

Agenda
Talent and Recruitment Committee
West Olive Administration Building – Board Room and YouTube
12220 Fillmore Street, West Olive, Michigan 49460
February 21, 2023
10:00 AM

Public Comment

Approval of Agenda

Consent Resolutions:

- I. Approval of the Minutes from the [December 13, 2022](#) and [January 31, 2023](#) Talent and Recruitment Committee meetings.

Agenda and Action Requests:

- I. [Community Action Agency Advisory Board](#)

Suggested Motion:

To forward to the Board of Commissioners the nomination of (*indicates recommendation from the Community Action Agency Advisory Board)

*Britney Brown

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

Committee Reports:

- I. Special Committee Update: Agriculture Education that was presented by Paul Windemuller on 1-31-23.
2. Work Session Update from the Interview Subcommittee

Public Comment

Adjournment at Call of the Chairperson

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

TALENT & RECRUITMENT COMMITTEE

Proposed Minutes

DATE: December 13, 2022

TIME: 12:41 p.m.

PLACE: Fillmore Street Complex

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

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

SUBJECT: PUBLIC COMMENT

1. Arlan Meekhof-Grand Haven

SUBJECT: CONSENT ITEMS

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

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

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

SUBJECT: AGRICULTURAL PRESERVATION BOARD

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

SUBJECT: AGRICULTURAL PRESERVATION BOARD

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

SUBJECT: AGRICULTURAL PRESERVATION BOARD

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

SUBJECT: COMMUNITY CORRECTIONS ADVISORY BOARD

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

SUBJECT: COMMUNITY CORRECTIONS ADVISORY BOARD

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

SUBJECT: COMMUNITY CORRECTIONS ADVISORY BOARD

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

SUBJECT: COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY COMMITTEE

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

SUBJECT: LAND BANK AUTHORITY

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

SUBJECT: LAND BANK AUTHORITY

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

SUBJECT: OTTAWA COUNTY ECONOMIC DEVELOPMENT CORP/BROWNFIELD REDEVELOPMENT AUTHORITY

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

SUBJECT: SOLID WASTE PLANNING COMMITTEE

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

SUBJECT: SOLID WASTE PLANNING COMMITTEE

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

SUBJECT: SOLID WASTE PLANNING COMMITTEE

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

SUBJECT: SOLID WASTE PLANNING COMMITTEE

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

SUBJECT: SOLID WASTE PLANNING COMMITTEE

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

SUBJECT: SOLID WASTE PLANNING COMMITTEE

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

SUBJECT: COMMUNITY ACTION AGENCY ADVISORY BOARD

TR 22-025 Motion: To place into nomination and forward to the Board of Commissioners the name of (*indicates recommendation from the Interview Subcommittee):

*Belma Rosa Hernandez
Tracey Nauta
and to select one (1) to fill one (1) Private Sector vacancy beginning January 1, 2023 and ending December 31, 2025.
Moved by: Garcia

Roll Call Votes:

Terpstra-Hernandez	Meppelink-Hernandez
Holtvluwer-Hernandez	Zylstra-Hernandez
Garcia-Hernandez	

With 5 votes, Belma Rosa Hernandez will be the recommendation to the Board of Commissioners.

SUBJECT: COMMUNITY ACTION AGENCY ADVISORY BOARD

TR 22-026 Motion: To place into nomination and forward to the Board of Commissioners the name of (*indicates recommendation from the Interview Subcommittee):

*Danielle Weeks
Beth Durkee
and to select one (1) to fill one (1) Public Sector vacancy beginning January 1, 2023 and ending December 31, 2025.
Moved By: Garcia

Roll Call Votes:

Terpstra-Weeks	Meppelink-Weeks
Holtvluwer-Weeks	Zylstra-Weeks
Garcia-Weeks	

With 5 votes, Danielle Weeks will be the recommendation to the Board of Commissioners.

SUBJECT: COMMUNITY CORRECTIONS ADVISORY BOARD

TR 22-027 Motion: To place into nomination and forward to the Board of Commissioners the name of (*indicates recommendation from the Interview Subcommittee):

*Linda Haveman
Susan Doughty

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

Moved By: Garcia

Roll Call Votes:

Terpstra-Haveman
Holtvluwer-Haveman
Garcia-Haveman

Meppelink-Haveman
Zylstra-Haveman

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

SUBJECT: COMMUNITY MENTAL HEALTH BOARD

TR 22-028

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

*Christian Kleinjans

Julie Tulloch

Heather Toppen

Stephen Rockman

Kyle Parcher

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

Moved By: Garcia

Roll Call Votes:

Terpstra-Kleinjans
Holtvluwer-Kleinjans
Garcia-Kleinjans

Meppelink-Kleinjans
Zylstra-Kleinjans

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

SUBJECT: DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD

TR 22-029

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

*Barbara VanHorssen

Belma Rosa Hernandez

Caden Hembrough

Julie Tulloch

Heather Toppen

Heidi Parcher

Tracey Nauta

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

Moved By: Garcia

Roll Call Votes:

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

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

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

Roll Call Votes:

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

The Motion passed.

