

PERSONNEL COMMITTEE

Approved Minutes

DATE: December 1, 2003

TIME: 1:00 p.m.

PLACE: Fillmore Street Complex

PRESENT: Joyce Kortman, Cynthia Visscher, Philip Kuyers

ABSENT: Jane Ruiters, Frederick VanderLaan

STAFF & GUESTS: Rich Schurkamp, Human Resources Director; Roger Rycenga, Commissioner; Bill Rye, William Rye & Company; Doug Mesman, Prosecutor's Office; Gary Rosema, Sheriff; Rosemary Zink, Finance Director; Gerry Cyranowski, CMH Director; Ron Frantz, Prosecutor; Sherri Sayles, Deputy Clerk, Media

SUBJECT: CONSENT ITEMS

HHS 03-009 Motion: To approve the Minutes of the November 3, 2003, meeting as presented and to approve the agenda of today as presented.

Moved by: Visscher Supported by: Kuyers UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Unclassified Wage Study Methodology - Rich Schurkamp explained he is looking and budgeting for an Unclassified Wage Study for 2004. The Wage Study Completion Team was invited to today's meeting to listen to the presentation by Bill Rye.

Bill Rye, William Rye & Company, summarized the process of completing the wage study. He explained how the job evaluation point plan is used. The majority of the 13 counties used as comparables are smaller than Ottawa County. He said possibly one or two of the smaller counties could be dropped, but would like at least ten counties to compare with.

Mr. Rye addressed the disadvantages of the point evaluation and alternatives for appeals. He can show where the county stand's in the market but it's a policy decision where the county wants to be.

The Committee believes the management staff should be aware of the how the point evaluation system works. It was suggested the management group be brought up to speed. There are approximately 190 unclassified employees.

Ms. Visscher left at 2:33 p.m.

It's up to the Board to create a salary philosophy. To come back to Personnel Committee as a Discussion Item.

SUBJECT: ADJOURNMENT

The meeting adjourned at 2:40 p.m.

