

**IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS SPECIAL MEETING
FEBRUARY 27, 2025 – 4:00 P.M.
101 WEST MAIN STREET
IONIA, MICHIGAN**

THIS MEETING WILL BE HELD IN PERSON

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
- V. Public Comment** (Three-minute time limit per-speaker – please state name/organization)
- VI. New Business- Administrator Interview**
 - A. Mr. Chad Shaw
- VII. Deliberation**
- VIII. Public Comment (3-minute time limit per speaker)**
- IX. Motion**
 - A. “Consider extending a conditional offer of employment to Chad Shaw. Such contract will be presented to the Board of Commissioners for approval prior to signature and executions.”
- X. Adjournment**

Board and/or Commission Vacancies

- **Community Corrections Advisory Board-Ionia Community Mental Health Representative**

Appointments for consideration in the month of February 2025:

- **None**

Appointments for consideration in the month of March 2025:

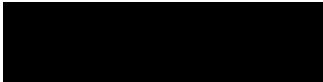
- **Community Mental Health Services Board**

CHAD SHAW

IONIA COUNTY ADMINISTRATOR

CONTACT

Chad Shaw



Cshaw@ioniacounty.org

RECIPIENT

Human Resources
Department
Ionia County
Ionia MI, 48846

Dear Hiring Committee,

I am writing to express interest in the Ionia County Administrator position. With a background as a Public Health Officer, I have developed a robust skill set in collaboration, decision-making, and management, all of which I believe are vital for this role.

My investigative working style has enabled me to engage deeply with complex challenges, applying analytical thinking to develop solutions that meet both community needs and organizational goals. I thrive in collaborative environments where diverse perspectives come together to drive impactful outcomes. My experience in public health has refined my ability to navigate multifaceted issues, ensuring that decisions are well-informed and in line with best practices.

In my current role, I fostered partnerships with various stakeholders to promote health initiatives and enhance community wellbeing. Managing teams in high-stakes situations taught me the importance of clear communication and adaptability, qualities I am eager to bring to the role of County Administrator. I firmly believe that effective management is rooted in understanding both data and human dynamics and my demonstratable track record reflects that philosophy.

I am excited about the opportunity to contribute to Ionia County's ongoing mission and to leverage my experience to support our community's growth and resilience. I look forward to discussing how my background and insights can align with the country's objectives.

Thank you for considering my application.

Sincerely,
Chad Shaw

Chad Shaw

CHAD SHAW

Professional Summary

Dedicated Public Health professional with 12+ years of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Skills

- Emergency response coordination
- Disaster planning
- Organization and Time Management
- Excellent Communication
- Community outreach
- Prevention strategies
- Problem-Solving
- Decision Making

Work History 03/2012 to Current

Ionia County Health Department – Ionia, MI

- Built and strengthened relationships with area governments, departments and agencies to manage effective planning and implementation of emergency response strategies.
- Kept informed of activities or changes that could affect likelihood of emergencies, factors that could affect response efforts and details of plan implementation.
- Maintained current understanding of local, state and federal guidelines for emergency response.
- Created plans and communicated deadlines to complete projects on time.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Administrative Health Officer
- Environmental Health Director
- Emergency Preparedness Coordinator

Education

BBA: Business Administration and Management, Graduated Magna Cum Laude 12/2011

Northwood University - Midland, MI

Military Service

- 2001-2007, United States Air Force veteran with six years of service -Awarded the Air Force Achievement Medal for meritorious service -Awarded the Good Conduct Medal for professionalism on and off duty



Ionia County Application for Employment

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, citizenship or immigration status, or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our residents and customers. Equal access to programs, services, and employment is available to all qualified persons.

Position(s) applied for		Date of application	
County Administrator		01/24/2025	
Print full name			
Chad Shaw			
Street address		City	State
[REDACTED]		Belding	MI
			ZIP
			48809
Main phone number	Alternate phone number	Email	
[REDACTED]	[REDACTED]	[REDACTED]	

Employment Experience

Please list the names of your present or previous employers in chronological order with current or most recent employer listed first. Be sure to account for all periods of time. If self-employed, give company name and supply business references. Add an additional page if necessary.