SUBJECT: OFFICERS COMPENSATION COMMISSION

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

SUBJECT: OFFICERS COMPENSATION COMMISSION

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

SUBJECT: OTTAWA COUNTY HOUSING COMMISSION

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

*Thomas Reinsma
 Joseph Alfonso
 Caden Hembrough
 Randy Kortering
 Larry Jackson

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

Roll Call Votes:

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

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

SUBJECT: PARKS AND RECREATION COMMISSION

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

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

Roll Call Votes:

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

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

SUBJECT: ROAD COMMISSION

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

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

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

Moved By: Zylstra

The motion passed by the following votes:

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

SUBJECT: VETERAN’S AFFAIRS COMMITTEE

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

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

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

Moved By: Garcia

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

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

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

Moved by: Zylstra

The motion failed by the following votes:

Terpstra-No
Holtvluwer-Yes
Garcia-No

Meppelink-No
Zylstra-Yes

SUBJECT: WEST MICHIGAN REGIONAL PLANNING COMMISSION

TR 22-036

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

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

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

Moved By: Garcia

Roll Call Votes:

Terpstra-Hopp
Holtvluwer-Hopp
Garcia-Hopp

Meppelink-Hopp
Zylstra-Hopp

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

SUBJECT: ADJOURNMENT

The meeting adjourned at 1:21 p.m.

TALENT & RECRUITMENT COMMITTEE

Proposed Minutes

DATE: January 31, 2023

TIME: 11:43 a.m.

PLACE: Fillmore Street Complex

PRESENT: Gretchen Cosby, Lucy Ebel, Doug Zylstra (Zoom), Jacob Bonnema, Joe Moss, Rebekah Curran, Sylvia Rhodea, Roger Belknap, and Allison Miedema (9)

ABSENT: Kyle Terpstra (1)

STAFF & GUESTS: John Gibbs, County Administrator; Patrick Waterman, Deputy County Administrator; Jack Jordan, Corporation Counsel; Rachel Sanchez, Chief Deputy Register of Deeds; Katelyn Bard, Clerk/Register Specialist; Jennifer Brozowski, CAA Director; Marcia VerBeek, HR Director; Black Upright, Facilities Director; Public Members; David Barnosky, Lori Grasman, Teresa White, Karen Obits, Megan Ryan, Craig Ebel, Paul Windemuller

SUBJECT: PUBLIC COMMENT

1. Megan Ryan-Holland Township

Commissioner Terpstra joined the meeting via Zoom at 11:46 a.m.

SUBJECT: CONSENT ITEMS

TR 23-001 Motion: To approve the agenda of today with the change to Discussion Items by moving number 3, Special Committee: Agriculture Education to number 1 and move all the rest down.
Moved by: Curran

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

TR 23-002 Motion: To move Consent Item #2, approval of the Minutes from the December 13, 2022 Talent and Recruitment Committee meeting to Discussion Item #4.
Moved by: Cosby

SUBJECT: ELECTION OF COMMITTEE VICE CHAIR

TR 23-003 Motion: To elect Lucy Ebel as Vice Chairperson of the Talent and Recruitment Committee for 2023.
Moved by: Belknap

TR 23-004 Motion: To elect Jacob Bonnema as Vice Chairperson of the Talent and Recruitment Committee for 2023.
Moved by: Terpstra

TR 23-005 Motion: To elect Kyle Terpstra as Vice Chairperson of the Talent and Recruitment Committee for 2023.
Moved by: Bonnema

Roll Call Vote:

Mrs. Ebel-Ebel	Ms. Cosby-Ebel
Mrs. Miedema-Ebel	Mrs. Curran-Terpstra
Mrs. Rhodea-Ebel	Mr. Zylstra-Terpstra
Mr. Terpstra-Bonnema	Mr. Belknap-Ebel
Mr. Bonnema-Terpstra	Mr. Moss-Ebel

Chairperson Miedema declared Lucy Ebel as Vice Chairperson of the Talent and Recruitment Committee for 2023.

