

PERSONNEL COMMITTEE

Approved Minutes

DATE: August 4, 2003

TIME: 1:00 p.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Bob Oosterbaan, Administrator; Rosemary Zink, Finance Director; Rich Schurkamp, Human Resources Director; Cathy Simons, MI Works! Director; Greg Rappleye, Corporation Counsel; Doug Mesman, Assistant Prosecuting Attorney; Patti Krieg, Chief Steward of Teamsters; Daniel Krueger, County Clerk; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the June 9, 2003, meeting as presented and approve by consent the agenda of today as presented.

SUBJECT: DISCUSSION ITEMS

1. Unclassified Wage Studies - Study Completion Team - Rich Schurkamp presented two options to the committee.

Option A: Includes department heads from the three largest departments (Sheriff, Community Mental Health, Public Health), consultant, representative from the Personnel Committee and a representative from Human Resources. Arguments would be made to the group, the consultant would respond, and results available at that time.

Option B: Appeals to the Personnel Committee with the consultant present. The Personnel Committee would render the result.

There are 180-185 unclassified employees in the County. The wage study and results are public information. The next wage study is scheduled for 2004. The way it works now is the study is done and then it goes before the Finance Committee. Appeals go to Rich and he refers to the consultant.

After much discussion, the Committee would like to see a group setup which includes one representative from the Personnel Committee, one representative from the Finance Committee, one representative from Human Resources, an elected official and two department heads with the consultant present. Fred VanderLaan and Rich Schurkamp to come back next month with a recommendation on the committee setup and also what is expected from the Personnel Committee.

Doug Mesman, Assistant Prosecuting Attorney, suggested they look at two elected official, one representative each from the Personnel Committee and Human Resources, and two department heads.

2. Tuition Reimbursement Policy - Rich Schurkamp explained there are a variety of ways comparable counties handle tuition reimbursement. He reported he had read an article stating employees can be taxed by the IRS for courses not job related. The courses are considered a taxable benefit. It was questioned when this provision went into effect. Committee wants to know what impact it would have on employees before going further with this issue. Rich Schurkamp to check with the IRS and bring findings back to the Personnel Committee next month.

SUBJECT: COMMENTS ON THE DAYS BUSINESS

The September 1st Personnel Committee Meeting is rescheduled for Tuesday, September 9th, immediately following the Board Meeting.

Patti Krieg requested a copy of the IRS tax information regarding tuition reimbursement. She also asked the Committee to look at Berrien County's three years of service for Repayment if Separation. She stated employees want to further their education for advancements within the county.

SUBJECT: ADJOURNMENT

The meeting adjourned at 1:55 p.m.