

PLANNING AND POLICY COMMITTEE

Approved Minutes

DATE: April 18, 2001

TIME: 8:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Roger Rycenga, Joseph Haveman, Philip Kuyers, D. Dale Mohr, Edward Berghorst, Cynthia Visscher

STAFF: Mark Scheerhorn, Administrative Services Director, Greg Rappleye, Corporate Counsel; Richard Schurkamp, Human Resources Director; Robert Oosterbaan, County Administrator; Rosemary Zink, Finance Director; John Schultz, Parks and Recreation Director; Brian Berdamier, Geographic Information Systems Director; Daniel Krueger, Clerk; Becky Borer, Clerk's Office

SUBJECT: SEXUAL HARASSMENT POLICY

PP 01-022 Motion: To approve and forward to the full Board the amended Sexual Harassment Policy #20.000.

Moved by: Berghorst Supported by: Rycenga UNANIMOUS

Ms. Visscher arrived at 10:47 a.m.

SUBJECT: MANLEY STREET TOWER PROJECT

PP 01-023 Motion: To approve the Communications Site Lease Agreement and move to the full Board.

Moved by: Visscher Supported by: Rycenga UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Mark Scheerhorn presented to the committee the Building Projects Update and offered to answer any questions.
2. Rich Schurkamp spoke of the De-Authorization of Positions Policy and informed the committee that the policy has had no changes.
3. The committee discussed the Driver License Validity Review Policy. Greg Rappleye will make changes to the policy and the policy will then be reviewed at the Policy and Planning Committee's next meeting.

4. The committee discussed the Per Diem and Mileage Policy and would like to see the per diem added under the salaries section. The committee felt that under the Board Meetings section the wording “ the chairperson or the Clerk” should be removed and replaced with “County Administrator”. The Telephone Costs section will need to be rewritten. Mr. Krueger suggested the Franking Privileges be rewritten because the stationary is not always obtained from the Clerk’s office.

5. Dr. Mohr discussed the Travel Regulations Policy and would like Greg Rappleye to develop a Board policy.

6. Dr. Mohr questioned whether retirees should remain in the Remembrances in times of Illness and/or Death Policy. His concern was that a retiree may be missed and then would be offended. Mr. Schurkamp assured him that this has never been a problem. There were no changes in this policy.

SUBJECT: INFORMATION ITEM

1. Mark Scheerhorn presented to the committee the 2000 Annual Report for Administrative Services.

PP 01-024 Motion: To forward to the full Board the Administrative Service’s 2000 Annual Report.

Moved by: Haveman Supported by: Visscher UNANIMOUS

2. John Schultz presented to the committee the Parks and ReceptionsCommission’s 2000 Annual Report.

PP 01-025 Motion: To forward to the full Board the Parks and Recreation Commission’s 2000 Annual Report.

Moved by: Rycenga Supported by: Berghorst UNANIMOUS

3. Brian Berdamier presented to the committee the Geographic Information System’s Report.

PP 01-026 Motion: To forward to the full Board the Geographic Information System’s Report.

Moved by: Berghorst Supported by: Haveman UNANIMOUS

The meeting adjourned at 10:12 a.m.