Name of employer	Supervisor	May we contact?
Ionia County	Patrick Jordan	☒ Yes ☐ No
Street address		
101 West Main Street		
Phone number	Dates employed (month/year)	
(616)527-5300	From 03/2012	To Current
Job title and duties	Reason for leaving	
Administrative Health Officer Environmental Health Director Emergency Preparedness Coordinator Public Information Officer	N/A	

Name of employer	Supervisor	May we contact?
Gibsons Books and Beans	Matt Buche	☐ Yes ☐ No
Street Address		
316 North Capitol Avenue Lansing, MI 48933		
Phone Number	Dates employed (month/year)	
	From 9/2009	To 9/2011
Job title and duties	Reason for leaving	

Name of employer	Supervisor	May we contact?
United States Air Force	Many	☐ Yes ☐ No
Street Address		
Phone Number	Dates employed (month/year)	
	From 09/2001	To 09/2007
Job title and duties	Reason for leaving	
Munitions System Journeyman Crew Supervisor	To pursue a college degree	

Have you ever been involuntarily terminated or asked to resign from any job? ☐ Yes ☒ No

If yes, please explain.

Please explain any gaps in your employment history.

Please list any other experience, job-related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment.

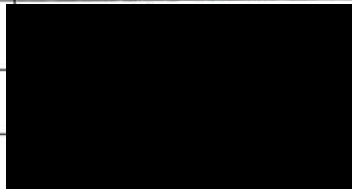
Education

Please describe your educational background in the table provided below.

	School name	Diploma/ degree (Yes/No)	Area of study/major	Specialized training, skills, or extracurricular activities
High school	Ionia High School	Yes	General	
College/ university	Northwood University	Yes	Business Administration and Management	
Graduate/ professional school				
Trad e scho ol				
Other				

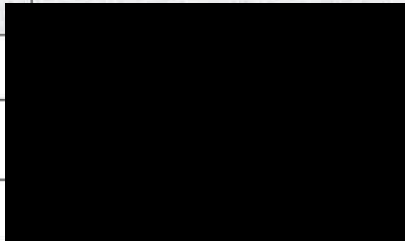
Business and Professional References

Please list three professional references of individuals who are *not* related to you.

Name and title	Relationship	Phone number or email
Ken Bowen	Previous supervisor	
Patrick Jordan	Previous Supervisor	
Marcus Moss	Previous co-worker	

Personal References

Please list three people who know you well.

Name and title	Relationship and years acquainted	Phone number or email
Ryan Treynor	Friends for 7 years	
Hailie Patterson	Friend for 30 years Relative for 11 years	
Brock Shaw	Sibling	

General Information

1. Have you ever worked for Ionia County before? ☒ Yes ☐ No

If yes, please provide dates and position: _____

2. Do you have friends and/or relatives working for this company? ☒ Yes ☐ No

If yes, name(s) and relationship(s): _____

3. On what date are you available to begin work? Day one _____

4. Are you available to work? ☒ Full-time ☐ Part-time

5. If hired, would you have a reliable means of transportation to and from work? ☒ Yes ☐ No

6. Are you at least 18 years old? ☒ Yes ☐ No

Note: If under 18, hire is subject to verification that you are of minimum legal age.

7. If hired, can you present evidence of your identity and legal right to work in this country?

☐ ☒ ☐ No

8. Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation? ☒ Yes ☐ No

Note: We comply with the Americans with Disabilities Act and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.

Applicant Statement and Agreement

Please read and initial each paragraph below. If there is anything that you do not understand, please ask.

CMS I hereby authorize Ionia County to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the prior employers and references I have listed to disclose to Ionia County any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Ionia County, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

CMS In the event of my employment with Ionia County, I understand that I am required to comply with all rules and regulations of Ionia County.

CMS If hired, I understand and agree that my employment with Ionia County is at will, unless my position is covered under a Union Contract, and that neither I nor Ionia County is required to continue the employment relationship for any specific term. I further understand that Ionia County or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications.

CMS I understand that the safety of employees is extremely important to Ionia County and that Ionia County is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health.

CMS I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

CMS I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration law requires me to complete an I-9 Form in this regard.

My signature attests to the fact that I have read, understand, and agree to all the above terms.

Signature: Chad Shaw Name
(print): Chad Shaw Date: 1/27/2025