County directory, and other policy matters. The Chair shall serve on other boards and commissions as state statutes require.
- **Health and Human Services Committee:** Has jurisdiction over matters of County business relating to mental health, public health, senior citizens, human services, substance abuse, veterans, CAA/MI Works!, solid waste, and other policy matters. The Chair shall serve on other boards and commissions as state statutes require.
- **Planning and Policy Committee:** Has jurisdiction over matters of County business relating to buildings and maintenance, strategic planning, public works, land use and infrastructure needs, planning, agriculture and conservation, parks, drains, legal review, rules and regulations, public relations, policy matters, transportation and planning, roads and bridges, and legislature. The Chair shall serve on other boards and commissions as state statutes require.
- **Talent and Recruitment Committee:** Has jurisdiction over matters of County business relating to human resources, employee relations, appointments, and other policy matters. The Chair shall serve on other boards and commissions as state statutes require.

A worksheet that lists the commissions that Commissioners serve on is used to assist the Chair of the Board to complete assignments prior to the Board of Commissioners Organizational meeting, which is held on the first business day of January each year. For all standing committees, the meeting schedule is set at the first meeting of each year.

To comply with the Open Meetings Act, all Ottawa County Board of Commissioner committee meetings are treated as public meetings and are noticed, public comment is allowed and minutes are taken.

The Board can use 'committees of the whole' if it wishes, although such meetings must meet the standards of the Open Meetings Act, including any decisions made at 'committees of the whole' meetings must be repeated or heard again at the next 'official meeting' of the Board of Commissioners.

Please refer to the Rules of the Ottawa County Board of Commissioners (see below) for more information about Standing Committees.

County Policies and Administrative Rules

It is important for the Board of Commissioners to establish clear policy statements, and to set forth the principles under which the policy statements will be carried out by the County Board, County Administrator, and by County employees. Under state statute, the Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper.

Likewise, the Board of Commissioners supports the ability of the County Administrator to address the ongoing operational needs of Ottawa County government. The County Administrator, within the provisions of Michigan law and under the policy direction of the Board, is therefore authorized to establish Administrative Rules to facilitate the administration of county operations and programs.

County Commissioners are responsible for understanding and adhering to all applicable county policies including the Code of Ethics, Notice of Public Meetings, Per Diem, Expense, Mileage, and Travel Regulations Policies. All existing County Policies and Administrative Rules can be found in the Employee Portal on the County's website at www.miOttawa.org. To view all County policies and rules, click on the "Login" link at the top of the homepage and then click "**Continue without logging in**". This will take you to the Employee Portal home page. Hover your cursor over "**Reference Center**" at the top of the page and you will see "**Policies**" in the drop-down menu. You are encouraged to read and familiarize yourself with the various County policies and procedures as part of your orientation.

Board Rules

The Rules of the Ottawa County Board of Commissioners are considered a handbook for County Commissioners. They include a set self-imposed Rules that govern all various duties, procedures, schedules and organizational structures of the Ottawa County Board of Commissioners. The current Board Rules have historically been reviewed annually by the Board Rules Committee, and any recommended amendments are reported to the Board of Commissioners at their first meeting in November for adoption at the Organizational Meeting of the Board of Commissioners in January.

The most current version of the Board Rules can be found in the Employee Portal on the County's website at www.miOttawa.org. To view all County Policies and Rules, click on the "Login" link at the top of the page and then click "**Continue without logging in**", which will take you to the Employee Portal home page.

With your mouse, hover over “**Reference Center**” at the top of the page and you will see “**Policies**” in the drop-down menu. The Board Rules can be found in the list of “**Board of Commissioners Policies**”.

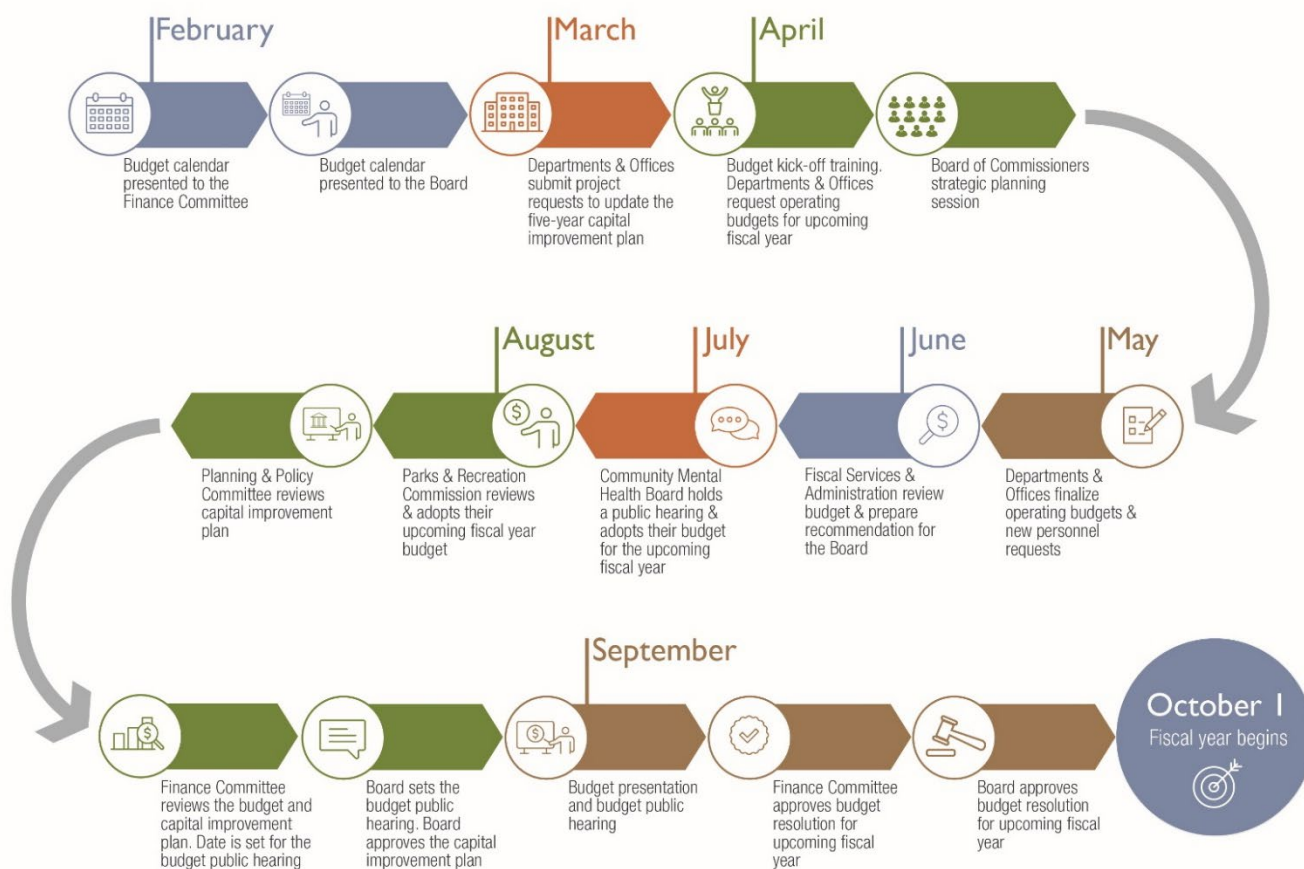
Budget Information

Budget Process

The County adopts its budget in accordance with Public Act 621, the Uniform Budgeting and Accounting Act, which mandates an annual budget process and an annual appropriation act to implement the budget. Under State of Michigan law, the County must have a balanced budget in that revenues and fund balance will accommodate expenditures.

All of the County’s funds that comprise the consolidated budget have a fiscal year end of September 30. The current fund structures include a General Fund, Special Revenue Funds, a Debt Service Fund and a Capital Project Fund. The County Budget for the current and prior fiscal years can be viewed on the County’s website at www.miOttawa.org. Under the “**Departments**” tab, select “**Fiscal Services**”. Then click on the “**Budget**” dropdown menu on the left side of the screen.

Ottawa County Budget Timeline



Budgets for the next fiscal year are presented to the County Administrator for review each year in late May. During June, the Fiscal Services Director and County Administrator meet with the various

department heads and elected officials submitting budgets to discuss the content and revenue/expenditure levels contained in their budgets. The County Administrator submits a balanced budget to the Finance & Administration Committee of the County Board of Commissioners in August. Elected officials also have the opportunity to meet with the Board of Commissioners to appeal any decision though this has not happened to anyone's recollection. After the last Board meeting in August, a public notice is placed in the newspapers informing citizens of the upcoming budget hearing and adoption. At this point, a summary copy of the budget is available to citizens. A public hearing is held in early September to provide any County resident the opportunity to discuss the budget with the Board and is required under State of Michigan law. The Finance Committee then makes a budget recommendation to the County Board of Commissioners at the second Board meeting in September. The budget, and general appropriation act implementing it, is then adopted at the second meeting in September. A draft of the upcoming Budget Calendar will be presented to the Finance Committee and Board in February for consideration.

Amending the Budget

Budgets for the current year are continually reviewed for any required revisions of original estimates. Proposed increases or reductions in appropriations in excess of \$50,000, involving multiple funds, or any amendment resulting in a net change to revenues or expenditures are presented to the Board for action. Transfers that are \$50,000 or less, within a single fund, and do not result in a net change to revenues or expenditures may be approved by the County Administrator. Budget adjustments will not be made after a fund's fiscal year end except where permitted by grant agreements. In the Capital Project Fund, budgets are established for the life the project and do not lapse at year end. For all other funds, budget appropriations lapse at the end of each fiscal year unless specific Board action is taken.

Budget Policies

There are several existing policies and procedures relating to the County's budget and finances, including an Operating Budget Policy, a General Fund Budget Surplus Policy and a Fund Balance Policy. These and other fiscal-related policies can be found in the Employee Portal on the County's website at www.miOttawa.org. To view them, click on the "Login" link at the top of the page and then click "**Continue without logging in**", which will take you to the Employee Portal home page. With your mouse, hover over "**Reference Center**" at the top of the page and you will see "**Policies**" in the drop-down menu. All current fiscal-related policies can be found in the list of "**Fiscal Services Policies**".

General Information

Intergovernmental Cooperation

The Board of Commissioners' Strategic Plan has placed importance on intergovernmental cooperation for many years. Many examples of agreements with local units of government exist, and the County has the capacity to utilize its administrative infrastructure in many areas to assist local units of government with service provision and economies of scale.

Within the past few years, the County has become the Assessor for the City of Grand Haven, City of Hudsonville, City of Coopersville, Crockery Township and Blendon Township; provides Finance staffing for the Village of Spring Lake and Crockery Township; and also provides IT services for Allendale Charter Township, Blendon Township, City of Ferrysburg, Holland Charter Township, Park Township, Port Sheldon

Township, Spring Lake Township, and the Village of Spring Lake. Many other discussions about potential partnership opportunities are currently being held and will likely continue.

In addition, the County's Department of Strategic Impact provides multi-jurisdictional land-use planning, motorized and non-motorized transportation planning, environmental consulting (groundwater issue), data research and analysis to evaluate programs and services and organize trainings and workshops for local leaders.

Other examples of collaboration include the Clerk's Office providing election training and support for local municipalities, the Human Resources Department providing services to develop employee talent and recruit new employees, the Prosecutor's Office providing prosecution services for local ordinances and the Sheriff's Office providing law-enforcement services to 14 of the County's 17 townships, three cities, one village and nine school districts and the Ottawa Area ISD. The Sheriff's Office also provides specialized services to the local units of government, including paramedic services, marine patrol, and the Critical Response Team.

The basic message of the County where intergovernmental collaboration is concerned is that we will consider any collaboration that does not result in a net cost increase to either party, and results in a cost decrease for one while maintaining or improving the quality of services.

Internal and External Communications

The County utilizes multiple methods of communication, some specific to the Board, much internal with employees and others external with the community. The communications plan developed by the Board and the communications position in the Administrator's Office is intended to continue to develop and focus our communications at the County.

- **Board Communications**
 - Just for the Board emails
 - Quarterly Meetings with the Ottawa County Road Commission
 - Monthly Meetings with Elected Officials
- **Employee Communications**
 - Labor-Management Cooperation Committee
 - Employee Engagement Survey
 - Brown Bag Luncheons
 - Employee Portal
 - Employee Email Lists
 - Employee Emergency Alert System
- **External Communications**
 - Meetings with State Legislators
 - Local Government Meetings
 - Administrator's Digest
 - Dashboards
 - GovDelivery Subscription Service
 - Opt-In Community Alerts via GovDelivery
 - Radio and Local TV via Press Releases
 - Citizen Surveys
 - Social Media (Facebook, Instagram, Twitter, YouTube)
 - Community Alerts via Emergency Management
 - Election Results Alerts

**2023 RULES OF THE
OTTAWA COUNTY
BOARD OF COMMISSIONERS**



Ottawa County®

ESTABLISHED JANUARY 3, 2023

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FOREWARD – OPENING STATEMENT

The rules of the Ottawa County Board of Commissioners serve to ensure accountability, transparency, and representation for all people in Ottawa County.

ARTICLE I – AUTHORITY & ORDER OF PRECEDENCE

These RULES OF THE OTTAWA COUNTY BOARD OF COMMISSIONERS (hereinafter these “Rules”) are adopted by the Board of Commissioners of Ottawa County (hereinafter the “Board”) pursuant to the Compiled Laws of the State of Michigan, as amended. (MCL 46.11)

In the event any term, clause or provision of any Resolution adopted or enacted by the Board conflicts with any term, clause or provision of these Rules, these Rules shall prevail. In the event any term, clause or provision of any Employment Agreement entered into by the Board conflicts with any term, clause or provision of these Rules, these Rules shall prevail.

“Robert’s Rules of Order”, 12th Edition, shall govern all questions of procedure not otherwise provided by these Rules or by state or federal law.

