

## PERSONNEL COMMITTEE

### Approved Minutes

DATE: February 3, 2003

TIME: 1:03 p.m.

PLACE: Fillmore Street Complex

PRESENT: Joyce Kortman, Philip Kuyers, Jane Ruiter, Cynthia Visscher, Frederick VanderLaan

STAFF & GUESTS: Rosemary Zink, Finance Director; Rich Schurkamp, Human Resources Director; Daniel Krueger, County Clerk; Patti Krieg, Chief Steward of Teamster; Ron Frantz, Prosecutor; Sherri Sayles, Deputy Clerk;

SUBJECT: CONSENT ITEMS

Approve the Minutes of the January 13, 2003, meeting as presented and approve the agenda of today as presented.

SUBJECT: DISCUSSION ITEMS

1. Compensation Studies - Consultants - Rich Schurkamp received a small list of consultants from Mark Scheerhorn. Rosemary Zink will obtain a consultants survey from MAC and present at next month's Personnel Committee Meeting. Rich found the original wage study from 1982. He will put this together and send it to the Personnel Committee members. Bring back next month as a Discussion Item.
2. Postings for Boards and Commissions - Daniel Krueger, County Clerk, explained the procedure the Clerk's Office uses for postings for Boards and Commissions vacancies. Department heads and secretaries need to be able to answer questions about the committees if applicants are referred to them. Daniel Krueger will make recommendations to the policy and bring back next month.
3. Review of Personnel Policies #10.000, 15.000 and 21.000 - Rich Schurkamp explained Human Resources monitors Personnel Policies. Every Monday, Human Resources has orientation for new employees and each receives the Personnel Policies. Cynthia Visscher will e-mail Mark Scheerhorn, Administrative Services Director, and Edward Berghorst, Planning & Policy Committee Chair, for them to look at the framework of all policies.
4. Joyce Kortman expressed concerns on the report made by Tim McGuire, Michigan Association of Counties, at the last Board meeting regarding Great West. Rich Schurkamp to call Tim McGuire and find out MAC's intentions.

SUBJECT: MARCH PERSONNEL COMMITTEE MEETING

The March 3rd Personnel Committee Meeting has been changed to Tuesday, March 4th at 1:00 p.m.

SUBJECT: ADJOURNMENT

PC 03- 002 Motion: To adjourn at 2:20 p.m.  
Moved by: Kuyers Supported by: Kortman UNANIMOUS