

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

**Wednesday, February 2, 2005 8:30 AM
Fillmore Administration Building - Board Room
12220 Fillmore Street, West Olive**

DATE: February 2, 2005

TIME: 8:34 a.m.

PLACE: Fillmore Street Complex

PRESENT: Jane Ruiters, James Holtrop, Donald Disselkoe, Philip Kuyers

ABSENT: Joyce Kortman

STAFF & GUESTS: Alan Vanderberg, Administrator; Rich Schurkamp, Human Services Director; Erika Rosebrook Dibble, Business Improvement/Communications Coordinator; Sherri Sayles, Deputy Clerk

SUBJECT: CONSENT ITEMS

HHS 05-001 Motion: To approve the Minutes of the November 29, 2004, Meeting as presented and to approve the agenda of today as presented.
Moved by: Disselkoe UNANIMOUS

The Chair asked Alan Vanderberg to review the purpose of this Committee for the new members. He reported this Committee was formed due to unhappy employees. This Committee has a valuable role and the Administrator believes in policies. He would like to look at unwritten personnel policies, work with the attorney and bring them back to this group before going to the full Board.

SUBJECT: ELECTION OF COMMITTEE VICE-CHAIR

HHS 05-002 Motion: To nominate and cast an unanimous ballot for Philip Kuyers as Vice-Chair of the Personnel Committee.
Moved by: Disselkoe UNANIMOUS

SUBJECT: DATES AND TIME OF FUTURE MEETINGS

The Personnel Committee will be meeting the second Monday of each month at 1:00 p.m. starting with the March 14, 2005, meeting.

SUBJECT: DISCUSSION ITEMS

1. Rye Study Update - The Administrator reported receiving a draft points system of the Rye Study. This will go before the Board to "Accept for Information".

There will then be a 30 days appeals period. They are expecting a lot of appeals this first year. The final study will go before the Board after all appeals are completed. There will be no increases in salary until all appeals are reviewed and the Board approves. The Administrator reported they are frequently updating the "Asked Questions" on the web page.

2. Labor/Management Committee Update - Alan Vanderberg reported unions have been calling and trying to reorganize. At this time, there has been no movement to organize. The Administrator would rather communicate consistently with the employees and not wait until negotiations. This needs to be improved from past practices.

3. Employee Survey Update - Erica Rosebrook Dibble has been speaking with the RDA Group. There are no preliminary results this far. Hopefully will be seeing something next week. Survey results will be brought to a Board Work Session. Mr. Vanderberg reported over 69% of the employees responded. RDA reported they have never seen so many written comments before. Results will probably be posted on the Front Page.

Plante & Moran will be ready to present the MIS Survey next week. A special Work Session will be scheduled. Mr. Vanderberg will check on dates.

SUBJECT: ADJOURNMENT

The meeting adjourned at 9:01 a.m.

Agenda

Consent Items:

1. Approval of Minutes
2. Approval of Agenda

Action Items:

1. **Election of Committee Vice-Chair**
Suggested Motion:
To elect a Vice-chairperson for the Personnel Committee for 2005.
2. **Dates and Time of Future Meetings**
Suggested Motion:
The remaining Personnel Committee Meetings for 2005 will be held ...

Discussion Items

1. Rye Study Update (Alan Vanderberg)
2. Labor/Management Committee Update (Alan Vanderberg/Erika Rosebrook Dibble)
3. Employee Survey Update (Alan Vanderberg/Erika Rosebrook Dibble)

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