

Minutes of the Special Board Meeting
Held on Monday, January 29, 2018, 7:00 pm
At the Allendale Charter Township Hall

Members Present: Hoekstra, Kraker, VanderVeen, Elenbaas, Richards

Members Absent: VanderWall, Zeinstra

Guests Present: Chad Doornbos, Caitlin Kunst, Mike Keefe, Anna Szalay

Elenbaas called the Meeting to order

- **Invocation** was given by Elenbaas
- **Pledge of Allegiance**
- **Approve Agenda**
Motion by Hoekstra, seconded by Kraker to approve the agenda as presented.
Approved
- **Public Comments**
Anna Szalay introduced herself
Motion by Elenbaas, seconded by Kraker to close public comment. Approved
- **Discussion Items**
-Employee Handbook
 - Policy for payment/reimbursement for training/certifications
 - Overtime policy
 - Eyeglass policy
 - Resume (chronological) review of handbook
- **Public Comments**
Chad Doornbos asked for clarification on a time clock issue
Motion by Elenbaas, seconded by VanderVeen to close public comments. Approved
- **Board Comments - None**
- **Future Agenda Items - None**
- **Adjournment**
Motion by VanderVeen, seconded by Hoekstra to adjourn the meeting at 9:09 pm.
Approved

Laurie Richards
Allendale Charter Township Clerk

Adam Elenbaas
Allendale Charter Township Supervisor