

**APPROVED
OTTAWA COUNTY
BOARD OF COMMISSIONERS
PLANNING & POLICY COMMITTEE**

**Wednesday, March 9, 2005 8:30 AM
Fillmore Administration Building - Board Room
12220 Fillmore Street, West Olive**

DATE: March 9, 2005

TIME: 8:30 a.m.

PRESENT: Philip Kuyers, Dennis Swartout, Edward Berghorst, Gordon Schrotenboer

ABSENT: Donald Disselkoen

STAFF & GUESTS: Alan Vanderberg, Administrator; Daniel Krueger, County Clerk; Greg Rappleye, Corporation Counsel; Erika Rosebrook Dibble, Business Improvement/Communications Coordinator; Richard Schurkamp, Human Resources Director; Mark Scheerhorn, Administrative Services Director; June Hagan, Fiscal Services Director; Joyce Kortman, Commissioner; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

PP 05-015 Motion: To approve by consent the Minutes of the February 9, 2005, meeting as presented and approve by consent the agenda of today as presented and amended adding Action Item #7 – Bayou, #8 – Rye Study Appeal Committee and adding to Action Item #6 – CMH Committee Meeting Per Diem.
Moved by: Berghorst
UNANIMOUS

SUBJECT: REVISED OTTAWA COUNTY ACCOUNTS PAYABLE AUDIT POLICY

PP 05-016 Motion: To approve and forward to the Board of Commissioners the revised Accounts Payable Audit Policy.
Moved by: Swartout
UNANIMOUS

SUBJECT: REVISED POLICY ON ADMINISTRATIVE RULES

PP 05-017 Motion: To approve and forward to the Board of Commissioners the revised Policy on Administrative Rules.
Moved by: Schrotenboer
UNANIMOUS

SUBJECT: CLEAN MICHIGAN INITIATIVE GRANT AGREEMENT

PP 05-018 Motion: To approve and forward to the Board of Commissioners the Clean Michigan Initiative Grant Agreement for the Upper Macatawa Restoration Project.
Moved by: Berghorst
UNANIMOUS

SUBJECT: PREPARATION OF A MASTER PLAN FOR NORTH OTTAWA DUNES

PP 05-019 Motion: To approve and forward to the Board of Commissioners the resolution authorizing the grant application to the Coastal Management Program of the Department of Environmental Quality for funding assistance in the preparation of a master plan for North Ottawa Dunes.
Moved by: Berghorst
UNANIMOUS

SUBJECT: OTTAWA COUNTY REMONUMENTATION COMMITTEE APPOINTMENT

PP 05-020 Motion: To approve and forward to the Board of Commissioners the application of Donald Schiele for appointment to the Ottawa County Remonumentation Committee for a two (2) year term beginning January 1,

2005, and ending December 31, 2006, representing surveyors.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: RECOMMENDATION OF PAYMENT FOR BOARD MEMBER ATTENDANCE AT CERTAIN MEETINGS

PP 05-021

Motion: To approve and forward to the Board of Commissioners a recommendation that appointed members of the Board be paid under the terms of the Ottawa County Per Diem Policy for attendance at meetings of:

A. The Region 8 Planning Commission

B. The Rye Study Oversight Committee and Rye Study Appeal Committee.

C. The Ottawa County Economic Development Corporation (OCEDC)

D. The Comprehensive Economic Development Strategy (CEDs)

Moved by: Berghorst

The request for the consideration for per diem for the Michigan Association of Community Mental Health Committee meetings will be discussed at a later date after a recommendation is received from the CMH Board.

SUBJECT: CONNOR BAYOU ACQUISITION EXERCISE OF OPTION

PP 05-022

Motion: To approve and forward to the Board of Commissioners the Exercise of Option for the Hillis and Donna Timmer property known as the Connor Bayou Acquisition Project.

Moved by: Berghorst

UNANIMOUS

SUBJECT: RESOLUTION TO ESTABLISH THE 2004-2005 RYE STUDY APPEAL COMMITTEE, TO APPOINT ITS MEMBERSHIP, AND TO APPROVE ITS APPEAL PROCEDURE

PP 05-023

Motion: To approve and forward to the Board of Commissioners the Resolution to establish the 2004-2005 Rye Study Appeal Committee as a subcommittee of the Rye Study Oversight Committee, to appoint its membership, and to approve its Appeal Procedure.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Building Projects Update – Mark Scheerhorn presented the building projects update.

2. Closed Session to Discuss Property Acquisition

PP 05-024

Motion: To go into Closed Session at 9:40 a.m. to discuss "Property Acquisition".

Moved by: Swartout

UNANIMOUS

Results of roll call vote: Yeas: Messrs. Berghorst, Swartout, Schrotenboer, Kuyers. (4)

Mr. Berghorst left at 9:55 a.m.

PP 05-025

Motion: To rise from Closed Session at 10:10 a.m.

Moved by: Swartout

UNANIMOUS

SUBJECT: INFORMATION ITEMS

1. Proposed Administrative Rule on Protected Electronic Health Information ("HIPAA Security Rule"). – Greg Rappleye reported the County is required to have in place the "Electronic Health Information Security Policy" by April 20, 2005. Mark Krouse is completing the risk assessment now. Board members will be receiving copies.

PP 05-026

SUBJECT: ADJOURNMENT

Motion: To adjourn at 10:10 a.m.

Moved by: Swartout

Agenda

Consent Items:

Agenda of March 9, 2005

Approval of February 9, 2005 Planning and Policy Committee Minutes

Action Items:

1. Revised Ottawa County Accounts Payable Audit Policy.
Suggested Motion:
To approve and forward to the Board of Commissioners the revised Accounts Payable Audit Policy.
2. Revised Policy on Administrative Rules.
Suggested Motion:
To approve and forward to the Board of Commissioners the revised Policy on Administrative Rules.
3. Clean Michigan Initiative Grant Agreement.
Suggested Motion:
To approve and forward to the Board of Commissioners the Clean Michigan Initiative Grant Agreement for the Upper Macatawa Restoration Project.
4. Preparation of a Master Plan for North Ottawa Dunes.
Suggested Motion:
To approve and forward to the Board of Commissioners the resolution authorizing the grant application to the Coastal Management Program of the Department of Environmental Quality for funding assistance in the preparation of a master plan for North Ottawa Dunes.
5. Ottawa County Remonumentation Committee Appointment.
Suggested Motion:
To approve and forward to the Board of Commissioners the application of Donald Schiele for appointment to the Ottawa County Remonumentation Committee for a two (2) year term beginning January 1, 2005 and ending December 31, 2006, representing surveyors.
6. Recommendation of payment for Board Member Attendance at Certain Meetings.
Suggested Motion:
To approve and forward to the Board of Commissioners a recommendation that appointed members of the Board be paid under the terms of the Ottawa County Per Diem Policy for attendance at meetings of:
 - A. The Region 8 Planning Commission
 - B. The "Rye Study" Committee
 - C. The Ottawa County Economic Development Corporation (OCEDC)
 - D. The Comprehensive Economic Development Strategy (CEDs)

Discussion Items:

1. Building Projects Update – Mark Scheerhorn
2. Closed Session to Discuss Property Acquisition

Information Items:

1. Proposed Administrative Rule on Protected Electronic Health Information ("HIPAA Security Rule").

Adjournment