

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

**Monday, May 3, 2004 1:00 PM  
Fillmore Administration Building - Conference Room A  
12220 Fillmore Street, West Olive**

**DATE:** May 3, 2004

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

**PLACE:** Fillmore Street Complex

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

**ABSENT:** Frederick VanderLaan

**STAFF & GUESTS:** Alan Vanderberg, Administrator; Rich Schurkamp, Human Resources Director; Rosemary Zink, Finance Director; Ron Frantz, Prosecutor; Sherri Sayles, Deputy Clerk; Media

**SUBJECT: CONSENT ITEMS**

PC 04-005 Motion: To approve the Minutes of the April 12, 2004, meeting as presented.  
Moved by: Ruiter Supported by: Kuyers  
**UNANIMOUS**

PC 04-006 Motion: To approve the agenda of today as presented and amended adding Discussion Item - Employee Travel Policy.  
Moved by: Visscher Supported by: Kuyers  
**UNANIMOUS**

**SUBJECT: DISCUSSION ITEMS**

1. Employee Survey - Alan Vanderberg had a meeting with Scott Patton from Washtenaw County on April 23rd. He is the one who is responsible for the employee survey in Washtenaw County. He presented a power point presentation to 12 - 15 department heads. The Administrator believes a survey should be done every two years, but not every employee should do it. It's good to have benchmarks to compare against. Some of the reasons why a survey should be done are contract problems, listening to employees and what they are thinking. The money to do the survey will pay off in the future. The Administrator would like to get people communicating to create a relationship. Department heads should be encouraged to have all employees fill out. He is hoping to have something to present to this Committee in the near future.

PC 04-007 Motion: To amend the agenda of today adding Action Item - Employee Survey.  
Moved by: Visscher Supported by: Ruiter  
**UNANIMOUS**

PC 04-008 Motion: To authorize an RFP on an Ottawa County Employee Survey.  
Moved by: Visscher Supported by: Kuyers  
**UNANIMOUS**

2. June Personnel Committee Meeting - The June Personnel Committee Meeting has been rescheduled to June 14th at 1:00 p.m. at the Fillmore Street Complex.

3. #34.000 Problem Solving Policy - No change.
4. #35.000 Substance Abuse Policy - It was questioned whether random testing was done in the County. Rich Schurkamp reported that it wasn't except Sheriff Department employees are tested prior to being hired. If there is reasonable suspension, an employee can be tested. Human Resources is to check into legal issues with preemployment testing and bring back to Committee.
5. Travel Regulations Policy - Committee to look at the Travel Regulations Policy for employees. They feel it should have the same regulations as the Commissioners policy. Rich to bring back next month as an Action Item and then refer to the Planning and Policy Committee.
6. Issues to be discussed at future meetings - Committee to look at more policies and employee survey. Al Vanderberg met with 15 people from Oceans and had a long talk about relationship issues. He believes there are a lot of items that need to be aired. To come back as a Discussion Item.

Comments on the Day's Business

Ron Frantz, Prosecutor, brought up job reclassification for his support staff since they are no longer under a contract with the Teamsters. He believes now is a good time to look at reclassification issues. Administration is not prepared at this time but sees this as an opportunity. The first step is Human Resources is working on putting together a handbook for the employees. They will report back at next month's meeting.

Cindy Visscher believes the Committee needs to look at the wage study and understand where we are and bring closer to the issues.

**SUBJECT: ADJOURNMENT**

PC 00-009

Motion: To adjourn at 1:44 p.m.

Moved by: Ruiter

Supported by: Visscher

**UNANIMOUS**

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Agenda

**Consent Items:**

1. Approval of Minutes from April 12, 2004, meeting
2. Approval of Agenda

**Action Items:**

None

**Discussion Items:**

1. Employee Survey
2. June Personnel Committee Meeting
3. #34.000 Problem Solving Policy
4. #35.000 Substance Abuse Policy

5. Issues to be discussed at future meetings

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