

**APPROVED
OTTAWA COUNTY
BOARD OF COMMISSIONERS
PERSONNEL COMMITTEE**

**Monday, December 5, 2005 1:00 PM
Fillmore Administration Building - Board Room
12220 Fillmore Street, West Olive**

DATE: December 5, 2005

TIME: 1:00 p.m.

PLACE: Fillmore Street Complex

PRESENT: Joyce Kortman, Jane Ruiter, James Holtrop, Phil Kuyers, Donald Disselkoen

STAFF & GUESTS: Alan Vanderberg, Administrator; Richard Schurkamp, Human Resources Director; Erika Rosebrook-Dibble, Business Improvement/Communications Coordinator; John Scholtz, Parks and Recreation Manager; Cathy Simons, Michigan Works! Director; June Hagan, Fiscal Services Director; Daniel C. Krueger, County Clerk; Brooke Slagle, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

PC 05-010 Motion: To approve the Minutes of the September 12, 2005 meeting as presented and approve the agenda of today as presented.
Moved by: Holtrop
UNANIMOUS

SUBJECT: ELECTED OFFICIALS SALARIES FOR 2006

PC 05-011 Motion: To approve and refer to the Finance and Administration Committee, the following annual salaries for certain Elected Officials, to be effective for 2006:

County Clerk	\$77,293
Drain Commissioner	\$68,938
Prosecuting Attorney	\$114,576
Register of Deeds	\$72,659
Sheriff	\$93,007
Treasurer	\$81,970

Moved by: Disselkoen
UNANIMOUS

SUBJECT: TO AMEND THE ADMINISTRATIVE POLICY – APPOINTMENTS TO BOARDS AND COMMISSIONS

PC 05-012 Motion: To amend the Administrative Policy – Appointments to Boards and Commissions, section II. Principles, subsection 3.a. Notice and Application Process; to read as follows and forward to the Board for approval beginning in 2006:

3.a. Notice and Application Process: *By July 31 of each year, the County Clerk shall compile a list of all appointments expiring in the next calendar year (i.e., January 1 through December 31). All upcoming positions and vacancies shall then be posted and advertised by the County Clerk prior to **August 31** of each year. The notice shall state that applications to fill the positions may be picked up at the County Clerk's Office. The notice shall also provide general information (if known) regarding the normal meeting times of the Board or Commission in order that prospective appointees may assess their ability to serve. All applications shall be returned to the County Clerk prior to October 31 of each year.*

Moved by: Kuyers
UNANIMOUS

SUBJECT: OTTAWA COUNTY BUILDING AUTHORITY

PC 05-013 Motion: To approve and forward to the Board of Commissioners the applications of Tom Baldwin, Benjamin Groenhof, Jr., Susanna Shepard-Karbowski, and Jack Smart* for appointment to the Ottawa County Building Authority to fill one (1) vacancy to serve from January 1, 2006 until December 31, 2008.
* Recommended by the Personnel Committee.
Moved by: Disselkoen
UNANIMOUS

SUBJECT: COMMUNITY ACTION AGENCY ADVISORY BOARD

PC 05-014 Motion: To approve and forward to the Board of Commissioners the applications of Tom Baldwin*, Jacqueline Elowsky*, Keri McCarthy, Jennifer McCaul, Darl Meeuwsen*, Diane Ross, and Ronald Zoet** for appointment to the Community Action Agency Advisory Board to fill two (2) Private Sector vacancies – to serve from October 1, 2005 until September 30, 2007 and one (1) Private Sector vacancy to serve an unexpired term until September 30, 2006.
* Recommended by the Personnel Committee.
** Recommended if he is not chosen for the Parks and Recreation Board.
Moved by: Disselkoen
UNANIMOUS

SUBJECT: COMMUNITY CORRECTIONS ADVISORY BOARD

PC 05-015 Motion: To approve and forward to the Board of Commissioners the applications of Tom Baldwin, and Susanna Shepard-Karbowski* for appointment to the Community Corrections Advisory Board to fill one (1) vacancy to serve from January 1, 2006 until December 31, 2007.
* Recommended by the Personnel Committee.
Moved by: Kortman
UNANIMOUS

SUBJECT: OTTAWA COUNTY PARKS COMMISSION

PC 05-016 Motion: To approve and forward to the Board of Commissioners the applications of Tom Baldwin, Malcolm Balk, Scott Blease, Ted Bosgraaf, Jacqueline Elowsky, Benjamin Groenhof, Kate Harmon, Alice Hoban, James Holtvluwer, Roger Jonas*, Steve Karell, Kit Karsten, Jennifer McCaul, Darl Meeuwsen, Brian Rexford, Todd Rhoades, Del South, Marty Straug, Crystal Unema, Larry Ver Hage, Gene Welch, and Ronald Zoet* for appointment to the Ottawa County Parks Commission to fill one (1) vacancy to serve an unexpired term until December 31, 2007.
* Recommended by the Personnel Committee.

