



County of Ottawa

Board of Commissioners

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Chairperson

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Vice-Chairperson

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April 2, 2008

To All Ottawa County Commissioners:

The Ottawa County Board of Commissioners will meet on **Tuesday, April 8, 2008 at 1:30 p.m.**, for the regular **April** meeting of the Board at the Ottawa County Fillmore Complex Administration Building in West Olive, Michigan.

The Agenda is as follows:

1. Call to Order by the Chairperson
2. Invocation – Commissioner Kuyers
3. Pledge of Allegiance to the Flag
4. Roll Call
5. Presentation of Petitions and Communications
6. Public Comments and Communications from County Staff
7. Approval of Agenda
8. Actions and Reports

A. Consent Resolutions:

From the County Clerk

1. Board of Commissioners Meeting Minutes

Suggested Motion:

To approve the Minutes of the March 25, 2008 Board of Commissioners Meeting.

2. Payroll

Suggested Motion:

To authorize the payroll of April 8, 2008 in the amount of \$_____

3. Correspondence Log 380
Suggested Motion:
To receive as information Correspondence Log 380.

From the Finance and Administration Committee

4. Monthly Accounts Payable for March 17, 2008 through March 31, 2008
Suggested Motion:
To approve the general claims in the amount of \$2,736,746.18 as presented by the summary report for March 17, 2008 through March 31, 2008.

From Administration

5. Ottawa County Clerk's Office 2007 Annual Report
Suggested Motion:
To receive for information the Ottawa County Clerk's Office 2007 Annual Report.
6. County of Ottawa Drain Commission's 2007 Annual Report
Suggested Motion:
To receive for information the Ottawa County Drain Commissioner's 2007 Annual Report.
7. 20th Circuit Court and Ottawa County Probate Court's 2007 Annual Report
Suggested Motion:
To receive for information the 20th Circuit Court and Ottawa County Probate Court's 2007 Annual Report. (*Report will be distributed at the meeting.*)

B. Action Items:

From the Planning and Policy Committee

1. Human Resources Policies (Second Reading)
Suggested Motion:
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

2. Administrative Policy – Closure of County Buildings and Facilities (Second Reading)
Suggested Motion:
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.)

C. Appointments: None

D. Discussion Items:

1. Ottawa County Clerk’s Office 2007 Annual Report
(Presented by Daniel C. Krueger, County Clerk)
2. County of Ottawa Drain Commission’s 2007 Annual Report
(Presented by Paul M. Geerlings, Drain Commissioner)
3. 20th Circuit Court and Ottawa County Probate Court’s 2007 Annual Report
(Presented by Kevin J. Bowling, Circuit Court Administrator)

E. Report of the County Administrator

F. General Information, Comments, and Meetings Attended

9. Public Comments

10. Adjournment