

LEGISLATIVE AND HUMAN RESOURCES COMMITTEE MINUTES

Tuesday, December 9, 2003 – 8:30 a.m.  
Kent County Administration Building – Room 310

MEMBERS PRESENT: Chair Dan Koorndyk; Commissioners Dick Bulkowski, Marvin Hiddema, Jack Horton, Paul Mayhue, Ted Vonk, Harold Mast, and Kenneth Kuipers

MEMBERS ABSENT: Commissioner Tom Postmus (excused).

ALSO PRESENT: Deputy Administrator Al Vanderberg; Assistant Administrator Mary Swanson; Executive Assistant to the Board Jim Day; Chair of the Board David Morren; Civil Counsel Sherry Batzer; Paralegal Sangeeta Ghosh; Management Analysts Laura Hutzler and Bethanie Archbold; Human Resources Director Doug DeFrain; Human Resources Manager for Recruitment Gail Glocheski; Risk Coordinator Phil VanDyke; Deputy Director of Fiscal Services Stephen Duarte; Supervisor of Central Services Rob Burch; Facilities Management Director Bob Mihos; County Clerk Mary Hollinrake; Undersheriff Jon Hess; Chief Deputy Tom Hillen; County Commissioner Harold Voorhees; and Sr. Administrative Specialist Pam Van Keuren

NEWS MEDIA: Kyla King, Grand Rapids Press.

Chair Koorndyk called the meeting to order at 8:30 a.m.

I. PUBLIC COMMENT

None.

II. APPROVAL OF THE MINUTES

Mr. Mast moved to approve the minutes of November 25, 2003, as written.

Supported by Mr. Vonk.

Motion carried.

III. BOARD OF COMMISSIONERS – APPOINTMENTS TO VARIOUS BOARDS, COMMISSIONS, AND COMMITTEES FOR 2004

Mr. Vanderberg stated that approval is requested to recommend to the Board of Commissioners the various citizen and Commissioner appointments to boards, commissions, and committees for 2004. This item is proposed to go to the Board on January 6, 2004. A summary of the request follows.

- The Board of Commissioners, on an annual basis, appoints citizens and Commissioners to boards, commissions, and committees in accordance with applicable statutes or its Standing Rules. Nominees to fill vacancies are noted by a check mark on the attached listing. One hundred sixty-eight resumes were received from citizens for 33 citizen vacancies.

- The Legislative and Human Resources Committee's Appointments Interview Subcommittees reviewed all resumes and conducted interviews of applicants for various vacancies in October and November. The 3 subcommittees' members were 1. Commissioners Koorndyk (Chair), Horton, and Mayhue; 2. Postmus (Chair), Bulkowski, and Hiddema; and 3. Mast (Chair), Kuipers, and Vonk.

There is no funding required.

Mr. Mast moved to recommend to the Board of Commissioners approval of the appointments to the boards, commissions, and committees for 2004.

Supported by Mr. Kuipers.

Mr. Mast noted not only the large number of resumes but the quality of the individuals that were received for the available openings. He added that staff is communicating well to the public the availability of these positions.

Mr. Bulkowski stated that he was a member of the subcommittee that interviewed applicants for the Community Mental Health (CMH) Authority Board. At the end of the interviews, he was under the impression the subcommittee was recommending John Walker and Felicia Shabazz. When he received the Legislative Committee packet, Mr. Walker and Mr. Michael Price were the citizen recommendations. He questioned how this changed between the subcommittee meeting and today's meeting.

Mr. Koorndyk explained that the subcommittee may have made a recommendation of one individual over another. At the caucus meeting, after reviewing the recommendations, the question was brought up why an experienced citizen was being replaced by a relatively unknown individual. He added he was under the impression that Mr. Price and Ms. Shabazz were recommended by the subcommittee.

Mr. Bulkowski indicated that the Standing Rules note that the Community Mental Health Authority Board must have a member who is a provider of mental health services. Ms. Shabazz has had experience with various mental health agencies, and he felt she came into the interview with enthusiasm and critical thinking.

Mr. Morren stated that there is a statutory requirement on how the CMH Board is comprised, and when the caucus met, they felt that Mr. Walker fills a critical statutory role on this board. Mr. Walker is very involved at both the local and state level, and is a great advocate for the mental health community. Mr. Morren added that the CMH Board is very diverse. He said that the whole appointment process has come a long way in the past 8-10 years.

Mr. Bulkowski was concerned that there are not service providers represented on the CMH Board nor are there any minorities.

