

HUMAN RESOURCES COMMITTEE

Approved Minutes

DATE: February 19, 2007

TIME: 1:00 p.m.

PLACE: Fillmore Street Complex

PRESENT: James Holtrop, Philip Kuyers, Gordon Schrotenboer

ABSENT: Jane Ruiter, Joyce Kortman

STAFF & GUESTS: Alan Vanderberg, Administrator; Erika Rosebrook, Assistant Administrator; Travis Parson, Interim Human Resources Director; Sherri Sayles, Deputy Clerk; Patrick Reagan, Administrative Intern

SUBJECT: CONSENT ITEMS

HR 07-014 Motion: To approve the Agenda of today as presented and amended adding Discussion Items #1 – Meeting Time & Dates, #2 – Volunteer Recognition, #3 – Alternate Member for the Human Resources Interview Subcommittee, and #4 – Term-Limit Policy Exceptions and to approve the Minutes of the January 15, 2007, meeting as presented.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: APPEALS BOARD FOR SANITARY CODE VACANCIES

HR 07-015 Motion: To approve and forward to the Board of Commissioners the application of *Darwin J. Baas for appointment to the Appeals Board for Sanitary Code to fill one (1) of two (2) positions, to serve a three (3) year term beginning January 1, 2007, through December 31, 2009.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: OTTAWA COUNTY COMMUNITY ACTION AGENCY ADVISORY BOARD – PRIVATE SECTOR VACANCIES

HR 07-016 Motion: To approve and forward to the Board of Commissioners the application of *Jinnifer P. Gibbs for appointment to the Community Action Agency Advisory Board to fill one of three (3) Private Sector positions, to serve a two (2) year term beginning October 1, 2007, through September 30, 2009. (Erika Rosebrook will check term dates.)
Moved by: Kuyers UNANIMOUS

SUBJECT: LAKESHORE COORDINATING COUNCIL –
ADVISORY COMMITTEE VACANCY

HR 07-017 Motion: To approve and forward to the Board of Commissioners the application of *David Van Ginhoven for appointment to the Lakeshore Coordinating Council Advisory Committee to fill one (1) position, to serve a two (2) year term beginning January 1, 2007, through December 31, 2008.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: OTTAWA COUNTY WORKFORCE
DEVELOPMENT BOARD – EDUCATION
VACANCY

HR 07-018 Motion: To approve and forward to the Board of Commissioners the application of *Sandra Dupuis for appointment to the Workforce Development Board to fill one (1) Education position, to serve a three (3) year term beginning January 1, 2007, through December 31, 2009.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: OTTAWA COUNTY WORKFORCE
DEVELOPMENT BOARD – COMMUNITY-
BASED ORGANIZATIONS VACANCY

HR 07-019 Motion: To approve and forward to the Board of Commissioners the application of *Rick Diamond for appointment to the Workforce Development Board to fill one (1) Community position, to serve a three (3) year term beginning January 1, 2007, through December 31, 2009.

Moved by: Kuyers

UNANIMOUS

SUBJECT: OTTAWA COUNTY WORKFORCE
DEVELOPMENT BOARD – ECONOMIC
DEVELOPMENT VACANCIES

HR 07-020 Motion: To approve and forward to the Board of Commissioners the applications of *Randy Thelen and *Joy Gaasch for appointment to the Workforce Development Board to fill two (2) Economic Development positions, each to serve three (3) year terms beginning January 1, 2007, through December 31, 2009.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: OTTAWA COUNTY WORKFORCE
DEVELOPMENT BOARD – LABOR VACANCY

HR 07-021 Motion: To approve and forward to the Board of Commissioners the application of *Carl Simpson for appointment to the Workforce Development Board to fill one (1) Labor position, to serve a three (3) year term beginning January 1, 2007, through December 31, 2009.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: OTTAWA COUNTY WORKFORCE
DEVELOPMENT BOARD – REHABILITATION
VACANCY