The titles and subtitles of these Rules are for convenience only and shall not be considered as part of these Rules. These Rules shall be governed by and construed in accordance with the laws of the State of Michigan. The terms of these Rules shall be severable so that if any term, clause, or provision herein shall be deemed invalid or unenforceable for any reason by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the remaining terms, clauses and provisions herein, the Board intending that if any such term, clause or provision were held to be invalid prior to the adoption hereof, they would have adopted rules containing the remaining terms, clauses and provisions of these Rules. These Rules may be amended, suspended, or rescinded only by the Board by majority vote of the Members elected and serving (defined below). These Rules shall remain in effect until rescinded, amended, or suspended.

ARTICLE II – ORGANIZATION OF THE BOARD

RULE 2.1 MEMBERSHIP OF THE BOARD.

The Board consists of eleven (11) members (hereinafter, individually a “Member”, collectively the “Members”) elected from single member districts, apportioned on the basis of population as provided by law. (MCL 46.401, et seq.)

RULE 2.2 TERM OF OFFICE.

The term of each Member shall be two years for those Members elected prior to the 2024 general election, and the term of each Member elected at or after the 2024 general election shall be four years. (MCL 46.410)

RULE 2.3 **CHAIRPERSON OF THE BOARD.**

At the first meeting in January, the Board shall elect from its own membership a Chairperson to serve for one year. This election may be by secret ballot if the majority of the Members vote to have the election in this manner. A concurrence of the majority of the Members shall be necessary for the election.

The Chairperson shall hold office for a term of one (1) year, or until a successor is duly elected and qualified as provided in these Rules.

It shall be the duty of the Chairperson to preside at all meetings of the Board, to preserve order, to decide all questions of order, subject to the Board.

The Chairperson shall appoint all committee assignments for the ensuing year.

RULE 2.4 **VICE-CHAIRPERSON OF THE BOARD.**

At the first meeting in January, the Board shall elect from its own membership a Vice-Chairperson to serve for one year. This election may be by secret ballot if the majority of the Members vote to have the election in this manner. A concurrence of the majority of the Members shall be necessary for the election.

The Vice-Chairperson shall hold office for a term of one (1) year, or until a successor is duly elected and qualified as provided in these Rules.

It shall be the duty of the Vice-Chairperson to assume all duties of the Chairperson if he/she is not available or is unable to assume his/her duties.

RULE 2.5 **CLERK OF THE BOARD.**

The duly elected Clerk of Ottawa County shall be ex-officio Clerk of the Board of Commissioners. In the absence of the County Clerk, a Deputy Clerk may serve as Clerk of the Board. In the absence of the County Clerk and Deputy Clerk, a Member of the Board designated by the Chairperson may serve as Clerk of the Board.

The County Clerk shall be responsible for performing all posting functions as required by the OMA (defined below), for full Board meetings. He/she shall perform the duties ordinarily pertaining to such office.

RULE 2.6 **VACANCIES ON THE BOARD.**

Vacancies caused by death, resignation, removal from the district or removal from office shall be filled by appointment within thirty (30) days by the Board and shall be an eligible resident and registered voter of that district. The appointee shall serve, either, the remainder of the unexpired term, or until the election and qualification of a successor as specified in the statutes of the State of Michigan. If the Board fails to fill the vacancy as provided above, then the vacancy will be filled by a special

election called by the Board. The individual elected in the special election shall serve for the remainder of the unexpired term. (MCL 46.412 & MCL 46.413)

RULE 2.7 **CONFLICT OF INTEREST.**

A Member of the Board shall not be interested directly or indirectly in any contract or other business transaction with Ottawa County, or a board, office, or commission thereof, during the time of which he/she is elected or appointed, nor for one year thereafter unless the contract or transaction has been approved by a majority of the elected Members and so shown on the minutes of the Board together with a showing that the Board is cognizant of the Member's interest. This prohibition is not intended to apply to appointments or employment by Ottawa County, or its officers, boards, committees, or other authority. (MCL 46.30)

ARTICLE III – POWERS AND DUTIES OF THE BOARD

RULE 3.1 **POWERS AND DUTIES OF THE BOARD.**

The Board shall have such powers and duties as are provided by law. The authority of the Board is a collective one, and according to state law, no individual Member can assume any action, decision or endeavor on behalf of or in lieu of Board action. (MCL 46.11)

The Board shall have the power to appoint, retain, or hire, by majority vote of the Members, an attorney to represent Ottawa County in civil matters as corporate counsel. The Board shall also have the power to appoint, retain, or hire, by majority vote of the Members, an attorney to represent Ottawa County in any civil litigation. The Board shall have the power to terminate any such appointment by majority vote of the Members. (MCL 49.71)

The Board shall have the power to appoint, by majority vote of the Members, a county manager, chief administrative officer or county controller to serve Ottawa County in accordance with governing law and the Employment Agreement between such officer and the Board. The Board shall have the power to terminate any such appointment by majority vote of the Members. (MCL 46.11)

The Board shall have the power to appoint, by majority vote of the Members, a local health officer and internal administrative officer to serve Ottawa County in accordance with governing law and the Employment Agreement between such officer and the Board. The Board shall have the power to terminate any such appointment by majority vote of the Members. (MCL 52.142; 333.2428)

RULE 3.2 **INDEMNIFICATION OF BOARD MEMBERS.**

To the maximum extent permitted by law, the County shall indemnify and save harmless all Board Members against expenses actually and necessarily incurred by them as well as any judgment rendered against them in connection with the defense of any action, suit or proceeding in which they are made parties by reason of being

or having been a Board Member, except in relation to matters as to which any such Member shall be adjudged liable for actions taken outside the scope of his/her authority and to such matters as shall be settled by agreement predicated on the existence of such liability. The foregoing right to indemnification shall be exclusive of other rights to which a Member may be entitled. (MCL 691.1408)

RULE 3.3 DUTIES.

All Commissioners' highest duty is to uphold the United States Constitution and the Michigan Constitution, and to faithfully serve the people of Ottawa County. All Commissioners shall comply with all required duties pursuant to MCL 46.1 et. seq.

ARTICLE IV – MEETINGS OF THE BOARD

RULE 4.1 OPEN MEETINGS ACT.

All meetings will be in conformance with the Michigan Open Meetings Act, MCL 15.261 et seq., as amended (hereinafter the "OMA"). Meetings of the Board of Commissioners are open to the public, except as otherwise provided by law.

RULE 4.2 ORGANIZATIONAL MEETINGS.

The Board shall convene for its first meeting on the first business day after January 1 of each year. This meeting shall be known as the Organizational Meeting and the Board shall transact such business at said meeting, or at the adjournment date of such meeting, as shall be provided by these Rules or by law, including but not limited to the election of a Chairperson and a Vice-Chairperson, adopting and establishing the Rules of the Board, scheduling regular Board Meetings, and action on other business. The Clerk of the Board shall preside over the Organizational Meeting until a Chairperson of the Board has been duly elected by a majority vote of the Members.

RULE 4.3 REGULAR MEETINGS.

The Board shall meet in regular session on scheduled days and times as determined at the Organizational Meeting or as amended, except when otherwise set by adjournment or by law. (MCL 46.1)

RULE 4.4 SPECIAL MEETINGS.

The Board shall meet in special session upon written request to the County Clerk signed by the Chairperson or by majority of the Members. The request for a special meeting shall specify the time, date, place and purpose of the meeting. All special meetings will meet 18-hour posting requirements per the OMA unless called as an emergency meeting where the 18-hour posting requirement of the OMA cannot reasonably be complied with. (MCL 46.10 & MCL 15.265)

RULE 4.5 AGENDAS AND MINUTES.

A Member desiring to place an item on the agenda will request approval from the Chairperson at least six calendar days prior to the next Board Meeting. Supporting materials for approved agenda items shall be provided to the Administrator's Office for reproduction at least five calendar days preceding a Board Meeting. The Chairperson has the sole discretion to waive this requirement to address important issues that arise.

Items on the agenda will be considered by the Board in the order listed. Items may be considered out of order on the agenda providing a majority of the Members present approve. If the Board determines by a majority vote of the total Members elected and serving to add and address an agenda item not previously included on the agenda, such action will be appropriate.

The Clerk of the Board shall be responsible for maintaining the official record and minutes of each meeting of the Board. Minutes for each meeting shall be furnished to each Member prior to the next meeting of the Board.

The Clerk of the Board shall maintain in the office of the County Clerk copies of each resolution and ordinance, or other matter acted upon by the Board. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution, or other matter.

Except for minutes taken during a Closed Session, all minutes are considered public records, open for public inspection, and must be available for review as well as copying at the Office of the Ottawa County Clerk. The Clerk of the Board shall make available to members of the public the records and minutes of Board meetings in accordance with the Freedom of Information Act. Board minutes, prepared but not approved by the Board, shall be available for public inspection not more than eight (8) business days following the meeting. Minutes approved by the Board shall be available within five (5) business days after the date of the meeting in which the minutes were approved. The Clerk of the Board shall promptly provide copies of the minutes to persons who have subscribed and paid the fee as determined by the Board of Commissioners.

Minutes must be kept for all meetings of the Board of Commissioners in compliance with the requirements of the Open Meetings Act, MCL 15.269, and are required to contain:

1. A statement of the date, scheduled time and place of the meeting and its actual starting time and ending time;
2. The members present as well as absent;
3. An explanation of why the meeting is held remotely if a meeting is held remotely;
4. If any member is participating remotely, and in such case, identification of the member's location;

5. A record of any decisions made at the meeting and a record of all roll-call votes;
and
6. An explanation of the purpose(s) if the meeting is a Closed Session.

RULE 4.6 TELECONFERENCING.

If approved by the Chairperson of the Board pursuant to MCL 15.263, or if there is a state of emergency declared in the state or county under 1976 PA 390 as amended, Commissioners may participate in a regular or special meeting under the following rules:

1. The meeting must be noticed for a particular physical location under the Open Meetings Act and staff must be present to facilitate public participation at that physical location, including ensuring that the public can gain entry to the facility for purposes of attending the meeting.
2. Any commissioner wishing to attend physically shall be permitted to participate physically.
3. A commissioner wishing to participate remotely must call into the county administration with significant time in advance of the meeting to participate in a joint telephonic or videoconferencing hookup into the meeting room.
4. The joint telephonic or videoconferencing hookup must include two-way communications so that all commissioners, members of the public and the County Clerk can hear and record the discussion.
5. Each commissioner must identify for the record his or her location.
6. The chairperson of the meeting and the county clerk or deputy county clerk recording the minutes, if possible, should be located in the physical location, although if no commissioner who is physically present is appointed Chair *pro tem* of the meeting by the Board, the Chairperson or Vice-Chairperson, respectively, shall chair the meeting.
7. All votes will be by roll call vote.
8. All other Board rules will apply.

ARTICLE V – COMMITTEES OF THE BOARD

RULE 5.1 STANDING COMMITTEES.

The Board shall have five Standing Committees with an advisory role over matters of county business as follows:

- 1. Finance and Administration Committee**
- 2. Planning and Policy Committee**
- 3. Health and Human Services Committee**
- 4. Talent and Recruitment Committee**
- 5. Board Rules Committee**

The Chairperson of the Board shall select the Chair of each Standing Committee and shall appoint Members of the Board to serve on each Standing Committee. Each Standing Committee shall vote to select a Vice-Chairperson from among its Members at its first meeting, who will perform the duties of the Committee Chairperson in his or her absence.

An anticipated annual schedule of meeting dates and times shall be established for each Standing Committee at its first meeting in January. Each Standing Committee shall have an advisory role over county business in the areas listed as follows:

Finance and Administration Committee

- a. Purchasing
- b. Financial Control
- c. Insurance
- d. Audit of Claims
- e. Auditing
- f. Expense and Mileage
- g. Equalization and Apportionment
- h. Bonding
- i. Law Enforcement
- j. Courts
- k. Community Corrections Department
- l. Contract Review
- m. County Directory
- n. Policy Matters

The Finance Committee Chairperson shall serve on boards and commissions required by state statutes.

Planning and Policy Committee

- a. Buildings and Maintenance
- b. County Strategic Planning
- c. Public Works - Water, Sanitation
- d. Land Use and Infrastructure Needs
- e. Planning
- f. Agriculture and Conservation
- g. Drains
- h. Parks
- i. Legal Review - Litigation and Resolutions
- j. Rules and Regulations
- k. Public Relations
- l. Policy Matters
- m. Transportation and Planning
- n. Roads and Bridges
- o. Legislature

Health and Human Services Committee

- a. Public Health and Mental Health
- b. Senior Citizens
- c. Department of Human Services
- d. Substance Abuse
- e. Veterans
- f. Community Action Agency and Department of Employment and Training
- g. Solid Waste
- h. Policy Matters

Talent and Recruitment Committee

- a. Human Resources
- b. Employee Relations
- c. Employee Training
- d. Special Committees
- e. Appointments
- f. Policy Matters

Board Rules Committee

- a. Propose revisions to Board Rules for 2024

RULE 5.2 SPECIAL COMMITTEES.

The Board may establish a Special Committee, outlining the purpose, advisory jurisdiction, and composition (number and type) of members of the Special Committee. The Board Chairperson shall appoint a Chair of the Special Committee.

The Chairperson shall appoint members of the Special Committee with approval by the Board. The Board may change the composition of members of a Special Committee at any time by majority vote of those elected and serving. County employees shall not act in a gatekeeper role on applications to serve on a Special Committee and shall share all applicants with the Board.

A Special Committee established by the Board may be dissolved or reorganized by the Board at any time by majority vote of those elected and serving. A Term of Service of any Special Committee shall expire when the Board determines its task is completed or December 31 of each year, whichever occurs first. A Special Committee may include members who are not members of the Board. Special Committee agendas shall be prepared by the Chair of the Special Committee.

RULE 5.3 WORK SESSIONS.

The Board of Commissioners may meet in a Work Session on any designated day, as determined by the Chairperson, for the purpose of coordinating the activities of the Standing Committees, informing the Board of Commissioners on the progress

of Committee work, and for the purpose of promoting a better understanding of County business, thereby expediting the regular meetings of the Board.

