

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

**Monday, March 21, 2005 1:00 PM
Fillmore Administration Building - Board Room
12220 Fillmore Street, West Olive**

DATE: March 21, 2005

TIME: 1:00 p.m.

PLACE: Fillmore Street Complex

PRESENT: Jane Ruiter, Philip Kuyers, James Holtrop

ABSENT: Joyce Kortman, Donald Disselkoen

STAFF & GUESTS: Alan Vanderberg, Administrator; Greg Rappleye, Corporation Counsel; Erika Rosebrook Dibble, Business Improvements/ Communications Coordinator; Gary Scholten, Register of Deeds; Sheri Sayles, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the February 2, 2005, meeting as presented and amended changing "roll" to "role" and approve by consent the agenda of today as presented.

Mrs. Kortman arrived at 1:04 p.m.

SUBJECT: DISCUSSION ITEMS

1. Rye Wage Study Update – The Administrator reported the deadline for filing an appeal is Monday, March 28th, at 5:00 p.m. They have received 11 appeals so far. Kevin Bowling is trying to schedule a meeting with the Appeals Committee to discuss meeting times and dates, the authority of the committee and various details. Hoping appeals will begin the week of April 11th depending on the volume and calendars.

Mr. Disselkoen arrived at 1:06 p.m.

2. Employee Survey Update – Mr. Vanderberg plans to discuss the Employee Survey at the April 12th Board Work Session. Employee recognition and training are high on the list. In the last year, three departments have requested an "Employee of the Month" or some type of recognition program. The Administrator suggested putting together a work team to look at this issue. The survey was kept confidential and the county never saw individual surveys or comments. It is important to be upfront with the information or the information could have been obtained through FOIA.

3. Next Meeting – The Personnel Committee Meeting scheduled for Monday, April 11th, has been rescheduled to Tuesday, April 19th, at 10:00 a.m.

SUBJECT: ADJOURNMENT

The meeting adjourned at 1:20 p.m.

Agenda

Consent Items:

1. Approval of Minutes from February 2, 2005 meeting
2. Approval of Agenda

Action Items:

None

Discussion Items

1. Rye Wage Study Update (Alan Vanderberg)
2. Employee Survey Update (Alan Vanderberg/Erika Rosebrook Dibble)

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