HR 07-022 Motion: To appoint and forward to the Board of Commissioners the application of *Carl Occhipinti for appointment to the Workforce Development Board to fill one (1) Rehabilitation position, to serve an unexpired term beginning January 1, 2007, through December 31, 2007.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: OTTAWA COUNTY REMONUMENTATION
COMMITTEE – SUPERVISOR/ASSESSOR
VACANCY

HR 07-023 Motion: To approve and forward to the Board of Commissioners the application of *Art Lucas for appointment to the Remonumentation Committee to fill one (1) Supervisor/Assessor position, to serve a two (2) year term beginning January 1, 2007, through December 31, 2008.
Moved by: Kuyers UNANIMOUS

SUBJECT: OTTAWA COUNTY REMONUMENTATION
COMMITTEE – REAL ESTATE ATTORNEY
VACANCY

HR 07-024 Motion: To approve and forward to the Board of Commissioners the application of *Randall S. Schipper for appointment to the Remonumentation Committee to fill one (1) Real Estate Attorney position, to serve a two (2) year term beginning January 1, 2007, through December 31, 2008.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: OTTAWA COUNTY REMONUMENTATION
COMMITTEE – SURVEYOR VACANCIES

HR 07-025 Motion: To approve and forward to the Board of Commissioners the application(s) of *Donald W. Schiele and *Randal D. Feenstra for appointment to the Remonumentation Committee to fill two (2) Surveyor positions, each to serve a two (2) year term beginning January 1, 2007, through December 31, 2008.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: OTTAWA COUNTY HOUSING COMMISSION
VACANCIES

HR 07-026 Motion: To approve and forward to the Board of Commissioners the application(s) of *David L. Woodcock to serve a one (1) year term through December 31, 2007; *Elizabeth Frey to serve a two (2) year term through December 31, 2008; *David M. Davis to serve a three (3) year term through December 31, 2009; *Matthew Van Zetten to serve a four (4) year term through December 31, 2010; and *Mark Kornelis to serve a five (5) year term through December 31, 2011; for appointment to the Ottawa County Housing Commission to fill five (5) positions, each term to begin January 1, 2007.
Moved by: Schrotenboer UNANIMOUS

***Indicates recommendation of the Human Resources Interview Subcommittee.**

SUBJECT: DISCUSSION ITEMS

1. Human Resources Meeting Time & Date – The Committee recommended the second Monday of the month. Kathy Kuck to check with Jane Ruiter and Joyce Kortman.
2. Volunteers Recognition – Mr. Schrotenboer stated the City of Holland does have a Volunteer Recognition Program with some cost involved. The Administrator reported Kent County has a picnic to recognize volunteers and everything is donated by sponsors. Administrator will check into volunteer recognition and the number that would be involved.
3. Alternate Member on the Human Resources Interview Subcommittee – Mr. Kuyers would like an alternate member on the Human Resources Interview Subcommittee.

HR 07-027 Motion: To appoint Gordon Schrottenboer as the Alternate Member on the Human Resources Interview Subcommittee.
Moved by: Kuyers UNANIMOUS

4. Term Limit Policy Exception – Erika Rosebrook explained the term-limit policy adopted by the Board of Commissioners limiting the time of service citizen appointees can serve to twelve consecutive years. Due to a limited pool of applicants because of the specialized nature of work and requirements, applicants are difficult to find. Greg Rappleye drafted the following potential policy options:
 1. Revise the policy to permit the Board of Commissioners, by 2/3 majority vote, to override the 12-year term-limit provision.
 2. Revise the policy to permit the Board of Commissioners, by 2/3 majority vote, to override the 12-year term-limit provision and permit the nomination and appointment of citizen appointee in any instance where, after re-advertising the opening, there are no alternative candidates for the position and/or where the position is one for which the unique qualifications and experience of the term-limited candidate suggest that the candidate is the sole qualified applicant for the appointment.
 3. Develop a list of boards and commissions to which the 12-year term-limit provision should not apply.

Consensus of the Committee is Option #2.

HR 07-028 Motion: To approve and forward to the Board of Commissioners Term Limit Policy Exception Policy Option #2.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: ADJOURNMENT

HR 07-029 Motion: To adjourn at 1:21 p.m.
Moved by: Kuyers UNANIMOUS