ARTICLE VI – RULES OF PROCEDURE OF THE BOARD

RULE 6.1 GENERAL MEETING CONDUCT.

When a Member wishes to speak, he or she shall be recognized and address themselves to the Chairperson. When two (2) or more Members wish to speak at the same time, the Chairperson shall decide who is to speak first. When a Member is speaking on any question before the Board, he or she shall not be interrupted except to be called to order. When a Member is called to order, he or she shall immediately come to order. The Board, if appealed to, shall decide the case. If there is no appeal, the ruling of the Chairperson shall be final.

RULE 6.2 QUORUM.

The presence of a majority of the Members elected and serving shall constitute a quorum of the Board. No business shall be considered without the presence of a quorum, except to adjourn or recess. Members may participate in meetings of the Board in person or remotely pursuant to the OMA. To the extent authorized by the OMA, any Member appearing remotely as permitted by the provisions of the OMA is considered present for all purposes, including the purpose of determining whether a quorum is present. (MCL 46.3, MCL 15.263 & MCL 15.263a)

RULE 6.3 ORDER OF BUSINESS.

The business of all regular meetings of the Board shall be considered and transacted in the following order unless exceptions are made by a majority vote of the Members.

1. Call to Order by Chairperson
2. Prayer and Pledge of Allegiance
3. Roll Call
4. Public Comment
5. Correspondence
6. Approval of Agenda
7. Consent Resolutions
8. Agenda and Action Requests
9. Committee Reports
- 10.. Public Comment
11. Additional Business
12. Adjournment at Call of the Chairperson

At the Chairperson's discretion items may be added to the Order of Business.

Consent Resolution. The purpose of the Consent Resolution is to expedite business by grouping non-controversial items together to be dealt with by one Commission

motion. Any member of the Commission may ask that any item on the Consent Resolution be removed there from and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If any item is not removed from the Consent Resolution, the action noted on the agenda is approved by a single Commission action adopting the Consent Resolution. For contracts that are being ratified by this process, the Board must approve a commissioner's request to pull a contract off the consent resolution for ratification. A commissioner must raise the request to pull a contract off of the consent resolution with the Board Chairperson within twenty-four hours of a meeting.

RULE 6.4 METHOD OF VOTING.

Election of the Chairperson of the Board may be by ballot. (MCL 46.3a)

The following measures must be voted upon by roll call: motion to submit a proposition to the vote of the people except as otherwise provided by statute; resolutions that provide for the expenditure of \$100,000 or more; adoption of the annual budget; approve receipt and concurrence with Finance and Administration Committee minutes; resolutions concerning activities of the Department of Public Works; resolutions concerning activities of the Ottawa County Drain Commission; motion to go into/come out of closed session; the adoption of all ordinances or amendments thereto; any other measure when a roll call is required by statute or is called for by a Member; authorize the levy of Winter or Summer Property Taxes; all measures if the meeting is held remotely or a Member is participating remotely.

All other measures will be voted by voice vote unless requested by 1/5 of the Members present. If a Member present does not respond to the call for the voice vote, his or her vote will be deemed an affirmative vote, unless good cause is shown for abstaining. No proxy voting is allowed under OMA.

The Chairperson shall vote on all questions decided by yea and nay, except on an appeal from his or her own decision. When a yea or nay vote is taken, every member present shall vote except in matters in which the member has a conflict of interest, in which case the member shall identify the conflict and abstain from voting.

RULE 6.5 MOTIONS, RESOLUTIONS, ORDINANCES AND REPORTS.

A motion is the formal means by which a Member submits a proposed measure or resolution for the consideration and action of the Board. No motion will be considered or debated unless seconded, and must be stated by the Chairperson before debate. A motion must be put in writing at the request of any Member. A motion may, with the permission of the maker and the second, be withdrawn at any time before the same has been adopted. All motions and amendments or substitutes thereto must be entered in the minutes of the Board unless withdrawn.

All resolutions and ordinances must be presented in writing and must be seconded before debate. A resolution is a formal expression of the opinion or will of the Board, whose adoption is subject to vote of the Board in a formal (regular or

special) meeting. An ordinance is a law enacted by the Board in accordance with state statute. A resolution or ordinance may, with the permission of the maker and the second, be withdrawn at any time before the same has been adopted. All resolutions, ordinances, and amendments or substitutes thereto must be entered in the minutes of the Board unless withdrawn.

Reports include activity by Members of Committees, appointments by the Chairperson, creation of any additional Committee, subcommittee, board or task force. Upon confirmation by the Chairperson, the receipt of a final report from a Committee or task force will be placed on the agenda of the next Board meeting under Reports. The Report will, without motion, be recorded as received.

RULE 6.6 TYPES OF MOTIONS AND MOTION PROCEDURES.

Order of Precedence. When a question is under debate, no motion shall be received except the following: to adjourn; for the previous question; to lay on the table; to postpone indefinitely; to postpone to a certain day; to refer; to amend. These motions shall have precedence in order as above named.

Motion to Adjourn. A motion to adjourn shall always be in order, except when a vote is being taken on any question before the Board of Commissioners, or when a member has the floor, provided that there shall be some intervening business proposed and determined between two (2) motions to adjourn.

Motion to Reconsider. A motion for reconsideration shall be in order on the same day, or at the succeeding action meeting day following that on which the decision proposed to be reconsidered took place. Only a member of the side which prevailed may move such reconsideration and such motion shall take precedence over all other questions, except a motion to adjourn. A motion for reconsideration shall be decided by majority vote of those members elected and serving.

Question of Appeal. When an appeal is taken from a decision of the Chairperson, the member taking the appeal shall be allowed to state his or her reason for so doing. The question shall then be immediately put in the following form: "Shall the ruling of the Chairperson be sustained?" The question shall be determined by a majority vote of the members present except that the Chairperson shall not vote. In case of a tie vote, the Chairperson shall be sustained.

Division of Question. Upon the request of any member, a division of any question shall be made when the question will admit of a division so distinct that one part being taken away, the other will remain as an entire question for decision.

Resolutions and Ordinances. Resolutions and Ordinances shall be taken up in the order in which they are presented unless otherwise ordered by the Board. All proposed Resolutions and Ordinances shall be presented to the Board of Commissioners in writing and shall be acted upon by the Board of Commissioners.

Privilege Motions. When a question of privilege is under debate, no motion shall be in order, except the following which shall have precedence in the order named:

1. To fix a time to adjourn;
2. To adjourn;
3. To recess;
4. To raise question of privilege;
5. To call for the Orders of the Day.

Subsidiary Motions. When a question is under debate, no subsidiary motion shall be in order except the following which shall have precedence in the order named:

1. To lay on the table;
2. To call the previous question;
3. To limit or extend debate;
4. To postpone to a certain time;
5. To comment or refer;
6. To amend;
7. To postpone indefinitely.

RULE 6.7 PUBLIC COMMENT, RIGHTS OF THE PUBLIC.

Members of the public shall be encouraged to attend all open meetings and address the Board at the meetings. To protect the rights of all people attending such meetings and to maintain reasonable order, the following rules are established, in accordance with OMA:

All public meetings of the Board and committees shall be posted in the County Courthouse, on an announcement board designated for this purpose and on the County Web Site in accordance with the OMA. (MCL 15.264 & MCL 15.265)

No person shall be excluded from a public meeting except for a breach of peace committed at that meeting. However, members of the public who intend to attend an open meeting in groups of twenty (20) persons or more are asked to notify the County Clerk of their intention to attend as a group in advance of the meeting in order that the Board may make all efforts to secure adequate accommodations.

There shall be two opportunities for Public Comment during meetings. Individuals may give Public Comment one (1) time per public comment session on the Agenda.

A member of the public may address the Board after receiving recognition from the Chairperson and giving his or her name. Public comment shall be limited to a period set aside at each meeting for such purpose and each speaker shall have the floor for no longer than three (3) minutes, unless the Board grants an extension to an individual, or at the beginning of a meeting the Chairperson increases the allowed time greater than three (3) minutes uniformly for all public comments provided during the meeting.

In the event that a person desires to address the Board in an extensive manner, that person may contact the county clerk no less than seven (7) days prior to the scheduled meeting to request to be placed on the agenda. The Board Chair may consider such requests and choose to place an individual on the agenda for a reasonable period of time.

RULE 6.8 ANNUAL REPORTS FROM DEPARTMENTS OF COUNTY GOVERNMENT.

It is the policy of the Board of Commissioners to receive Annual written and oral Reports at least once per year from all Departments of County government. Written reports shall be in a form approved by the County Administrator and shall, in the ordinary course, be submitted directly to the Board of Commissioners through the County Administrator’s Office. Sufficient copies of the written reports shall be submitted to the County Administrator’s Office on Monday the week prior to the Board of Commissioners meeting or at least eight (8) days in advance of the meeting at which the oral report is to be given so that the matter can be placed on the Agenda and the written report distributed with the Agenda to the members of the Board of Commissioners.

I hereby acknowledge that I have read and understood the Rules of the Ottawa County Board of Commissioners.

Gretchen Cosby District 1 Commissioner	Lucy Ebel District 2 Commissioner
Doug Zylstra District 3 Commissioner	Jacob Bonnema District 4 Commissioner
Joe Moss District 5 Commissioner	Kyle Terpstra District 6 Commissioner
Rebekah Curran	Sylvia Rhodea

District 7 Commissioner

District 8 Commissioner

Roger Belknap

Roger Bergman

District 9 Commissioner

District 10 Commissioner

Allison Miedema

District 11 Commissioner

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the 3rd day of January, 2023 at 8:30 a.m. local time.

PRESENT: Commissioners: Roger Bergman, Douglas Zylstra, Roger Belknap, Gretchen Cosby, Rebekah Curran, Lucy Ebel, Sylvia Rhodea, Allison Miedema, Joe Moss

ABSENT: Commissioners: Jacob Bonnema and Kyle Terpstra

It was moved by Commissioner Gretchen Cosby and supported by Commissioner Sylvia Rhodea that the following Resolution be adopted:

WHEREAS, the Ottawa County Board of Commissioners, pursuant to MCL §46.3 and MCL §46.13a, is authorized to appoint representatives, agents and employees for its county as may be deemed necessary by it; and,

WHEREAS, employee Doug Van Essen has provided legal counsel to the County of Ottawa; and,

WHEREAS, Doug Van Essen has filled the role of "Corporation Counsel" for the County of Ottawa, at the pleasure of the Board of Commissioners, and will transition corporate counsel in cooperation with and under the lead of Kallman Legal Group in fully transitioning corporate counsel to Kallman Legal Group on or before February 28, 2023; and,

WHEREAS, Doug Van Essen indicated in writing on December 22, 2022, his intent to retire on January 1, 2023; and,

WHEREAS, Doug Van Essen has served the County of Ottawa for decades and is committed to serving, and providing legal advice to, the Board of Commissioners; and,

NOW THEREFORE BE IT RESOLVED, that the Ottawa County Board of Commissioners appoints Kallman Legal Group, PLLC ("Kallman Legal Group") as interim corporate counsel to the Board of Commissioners; and,

BE IT FURTHER RESOLVED, that Kallman Legal Group will present a proposed contract for legal services to the Board of Commissioners within seven (7) days; and,

BE IT FURTHER RESOLVED, that Kallman Legal Group will be paid their standard hourly billing rate for services rendered until such time as a contract is finalized; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: Roger Belknap, Gretchen Cosby, Rebekah Curran, Lucy Ebel, Sylvia Rhodea, Allison Miedema, Joe Moss

NAYS: Commissioners: Roger Bergman, Douglas Zylstra

ABSTENTIONS: Commissioners: None

RESOLUTION ADOPTED.



Joe Moss, Chairperson
Ottawa County Board of Commisioners



Justin F. Roebuck
Ottawa County Clerk/Register of Deeds

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the 3rd day of January, 2023 at 8:30 a.m. local time.

PRESENT: Commissioners: Gretchen Cosby, Lucy Ebel, Douglas Zylstra, Joe Moss, Rebekah Curran, Sylvia Rhodea, Roger Belknap, Roger Bergman, Allison Miedema

ABSENT: Commissioners: Jacob Bonnema and Kyle Terpstra

It was moved by Commissioner Sylvia Rhodea and supported by Commissioner Gretchen Cosby that the following Resolution be adopted:

WHEREAS, on behalf of the County of Ottawa, the Ottawa County Board of Commissioners is authorized to enter into a written employment contract with a person to act as Ottawa County's chief administrative officer, pursuant to Act 22 of the Public Acts of 1996, as amended, MCL §46.11(o), under the title "Ottawa County Administrator"; and,

WHEREAS, the employment agreement for John Gibbs, in the form of the exhibit, attached hereto as Exhibit "1", is modeled on the employment contract for the previous county administrator;

NOW THEREFORE BE IT RESOLVED, that the Ottawa County Board of Commissioners appoints John Gibbs as Ottawa County Administrator; and,

BE IT FURTHER RESOLVED, that the Ottawa County Board of Commissioners approves the terms of the employment agreement Exhibit "1"; and,

BE IT FURTHER RESOLVED, that the Chairperson of the Ottawa County Board of Commissioners and the Clerk/Register are authorized to execute the employment agreement Exhibit "1"; and,

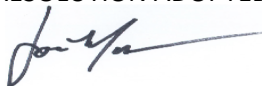
BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: Gretchen Cosby, Lucy Ebel, Joe Moss, Sylvia Rhodea, Roger Belknap, Allison Miedema

NAYS: Commissioners: Douglas Zylstra, Rebekah Curran, Roger Bergman

ABSTENTIONS: Commissioners: None

RESOLUTION ADOPTED.



Joe Moss, Chairperson
Ottawa County Board of Commissioners



Justin F. Roebuck
Ottawa County Clerk/Register of Deeds

EXHIBIT "1"

EMPLOYMENT AGREEMENT FOR OTTAWA COUNTY, MICHIGAN ADMINISTRATOR

THIS AGREEMENT is made and entered into this 3rd day of January 2023, by and between the County of Ottawa, a Michigan municipal corporation, with a principal place of business at 12220 Fillmore Street, West Olive, Michigan 49460, ("Ottawa County") and John Gibbs, ("John Gibbs"):

Recitals

A. On behalf of the County of Ottawa, the Ottawa County Board of Commissioners is authorized to enter into a written employment contract with a person to act as Ottawa County's chief administrative officer, pursuant to Act 22 of the Public Acts of 1996, as amended, MCL §46.11 (o), under the title "Ottawa County Administrator."