Mr. Mayhue stated that as a representative of the 16<sup>th</sup> District in Kent County, he represents a very diverse group of people and he would like to see a cross-section of those people on County boards. He said he is also very concerned when a subcommittee makes a recommendation and

then it is changed at the caucus meeting. He felt that Ms. Shabazz should be considered because she follows the diversity of previous members who served on the CMH board.

Mr. Kuipers indicated that he is very appreciative of the fact that 168 resumes were received, but that only one in five will get an appointment. The quality of the resumes were all very good.

Mr. Mast agreed with Mr. Bulkowski and Mr. Mayhue that diversity is needed, but it did not seem the right time to replace an experienced individual on the CMH Board.

Mr. Vonk said one of the goals of the Legislative and Human Resources Committee is to look at diversity representation and also to look at term limits for citizen and Commissioner positions.

Mr. Koorndyk agreed that this is a goal for next year's Committee.

Mr. Mayhue quoted Martin Luther King by saying "if not now, when?" He feels now is the time to make a change and appoint Ms. Shabazz to the Community Mental Health Authority Board.

Mr. Morren said he feels the County boards and commissions have a high ratio of female and minorities and is very reflective of our community. He suggested that the Board Office conduct a survey of minority representation on the various boards and committees in 2004.

Mr. Mast encouraged Mr. Koorndyk to appoint a subcommittee in 2004 to look at term limits for various boards and committees.

Mr. Bulkowski stated that the time is right to make a change to the CMH Board. He reiterated his concern about the subcommittee's recommendation being changed

Yeas: Commissioners Hiddema, Horton, Kuipers, Mast and Vonk.

Nays: Commissioners Bulkowski and Mayhue.

Motion carried.

#### IV. PARKS/BOARD OF COMMISSIONERS – MILLENNIUM PARK ARCHITECTURAL ADVISORY BOARD

Mr. Vanderberg stated approval is requested to recommend to the Board of Commissioners to create a Millennium Park Architectural Advisory Board with members serving three-year terms and recommend the appointment of seven members as follows: David Morren (Board Chair – "By virtue of office"); Roger Morgan (Finance Committee Chair – "By virtue of office"); Art Tanis (Commissioner – from a City within Millennium Park); Vern Ohlman ("Design Community"); Francisco Vega ("Business Community"); Peter Secchia ("Business Community"); David Custer ("Business Community"). This request is proposed to go to the Board on January 6, 2003. A summary of the request follows:

- A Millennium Park Architectural Board was informally created in February 2003 to act as a “clearinghouse” for the numerous ideas regarding the Park development and to ensure Millennium Park’s architecture/design remains consistent with its Master Plan.
- Considering its long-term need and long-term responsibilities, it is Board Chair Morren’s recommendation to have the Millennium Park Architectural Advisory Board (MPAAB) formally created and appointed by the Board of Commissioners with an annual report/update from the MPAAB to the Board of Commissioners.
- Based upon the past 10 months experience and other municipalities’ park advisory board models, it is recommended the MPAAB consist of three Commissioners (Board Chair, Finance and Physical Resources Committee (FPRC) Chair, and a Commissioner from one of the cities within the boundaries of Millennium Park); a citizen from the “Design Community;” and three citizens from the “Business Community.” County staff will continue to assist the Board.
- Solicitation of citizen interest to serve on the MPAAB occurred following the Legislative and Human Resources Committee’s consideration of this request on October 28, 2003. Commissioners Koorndyk, Kuipers, and Mayhue interviewed various candidates.
- The initial three-year term appointments are recommended and proposed to be staggered as follows: Chair Morren – By virtue of office; FPRC Chair Morgan – By virtue of office; Commissioner Tanis – Walker – 1/1/04 – 12/31/06; Vern Ohlman – Design Community – 1/1/04 – 12/31/05; Francisco Vega – Business Community – 1/1/04 – 12/31/04; Peter Secchia – Business Community – 1/1/04 – 12/31/05; David Custer – Business Community – 1/1/04 – 12/31/06.

No funding is required.

Mr. Vonk moved to recommend to the Board of Commissioners to create a Millennium Park Architectural Advisory Board with members serving three-year terms and recommend the appointment of seven members as follows: David Morren (Board Chair – “By virtue of office”); Roger Morgan (Finance Committee Chair – “By virtue of office”); Art Tanis (Commissioner – from a City within Millennium Park); Vern Ohlman (“Design Community”); Francisco Vega (“Business Community”); Peter Secchia (“Business Community”); David Custer (“Business Community”).

Supported by Mr. Kuipers.

Mr. Hiddema asked if there is a consulting agency that is working with the Architectural Control Board.

