

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

**Monday, June 14, 2004 1:00 PM
Fillmore Administration Building - Conference Room A
12220 Fillmore Street, West Olive**

DATE: June 14, 2004

TIME: 1:00 p.m.

PLACE: Fillmore Street Complex

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

ABSENT: Cynthia Visscher

STAFF & GUESTS: Alan Vanderberg, Administrator; Greg Rappleye, Corporation Counsel; Ronald Frantz, Prosecuting Attorney; Gary Rosema, Sheriff; Rich Schurkamp, Human Resources Director; Sherri Sayles, Deputy Clerk

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the May 3, 2004, meeting as presented and amended changing Discussion Item #4 - "responsible" to "reasonable" and approve the agenda of today as presented.

SUBJECT: TRAVEL REGULATIONS POLICY

PC 04-010 Motion: To approve and forward to the Policy and Planning Committee for approval, the following amendment to the existing employee *Travel Regulations Policy* by adding new Section VIII-Travel Outside the Contiguous 48 States to read as follows: Requests for reimbursement for all expenses related to conferences or travel outside the contiguous 48 states shall receive approval from the County's Finance and Administration Committee in advance of attendance.

Moved by: Kuyers

Supported by: Kortman

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Employee drug testing, some legal background - Rich Schurkamp provided the legal backdrop in the Personnel Committee packets. A survey was done with comparable counties on their drug testing policies and six were returned. Ottawa County is right on-line with the other counties. Rich is not aware of any county who test all applicants. The county's drug policy has been in effect since 1986.
2. RFP for Ottawa County Employee Survey - Alan Vanderberg plans to begin looking at the different agencies. If the position of Business/Improvement Coordinator is approved at the next Board meeting, this will be the first task.
3. Unclassified Employee's Wage and Classification Study Task Force - Alan Vanderberg believes there is distrust/distaste in the county of the Bill Rye Wage Study on a couple of different levels from different groups. He suggests for this year putting together a task force and have everyone funnel questions through this group. Questions could be answered and widely distributed. He has no recommended list yet who should be on the committee. He believes there is a value in keeping Bill Rye. A list of names for the task force will be presented at the next Planning and Policy Committee meeting.
4. Personnel Policy #36.000 Rules of Conduct - Rich Schurkamp reported this is the most used policy and it works very effectively. No changes made.

5. Personnel Policy #37.000 Computer Software Piracy - Rich Schurkamp reported this policy has been in effect since 1997 or 1998 and is straight forward. No changes made.

The Chair stated there will be no Personnel Committee Meeting in July.

Jane Ruiters has been questioned about the Retiree Pension Plan. Alan Vanderberg attended a meeting with the retirees. He believes it is not a good idea to increase pension retroactively. Some were upset but thanked him for coming to the meeting. Fred VanderLaan reported Mr. DeVries asked if he could come to the Personnel Committee meeting today and was told no. Mr. VanderLaan did schedule a meeting with him today at 2:00 p.m. and invited any other members of the Personnel Committee to stay. Mr. VanderLaan said this was a finance issue and would refer it to Alan Vanderberg and Roger Rycenga.

Joyce Kortman questioned if salaried department heads and supervisors fill out timecards. Rich Schurkamp said typically not. The Sheriff Department employees fill out daily logs. Mrs. Kortman said this is something the county may want to look at.

The Planning and Policy Committee will address if a person can be on more than one Ottawa County Boards and Commissions.

SUBJECT: ADJOURNMENT

The meeting adjourned at 1:40 p.m.

Agenda

Consent Items:

1. Approval of Minutes from May 3, 2004 meeting
2. Approval of Agenda

Action Items:

1. Travel Regulations Policy

Suggested Motion:

To approve and forward to the Policy and Planning Committee for approval, the following amendment to the existing employee *Travel Regulations Policy* by adding new Section VIII-Travel Outside The Contiguous 48 States to read as follows: Requests for reimbursement for all expenses related to conferences or travel outside the contiguous 48 states shall receive approval from the County's Finance and Administration Committee in advance of attendance.

Discussion Items:

1. Employee drug testing, some legal background (Rich Schurkamp)
2. RFP for Ottawa County Employee Survey (Al Vanderberg)
3. Unclassified Employee's Wage and Classification Study Task Force
4. Personnel Policy # 36.000 Rules of Conduct
5. Personnel Policy # 37.000 Computer Software Piracy