And to approve and forward to the Board of Commissioners the applications of Tom Baldwin, Malcolm Balk, Scott Blease, Ted Bosgraaf*, Jacqueline Elowsky, Benjamin Groenhof, Kate Harmon, Alice Hoban, James Holtvluwer, Roger Jonas, Steve Karell, Kit Karsten, Jennifer McCaul, Darl Meeuwsen, Brian Rexford, Todd Rhoades, Del South, Marty Straug, Crystal Unema*, Larry Ver Hage, Gene Welch, and Ronald Zoet for appointment to the Ottawa County Parks Commission to fill two (2) vacancies to serve from January 1, 2006 until December 31, 2009.
* Recommended by the Personnel Committee.
Moved by: Holtrop
UNANIMOUS

SUBJECT: OTTAWA COUNTY PLANNING COMMISSION

PC 05-017 Motion: To approve and forward to the Board of Commissioners the applications of Tom Baldwin, Scott Blease, Benjamin Groenhof, James Holtvluwer, Chris Kuncaitis, Paul Potter, Todd Rhoades, Susanna Shepard-Karbowski, Del South, Gene Welch, and Jeffery Wincel* for appointment to the Ottawa County Planning Commission to fill one (1) Business/Industrial/Tourism vacancy to serve from January 1, 2006 until December 31, 2008.
* Recommended by the Personnel Committee.
Moved by: Disselkoen
UNANIMOUS

SUBJECT: OTTAWA COUNTY WORKFORCE DEVELOPMENT BOARD

PC 05-018 Motion: To add Kaitlin Boiynk's application to the list of those applying for the vacancies on the Workforce

Development Board.
Moved by: Kortman
UNANIMOUS

PC 05-019 Motion: To add Bob Soeters' application to the list of those applying for the vacancies on the Workforce Development Board.
Moved by: Kortman
UNANIMOUS

PC 05-020 Motion: To approve and forward to the Board of Commissioners the applications of Tom Baldwin, Claudia Berry*, Don Disselkoen*, Jacqueline Elowsky, Benjamin Groenhof, Keri McCarthy*, Darl Meeuwssen, Eric Packer, Richard Sibley, Jr.*, Gene Welch, Bob Soeters, Kaitlin Boyink, and Ronald Zoet for appointment to the Ottawa County Workforce Development Board to fill four (4) vacancies representing the Private Sector to serve from January 1, 2006 until December 31, 2008.
* Recommended by the Personnel Committee.

And to approve and forward to the Board of Commissioners the applications of Tom Baldwin, Claudia Berry, Don Disselkoen, Jacqueline Elowsky, Benjamin Groenhof, Keri McCarthy, Darl Meeuwssen, Eric Packer*, Richard Sibley, Jr., Gene Welch, Bob Soeters, Kaitlin Boyink, and Ronald Zoet for appointment to the Ottawa County Workforce Development Board to fill one (1) vacancy representing Education to serve from January 1, 2006 until December 31, 2008.
* Recommended by the Personnel Committee.

And to approve and forward to the Board of Commissioners the applications of Tom Baldwin, Claudia Berry, Don Disselkoen, Jacqueline Elowsky, Benjamin Groenhof, Keri McCarthy, Darl Meeuwssen, Eric Packer, Richard Sibley, Jr., Gene Welch, Bob Soeters*, Kaitlin Boyink, and Ronald Zoet for appointment to the Ottawa County Workforce Development Board to fill one (1) vacancy representing the Private Sector to serve an unexpired term until December 31, 2006.
* Recommended by the Personnel Committee.

And to approve and forward to the Board of Commissioners the applications of Tom Baldwin, Claudia Berry, Don Disselkoen, Jacqueline Elowsky, Benjamin Groenhof, Keri McCarthy, Darl Meeuwssen, Eric Packer, Richard Sibley, Jr., Gene Welch, Bob Soeters, Kaitlin Boyink*, and Ronald Zoet for appointment to the Ottawa County Workforce Development Board to fill one (1) vacancy representing the Private Sector to serve an unexpired term until December 31, 2007.
* Recommended by the Personnel Committee.
Moved by: Holtrop
UNANIMOUS

SUBJECT: ADJOURNMENT

PC 05-021 Motion: The meeting adjourned at 2:04 p.m.
Moved by: Kuyers
UNANIMOUS

Agenda

Consent Items:

1. Approval of Minutes from September 12, 2005 meeting
2. Approval of Agenda

Action Items:

1. Issue: Elected Officials Salaries for 2006

Suggested Motion: To approve and refer to the Finance and Administration Committee, the following annual salaries for

certain Elected Officials, to be effective for 2006:

County Clerk	\$77,293
Drain Commissioner	\$68,938
Prosecuting Attorney	\$114,576
Register of Deeds	\$72,659
Sheriff	\$93,007
Treasurer	\$81,970

Discussion Items:

1. Ottawa County Building Authority –
One (1) Member – to serve from January 1, 2006 until December 31, 2008
2. Community Action Agency Advisory Board –
Two (2) Private Sector Members – to serve from October 1, 2005 until September 30, 2007
One (1) Consumer Sector Member – to serve from October 1, 2005 until September 30, 2007
One (1) Private Sector Member – to serve an unexpired term until September 30, 2006
One (1) Consumer Sector Member – to serve an unexpired term until September 30, 2006
3. Community Corrections Advisory Board –
One (1) Member to serve from January 1, 2006 until December 31, 2007
4. Ottawa County Parks Commission –
One (1) Member to serve an unexpired term until December 31, 2007
5. Ottawa County Planning Commission –
One (1) Member – Business/Industrial/Tourism – to serve from January 1, 2006 until December 31, 2008
6. Ottawa County Workforce Development Board –
Four (4) Members representing the Private Sector – to serve from January 1, 2006 until December 31, 2008
One (1) Member representing Education – to serve from January 1, 2006 until December 31, 2008
One (1) Member representing the Private Sector – to serve an unexpired term until December 31, 2006

Comments on the Day's Business:
(Comments are to be limited to 3 minutes).