

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

**Monday, September 12, 2005 1:00 PM
Fillmore Administration Building - Board Room
12220 Fillmore Street, West Olive**

DATE: September 12, 2005

TIME: 1:00 p.m.

PLACE: Fillmore Street Complex

PRESENT: Joyce Kortman, Jane Ruiter, James Holtrop, Phil Kuyers, Donald Disselkoen

STAFF & GUESTS: Alan Vanderberg, Administrator; Richard Schurkamp, Human Resources Director; Erika Rosebrook-Dibble, Business Improvement/Communications Coordinator; Ron Frantz, Prosecutor; Brooke Slagle, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

Approve by consent the Minutes of the June 13, 2005 meeting as presented and approve the agenda of today as presented.

SUBJECT: DISCUSSION ITEMS

1. Update regarding Employee Survey – Erika Rosebrook Dibble reported on the progress of the Administrator's Recommendations following the Employee Survey. The Newsletter Editorial Board, Employee Recognition Team and the Employee Survey Work Team have started meeting and are well under way. The Newsletter Editorial Board and Employee Recognition Team have asked for comments and feedback from all of the Ottawa County staff. Brown Bag lunches are going well; they provide staff with an informal time to ask questions. There has been a Comment Forum added to the Front Page. Labor Management Cooperation Team has not yet started. This is waiting for a representative from Group T to be appointed by its members. The Human Resource Department has started its renovation. The Administrative Service Survey has been returned back from the department heads and elected officials.

2. Group T Benefits Survey – Rich Schurkamp reported on the findings of the Group T Benefits Survey. There were 207 responses out of 360 employees represented by Group T. Pension benefits were the highest volume benefit mentioned. Rich is looking into how much it will cost to obtain this. There will be a second survey going out mid-September to appoint someone to represent Group T on the Labor Management Cooperation Team.

SUBJECT: ADJOURNMENT

PC 05-009 Motion: The meeting adjourned at 1:27 p.m.
Moved by: Disselkoen
UNANIMOUS

Agenda

Consent Items:

1. Approval of Minutes from June 13, 2005 meeting
2. Approval of Agenda

Action Items: None

Discussion Items

1. Update regarding Employee Survey (Alan Vanderberg/Erika Rosebrook Dibble)
2. Group T Benefits Survey (Rich Schurkamp)

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