

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

**Monday, June 13, 2005 1:00 PM
Fillmore Administration Building - Board Room
12220 Fillmore Street, West Olive**

DATE: June 13, 2005

TIME: 1:00 p.m.

PLACE: Fillmore Street Complex

PRESENT: Donald Disselkoen, James Holtrop, Joyce Kortman, Jane Ruiters, Philip Kuyers

STAFF & GUESTS: Alan Vanderberg, Administrator; Rich Schurkamp, Human Resources Director; Erika Rosebrook Dibble, Business Improvement/ Communications Coordinator; Kevin Bowling, Circuit Court Administrator; Deanna Sears, Prosecutor's Office; David Knoll, Prosecutor's Office; June Hagan, Fiscal Services Director; Paul Geerlings, Drain Commissioner; Greg Rappleye, Corporation Counsel; Sherri Sayles Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

PC 05-006 Motion: To approve the Minutes of the April 19, 2005, meeting as presented and to approve the agenda of today as presented.
Moved by: Holtrop
UNANIMOUS

SUBJECT: THE COUNTY OF OTTAWA EQUAL EMPLOYMENT OPPORTUNITY PLAN

PC 05-007 Motion: To approve and forward to the Board the County of Ottawa Equal Employment Opportunity Plan 2005.
Moved by: Kortman
UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Update regarding Employee Survey – Erika Rosebrook Dibble reported the Employee Survey recommendations have started. Department surveys went out and results will be available soon. An e-mail will be going out to the employees asking for volunteers to serve on the "Employee Recognition" committee.
2. Update regarding Wage Study – The Administrator gave the background of the Wage Study. This has been the first time for employees to appeal. If approved, Group T employees will be at 98.9% of the median for wages. The Board will be asked to approve the Rye Study, individual recommendations and adjust five different grades. A brief discussion on setting up a County Compensation Committee was discussed. The cost of the Wage Study was approximately \$65,000.

SUBJECT: COMMENTS ON THE DAYS BUSINESS

Paul Geerlings, Drain Commissioner, commented on the present salary for the Drain Commissioner's position. He believes the County needs to deal with the issue at hand now before getting into the County Compensation Committee.

SUBJECT: ADJOURNMENT

PC 05-008 Motion: To adjourn at 1:40 p.m.
Moved by: Holtrop
UNANIMOUS

Agenda

Consent Items:

1. Approval of Minutes from April 19, 2005 meeting
2. Approval of Agenda

Action Items:

1. The County of Ottawa Equal Employment Opportunity Plan
Suggested Motion:
To approve and forward to the Board the County of Ottawa Equal Employment Opportunity Plan 2005. (Travis Parsons)

Discussion Items

1. Update regarding Employee Survey (Erika Rosebrook Dibble)
2. Update regarding Wage Study (Alan Vanderberg, Erika Rosebrook Dibble)

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