B. The Ottawa County Board of Commissioners, by Resolution dated 95-38, has set forth the responsibilities and duties of the Ottawa County Administrator, in the form of the exhibit attached hereto as Exhibit "A."

C. Pursuant to the statutory authority set forth above, the Ottawa County Board of Commissioners and John Gibbs wish to enter into an employment contract for the position of Ottawa County Administrator, on the terms and conditions set forth herein.

NOW THEREFORE, for the mutual promises and assurances set forth herein, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. GENERAL AGREEMENT OF EMPLOYMENT: Ottawa County agrees to employ John Gibbs as "Ottawa County Administrator," to perform the functions and duties of the chief administrative officer of the County as set forth in Michigan law, Ottawa County Board of Commissioners Resolution 95-38, and the job description attached as Exhibit "A" hereto, and to perform such other legally permissible and proper duties as the Ottawa County Board of Commissioners may from time-to-time assign.

2. TERM OF EMPLOYMENT: The term of this Agreement shall be for a period of three (3) years from January 3, 2023 through January 2, 2026 [hereinafter, "the three (3) year term"].

3. RENEWAL BEYOND THREE (3) YEAR TERM: The parties may negotiate the terms of a renewal or other extension of this Agreement for the time period following the three (3) year term. Until a written extension is approved and signed, the terms of this Agreement shall continue in effect.

4. COMPENSATION: As of January 3, 2023, John Gibbs's annualized salary will be Two Hundred and Ten Thousand Dollars (\$210,000.00). During the three (3) years of the contract, increases in John Gibbs's annualized salary shall be equal to the percentage increase, if any, granted to the Unclassified Group. The County Administrator's wage adjustment, if any, shall be implemented at the same time as all other Unclassified employees. This adjustment will then establish the new base by which future cost-of-living increases will be calculated on over the duration of the contract. John Gibbs's annualized salary will be paid bi-weekly, in accordance with the standard Ottawa County policies, therefore.

John Gibbs will also be eligible for Performance Pay at the end of each year of the three (3) year term depending on the score that he receives on his annual evaluation. Performance Pay will be calculated by multiplying the percentage score received (based on 100 percent scale) on John Gibbs's annual performance evaluation by the total Performance Pay percentage applicable according to the

range of performance achievement and then multiplying this total by the base salary applicable each year of the contract. The resulting Performance Pay, if any, will represent a one-time annual payment and will not accrue to the base salary. Performance Pay will be awarded based on the following performance achievement:

4.0 to 4.39	1 percent
4.4 to 4.69	2 percent
4.7 – higher	3 percent

The County Administrator's performance evaluation consists of a rating on a 5-point scale with 5 being highest.

5. FRINGE BENEFITS: In addition to those other fringe benefits regularly provided to the unclassified employees of Ottawa County, John Gibbs shall receive those benefits as set forth and/or modified in Exhibit "B" attached hereto.

6. PERFORMANCE EVALUATIONS: The Ottawa County Board of Commissioners shall review and evaluate the performance of John Gibbs at least once annually at the end of each anniversary date of employment. Said review and evaluation shall be in accordance with specific performance goals and similar criteria developed jointly by Ottawa County and John Gibbs. Said criteria may be added to or deleted from as the County Board of Commissioners may from time-to-time determine, in consultation and agreement with John Gibbs.

7. OUTSIDE EMPLOYMENT: Except for approved activities, during the term of this Agreement and any extension thereof, John Gibbs shall not engage in any outside employment (consulting, teaching, etc.) without the knowledge and written consent of the Chairperson of the Ottawa County Board of Commissioners.

8. DUES, SUBSCRIPTIONS, AND PROFESSIONAL DEVELOPMENT: Ottawa County agrees to pay for the professional dues and subscriptions of John Gibbs necessary for his continued participation in national, regional, state, and local professional associations and organizations necessary and desirable for his continued professional growth and advancement as Ottawa County Administrator. John Gibbs shall have his professional dues and subscriptions paid by Ottawa County for the programs and organizations related to his employment, and shall have his costs paid and/or reimbursed for attendance at seminars and conventions of the listed organizations, in accordance with the standard Ottawa County Policies, therefore.

9. TERMINATION: Notwithstanding any other term contained herein, this Agreement may be terminated without cause upon ninety (90) days written notice, given by either party hereto, and may be terminated at any time by Ottawa County for cause, (defined as intentional fraud, dishonesty, gross misconduct, or willful malfeasance in connection with the performance of John Gibbs's duties under this Agreement). This Agreement may also be terminated by John Gibbs's death or incapacity to perform the duties of his office. Subject to the terms of this Agreement, John Gibbs shall be employed at the pleasure of the Ottawa County Board of Commissioners, which may terminate his employment, with or without cause, by a majority vote of the Commissioners elected and serving.

(a) If the Board of Commissioners terminates John Gibbs's employment during the term of this Agreement, John Gibbs shall receive a lump sum severance payment in the amount of nine (9) months of his then annual salary, plus paid health insurance for nine (9) months, provided the termination is not for cause.

(b) If the Agreement is terminated because of the incapacity of John Gibbs to perform the duties of his office, he shall receive a lump sum severance payment in the amount of 9/12ths of his annual salary, plus paid health insurance for 9/12ths of a year.

(c) If this Agreement is terminated by the Ottawa County Board of Commissioners for cause in connection with the performance of his duties under this Agreement, John Gibbs shall not receive any salary paid as severance following the effective date of his termination.

(d) Any disputes regarding the payment of severance pay as a result of the termination of John Gibbs's employment under this Agreement shall be subject to mandatory arbitration to be held under the auspices and rules of the American Arbitration Association. A judgment confirming the award of the Arbitrator may be filed with any court of appropriate jurisdiction. The costs of the Arbitrator shall be paid by the County, with each party bearing the costs of their own counsel.

10. NOTICES: All notices required under this Agreement shall be given, in writing, at the following addresses, or at such other addresses as the parties may hereafter direct.

A. For the County of Ottawa:

Chairperson
Ottawa County Board of Commissioners
Ottawa County Building
12220 Fillmore Street, Room 310
West Olive, Michigan 49460

B. For John Gibbs:

John Gibbs
Ottawa County Administrator
12220 Fillmore Street, Room 310
West Olive, Michigan 49460

11. EFFECTIVE DATES: This Agreement shall be effective January 3, 2023.

12. BINDING EFFECT: This Agreement shall bind and inure to the benefit of the parties to it, and their respective heirs, successors or assigns.

13. ENTIRE AGREEMENT: This Agreement constitutes and sets forth the entire Agreement of the parties with regard to the employment of John Gibbs as Ottawa County Administrator, and all prior and contemporaneous agreements with respect thereto are merged herein. Any subsequent modification of this Agreement shall be binding and effective only if set forth in writing and signed by the authorized representatives of the Ottawa County Board of Commissioners and by John Gibbs.

[Rest of Page Intentionally Blank]

In witness whereof, the parties have executed this Agreement, effective as of the date set forth in Paragraph 11 .

THE COUNTY OF OTTAWA



By: Joe Moss, Chairperson
Ottawa County Board of Commissioners



Justin F. Roebuck
Ottawa County Clerk/Register



By: John Gibbs
County Administrator

EXHIBIT "A"
RESPONSIBILITIES AND DUTIES

1. The County Administrator shall be responsible for the day-to-day administration of the County of Ottawa, Michigan.
2. The County Administrator shall supervise the operation and performance of all County departments and department heads, except elected officials and their officers, and, with the approval of the Board, appoint and remove all heads of departments, other than elected officials.
3. The County Administrator shall coordinate the various activities of the County and unify the management of its affairs.
4. The County Administrator shall attend and/or have department heads attend all regularly scheduled Board meetings and, at the direction of the Board, special Board meetings.
5. The County Administrator shall supervise the preparations and filing, or submission, of all reports required of the County by law.
6. The County Administrator shall be responsible for the future direction of the County by developing a continuing strategic plan for the County and presenting it to the Board for approval.
7. The County Administrator shall be responsible for the following fiscal services for the County of Ottawa: Accounting, Accounts Payable, Budgeting, Payroll and Receivables, except to the extent that portions of those responsibilities are assigned, by statute, to other offices or entities.
8. The County Administrator shall perform such other duties as the Board may assign.

EXHIBIT "B"
FRINGE BENEFITS

In addition to those standard fringe benefits provided to all Non-Classified Employees of Ottawa County, during the term of this Agreement or any extension thereof, John Gibbs shall have the additional fringe benefits and/or a modified fringe benefit package, as set forth herein:

1. John Gibbs shall have five (5) weeks of vacation each year, accruing on January 1 of each year of this Agreement. John Gibbs shall have a vacation accrued of up to 300 hours of earned vacation time.
2. John Gibbs shall have a motor vehicle allowance of \$833.33 per month, payable to reimburse John Gibbs for the costs of leasing or owning and operating a motor vehicle for his use during the term of this Agreement. The amount of this benefit is calculated using IRS Annual Lease Value Table, IRS Regulation 1.61-21, for a vehicle priced between \$20,000 to \$20,999, and the amount shall automatically increase as the IRS increases the lease value.

JOHN GIBBS

Notable Achievements

- **Ran for United States Congress and won a historic upset primary victory** against a heavily-favored billionaire incumbent, despite being outspent more than 10-to-1. Managed and led a high-performance, efficient grassroots-based campaign team and strategy.
- Served as **Senior Fellow at the American Cornerstone Institute (ACI)**, at the invitation of Dr. Ben Carson, my former boss and founder of ACI. Developed policy deliverables on key issues.
- Appointed by President Trump as **Acting Assistant Secretary for Community Planning and Development at the US Department of Housing and Urban Development (HUD)**, where I led over 700 employees and was responsible for an \$8 billion annual budget covering grants for homelessness, economic development, and disaster relief. I also led the deployment of \$9 billion in CARES Act funds for coronavirus relief, in record time with strong accountability controls.
- Served as **Senior Advisor to Secretary Ben Carson at HUD**, developing policies to: reduce waste and abuse, promote family formation, and increase self-sufficiency, across all HUD programs. Also solved HUD issues for members of Congress and their constituents.
- **Nominated by President Trump to be the Director of the Office of Personnel Management (OPM)**, where I would have directed HR policy for the two million federal employees, reforming the bureaucracy to be more nimble and accountable to taxpayers.
- **Served as missionary team leader in Japan.** Being completely fluent in Japanese, I served as leader of an international Christian missions team in Tokyo, Japan, resourcing Japanese churches and nonprofits to deliver a message of Christian hope across a variety of domains.
- **Leveraged cybersecurity experience at Symantec**, by playing a key role in developing the network security software product, ManHunt, which resulted in our startup being acquired by Symantec.
- **Developed the historic first version of the iPhone at Apple**, together with the iPhone team. Automated quality assurance processes to optimize testing time and ensure an on-time release.
- **Education:**
 - **Harvard University Kennedy School of Government**, Master in Public Administration, 2015
 - **Stanford University**, B.S. Computer Science, 2001

Key Competencies

- | | | |
|----------------------------------|------------------------------------|------------------------------------|
| ✓ Data-driven policy development | ✓ Federal Grants | ✓ Housing policy and finance |
| ✓ Venture capital and investing | ✓ Federal statutes and regulations | ✓ Elections and electoral politics |
| ✓ Japanese Political Economy | ✓ Public-private partnerships | ✓ Budget formulation |

EXPERIENCE

GOP Candidate for United States Congress (MI-03)

11/2021 – 11/2022

I ran for United States Congress in Michigan's 3rd Congressional District. In the primary, I defeated a heavily-favored billionaire opponent with near-universal name ID, despite being outspent 10-to-1. I won by designing a stronger grassroots operation which enabled me to share my message and story with more voters. I held my team to a high standard of discipline and execution. In the general election, due to a newly-drawn Congressional district favoring Democrats, I did not win, but succeeded in building strong relationships across the district and across the nation which will be invaluable in my future work.

Key Accomplishments:

- Won a historic primary upset against a well-funded billionaire opponent with universal name ID.
- Built a campaign team from scratch, creating performance goals and metrics to drive accountability and discipline.
- Executed an unprecedented grassroots outreach operation, including town halls, door knocking, yard sign deployment, and deployment to community events to meet as many voters in-person as possible.

**Senior Fellow
American Cornerstone Institute****2/2021 – 11/2021**

As a Senior Fellow at the American Cornerstone Institute, a new think tank founded by my former boss Dr. Ben Carson, I worked with team members to research and develop policy positions and action plans on various issues of importance to our nation, such as strengthening families, reducing crime, and creating unity around our founding principles.

Key Accomplishments:

- Contributed key sections to a curriculum to educate Americans on how the Executive Branch of the federal government works, especially giving inside insights from my nearly 4 years serving in the Trump administration.
- Helped define our core audience and messaging strategy so that our policy products would have maximum impact.
- Wrote numerous op-eds for the Institute on key issues, such as ending racial divisiveness, crime, and the regulatory state.

**Assistant Secretary for Community Planning and Development (Acting)
US Department of Housing and Urban Development (HUD)
Washington, DC****3/2020 – 1/2021**

Appointed directly by President Trump as Acting Assistant Secretary for Community Planning and Development (CPD) at HUD, I managed a team of over 700 staff, a coronavirus budget of \$9 billion, a regular annual budget of \$8 billion, covering homelessness, community and economic development grants, and a budget of several billion per year for disaster relief, depending on the Congressional appropriation.