Mr. Vanderberg answered yes; it is O’Boyle, Cowell, Blalock and Associates, Inc. They also were the consultants for the Master Plan.

Mr. Hiddema asked which communities are within the boundaries of Millennium Park (noting the Commission representation from one of the cities).

Mr. Vanderberg replied that the area encompasses a small portion of Grandville, and also portions of Wyoming, Walker, and Grand Rapids.

Mr. Mayhue stated that the comments he made during the previous agenda item also apply to this item. He was under the impression that Ms. Lorraine Nyenhuis was being recommended by the subcommittee, and then he discovers that another individual is being recommended. Mr. Mayhue was concerned that there are still seven males on the board, even though it is more diverse with the addition of Mr. Vega. He added that he has a lot of respect for Mr. Vega; it is that Ms. Nyenhuis was the subcommittee's recommendation. Mr. Mayhue felt that the Architectural Advisory Board should be expanded by two individuals.

Mr. Koorndyk said five people were interviewed, and the final choices came down to Ms. Nyenhuis and Mr. Vega. It was felt that Mr. Vega's background in architecture experience would be beneficial.

Mr. Kuipers stated that in this instance, they are adding diversity to the board. It was felt that this board is advisory in nature and focuses on architectural issues. Mr. Vega has education and training in architecture, and he brings those strengths to the board.

Mr. Morren agreed that this is an advisory board, and it ensures consistency with the development of Millennium Park. It is a very important part of the community. He added that the County is looking at adding a policy oversight board sometime in the next year. A policy board would oversee the Architectural Advisory Board. Thus, he is not in favor of adding additional positions to the Architectural Board.

Mr. Mayhue again said, "why wait - why not expand the board now?"

Mr. Mayhue moved to amend the motion to expand the Architectural Advisory Board by two citizens.

Supported by Mr. Bulkowski.

Mr. Koorndyk said he feels the bigger the board, the less efficient.

After additional discussion regarding the pros and cons of expanding the board, Mr. Horton moved to call for the question.

Supported by Mr. Mast.

Yeas: Commissioners Bulkowski, Hiddema, Horton, Kuipers, Mast, and Vonk.

Nays: Commissioner Mayhue.

Motion to call for the question carried.

Mr. Koorndyk asked for a show of hands for the vote on the amended motion to expand the Millennium Park Architectural Advisory Board by two citizens.

Yeas: Commissioners Mayhue and Bulkowski.

Nays: Commissioners Hiddema, Horton, Kuipers, Mast, and Vonk.

Motion failed.

Discussion then centered around the possibility of eliminating two Commissioners and replacing them with two citizens.

Mr. Morren stated that because of the significance of Millennium Park and the amount of money the County is investing into the park, three Commissioners are needed on the Advisory Board.

Mr. Morren noted that this board could have been purely a function of staff, but he felt Millennium Park is important enough to bring in people from the community to serve.

Mr. Mast moved to call for the question.

Supported by Mr. Horton.

Yeas: Commissioners Hiddema, Horton, Mast, and Vonk.

Nays: Commissioners Bulkowski, Mayhue, and Kuipers.

Motion carried.

Vote on the original motion:

Yeas: Commissioners Bulkowski, Hiddema, Horton, Kuipers, Mast, and Vonk.

Nays: Commissioner Mayhue.

Motion carried.

V. FISCAL SERVICES – CENTRAL SERVICES REORGANIZATION

Mr. Vanderberg stated approval is requested to recommend to the Board of Commissioners to approve the conversion of one Records Reproduction Clerk position (UAW 12) to Graphics/Printing Specialist I (UAW 18) and the elimination of one Clerk I position (UAW 12). This request is proposed to go to the Board on December 11, 2003. A summary of the request follows:

- The demand for microfilm services has declined steadily as new information management systems have been implemented across the County: the number of frames filmed per month has fallen from 115,500 in 2001 to 61,000 currently and the number of frames processed per month has declined from 665,000 to 135,000.

- The drop in demand has caused redundancy in the number of Records Reproduction Clerks in the department.
- During the same period, the demand for graphics services has more than doubled, from 23/month to an average of 61.5/month, and printing requests have increased from 181/month to 213/month.
- The current number of graphics and printing staff in the department is insufficient to meet this increased demand for high quality graphics and printing services.
- Additional graphics and printing support can be provided by converting a vacant Records Reproduction Clerk (UAW 12) to Graphics/Printing Specialist I (UAW 18).
- Elimination of an additional Records Reproduction Clerk position will further reduce the redundancy in microfilming staff.
- The change in staffing will result in a net saving of \$30,633 in annual salary costs at current contract rates.

