

ALLEGAN COUNTY BOARD OF COMMISSIONERS

INDEX

JANUARY 20, 2011 SESSION

JOURNAL 60

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## January 20, 2011 Planning Session

**JANUARY 20, 2011 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Commissioners' Room of the County Services Building in the Township of Allegan on January 20, 2011, at 9:30 P.M. in accordance with the motion for adjournment of January 6, 2011, and rules of this Board; Chairman DeYoung presiding.

The invocation was offered by District #5, Commissioner Kapenga.

The County Clerk led the Board in the Pledge of Allegiance to the flag.

Upon roll call the following members answered as Commissioners for the respective Districts:

DIST #1 TERRY BURNS	DIST #7 DON BLACK
DIST #2 - ABSENT -	DIST #8 TOM JESSUP
DIST #3 PAUL VanECK	DIST #9 BILL SAGE [arr: 9:35 a.m.]
DIST #4 MARK DeYOUNG	DIST #10 JON CAMPBELL
DIST #5 DEAN KAPENGA	DIST #11 LARRY JONES
DIST #6 MAX THIELE	

**PUBLIC PARTICIPATION - NO COMMENTS**

2/ Chairman DeYoung opened the meeting to public participation and as there were no comments, he closed the meeting to public participation.

**AGENDA - ADOPTED AS DISTRIBUTED**

3/ Moved by Commissioner Thiele, seconded by Commissioner Kapenga to adopt the meeting agenda as presented. Motion carried.

**COUNTY ADMINISTRATOR - EVALUATION PROCESS**

4/ Human Resource Director, Vicki Herzberg went over the role of the evaluation process and how performance evaluations can improve performance if the process is used correctly. She addressed why people don't like the process. If the evaluation process is not done correctly, it is better not to do the evaluation at all.

The process needs to be on-going to be effective. The focus should be on the future since the past can't be changed.

**BREAK - 10:15 A.M.**

5/ Upon reconvening at 10:30 A.M., the following Commissioners were present: Commissioner Burns, VanEck, DeYoung, Kapenga, Thiele, Black, Jessup, Sage, Campbell and Jones. Absent - Commissioner McNeal.

**PERFORMANCE EVALUATION TOOL**

6/ Vicki stated that the evaluation process should include meetings at least four times per year to discuss goals and how they are being met. People can do their best only when they know what is expected of them.

She reviewed the forms contained within the evaluation document and during the final summation, she reminded everyone to bring questions and concerns about this tool to her, or if there are any suggestions for changes, those suggestions should be brought to her, also.

Chairman DeYoung encouraged people to review the document & get suggestions about the form to Vicki within the next few weeks.

**BREAK - 11:15 A.M.**

7/ Upon reconvening at 11:20 A.M., the following Commissioners were present: Commissioner Burns, VanEck, DeYoung, Kapenga, Thiele, Black, Jessup, Sage, Campbell and Jones. Absent - Commissioner McNeal.

**RESERVED FUNDS EDUCATION**

8/ David Van de Roovaart, Finance Director, reviewed the status of the various reserved funds accounts and explained the fund use and how the money accrues to these funds:

- Fund Balance for the General Fund
- Budget Stabilization
- Unfunded Liability
- Delinquent Tax Revolving Fund
- Capital Improvement funds
  - CIP - Jail Projects
  - CIP Building Projects
- Child Care Fund - Fund Balance
- Self Insurance Fund

**BOARD COMMITTEES - APPOINTMENTS MADE**

9/ Chairman DeYoung announced the following appointments to the Standing Committees, Advisory and Special Use Committees:

**STANDING COMMITTEES:**

**FINANCE COMMITTEE**

Jon Campbell - Chairman  
 Larry Jones, Vice-Chairman  
 Terry Burns  
 Paul VanEck  
 Dean Kapenga

**COUNTY SERVICES COMMITTEE**

Paul VanEck, Chairman  
 Tom Jessup, Vice-Chairman  
 Jon Campbell  
 Bill Sage  
 Steve McNeal

**HUMAN RESOURCES COMMITTEE**

Don Black, Chairman  
 Terry Burns, Vice-Chairman  
 Tom Jessup  
 Larry "Casey" Jones  
 Max Thiele

**HEALTH SERVICES COMMITTEE**

Larry "Casey" Jones, Chairman  
 Don Black, Vice-Chairman  
 Tom Jessup  
 Steve McNeal  
 Bill Sage

**ADVISORY COMMITTEES:**

**LAW COMMITTEE**

Dean Kapenga, Chairman  
 Jon Campbell, Vice-Chairman  
 Terry Burns  
 Paul VanEck

**MULTI-AGENCY COLLABORATIVE COMMITTEE**

Paul VanEck, Executive Committee  
 Larry "Casey" Jones  
 Bill Sage  
 Terry Burns  
 Jon Campbell

**SOUTHWEST MICHIGAN AREA REGION THREE [SMART] COMMITTEE**

Max Thiele

Dean Kapenga  
Bill Sage

Chairman DeYoung explained that Special Use Committees will be appointed only as needed. He made the following changes to these committees:

- Liaison to the Medical Care Board - Commissioner Black
- ASCET Committee - He will attend as Chairman of the Board but will share the position with Commissioner Jones
- 911 Advisory Board - Jon Campbell will replace Mark DeYoung

Moved by Commissioner Jones, seconded by Commissioner VanEck to reconfirm the appointments. Motion carried.

**PUBLIC PARTICIPATION - NO COMMENTS**

10/ Chairman DeYoung opened the meeting to public participation and as there were no comments from the public, he declared the meeting closed to public participation.

**ADJOURNMENT UNTIL FEBRUARY 3, 2011 AT 9:30 A.M.**

11/ Moved by Commissioner VanEck, seconded by Commissioner Jones to adjourn until February 3, 2011 at 9:30 A.M., with pictures taken at 9:15 A.M. The motion carried and the meeting was adjourned at 12:10 P.M.

  
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