

**APPROVED  
OTTAWA COUNTY  
BOARD OF COMMISSIONERS  
PERSONNEL COMMITTEE**

**Monday, February 2, 2004 1:00 PM  
Fillmore Administration Building  
12220 Fillmore Street, West Olive**

**DATE:** February 2, 2004

**TIME:** 1:00 p.m.

**PLACE:** Fillmore Street Complex

**PRESENT:** Frederick VanderLaan, Cynthia Visscher, Joyce Kortman, Philip Kuyers

**ABSENT:** Jane Ruiter

**STAFF & GUESTS:** Alan Vanderberg, Administrator; Rich Schurkamp, Human Resources Director; Travis Parson, Human Resources; Patti Krieg, Chief Teamster Steward, Kent Engle, Prosecutor's Office; Rosemary Zink, Finance Director; Sherri Sayles, Deputy Clerk

**SUBJECT: CONSENT ITEMS**

Approve by consent the Minutes of the December 1, 2003, meeting as presented and approve by consent the agenda of today as presented and amended adding Discussion Item 2B - December 1, 2003 Minutes.

**SUBJECT: ELECTION OF COMMITTEE VICE-CHAIR**

PC 04-001 Motion: To nominate and elect Joyce Kortman as Vice-Chair of the Personnel Committee.

Moved by: Visscher Supported by: Kuyers

**UNANIMOUS**

**SUBJECT: DATES & TIMES OF FUTURE MEETINGS**

PC 04-002 Motion: To set the first Monday of each month at 1:00 p.m. for the Personnel Committee Meetings for 2004.

Moved by: Visscher Supported by: Kuyers

**UNANIMOUS**

**SUBJECT: DISCUSSION ITEMS**

1. #30.000 County Employment Philosophy - Rich Schurkamp explained this policy is used quite often. Based on how it is used, it works well.
  2. #31.000 Job Descriptions - Rich Schurkamp reported it is general practice to post internal job openings first. Mrs. Kortman questioned the availability of overlap of positions for training purposes. Rich stated as soon as written declaration of retirement or leaving is received, the job opening can be posted. Ms. Visscher questioned if an employee can request their job description to be reviewed? Rich stated this usually comes through the department head or when a wage study is done. He reported this policy works very well. The county doesn't have a standardized evaluation for, but Rich feels evaluations are a good idea.
- 2B. December 1, 2003 Minutes - Ms. Visscher questioned where the discussion of the wage study goes now? Are the comparable counties going to be looked at and is the management team going to be brought up to speed? Rich Schurkamp is planning on bringing Bill Rye to a Monday Management Meeting. Rich doesn't see much of an impact if comparable counties are kept as is or if some are dropped. Ms. Visscher believes

there would be a better perception if the county would consider dropping the two smallest comparable counties. Rich will check into it. Human Resources preference is to use Bill Rye for the unclassified wage study this year. It was suggested to look at other consultants for future studies.

3. Issues to be discussed at future meetings - It was suggested an "Employee Survey" be done to see what the issues are. The Administrator will be working with Rich on this. Rich said he could e-mail department heads for issues they see and bring those topics back to this committee. It was also suggested that more than two policies could be reviewed per meeting if time allows. If the committee members have any topics they would like to see on the agenda, they are to contact Rich Schurkamp.

**SUBJECT: COMMENTS ON THE DAYS BUSINESS (comments are to be limited to 3 minutes)**

Patti Krieg, Chief Teamster Steward, liked the idea of an employee survey. She reported the chief stewards are willing to sit down with the committee members and present ideas to be discussed by the Personnel Committee.

**SUBJECT: ADJOURNMENT**

The meeting adjourned at 1:40 p.m.

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**Agenda**

**Consent Items:**

1. Approval of Minutes from December 1, 2003, meeting.
2. Approval of Agenda.

**Action Items:**

1. Election of Committee Vice Chair -  
Suggested Motion:  
To elect a Vice-chairperson for the Personnel Committee for 2004.
2. Dates and Time of Future Meetings -  
Suggested Motion:  
To set date and time of future Personnel Committee Meetings for 2004.

**Discussion Items:**

1. #30.000 County Employment Philosophy
2. #31.000 Job Descriptions
3. Issues to be discussed at future meetings.

Comments on the days business (comments are to be limited to 3 minutes)