SUBJECT: ELECTION OF INTERVIEW SUB-COMMITTEE MEMBERS

TR 23-006 Motion: To elect Allison Miedema (Chairperson), Lucy Ebel (Vice-Chairperson), and Gretchen Cosby, to the Talent and Recruitment Interview Sub-Committee for 2023.
Moved by: Moss

The motion passed with the following votes: Yeas: Kyle Terpstra, Rebekah Curran, Roger Belknap, Sylvia Rhodea, Allison Miedema, Lucy Ebel, Jacob Bonnema, Gretchen Cosby, Joe Moss. (9)

Nays: Douglas Zylstra. (1)

SUBJECT: COMMUNITY ACTION AGENCY ADVISORY BOARD

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

*Britney Brown
and to select one (1) to fill one (1) Consumers Sector vacancy beginning immediately and ending December 31, 2023.

TR 23-007 Motion: To reject the application for Britney Brown from the Community Action Agency Advisory Board.
Moved by: Moss

TR 23-008 Motion: To amend the motion to move the current applicant from the Community Action Agency Advisory Board to the interview sub-committee, as well as allowing other applications to be received and reviewed by the Community Action Agency Advisory

Board and interview sub-committee. The interview sub-committee will report back to the Talent and Recruitment Committee with an applicant to approve.

Moved by: Zylstra

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

SUBJECT: DISCUSSION ITEMS

1. Special Committee: Agriculture Education-Paul Windemuller presented to the Committee with his thoughts on why he sees the need to create an Agriculture Education Development Special Committee. His vision and scope would be to educate individuals and youth about Agriculture while gaining more resources to help facilitate that education.

Commissioner Bonnema left the meeting at 12:38 p.m.

TR 23-009 Motion: To refer to the Board of Commissioners the Special Committee for Agriculture Education.

Moved by: Miedema

TR 23-010 Motion: To amend the motion to put the Agriculture Education Special Committee request as an action item on the next Talent and Recruitment Committee meeting on February 21, 2023.

Moved by: Miedema

The motion passed with the following votes: Yeas: Lucy Ebel, Allison Miedema, Kyle Terpstra, Gretchen Cosby, Sylvia Rhodea, Rebekah Curran, Douglas Zylstra, Roger Belknap, Joe Moss. (9)

Commissioner Zylstra left the meeting at 1:08 p.m.

Commissioner Terpstra left the meeting at 1:10 p.m.

2. Scope, Mission, and Meeting Frequency of the Talent & Recruitment Board-Chairperson Miedema went over the rules and purpose of this committee and discussion was had.

TR 23-011 Motion: To begin a thorough review process of special committees as an action item on the next Talent and Recruitment meeting on February 21, 2023.

Moved by: Rhodea

UNANIMOUS

Commissioner Belknap left the meeting at 1:11 p.m.

Commissioner Zylstra returned to the meeting at 1:11 p.m.

3. Process of Applications-Chairperson Miedema went over the current process for applications.

TR 23-012 Motion: To review the process of applications for the extra committees beyond the standing committees, including how the county is informing the public of the process for the applications coming in, as an action item at the next Talent and Recruitment Committee meeting on February 21, 2023.
Moved by: Rhodea

The motion passed with the following votes: Yeas: Douglas Zylstra, Gretchen Cosby, Rebekah Curran, Lucy Ebel, Sylvia Rhodea, Allison Miedema, Joe Moss. (7)

4. Approval of minutes-Commissioner Cosby voiced some concerns about a Treasurer email regarding the Officers for Compensation Committee that they have not had access to. She would like to get a hold of that email before approving the minutes.

TR 23-013 Motion: To postpone the approval of the minutes from the December 13, 2022 Talent and Recruitment Committee meeting until the next meeting on February 21, 2023.
Moved by: Cosby

Commissioner Curran left the meeting at 1:16 p.m.

The motion passed with the following votes: Yeas: Douglas Zylstra, Lucy Ebel, Gretchen Cosby, Allison Miedema, Sylvia Rhodea, Joe Moss. (6)

TR 23-014 Motion: To adjourn the meeting 1:18 p.m.
Moved by: Cosby UNANIMOUS

Action Request



Committee: Talent and Recruitment Committee

Meeting Date: 02/21/2023

Requesting Department: Community Action Agency

Submitted By: Jennifer Brozowski

Agenda Item: Community Action Agency Advisory Board

Suggested Motion:

To forward to the Board of Commissioners the nomination of (*indicates recommendation from the Community Action Agency Advisory Board)

*Britney Brown

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

Summary of Request:

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

Financial Information:

Total Cost: \$0.00	General Fund Cost: \$0.00	Included in Budget:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
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If not included in budget, recommended funding source:

Action is Related to an Activity Which Is: Mandated Non-Mandated New Activity

Action is Related to Strategic Plan:

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

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

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

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

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

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

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

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

Administration: Recommended Not Recommended Without Recommendation

County Administrator: 

Committee/Governing/Advisory Board Approval Date:



December 1, 2022

To Whom It May Concern:

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

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

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

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

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

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

Regards,

Jennifer Brozowski
Program Director