

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

**Monday, April 12, 2004 1:00 PM  
Fillmore Administration Building  
12220 Fillmore Street, West Olive**

**DATE:** April 12, 2004

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

**PLACE:** Fillmore Street Complex

**PRESENT:** Philip Kuyers, Joyce Kortman, Jane Ruiter

**ABSENT:** Frederick VanderLaan, Cynthia Visscher

**STAFF & GUESTS:** Alan Vanderberg, Administrator; Rich Schurkamp, Human Resources Director; Lee Fisher, Prosecutor's Office; Travis Parsons, Human Resources Dept.; Rosemary Zink, Finance Director; Sherri Sayles, Deputy Clerk

**SUBJECT: CONSENT ITEMS**

PC 04-003 Motion: To approve the Minutes of the February 2, 2004, meeting as presented and approve the agenda of today as presented.

Moved by: Ruiter

Supported by: Kuyers

**UNANIMOUS**

**SUBJECT: THE COUNTY OF OTTAWA EQUAL EMPLOYMENT OPPORTUNITY PLAN 2004**

PC 04-004 Motion: To approve and forward to the full Board, the County of Ottawa Equal Employment Opportunity Plan 2004.

Moved by: Kuyers

Supported by: Ruiter

**UNANIMOUS**

Travis Parsons explained the plan to the committee.

**SUBJECT: DISCUSSION ITEMS**

1. #32.000 Employee Attendance and #33.000 Employee Behavior and Discipline - Rich Schurkamp reported both polices are used routinely. He stated more employees are being dealt with during their probation period. Policies to stay as is.
2. Lee Fisher questioned if anything was happening with the Reyes Study. Rich Schurkamp reported the unclassified study will be done this year but hasn't been scheduled yet. Mr. Fisher asked if the comparable counties would be changing. Rich reported a decision has not been made yet. Bill Rye will be attending a Monday morning Management Meeting to explain the study methodology. Rich will be sending out an e-mail notice once this is scheduled.
3. The Administrator reported Washtenaw County will present a report on their employee survey.
4. Phil Kuyers asked Rich Schurkamp to place on the agenda the "Employees Travel Policy" for review.

**SUBJECT: ADJOURNMENT**

## **Agenda**

### **Consent Items:**

1. Approval of Minutes from February 2, 2004, meeting.
2. Approval of Agenda.

### **Action Items:**

1. The County of Ottawa Equal Employment Opportunity Plan 2004  
Suggested Motion:  
To approve and forward to the full Board, the County of Ottawa Equal Employment Opportunity Plan 2004. (Travis Parsons)

### **Discussion Items:**

1. #32.000 Employee Attendance
2. #33.000 Employee Behavior and Discipline
3. Issues to be discussed at future meetings.

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