- Managed the disbursement of \$8 billion in annual homelessness and block grant funds, including performing grant allocations, executing grant agreements with grantees, and obligating funds to grantees for their use on objectives specified in their grant agreements.
- Oversaw the disbursement and proper use of disaster relief funds in Puerto Rico, Texas, and other affected areas for which Congress has appropriated disaster relief funds, ensuring that more than \$20 billion in CPD disaster relief funds are used properly, and that fraud, waste, and abuse are prevented.

Key Accomplishments:

- Successfully disbursed \$9 billion CARES Act funds for CPD appropriated by Congress, ensuring these funds were ready to be distributed to grantees in record time for states and local communities to respond to coronavirus.
- Issued numerous waivers, flexibilities, and alternative requirements to HUD grantees around the nation, reducing red tape so that communities impacted by coronavirus could more quickly use their HUD funds to respond to the crisis.

**Senior Advisor to the Secretary
US Department of Housing and Urban Development
Washington, DC****4/2018 – 3/2020**

Serving as Senior Advisor to the Secretary in the Office of the Secretary, I advised Secretary Ben Carson on various policy matter, and oversaw the development and deployment of the Secretary's initiatives.

- Oversaw HUD efforts on key initiatives, ensuring their timely development and ensuring they are consistent with Administration policy and the Secretary's agenda. Initiatives included: increasing self-sufficiency among those receiving HUD rental assistance, reducing perverse incentives in homelessness programs, and ensuring housing policies do not harm national security or defense.
- Incorporated the latest research on housing, self-sufficiency, and upward mobility into HUD policy to improve HUD's effectiveness in reducing poverty.

Key Accomplishments:

- Represented HUD on White House inter-agency task forces on Rural Prosperity, Opioids Policy, and other issues, delivering specific resources and policy solutions from HUD in collaboration with Dept of Agriculture, Dept of Defense, DOJ, and other agencies, to accomplish the President's agenda.
- Played a lead role in the development of self-sufficiency mechanisms for HUD's Section 8 program, to ensure those receiving HUD aid are working or learning as they receive benefits.
- Played a lead role in the development of policy to ensure that only eligible recipients receive HUD aid.
- Developed and oversaw the rollout of new guidelines for HUD homelessness assistance, that would give more flexibility to local communities, remove barriers to treating specific subpopulations (i.e. women and children), and better recognize programs that produce long-term, sustainable self-sufficiency in the homeless populations they serve

Senior Advisor in Community Planning and Development
US Department of Housing and Urban Development (HUD)
Washington, DC

5/2017 – 4/2018

As a political appointee in the Trump administration, I served under Secretary Ben Carson as Senior Advisor to the leadership of HUD's Department of Community Planning and Development (CPD), developing policy impacting the operation and management of CPD's 43 national field offices and hundreds of staff members.

- Oversaw the activities of CPD career staff to ensure they are in-line with leadership priorities, including managing staff morale and directing priorities.
- Advised the Assistant Secretary and the Principal Deputy Assistant Secretary of CPD on policy issues, including policy development, policy research, and developing public-private partnership models.
- Represented CPD on inter-departmental initiatives and White House task forces.
- In coordination with HUD's Congressional and Intergovernmental Relations team, responded to incoming inquiries and issues from lawmakers, providing answers and solutions to members of Congress.

Key Accomplishments:

- Managed career staff priorities in CPD's Rural Economic Development group to increase support for economic development programs in rural areas, in line with White House directives.
- Developed a portfolio of public-private partnership models for CPD to enhance economic development activities while using a smaller government footprint.
- Worked with external experts to create a replicable model for developing workforce housing with no government subsidies.

Writer and commentator
Lansing, MI and various

Independently employed

5/2016 – 5/2017

Desiring to have a positive impact on the national public discourse, I chose to employ my written and oral communication skills as a writer and radio/TV commentator. I've written numerous columns analyzing racial issues, international affairs, and trending social issues. I continually leveraged my strength as a networker to build relationships in the industry.

- In collaboration with an editorial team for guidance on content and subject matter, wrote articles for various publications as a contributing author, analyzing politics, international affairs, and social issues.
- Appeared as a frequent guest on TV and radio programs around the US.

Key Accomplishments:

- Influenced the national conversation by reaching millions through being regularly featured on major news platforms. (Complete portfolio of publications and television appearances available upon request)
- Appeared as a guest panelist on Fox News, reaching a nationwide audience on issues of bipartisan importance.

<5/2015 – 5/2016 Gap: Pursued Masters degree. See Education below>

**Innovative Ministries Team Leader
Tokyo, Japan****WorldVenture****7/2008 – 5/2015**

Due to a strong desire to use my talents to serve the greater good, I left Silicon Valley and in order to serve as a Christian missionary in Japan. While leading our mission's Innovative Ministries Team, I continually used my strength in adaptability to adjust to a dynamic cross-cultural environment. And being a member of a Christian mission meant that personal integrity was highly valued by our organization and practiced by myself.

- Equipped Japanese churches with training and support in using social media and internet technologies to reach their society with a message of hope and combat negative content online.
- Led team meetings, evaluated team member performance, and took leadership in the recruitment of new team members, as leader of the Innovative Ministries team. Our team consisted of Americans, British, Filipinos, and Japanese.
- Together with a team of three Japanese co-hosts, appeared as a panelist and commentator on the Japanese Internet TV platform "NicoNico Video", giving expert analysis and commentary on the latest tech trends (entirely in Japanese).
- Performed Japanese-English interpretation for non-Japanese visitors and translated official documents for constituents.
- Ran ongoing fundraising campaigns for projects and initiatives, maintaining close relationships with donors.

Key Accomplishments:

- Promoted to leader of our Innovative Ministries Team after just one year.
- Increased all-hands team meetings from quarterly to monthly, and instituted monthly one-on-one meetings with each team member, to increase accountability and team ethos.
- Set up mobile-formatted website systems for 22 different Japanese churches.
- Using the PHP programming language, I built a customized website that our mission's 70+ Japanese gospel music choirs can use to order rehearsal materials. This saved our office staff many hours per week.
- As a technology commentator, achieved near-record viewership of 250,000 for popular programs on the NicoNico platform, due to my unique appeal of being a Japanese-speaking technology expert with a Silicon Valley background.
- Consistently exceeded fundraising goals for my budget and projects, being approx. 110% funded at all times.

**Software Development Engineer
Cupertino, CA****Apple, Inc.****5/2007 – 4/2008**

As the release of the very first version of the iPhone approached, Apple needed to thoroughly test the iPhone's compatibility with Microsoft Windows, since half of all iPhone users would be on Windows. My role was to create software to test the syncing iPhones to Windows computers. I used my strong problem solving skills to discover the nature and cause of numerous difficult-to-replicate defects.

- Created and executed test plans to verify the syncing of structured data (contacts, calendars, bookmarks, mail accounts) between Windows computers (iTunes, Outlook, Windows Contacts, Yahoo Contacts) and the first generation iPhone and iPod Touch, including non-English configurations.
- Supported international test efforts by reporting issues found with Japanese and other non-English versions of the iPhone software during Windows compatibility testing.

Key Accomplishments:

- Adhered to a demanding work schedule to ensure the on-time release of the historic first-generation iPhone, working late nights and most weekends.

- Resolved a critical defect found when syncing MS Outlook on Danish and Japanese versions of Windows with an iPhone. This saved the company costly customer support man-hours that would have been spent if this defect had not been discovered before shipping.
- Impacted the iPhone user experience by finding and reporting at least 10 key bugs found during testing that were fixed for final release.

Software Engineer
Sunnyvale, CA

Palm, Inc.

9/2004 – 5/2007

As Palm decided to begin offering smartphones featuring Microsoft Windows Mobile to its product lineup, I worked within a four-person team to design and implement the phone application on that new product line.

- Designed and implemented the UI layer of the phone application on Palm's Windows Mobile smartphones.
- Interfaced closely with Product Marketing and Carrier Relationship Managers to make sure carrier-specific required features were properly implemented.
- Created a system to modularize program code based on features and minimize code changes when building products for different cell phone carriers.

Key Accomplishments:

- Worked with a cross-cultural, multi-generational development team to successfully bring Palm's Windows Mobile smartphones to market, allowing us to penetrate the corporate smartphone market and making Palm a serious competitor to BlackBerry's dominance for the first time.
- Reduced the amount of time taken to release new smartphone variants for new cell phone carriers, by implementing carrier-based code modularization. This saved man-hours by allowing the same build to be used for multiple carriers, instead of having to use a new code base and a new build for each carrier.

Software Engineer
Redwood City, CA

Symantec (formerly Recourse Technologies)

6/2001 – 9/2004

Symantec desired to increase its market share by selling its flagship ManHunt cybersecurity product to customers already using other cybersecurity products. This meant the company needed a way for our software to talk to competitor products, to ensure interoperability between our solution and theirs. Thus working as part of a three-person team, I created add-on software for our ManHunt solution that implemented this functionality. I spearheaded development of the product while closely coordinating with other team members to ensure smooth interfacing between our product and competitor cybersecurity software.

- Designed and implemented ManHunt Smart Agents, which received, processed and relayed security alerts from third-party cybersecurity products into our ManHunt intrusion detection system software. Implemented in C.
- Created an automated build test and reporting utility that downloaded and tested the latest builds of the ManHunt product and reported the results to a web page for engineers to view. Created in Perl and shell script.
- Created visualization tools for the ManHunt product, allowing customers to view security alert data and statistics graphically. Created in Java.
- Ensured products met cybersecurity requirements of US Government customers, including NMCI (Navy-Marine Corps Internet) Common Core certification.

Key Accomplishments:

- Increased sales revenue on our flagship ManHunt product, by building ManHunt Smart Agents to integrate competitor data into our system. This allowed our salesmen to sell to customers who already had competing products installed - a market segment that had not previously been penetrated.
- Reduced product development time by giving our engineers a tool to quickly visualize the performance impact of their code changes without having to wait for quality assurance staff to begin their testing. This was accomplished through the automated build test and reporting utility that I created.

EDUCATION

Harvard University, John F. Kennedy School of Government
Master in Public Administration, 2016

Cambridge, MA
7/2015 – 5/2016

Topics Studied:

- | | |
|--|--|
| ✓ Privacy, technology, and national security | ✓ Advanced public relations & media training |
| ✓ International trade & US political economy | ✓ Policy writing for decision makers |
| ✓ Leading and improving organizations | ✓ Finance, startups and entrepreneurial ventures |
| ✓ Negotiations | ✓ Behavioral economics and public policy |

Urban Innovation Trek: Spring study trip, 3/2016

- Visited Cleveland, Detroit, and Chicago with classmates and met with mayors, city councils, police leaders, and other senior officials, to get hands on exposure to government management at the local level.

Stanford University
Bachelor of Science, Computer Science, 2001

Stanford, CA
9/1997 – 6/2001

Topics Studied:

- | | |
|---|---|
| ✓ Technology, ethics, and public policy | ✓ Cryptography & cybersecurity |
| ✓ Logic & automated reasoning | ✓ Artificial intelligence |
| ✓ Human-computer interface design | ✓ Complexity theory in computational problems |
| ✓ Japanese language & East Asian cultures | ✓ Political Economy of Japan |

Study abroad, 4/2000 – 9/2000

- Spent 5 months (one academic quarter and a summer) studying abroad in Japan. Highlights:
 - Lived with a homestay family while taking classes, honing my Japanese fluency and cross-cultural communication skills.
 - Did an internship at a Japanese company for the summer. During my internship, I was the only Westerner in my group, and the only English speaker, which gave me significant training in cross-cultural adaptability.

CERTIFICATIONS

Japanese Language Proficiency Test (JLPT), Passed Level N1 (Highest Level) December 2009

- JLPT is administered by the Japanese government, and my N1 qualification certifies that I have complete fluency in Japanese, including (but not limited to) reading advanced trade & government publications and conducting full reports and presentations in Japanese.

MEMBERSHIPS

- Kent County GOP (Michigan) Precinct Delegate ▸ Harvard Kennedy School GOP Caucus
- Harvard Kennedy School Black Policy Conference

Key Accomplishments:

- As a planning member of the Black Policy Conference, I planned and facilitated a plenary panel themed “The Polarization of the Black Electorate”. The mission of the plenary was to examine the harms of black voters always siding 90% with the Democrat party every election. It was the most attended plenary of the conference.
- As a participant in the Kent County GOP and a precinct delegate, I helped local elected officials and candidates develop communications strategies. I also helped candidates and officials understand the impact of policy changes at the major social media providers on their campaigns and outreach.

PUBLICATIONS**The Business, Policy, and Economics of Neurosurgery****2018**

- I authored a chapter on how physicians can better encourage patient compliance by leveraging the principles of behavioral economics.

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION TO ESTABLISH “WHERE FREEDOM RINGS” AS NEW COUNTY VISION STATEMENT

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the 3rd day of January, 2023 at 8:30 a.m. local time.