No additional funding is required.

Mr. Mast moved to recommend to the Board of Commissioners approval of the conversion of one Records Reproduction Clerk position (UAW 12) to Graphics/Printing Specialist I (UAW 18) and the elimination of one Clerk I position (UAW 12).

Supported by Mr. Horton.

Mr. Hiddema asked if the individual whose position is being eliminated will be able to apply for the job.

Mr. DeFrain answered yes, but he did not know if the individual has the skills needed for the new position.

Motion carried.

#### VI. FISCAL SERVICES – RISK MANAGEMENT POLICY

Mr. Delabbio stated approval is requested to recommend to the Board of Commissioners the Risk Management Policy. This request is proposed to go to the Board on December 11, 2003. A summary of the request follows:

- The Risk Management Advisory Team and the Risk Management unit of the Fiscal Services Department recommend establishment of a Countywide Risk Management Policy.
- The purpose of the policy is to ensure managing risk through a formalized program.
- The proposed policy identifies Risk Management program goals and objectives and responsibilities of the Risk Management unit, departments, and individual employees.

No funding is required.

Mr. Mast moved to recommend to the Board of Commissioners approval of the Risk Management Policy.

Supported by Mr. Horton.

Mr. Mayhue asked if the County has a risk pool.

Mr. Vanderberg answered that the County is self-insured.

Mr. Koorndyk asked if any consideration has been given to losses that are not our fault, and if the County is able to recover any dollars. He also questioned what is being done to combat fraud.

Mr. VanDyke explained that the County has comprehensive liability for not-at-fault losses. In terms of fraud, Mr. VanDyke said that there is not a specific set of procedures, but there are red flag issues that they look at.

Mr. Koorndyk noted that the Risk Management Advisory Team is a group of senior level managers which provides insight, oversight, and guidance for the risk management program. He questioned if this group will also set up standard operating procedures.

Mr. VanDyke replied that they do not have specific procedures on how to handle each individual claim, but they have specific guidelines they do follow.

Mr. Koorndyk referred to the policy which states that Human Resources shall assist with safety and loss prevention training. He asked if this will apply to all of the employees.

Mr. VanDyke explained that staff is currently working with a safety consultant, and eventually all of the County employees will have safety training including Human Resources working with new hires.

Motion carried.

## VII. 63<sup>RD</sup> DISTRICT COURT – MAGISTRATE APPOINTMENT

Mr. Vanderberg stated that approval is requested to recommend to the Board of Commissioners to appoint Varis Klavins as part-time magistrate for 63<sup>rd</sup> District Court. This item is proposed to go to the Board on December 11, 2003. A summary of the request follows.

- MCLA 600.8501 reads, "..... the county board of commissioners shall provide for at least 1 magistrate when recommended by the judges of the district. Additional magistrates may be provided by the Board upon recommendation by the judges of the district and the appointments shall be subject to approval by the county board of commissioners before a person assumes the duties of the office of magistrate."



- The judiciary of the 63<sup>rd</sup> District Court request and recommend to the Board of Commissioners the appointment of Varis Klavins (Rockford court) as a part-time magistrate replacing Thomas Lawson.

No funding is required.

Mr. Horton moved to recommend to the Board of Commissioners approval to appoint Varis Klavins as part-time magistrate for 63<sup>rd</sup> District Court.

Supported by Mr. Hiddema.

Mr. Kuipers stated he would like to see additional information or a brief resume from Mr. Klavins to familiarize himself with the individual.

Ms. Glocheski from Human Resources explained that typically when a magistrate is recommended by the Court, staff follows-up to ensure the individual is qualified and to obtain a resume. She said Mr. Klavins comes highly recommended from the District Court, and that Mr. Klavins will be an attorney magistrate. She added that she will forward additional information to the Board regarding Mr. Klavins.

Motion carried.

## VIII. MISCELLANEOUS

### (A) Vision to End Homelessness Summit

Mr. Mast reminded the Commissioners that there will be a summit on Friday, December 12 put on by the Grand Rapids Area Housing Continuum of Care regarding homelessness. This will be the beginning of a year-long process to develop ways to transfer efforts and resources toward preventing and ending homelessness in Kent County. Chair Morren will be making remarks at the summit.

### (B) Flu Vaccine Update

Mr. Kuipers asked for an update from the Health Department regarding the availability of the flu vaccine.

## IX. ADJOURNMENT

There being no further business for discussion, Chair Koorndyk adjourned the meeting at 9:36 a.m.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION \_\_\_\_\_