

PERSONNEL COMMITTEE

Approved Minutes

DATE: November 3, 2003

TIME: 1:00 p.m.

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Rich Schurkamp, Human Resources Director; Rosemary Zink, Finance Director; Patti Krieg, Chief Teamster Steward; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the September 9, 2003, meeting as presented and amended with the following changes: Rick Schurkamp changed to Rich Schurkamp, Discussion Item #1 third paragraph should say "Personnel Committee" not Planning and Policy Committee and Discussion Item #2 - remove "ug Mesman, Assistant.....two department heads."

Approve by consent the agenda of today as presented.

SUBJECT: UNCLASSIFIED WAGE STUDY COMPLETION TEAM

PC 03-008 Motion: To approve the formulation of the Unclassified Wage Study Completion Team and accompanying Statement of Intent.

Moved by: Kortman Supported by: Kuyers UNANIMOUS

Rich Schurkamp will set up an educational meeting sometime in December for the Completion Team. He will also be adding to the Statement of Intent "Preceding the commencement of the Unclassified wage study the Wage Study Completion Team shall be invited to the Personnel Committee meeting to discuss the study methodology with the study consultant."

SUBJECT: DISCUSSION ITEMS

1. Use of Electronic Mail and Privacy - Personnel Policy #27 - If a Department Head approaches Human Resources with a good reason to check on an employee's e-mail transactions, Human Resources contacts the MIS Department and this information can be obtained. Policy to be left as is.

2. Internet Use Policy - Personnel Policy #28 - Leave as is.

Rich reported both of these policies have worked very effectively. At this month's Management Meeting, he asked the managers to review these policies with their staff.

SUBJECT: COMMENTS ON THE DAYS BUSINESS

(Comments are to be limited to 3 minutes)

Patti Krieg, Chief Teamster Steward, reported she had used the county e-mail for union news on her lunch hour and was reprimanded for this. She was told she used it for her personal use. She questioned why the

chief steward couldn't use the e-mail system on a limited use. Rich to meet with Patti to talk about this.

SUBJECT: ADJOURNMENT

The meeting adjourned at 1:50 p.m.