PRESENT: Commissioners: Gretchen Cosby, Douglas Zylstra, Allison Miedema, Rebekah Curran, Lucy Ebel, Roger Belknap, Sylvia Rhodea, Joe Moss

ABSENT: Commissioners: Jacob Bonnema, Kyle Terpstra, Roger Bergman

It was moved by Commissioner Sylvia Rhodea and supported by Commissioner Roger Belknap that the following Resolution be adopted:

WHEREAS, the Ottawa County Board of Commissioners swore an oath to uphold the Constitutions of the United States and the State of Michigan, which protect the rights to life, liberty, and pursuit of happiness, and preserve the right of parents to determine the care of their children. The Constitutions also guarantee freedom of religion, speech, and assembly, as well as due process of law; and,

WHEREAS, constitutional freedoms are not to be suspended in times of crisis; and,

WHEREAS, the people of Ottawa County overwhelmingly spoke with their vote to restore the constitutional rights of the people as a first priority of the Ottawa County Board of Commissioners; and,

WHEREAS, “Where Freedom Rings”— where individual freedom, parental rights, and religious and conscience freedom are protected, all people belong; and,

WHEREAS, America is an exceptional nation made up of a diverse and beautiful people. America is the land of systemic opportunity, built on the Constitution, Christianity, and Capitalism— the opportunity that jobs provide for social uplift. We need to return our nation to our roots which made America exceptional, rather than apologize for them; and,

WHEREAS, diversity and inclusion, as traditionally defined, are beautiful words and bring value and richness to our relationships, homes, and communities. We value all people regardless of their ethnicity, sexuality, religion, gender and age, born or unborn; and,

WHEREAS, we agree with Dr. Martin Luther King Jr.’s dream that children “will one day live in a nation where they will not be judged by the color of their skin but by the content of their character.” We agree with his desire to “let freedom ring” in every city and state across our nation, and with the historical significance of these words to the American people’s struggle for freedom and equality; and,

WHEREAS, we believe in the American value of equality, which provides equal opportunity to all and rewards personal effort. Equality is a human right outlined in the Declaration of Independence, which guarantees our unalienable rights to life, liberty, and the pursuit of happiness; and,

WHEREAS, we believe in teaching America's true history, including difficult subjects, and agree with 1776 Unites, which affirms, "It is essential that children learn they are agents of their own uplift, knowing their possibilities, responsibilities, and what it means to be an American."; and,

WHEREAS, "A vision statement indicates how an organization views its ideal, or ultimate, goal"; and,

WHEREAS, Ottawa County's current vision statement of "Where You Belong" was used to establish the DE&I (Diversity, Equity & Inclusion) Department on the premise that county resident characteristics of being 90% white and largely conservative were problematic for businesses; and,

WHEREAS, the vision statement of "Where You Belong" has been used to promote the divisive, Marxist ideology of the Race Equity movement in coordination with Race Forward's GARE ("Government Alliance on Race and Equity") to the employees and people of Ottawa County, including the promotion of GARE membership to local government bodies in townships and cities; and,

WHEREAS, Race Forward and GARE promote the tenants of the Race Equity movement and Critical Race Theory, which divide people by race as oppressed or oppressors based on skin color, asserting the theory of intersectionality, which teaches oppressor traits include being white, Christian, male, heterosexual, and cisgender; and,

WHEREAS, many Ottawa County job listings include a DE&I statement and that "Applicants whose work can align with this value are encouraged to apply", implying agreement with the DE&I Department is a condition of county employment; and,

WHEREAS, Race Equity teachings seek to replace the American value of equality with the socialist value of equity. Equity promises equal outcomes and is not a human right. Equity ignores the impact of personal effort while dismantling the foundations of our society which made our nation exceptional. Equity jeopardizes liberty; and,

WHEREAS, the Race Equity teachings promote a worldview which divides people according to perceived forms of oppression, and are a Marxist tool aimed at reducing personal agency, deconstructing American institutions, and promoting socialism and/or communism; and,

WHEREAS, we love the people and children of our county. We oppose teachings that divide, and that teach people to hate America and doubt the goodness of her people. We oppose promotion of Race Equity teachings through government policy, employee training, and government schools; and,

WHEREAS, we seek to restore Ottawa County to its first responsibility of protecting the constitutional rights of its people, and need a vision statement which reflects Ottawa County's "ideal, or ultimate, goal"; and,

WHEREAS, we affirm "Where Freedom Rings" — where individual freedoms, parental rights, and freedom of religion and conscience are protected, all people belong; and,

WHEREAS, we welcome all to live, work, worship and raise a family in Ottawa County;

NOW THEREFORE BE IT RESOLVED, that the Ottawa County Board of Commissioners establishes a new county vision statement and motto of "Where Freedom Rings"; and,

BE IT FURTHER RESOLVED, that all county use of the prior vision statement of "Where You Belong" be discontinued at the earliest possible date; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: Gretchen Cosby, Allison Miedema, Rebekah Curran, Lucy Ebel, Roger Belknap, Sylvia Rhodea, Joe Moss

NAYS: Commissioners: Douglas Zylstra

ABSTENTIONS: Commissioners: None

RESOLUTION ADOPTED.



Joe Moss, Chairperson
Ottawa County Board of Commissioners



Justin F. Roebuck
Ottawa County Clerk/Register of Deeds

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the 3rd day of January, 2023 at 8:30 a.m. local time.

PRESENT: Commissioners: Roger Belknap, Rebekah Curran, Allison Miedema, Gretchen Cosby, Douglas Zylstra, Sylvia Rhodea, Lucy Ebel, Joe Moss

ABSENT: Commissioners: Jacob Bonnema, Kyle Terpstra, Roger Bergman

It was moved by Commissioner Lucy Ebel and supported by Commissioner Allison Miedema that the following Resolution be adopted:

WHEREAS, the Ottawa County Board of Commissioners voted to establish the Diversity, Equity, and Inclusion ("DEI") Department on December 11, 2018; and,

WHEREAS, the primary focus of the DEI Department was to develop templates for determining implicit bias, develop a racial equity plan, and work with local units of government on the same objectives; and,

WHEREAS, the DEI Department was originally created with funding from private donors and corporations; and,

WHEREAS, the estimated 5-year cost of the DEI Department from 2019-2023 was \$1,100,704; and,

WHEREAS, the funding plan for the DEI Department was approved on February 26, 2019; and,

WHEREAS, the funding plan estimated the 5-year costs to Ottawa County to be \$631,960:

2019	\$ 12,575
2020	\$ 77,995
2021	\$109,975
2022	\$196,955
<u>2023</u>	<u>\$234,460</u>
Total	\$631,960

WHEREAS, the 2023 budget includes \$286,886 for the DEI Department; and,

WHEREAS, the Ottawa County Board of Commissioners voted to approve an Agreement made and entered into on October 11, 2022, between the County of Ottawa and the DEI Director, regarding severance details and other covenants; and,

NOW THEREFORE BE IT RESOLVED, that the Ottawa County Board of Commissioners dissolves the DEI Department, effective immediately; and,

BE IT FURTHER RESOLVED, that the employment of employees within the DEI Department is terminated, effective immediately; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: Roger Belknap, Rebekah Curran, Allison Miedema, Gretchen Cosby, Sylvia Rhodea, Lucy Ebel, Joe Moss

NAYS: Commissioners: Douglas Zylstra

ABSTENTIONS: Commissioners: None

RESOLUTION ADOPTED.



Joe Moss, Chairperson
Ottawa County Board of Commissioners



Justin F. Roebuck
Ottawa County Clerk/Register of Deeds

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the 3rd day of January, 2023 at 8:30 a.m. local time.

PRESENT: Commissioners: Douglas Zylstra, Lucy Ebel, Roger Belknap, Gretchen Cosby, Allison Miedema, Sylvia Rhodea, Rebekah Curran, Joe Moss

ABSENT: Commissioners: Jacob Bonnema, Kyle Terpstra, Roger Bergman

It was moved by Commissioner Allison Miedema and supported by Commissioner Sylvia Rhodea that the following Resolution be adopted:

WHEREAS, the Ottawa County Board of Commissioners, pursuant to MCL §52.142 and MCL §333.2428 as amended, is authorized to appoint a full-time local health officer; and,

WHEREAS, a local health department shall have a full-time local health officer appointed by the local governing entity; and,

WHEREAS, the local health officer shall possess professional qualifications for administration of a local health department as prescribed by the department; and,

WHEREAS, the local health officer shall act as the administrative officer of the board of health and local health department and may take actions and make determinations necessary or appropriate to carry out the local health department's functions under this part or functions delegated under this part and to protect the public health and prevent disease;

WHEREAS, Mich. Admin. Code R. 325.13003 sets forth administrative health officer qualifications; and,

WHEREAS, Rule 3 of Mich. Admin. Code R. 325.13003 lists the requirements for an administrative health officer:

- (a) Have an M.P.H. or M.S.P.H. degree and 3 years of full-time public health administrative experience.
- (b) Have a related graduate degree and 5 years of full-time public health administrative experience.
- (c) Have a bachelor's degree and 8 years of full-time public health experience, 5 years of which shall have been in the administration of a broad range of public health programs.

WHEREAS, MCL §333.2428 defines "administrative experience" for a director of public health as "service in a management or supervisory capacity"; and,

WHEREAS, Nathaniel Kelly has an M.S.P.H. (Master of Science of Public Health) from Columbia Southern University, and has an M.S.O.H. (Master of Science in Occupational Health) from Columbia Southern University, and has worked full-time, with managerial and administrative experience, in Public Health, Environmental Health, and Occupational Health and Safety since 2016; and,

WHEREAS, Nathaniel Kelly has certificates in Environmental Management and Industrial Hygiene Management;

NOW THEREFORE BE IT RESOLVED, that the Ottawa County Board of Commissioners appoints Nathaniel Kelly as Administrative Health Officer of Ottawa County, contingent upon 1) approval by the Board of Commissioners; 2) confirmation by the Michigan Department of Health and Human Services; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: Lucy Ebel, Roger Belknap, Gretchen Cosby, Allison Miedema, Sylvia Rhodea, Rebekah Curran, Joe Moss

NAYS: Commissioners: Douglas Zylstra

ABSTENTIONS: Commissioners: None

RESOLUTION ADOPTED.



Joe Moss, Chairperson
Ottawa County Board of Commissioners



Justin F. Roebuck
Ottawa County Clerk/Register of Deeds

Nathaniel Kelly, MSPH, MSOH, GSP, CWcHP

Grand Rapids Metropolitan Area

Accomplished Environmental Health and Safety Manager with extensive experience in occupational health, environmental health, public and community health policies, and regulatory oversight who views public service as a moral obligation. Self-motivated/directed and goal-oriented with a deep concern for the health and welfare of all people in our community. Track record includes both common sense and technically sound solutions to industry specific health needs as well as understanding of and compliance with state and local governing agencies. Desire to drive initiatives and inform best practices, based on replicable science, proven to improve the quality of life for community stakeholders and for those families within the representative community.

PUBLIC SERVICE

- I have worked with community process centers in the way of wastewater management. I assisted in the construction of a wastewater treatment facility design, build, process flow, employee training, testing protocols, chemical management, and quality control and effluent release to meet state and federal guidelines in order to protect the drinking water of the local community.
- I have worked with federal, state, and local air quality control teams to design, install, prove, and test air contaminate release by manufacturers to the surrounding community. I worked to ensure the proper destruction of hazardous air pollutants into the atmosphere and meet PM 2.5 air quality standards which impact the health of the local community by way of land and air pollution mitigation processes.
- I have worked with municipal public safety officials to ensure they are aware of proper response procedures to specific events that can or will take place. This work includes ensuring that businesses have highly visible boxes that are available to response teams that will let them know what chemicals are on sites, how to approach abatement of a release or in case of fire or explosion. I have directed response teams in time of crisis to ensure the surrounding community was not affected.
- I have implemented safety practices on large groups of individuals in order to drive overall health and wellbeing. This has been accomplished by implementing specialized training and education in order to raise awareness and improve self-knowledge. I have implemented programs that address the fear and anxiety that comes in time of crisis and how to manage situations by gathering multiple cross functional teams to work separate but at the same time come together as a single unit to drive success and change.
- I have managed the pandemic response for the working community at large across the Midwest. These managerial duties encompassed the oversight of root cause investigations and implementation of the hierarchy of controls to include both administrative and engineering control measures designed to mitigate and prevent the spread of infectious disease in both the workplace and community.
- I have presented as a keynote speaker at a multidisciplinary public health summit on proper public health and pandemic response protocols with a cross functional team of scientists, engineers and medical professionals.
- I have provided an expert review of litigation response related to the SARS-COV2 Supreme Court Case, The National Federation of Independent Businesses v. Occupational Safety Health Administration as a Subject Matter Expert.

PROFESSIONAL EXPERIENCE

Pleune Service Company

Health and Safety Manager

June 2020 – Present

Key Responsibility: To manage and implement world class health and safety best practices.

- Plan, implement, manage, and maintain comprehensive Occupational Safety, Health and Regulatory programs on premises or at project site locations.
- Balance and forecast budgetary allocations for industrial hygiene, environmental, public health and occupational health programs.
- Disseminates regulatory and administrative guidance to direct reports including top level managers and their reporting supervisors.
- Authors and implements administrative guidance to facilitate a safe and healthful work environment while ensuring the protection of community stakeholders.
- Chairs safety and environmental health meetings, audits, and inspections to ensure state and federal compliance, evaluate performance, identify corrective action, and implement follow-up assessments.
- Plan, implement, and conduct preventative care, safety, and compliance training programs.
- Provides project management team with guidance on health and safety and confirms project site fulfills industry, local, state, and federal guidelines and regulations.
- Collaborates with management to develop an Emergency Action Plan and serve as primary contact for project site injury and incident notification, investigation, and case management.
- Develop and manage safety budget for all projects, PPE and other safety related costs
- Maintain community incident response relationships and joint trainings with local emergency response agencies.

Plascore, Inc.

Occupational Safety and Health Engineer

October 2017 – May 2020

Key Responsibility: To plan, implement, manage, and maintain comprehensive Occupational Safety & Health programs on premises or at project site locations.

- Recommend and implemented specific actions to assure compliance with programs designed to minimize physical and financial exposure.
- Worked with stakeholders to establish administrative budgetary financials.
- Provided guidance to downline managers to uphold health and safety regulations.
- Chaired the safety committee, conducted regular safety audits and inspections.
- Scheduled and conducted annual safety and environmental training to maintain federal and state guidance.
- Assisted facility leaders in orienting new employees and updating current employees on the safety policy manual and regulatory requirements.
- Served as ISO14001 Management Representative and oversaw the Environmental Management System and all related tasks.
- Active member of a county wide Community Health and Safety Committee with local Hospital Administrators, tracking workplace and community issues and developing proactive strategies for protecting the community at large.
- Implemented Industrial Hygiene disciplinary processes to protect effected stakeholders.
- Ensured community health and safety policies were followed on the county levels.

Dicastal North America

Environmental Health Safety Specialist

April 2016 – October 2017

Key Responsibility: To ensure environmental compliance with state and local governing agencies: DEQ, MIOSHA, EPA.

