

The HBPW Board of Directors  
**Monday, May 24, 2010**  
Holland Board of Public Works Service Center  
625 Hastings Avenue  
Holland, Michigan

*Board Chairperson Jim Storey called the work session to order at 4:07 pm and relinquished the floor to Loren Howard, General Manager to facilitate the session topic.*

**Board Members Present** Rich Cook, Paul Elzinga, Diane Haworth, Tim Hemingway, Jim Storey, and Ex Officio Member Soren Wolff

**Members Absent:** City Council Liaison: Bob Vande Vusse

**Staff Present:** Loren Howard, Ellen Taub, John Van Uffelen, Freda Velzen, Angela Badran, and Loralyn Bunce

10.070 **Board Policies: Governance and Delegation**

*Howard reviewed the Strategic Key Results and how the proposed policies of the Board of Directors relate to the overall well-being of the utility. Howard described the Carver model of policy writing and how the negative style specifies what the Holland Board of Public Works cannot do rather than all the possibilities of what HBPW can do.*

➤ **Assignments:**

- *Read Governance policies (8)*
- *Record comments/suggestions, as needed for next session*
- *Howard meet with City Attorney, Andy Mulder to determine what policies and/or procedures are superseded by county, state or federal laws/guidelines*
- *Howard and staff determine what policies are governed by charter, ordinance, and/or other external regulations*
- *Be prepared to possibly group*

**OTHER BUSINESS**

Upcoming Meeting Reminders

*Monday, June 7, 2010 – Regular Board Meeting*

*Monday, June 21, 2010 – Study Session: Governance Policies in Detail*

ADJOURNMENT - Board of Directors motion to adjourn made at 4:48 p.m. by *Elzinga*, supported by *Storey*. The Board of Directors present voiced unanimous support.

The Board Meeting of May 24, 2010 adjourned at 4:48 p.m.

Minutes respectfully submitted by,

Loralyn A Bunce  
Secretary to the Board  
Records Management Coordinator

*\* Red italics indicate information or discussion added during the meeting and/or action taken.*