

**APPROVED  
PROCEEDINGS OF THE OTTAWA COUNTY  
BOARD OF COMMISSIONERS  
APRIL SESSION – FIRST DAY**

The Ottawa County Board of Commissioners met on Tuesday, April 8, 2008, at 1:30 p.m. and was called to order by the Chair.

Mr. Kuyers pronounced the invocation.

The Deputy Clerk led in the Pledge of Allegiance to the flag.

Present at roll call: Mrs. Kortman, Mr. Kuyers, Mrs. Ruiter, Messrs. Hehl, Rycenga, Schrotenboer, Disselkoen, Berghorst, Holtrop, Holtvluwer (10)

Absent: Mr. Swartout (1)

B/C 08-082 Mr. Holtrop moved to approve the agenda of today as presented. The motion passes.

B/C 08-083 Mr. Kuyers moved to approve the following Consent Resolutions:

1. To approve the Minutes of the March 25, 2008 Board of Commissioners Meetings.
2. To authorize the payroll of April 8, 2008 in the amount of \$529.78.
3. To receive as information Correspondence Log 380.
4. To approve the general claims in the amount of \$2,736,746.18 as presented by the summary report for the March 17, 2008 through March 31, 2008.
5. To receive for information the Ottawa County Clerk's Office 2007 Annual Report.
6. To receive for information the Ottawa County Drain Commissioner's 2007 Annual Report.
7. To receive for information the 20<sup>th</sup> Circuit Court and Ottawa County Probate Court's 2007 Annual Report.

The motion passed as shown by the following votes: Yeas: Messrs. Berghorst, Kuyers, Holtrop, Mrs. Kortman, Messrs. Holtvluwer, Schrotenboer, Mrs. Ruiter, Messrs. Rycenga, Hehl, Disselkoen (10)

B/C 08-084 Mr. Rycenga moved to adopt the following proposed Human Resources policies (Second Reading): (Information provided at the March 25, 2008 Board of Commissioners meeting.)

001 – Employee Driver's License Validity Policy and Procedures

- 002 – Employee Behavior, Discipline and Rules of Conduct Policy and Procedures
- 003 – Employee Selection Policy and Procedures
- 004 – Equal Employment Opportunity Policy and Procedures
- 005 – Harassment Policy and Procedures
- 006 – Introductions to Policy and Procedures
- 007 – Job Descriptions Policy and Procedures
- 008 – Personnel Records Policy and Procedures
- 009 – Policy and Procedures on Reemployment of Retirees
- 010 – Policy and Procedures on Retirement
- 011 – Problem Solving Policy and Procedures
- 012 – Salary/Wage Continuation (STD) Policy and Procedures
- 013 – Smoking Policy and Procedures

The motion passed as shown by the following votes: Yeas: Messrs. Kuyers, Berghorst, Hehl, Holtrop, Mrs. Kortman, Mrs. Ruiter, Messrs. Rycenga, Holtvluwer, Schrotenboer, Disselkoen (10)

- B/C 08-085 Mr. Rycenga moved to adopt the proposed “Administrative Policy – Closure of County Buildings and Facilities” (Second Reading) (Information provided at the March 25, 2008 Board of Commissioners meeting.) The motion passed as shown by the following votes: Yeas: Mr. Schrotenboer, Mrs. Kortman, Mr. Holtvluwer, Mrs. Ruiter, Messrs. Kuyers, Hehl, Holtrop, Berghorst, Rycenga, Disselkoen (10)

Discussion Items

1. Ottawa County Clerk’s Office 2007 Annual Report – Sherri Sayles, Chief Deputy Clerk, and Brooke Slagle, Elections Coordinator, presented the Ottawa County Clerk’s 2007 Annual Report.
2. County of Ottawa Drain Commission’s 2007 Annual Report – Paul Geerlings presented the County of Ottawa Drain Commission’s 2007 Annual Report.
3. 20<sup>th</sup> Circuit Court and Ottawa County Probate Court’s 2007 Annual Report – Kevin Bowling presented the 20<sup>th</sup> Circuit Court and Ottawa County Probate Court’s 2007 Annual Report.

Several Commissioners reported on meetings attended and future meetings to be held.

- B/C 08-086 Mr. Kuyers moved to adjourn at 2:15 p.m. subject to the call of the Chair. The motion passed.

Daniel C. Krueger, County Clerk  
Of the Board of Commissioners

Donald Disselkoen, Chairman  
Of the Board of Commissioners