- Recommend and implement global best practices to assure compliance with programs designed to ensure the health and well-being of all team members.
- Designed and established on-site wastewater facility.
- Ran and tracked cradle to grave chemical management and waste disposal processes.
- Conduct all post-accident investigations and make recommendations to senior management.
- Manage Workers' compensation.

- Coordinate employee competence training.
- Perform noise, indoor air quality sampling.
- Wrote and trained employees to comply with lock out tag out procedures.
- Write and maintain safety and environmental SOPs.

EDUCATION

Columbia Southern University	Master of Science in Public Health	2020
Columbia Southern University	Master of Science in Occupational Health	2018
Columbia Southern University	Certificate in Environmental Management	2016
Columbia Southern University	Certificate in Industrial Hygiene Management	2014

Note: I have a personal commitment to lifelong learning. I have dedicated the last three years to learning Microbiology, Virology, Pathophysiology, Chemistry both organic and inorganic, Psychology, Anatomy, Community Engineering, Community Budgeting, Data Extrapolation and Interpretation.

LICENSES AND CERTIFICATIONS

GSP - Board of Certified Safety Professionals GSP-9624
 Certified Workers Compensation Healthcare Provider (CWcHP) - Michigan State University

SKILLS AND OTHER EXPERIENCES

Public Health • Environment, Health, and Safety (EHS) • Workers Compensation • Research • Project Management • Accident Investigation • Public Health Compliance • Environmental Compliance • Industrial Safety • Hazardous Material • Army Airborne Combat Infantry Purple Heart Recipient

COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the 3rd day of January, 2023 at 8:30 a.m. local time.

PRESENT: Commissioners: Rebekah Curran, Douglas Zylstra, Roger Belknap, Sylvia Rhodea, Allison Miedema, Lucy Ebel, Gretchen Cosby, Joe Moss

ABSENT: Commissioners: Jacob Bonnema, Kyle Terpstra, Roger Bergman

It was moved by Commissioner Gretchen Cosby and supported by Commissioner Sylvia Rhodea that the following Resolution be adopted:

WHEREAS, the Ottawa County Board of Commissioners, pursuant to MCL §46.3 and MCL §46.13a, is authorized to appoint employees deemed necessary;

NOW THEREFORE BE IT RESOLVED, that the Ottawa County Board of Commissioners appoints Cindy Driesenga as Administrative Director to the Board of Commissioners; and,

BE IT FURTHER RESOLVED, that the Administrative Director to the Board of Commissioners position will be part of the Unclassified Group, Grade 13; and,

BE IT FURTHER RESOLVED, that the Administrative Director to the Board of Commissioners will report to the Chairperson of the Board of Commissioners; and,

BE IT FURTHER RESOLVED, that the Administrative Director to the Board of Commissioners will coordinate with the Chairs of the Standing Committees to assist the Board of Commissioners with carrying out its duties; and,

BE IT FURTHER RESOLVED, that the Administrative Director to the Board of Commissioners will perform other such duties as assigned by the Chairperson of the Board of Commissioners; and,

BE IT FURTHER RESOLVED, that the Administrative Director to the Board of Commissioners is approved to work up to 20 hours per week; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: Rebekah Curran, Douglas Zylstra, Roger Belknap, Sylvia Rhodea, Allison Miedema, Lucy Ebel, Gretchen Cosby, Joe Moss

NAYS: Commissioners: None

ABSTENTIONS: Commissioners: None

RESOLUTION ADOPTED.



Joe Moss, Chairperson
Ottawa County Board of Commissioners



Justin F. Roebuck
Ottawa County Clerk/Register of Deeds

**2023 RULES OF THE
OTTAWA COUNTY
BOARD OF COMMISSIONERS**



Ottawa County®

ESTABLISHED JANUARY 3, 2023

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FOREWARD – OPENING STATEMENT

The rules of the Ottawa County Board of Commissioners serve to ensure accountability, transparency, and representation for all people in Ottawa County.

ARTICLE I – AUTHORITY & ORDER OF PRECEDENCE

These RULES OF THE OTTAWA COUNTY BOARD OF COMMISSIONERS (hereinafter these “Rules”) are adopted by the Board of Commissioners of Ottawa County (hereinafter the “Board”) pursuant to the Compiled Laws of the State of Michigan, as amended. (MCL 46.11)

In the event any term, clause or provision of any Resolution adopted or enacted by the Board conflicts with any term, clause or provision of these Rules, these Rules shall prevail. In the event any term, clause or provision of any Employment Agreement entered into by the Board conflicts with any term, clause or provision of these Rules, these Rules shall prevail.

“Robert’s Rules of Order”, 12th Edition, shall govern all questions of procedure not otherwise provided by these Rules or by state or federal law.

The titles and subtitles of these Rules are for convenience only and shall not be considered as part of these Rules. These Rules shall be governed by and construed in accordance with the laws of the State of Michigan. The terms of these Rules shall be severable so that if any term, clause, or provision herein shall be deemed invalid or unenforceable for any reason by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the remaining terms, clauses and provisions herein, the Board intending that if any such term, clause or provision were held to be invalid prior to the adoption hereof, they would have adopted rules containing the remaining terms, clauses and provisions of these Rules. These Rules may be amended, suspended, or rescinded only by the Board by majority vote of the Members elected and serving (defined below). These Rules shall remain in effect until rescinded, amended, or suspended.

ARTICLE II – ORGANIZATION OF THE BOARD

RULE 2.1 MEMBERSHIP OF THE BOARD.

The Board consists of eleven (11) members (hereinafter, individually a “Member”, collectively the “Members”) elected from single member districts, apportioned on the basis of population as provided by law. (MCL 46.401, et seq.)

RULE 2.2 TERM OF OFFICE.

The term of each Member shall be two years for those Members elected prior to the 2024 general election, and the term of each Member elected at or after the 2024 general election shall be four years. (MCL 46.410)

RULE 2.3 **CHAIRPERSON OF THE BOARD.**

At the first meeting in January, the Board shall elect from its own membership a Chairperson to serve for one year. This election may be by secret ballot if the majority of the Members vote to have the election in this manner. A concurrence of the majority of the Members shall be necessary for the election.

The Chairperson shall hold office for a term of one (1) year, or until a successor is duly elected and qualified as provided in these Rules.

It shall be the duty of the Chairperson to preside at all meetings of the Board, to preserve order, to decide all questions of order, subject to the Board.

The Chairperson shall appoint all committee assignments for the ensuing year.

RULE 2.4 **VICE-CHAIRPERSON OF THE BOARD.**

At the first meeting in January, the Board shall elect from its own membership a Vice-Chairperson to serve for one year. This election may be by secret ballot if the majority of the Members vote to have the election in this manner. A concurrence of the majority of the Members shall be necessary for the election.

The Vice-Chairperson shall hold office for a term of one (1) year, or until a successor is duly elected and qualified as provided in these Rules.

It shall be the duty of the Vice-Chairperson to assume all duties of the Chairperson if he/she is not available or is unable to assume his/her duties.

RULE 2.5 **CLERK OF THE BOARD.**

The duly elected Clerk of Ottawa County shall be ex-officio Clerk of the Board of Commissioners. In the absence of the County Clerk, a Deputy Clerk may serve as Clerk of the Board. In the absence of the County Clerk and Deputy Clerk, a Member of the Board designated by the Chairperson may serve as Clerk of the Board.

The County Clerk shall be responsible for performing all posting functions as required by the OMA (defined below), for full Board meetings. He/she shall perform the duties ordinarily pertaining to such office.

RULE 2.6 **VACANCIES ON THE BOARD.**

Vacancies caused by death, resignation, removal from the district or removal from office shall be filled by appointment within thirty (30) days by the Board and shall be an eligible resident and registered voter of that district. The appointee shall serve, either, the remainder of the unexpired term, or until the election and qualification of a successor as specified in the statutes of the State of Michigan. If the Board fails to fill the vacancy as provided above, then the vacancy will be filled by a special

election called by the Board. The individual elected in the special election shall serve for the remainder of the unexpired term. (MCL 46.412 & MCL 46.413)

RULE 2.7 CONFLICT OF INTEREST.

A Member of the Board shall not be interested directly or indirectly in any contract or other business transaction with Ottawa County, or a board, office, or commission thereof, during the time of which he/she is elected or appointed, nor for one year thereafter unless the contract or transaction has been approved by a majority of the elected Members and so shown on the minutes of the Board together with a showing that the Board is cognizant of the Member's interest. This prohibition is not intended to apply to appointments or employment by Ottawa County, or its officers, boards, committees, or other authority. (MCL 46.30)

ARTICLE III – POWERS AND DUTIES OF THE BOARD

RULE 3.1 POWERS AND DUTIES OF THE BOARD.

The Board shall have such powers and duties as are provided by law. The authority of the Board is a collective one, and according to state law, no individual Member can assume any action, decision or endeavor on behalf of or in lieu of Board action. (MCL 46.11)

The Board shall have the power to appoint, retain, or hire, by majority vote of the Members, an attorney to represent Ottawa County in civil matters as corporate counsel. The Board shall also have the power to appoint, retain, or hire, by majority vote of the Members, an attorney to represent Ottawa County in any civil litigation. The Board shall have the power to terminate any such appointment by majority vote of the Members. (MCL 49.71)

The Board shall have the power to appoint, by majority vote of the Members, a county manager, chief administrative officer or county controller to serve Ottawa County in accordance with governing law and the Employment Agreement between such officer and the Board. The Board shall have the power to terminate any such appointment by majority vote of the Members. (MCL 46.11)

The Board shall have the power to appoint, by majority vote of the Members, a local health officer and internal administrative officer to serve Ottawa County in accordance with governing law and the Employment Agreement between such officer and the Board. The Board shall have the power to terminate any such appointment by majority vote of the Members. (MCL 52.142; 333.2428)

RULE 3.2 INDEMNIFICATION OF BOARD MEMBERS.

To the maximum extent permitted by law, the County shall indemnify and save harmless all Board Members against expenses actually and necessarily incurred by them as well as any judgment rendered against them in connection with the defense of any action, suit or proceeding in which they are made parties by reason of being

or having been a Board Member, except in relation to matters as to which any such Member shall be adjudged liable for actions taken outside the scope of his/her authority and to such matters as shall be settled by agreement predicated on the existence of such liability. The foregoing right to indemnification shall be exclusive of other rights to which a Member may be entitled. (MCL 691.1408)

RULE 3.3 DUTIES.

All Commissioners' highest duty is to uphold the United States Constitution and the Michigan Constitution, and to faithfully serve the people of Ottawa County. All Commissioners shall comply with all required duties pursuant to MCL 46.1 et. seq.

ARTICLE IV – MEETINGS OF THE BOARD

RULE 4.1 OPEN MEETINGS ACT.

All meetings will be in conformance with the Michigan Open Meetings Act, MCL 15.261 et seq., as amended (hereinafter the "OMA"). Meetings of the Board of Commissioners are open to the public, except as otherwise provided by law.

RULE 4.2 ORGANIZATIONAL MEETINGS.

The Board shall convene for its first meeting on the first business day after January 1 of each year. This meeting shall be known as the Organizational Meeting and the Board shall transact such business at said meeting, or at the adjournment date of such meeting, as shall be provided by these Rules or by law, including but not limited to the election of a Chairperson and a Vice-Chairperson, adopting and establishing the Rules of the Board, scheduling regular Board Meetings, and action on other business. The Clerk of the Board shall preside over the Organizational Meeting until a Chairperson of the Board has been duly elected by a majority vote of the Members.

RULE 4.3 REGULAR MEETINGS.

The Board shall meet in regular session on scheduled days and times as determined at the Organizational Meeting or as amended, except when otherwise set by adjournment or by law. (MCL 46.1)

RULE 4.4 SPECIAL MEETINGS.

The Board shall meet in special session upon written request to the County Clerk signed by the Chairperson or by majority of the Members. The request for a special meeting shall specify the time, date, place and purpose of the meeting. All special meetings will meet 18-hour posting requirements per the OMA unless called as an emergency meeting where the 18-hour posting requirement of the OMA cannot reasonably be complied with. (MCL 46.10 & MCL 15.265)

RULE 4.5 AGENDAS AND MINUTES.

A Member desiring to place an item on the agenda will request approval from the Chairperson at least six calendar days prior to the next Board Meeting. Supporting materials for approved agenda items shall be provided to the Administrator's Office for reproduction at least five calendar days preceding a Board Meeting. The Chairperson has the sole discretion to waive this requirement to address important issues that arise.

Items on the agenda will be considered by the Board in the order listed. Items may be considered out of order on the agenda providing a majority of the Members present approve. If the Board determines by a majority vote of the total Members elected and serving to add and address an agenda item not previously included on the agenda, such action will be appropriate.

The Clerk of the Board shall be responsible for maintaining the official record and minutes of each meeting of the Board. Minutes for each meeting shall be furnished to each Member prior to the next meeting of the Board.

The Clerk of the Board shall maintain in the office of the County Clerk copies of each resolution and ordinance, or other matter acted upon by the Board. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution, or other matter.

Except for minutes taken during a Closed Session, all minutes are considered public records, open for public inspection, and must be available for review as well as copying at the Office of the Ottawa County Clerk. The Clerk of the Board shall make available to members of the public the records and minutes of Board meetings in accordance with the Freedom of Information Act. Board minutes, prepared but not approved by the Board, shall be available for public inspection not more than eight (8) business days following the meeting. Minutes approved by the Board shall be available within five (5) business days after the date of the meeting in which the minutes were approved. The Clerk of the Board shall promptly provide copies of the minutes to persons who have subscribed and paid the fee as determined by the Board of Commissioners.

Minutes must be kept for all meetings of the Board of Commissioners in compliance with the requirements of the Open Meetings Act, MCL 15.269, and are required to contain:

1. A statement of the date, scheduled time and place of the meeting and its actual starting time and ending time;
2. The members present as well as absent;
3. An explanation of why the meeting is held remotely if a meeting is held remotely;
4. If any member is participating remotely, and in such case, identification of the member's location;

5. A record of any decisions made at the meeting and a record of all roll-call votes;
and
6. An explanation of the purpose(s) if the meeting is a Closed Session.

