

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

**Tuesday, September 14, 2004 12:00 PM
Fillmore Administration Building - Conference Room A
12220 Fillmore Street, West Olive**

DATE: September 14, 2004

TIME: 12:00 Noon

PLACE: Fillmore Street Complex

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

STAFF & GUESTS: Erika Rosebrook Dibble, Business Improvement Communications Coordinator; Rich Schurkamp, Human Resources Director; Travis Parsons, Human Resources; Cathy Simons, Michigan Works! Director; Doug Mesman, Chief Assistant Prosecuting Attorney; Rosemary Zink, Finance Director; Sherri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the June 14, 2004, meeting as presented and approve by consent the agenda of today as presented.

SUBJECT: COMPARABLE COMMUNITIES FOR GROUP T AND UNCLASSIFIED WAGE STUDIES

PC 04-011 Motion: To approve and forward to the full Board for approval, the following list of Counties to be used as comparable communities in the Group T and County Unclassified employee wage and classification studies: Allegan, Berrien, Calhoun, Ingham, Jackson, Kalamazoo, Kent, Livingston, Monroe, Muskegon, Saginaw, St. Clair, Washtenaw.

Moved by: Kortman

Supported by: Ruiter

PC 04-012 Motion: To amend motion PC 04-11 removing Calhoun County and Monroe County from the list of comparable communities.

Moved by: Disselkoen

Supported by: Kortman

UNANIMOUS

A vote was than taken on the motion as amended and the amended motion passed.

SUBJECT: DISCUSSION ITEMS

1. Employee Survey Update - Erika Rosebrook Dibble reported ten proposals were received in response to the Employee Survey Request. She is recommending the RDA Group of Bloomfield Hills, Michigan, to conduct the survey. Once approved by the Board, the survey will begin and be completed before the end of the year. RDA Group will complete all mailing and collection of the surveys and Ottawa County will not have the surveys in its possession at any time during the process.

PC 04-013 Motion: To approve and forward to the Finance Committee the selection of RDA Group to conduct the Ottawa County Employee Survey.

Moved by: Disselkoen

Supported by: Ruiter

UNANIMOUS

2. Personnel Policy #38.000 Microcomputer Virus - Rich Schurkamp doesn't recommend any changes.

3. Personnel Policy #39.000 Conflict of Interest - Rich Schurkamp reported this policy works well.

SUBJECT: ADJOURNMENT

The meeting adjourned at 12:28 p.m.

Agenda

Consent Items:

1. Approval of Minutes from June 14, 2004 meeting
2. Approval of Agenda

Action Items:

1. Comparable Communities for Group T and Unclassified Wage Studies
Suggested Motion:
To approve and forward to the full Board for approval, the following list of Counties to be used as comparable communities in the Group T and County Unclassified employee wage and classification studies: Allegan, Berrien, Calhoun, Ingham, Jackson, Kalamazoo, Kent, Livingston, Monroe, Muskegon, Saginaw, St. Clair, Washtenaw.

Discussion Items:

1. Employee Survey Update - Al Vanderberg and Erika Rosebrook Dibble
2. Personnel Policy #38.000 Microcomputer Virus
3. Personnel Policy #39.000 Conflict of Interest

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