RULE 4.6 TELECONFERENCING.

If approved by the Chairperson of the Board pursuant to MCL 15.263, or if there is a state of emergency declared in the state or county under 1976 PA 390 as amended, Commissioners may participate in a regular or special meeting under the following rules:

1. The meeting must be noticed for a particular physical location under the Open Meetings Act and staff must be present to facilitate public participation at that physical location, including ensuring that the public can gain entry to the facility for purposes of attending the meeting.
2. Any commissioner wishing to attend physically shall be permitted to participate physically.
3. A commissioner wishing to participate remotely must call into the county administration with significant time in advance of the meeting to participate in a joint telephonic or videoconferencing hookup into the meeting room.
4. The joint telephonic or videoconferencing hookup must include two-way communications so that all commissioners, members of the public and the County Clerk can hear and record the discussion.
5. Each commissioner must identify for the record his or her location.
6. The chairperson of the meeting and the county clerk or deputy county clerk recording the minutes, if possible, should be located in the physical location, although if no commissioner who is physically present is appointed Chair *pro tem* of the meeting by the Board, the Chairperson or Vice-Chairperson, respectively, shall chair the meeting.
7. All votes will be by roll call vote.
8. All other Board rules will apply.

ARTICLE V – COMMITTEES OF THE BOARD

RULE 5.1 STANDING COMMITTEES.

The Board shall have five Standing Committees with an advisory role over matters of county business as follows:

- 1. Finance and Administration Committee**
- 2. Planning and Policy Committee**
- 3. Health and Human Services Committee**
- 4. Talent and Recruitment Committee**
- 5. Board Rules Committee**

The Chairperson of the Board shall select the Chair of each Standing Committee and shall appoint Members of the Board to serve on each Standing Committee. Each Standing Committee shall vote to select a Vice-Chairperson from among its Members at its first meeting, who will perform the duties of the Committee Chairperson in his or her absence.

An anticipated annual schedule of meeting dates and times shall be established for each Standing Committee at its first meeting in January. Each Standing Committee shall have an advisory role over county business in the areas listed as follows:

Finance and Administration Committee

- a. Purchasing
- b. Financial Control
- c. Insurance
- d. Audit of Claims
- e. Auditing
- f. Expense and Mileage
- g. Equalization and Apportionment
- h. Bonding
- i. Law Enforcement
- j. Courts
- k. Community Corrections Department
- l. Contract Review
- m. County Directory
- n. Policy Matters

The Finance Committee Chairperson shall serve on boards and commissions required by state statutes.

Planning and Policy Committee

- a. Buildings and Maintenance
- b. County Strategic Planning
- c. Public Works - Water, Sanitation
- d. Land Use and Infrastructure Needs
- e. Planning
- f. Agriculture and Conservation
- g. Drains
- h. Parks
- i. Legal Review - Litigation and Resolutions
- j. Rules and Regulations
- k. Public Relations
- l. Policy Matters
- m. Transportation and Planning
- n. Roads and Bridges
- o. Legislature

Health and Human Services Committee

- a. Public Health and Mental Health
- b. Senior Citizens
- c. Department of Human Services
- d. Substance Abuse
- e. Veterans
- f. Community Action Agency and Department of Employment and Training
- g. Solid Waste
- h. Policy Matters

Talent and Recruitment Committee

- a. Human Resources
- b. Employee Relations
- c. Employee Training
- d. Special Committees
- e. Appointments
- f. Policy Matters

Board Rules Committee

- a. Propose revisions to Board Rules for 2024

RULE 5.2 SPECIAL COMMITTEES.

The Board may establish a Special Committee, outlining the purpose, advisory jurisdiction, and composition (number and type) of members of the Special Committee. The Board Chairperson shall appoint a Chair of the Special Committee.

The Chairperson shall appoint members of the Special Committee with approval by the Board. The Board may change the composition of members of a Special Committee at any time by majority vote of those elected and serving. County employees shall not act in a gatekeeper role on applications to serve on a Special Committee and shall share all applicants with the Board.

A Special Committee established by the Board may be dissolved or reorganized by the Board at any time by majority vote of those elected and serving. A Term of Service of any Special Committee shall expire when the Board determines its task is completed or December 31 of each year, whichever occurs first. A Special Committee may include members who are not members of the Board. Special Committee agendas shall be prepared by the Chair of the Special Committee.

RULE 5.3 WORK SESSIONS.

The Board of Commissioners may meet in a Work Session on any designated day, as determined by the Chairperson, for the purpose of coordinating the activities of the Standing Committees, informing the Board of Commissioners on the progress

of Committee work, and for the purpose of promoting a better understanding of County business, thereby expediting the regular meetings of the Board.

ARTICLE VI – RULES OF PROCEDURE OF THE BOARD

RULE 6.1 GENERAL MEETING CONDUCT.

When a Member wishes to speak, he or she shall be recognized and address themselves to the Chairperson. When two (2) or more Members wish to speak at the same time, the Chairperson shall decide who is to speak first. When a Member is speaking on any question before the Board, he or she shall not be interrupted except to be called to order. When a Member is called to order, he or she shall immediately come to order. The Board, if appealed to, shall decide the case. If there is no appeal, the ruling of the Chairperson shall be final.

RULE 6.2 QUORUM.

The presence of a majority of the Members elected and serving shall constitute a quorum of the Board. No business shall be considered without the presence of a quorum, except to adjourn or recess. Members may participate in meetings of the Board in person or remotely pursuant to the OMA. To the extent authorized by the OMA, any Member appearing remotely as permitted by the provisions of the OMA is considered present for all purposes, including the purpose of determining whether a quorum is present. (MCL 46.3, MCL 15.263 & MCL 15.263a)

RULE 6.3 ORDER OF BUSINESS.

The business of all regular meetings of the Board shall be considered and transacted in the following order unless exceptions are made by a majority vote of the Members.

1. Call to Order by Chairperson
2. Prayer and Pledge of Allegiance
3. Roll Call
4. Public Comment
5. Correspondence
6. Approval of Agenda
7. Consent Resolutions
8. Agenda and Action Requests
9. Committee Reports
- 10.. Public Comment
11. Additional Business
12. Adjournment at Call of the Chairperson

At the Chairperson's discretion items may be added to the Order of Business.

Consent Resolution. The purpose of the Consent Resolution is to expedite business by grouping non-controversial items together to be dealt with by one Commission

motion. Any member of the Commission may ask that any item on the Consent Resolution be removed there from and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If any item is not removed from the Consent Resolution, the action noted on the agenda is approved by a single Commission action adopting the Consent Resolution. For contracts that are being ratified by this process, the Board must approve a commissioner's request to pull a contract off the consent resolution for ratification. A commissioner must raise the request to pull a contract off of the consent resolution with the Board Chairperson within twenty-four hours of a meeting.

RULE 6.4 METHOD OF VOTING.

Election of the Chairperson of the Board may be by ballot. (MCL 46.3a)

The following measures must be voted upon by roll call: motion to submit a proposition to the vote of the people except as otherwise provided by statute; resolutions that provide for the expenditure of \$100,000 or more; adoption of the annual budget; approve receipt and concurrence with Finance and Administration Committee minutes; resolutions concerning activities of the Department of Public Works; resolutions concerning activities of the Ottawa County Drain Commission; motion to go into/come out of closed session; the adoption of all ordinances or amendments thereto; any other measure when a roll call is required by statute or is called for by a Member; authorize the levy of Winter or Summer Property Taxes; all measures if the meeting is held remotely or a Member is participating remotely.

All other measures will be voted by voice vote unless requested by 1/5 of the Members present. If a Member present does not respond to the call for the voice vote, his or her vote will be deemed an affirmative vote, unless good cause is shown for abstaining. No proxy voting is allowed under OMA.

The Chairperson shall vote on all questions decided by yea and nay, except on an appeal from his or her own decision. When a yea or nay vote is taken, every member present shall vote except in matters in which the member has a conflict of interest, in which case the member shall identify the conflict and abstain from voting.

RULE 6.5 MOTIONS, RESOLUTIONS, ORDINANCES AND REPORTS.

A motion is the formal means by which a Member submits a proposed measure or resolution for the consideration and action of the Board. No motion will be considered or debated unless seconded, and must be stated by the Chairperson before debate. A motion must be put in writing at the request of any Member. A motion may, with the permission of the maker and the second, be withdrawn at any time before the same has been adopted. All motions and amendments or substitutes thereto must be entered in the minutes of the Board unless withdrawn.

All resolutions and ordinances must be presented in writing and must be seconded before debate. A resolution is a formal expression of the opinion or will of the Board, whose adoption is subject to vote of the Board in a formal (regular or

special) meeting. An ordinance is a law enacted by the Board in accordance with state statute. A resolution or ordinance may, with the permission of the maker and the second, be withdrawn at any time before the same has been adopted. All resolutions, ordinances, and amendments or substitutes thereto must be entered in the minutes of the Board unless withdrawn.

Reports include activity by Members of Committees, appointments by the Chairperson, creation of any additional Committee, subcommittee, board or task force. Upon confirmation by the Chairperson, the receipt of a final report from a Committee or task force will be placed on the agenda of the next Board meeting under Reports. The Report will, without motion, be recorded as received.

RULE 6.6 TYPES OF MOTIONS AND MOTION PROCEDURES.

Order of Precedence. When a question is under debate, no motion shall be received except the following: to adjourn; for the previous question; to lay on the table; to postpone indefinitely; to postpone to a certain day; to refer; to amend. These motions shall have precedence in order as above named.

Motion to Adjourn. A motion to adjourn shall always be in order, except when a vote is being taken on any question before the Board of Commissioners, or when a member has the floor, provided that there shall be some intervening business proposed and determined between two (2) motions to adjourn.

Motion to Reconsider. A motion for reconsideration shall be in order on the same day, or at the succeeding action meeting day following that on which the decision proposed to be reconsidered took place. Only a member of the side which prevailed may move such reconsideration and such motion shall take precedence over all other questions, except a motion to adjourn. A motion for reconsideration shall be decided by majority vote of those members elected and serving.

Question of Appeal. When an appeal is taken from a decision of the Chairperson, the member taking the appeal shall be allowed to state his or her reason for so doing. The question shall then be immediately put in the following form: "Shall the ruling of the Chairperson be sustained?" The question shall be determined by a majority vote of the members present except that the Chairperson shall not vote. In case of a tie vote, the Chairperson shall be sustained.

Division of Question. Upon the request of any member, a division of any question shall be made when the question will admit of a division so distinct that one part being taken away, the other will remain as an entire question for decision.

Resolutions and Ordinances. Resolutions and Ordinances shall be taken up in the order in which they are presented unless otherwise ordered by the Board. All proposed Resolutions and Ordinances shall be presented to the Board of Commissioners in writing and shall be acted upon by the Board of Commissioners.

Privilege Motions. When a question of privilege is under debate, no motion shall be in order, except the following which shall have precedence in the order named:

1. To fix a time to adjourn;
2. To adjourn;
3. To recess;
4. To raise question of privilege;
5. To call for the Orders of the Day.

Subsidiary Motions. When a question is under debate, no subsidiary motion shall be in order except the following which shall have precedence in the order named:

1. To lay on the table;
2. To call the previous question;
3. To limit or extend debate;
4. To postpone to a certain time;
5. To comment or refer;
6. To amend;
7. To postpone indefinitely.

RULE 6.7 PUBLIC COMMENT, RIGHTS OF THE PUBLIC.

Members of the public shall be encouraged to attend all open meetings and address the Board at the meetings. To protect the rights of all people attending such meetings and to maintain reasonable order, the following rules are established, in accordance with OMA:

All public meetings of the Board and committees shall be posted in the County Courthouse, on an announcement board designated for this purpose and on the County Web Site in accordance with the OMA. (MCL 15.264 & MCL 15.265)

No person shall be excluded from a public meeting except for a breach of peace committed at that meeting. However, members of the public who intend to attend an open meeting in groups of twenty (20) persons or more are asked to notify the County Clerk of their intention to attend as a group in advance of the meeting in order that the Board may make all efforts to secure adequate accommodations.

There shall be two opportunities for Public Comment during meetings. Individuals may give Public Comment one (1) time per public comment session on the Agenda.

A member of the public may address the Board after receiving recognition from the Chairperson and giving his or her name. Public comment shall be limited to a period set aside at each meeting for such purpose and each speaker shall have the floor for no longer than three (3) minutes, unless the Board grants an extension to an individual, or at the beginning of a meeting the Chairperson increases the allowed time greater than three (3) minutes uniformly for all public comments provided during the meeting.

In the event that a person desires to address the Board in an extensive manner, that person may contact the county clerk no less than seven (7) days prior to the scheduled meeting to request to be placed on the agenda. The Board Chair may consider such requests and choose to place an individual on the agenda for a reasonable period of time.

RULE 6.8 ANNUAL REPORTS FROM DEPARTMENTS OF COUNTY GOVERNMENT.

It is the policy of the Board of Commissioners to receive Annual written and oral Reports at least once per year from all Departments of County government. Written reports shall be in a form approved by the County Administrator and shall, in the ordinary course, be submitted directly to the Board of Commissioners through the County Administrator’s Office. Sufficient copies of the written reports shall be submitted to the County Administrator’s Office on Monday the week prior to the Board of Commissioners meeting or at least eight (8) days in advance of the meeting at which the oral report is to be given so that the matter can be placed on the Agenda and the written report distributed with the Agenda to the members of the Board of Commissioners.

I hereby acknowledge that I have read and understood the Rules of the Ottawa County Board of Commissioners.

Gretchen Cosby District 1 Commissioner	Lucy Ebel District 2 Commissioner
Doug Zylstra District 3 Commissioner	Jacob Bonnema District 4 Commissioner
Joe Moss District 5 Commissioner	Kyle Terpstra District 6 Commissioner
Rebekah Curran	Sylvia Rhodea

District 7 Commissioner

District 8 Commissioner

Roger Belknap

Roger Bergman

District 9 Commissioner

District 10 Commissioner

Allison Miedema

District 11 Commissioner