

**PERSONNEL COMMITTEE**

**Approved Minutes**

**DATE:** February 20, 2006

**TIME:** 1:00 p.m.

**PLACE:** Fillmore Street Complex

**PRESENT:** Jane Ruitter, Joyce Kortman, Donald Disselkoen, Jim Holtrop, Gordon Schrotenboer

**STAFF & GUESTS:** Al Vanderberg, Administrator; Erika Rosebrook Dibble, Business Improvement/Communications Coordinator; Richard Schurkamp, Human Resources Director; Cathy Simons, Community Action Agency & Workforce Development Director; Robert Melamed, Deputy Clerk, Kathy Grimm, Deputy Clerk; Media

**SUBJECT:** CONSENT ITEMS

Approve the minutes of the December 5, 2005 Personnel Committee and approve the agenda of today as presented.

PC 06-001 Motion: Amend the agenda of February 20, 2006 adding in Issue Item #2 employee comment from Robert Melamed from the Clerk's office.  
Moved by: Kortman UNANIMOUS

**SUBJECT:** APPOINTMENT OF COMMITTEE VICE-CHAIRPERSON

PC 06-002 Motion: To appoint Donald Disselkoen as Vice-Chairperson of the Personnel Committee.  
Moved by: Schrotenboer UNANIMOUS

SUBJECT: SALARY PLACEMENT UPON PROMOTION OF UNCLASSIFIED EMPLOYEES

- PC 06-003 Motion: To modify the *Ottawa County Unclassified Personnel Benefits Manual*, by adding a new Section 4 in the existing section titled SALARIES, to read as follows:
- a. 4. Step Placement Following Promotion. A promoted employee shall be placed on the lowest salary step (based upon the current salary schedule) of his/her new classification which will afford the employee a pay raise of at least two-hundred and fifty dollars (\$250). For purposes of this paragraph, the term “pay raise” shall mean an increase in the employee’s annualized earnings would have been in the old classification, when projected over the twelve (12) month period following the promotion.
  - b. If an employee is being promoted into a classification that is above Unclassified Pay Grade 09, the County Administrator may place the promoted employee at any step in the new Pay Grade that he deems appropriate.
- Moved by: Schrottenboer

- PC 06-004 Motion: To table Motion PC 06-003 until the March 13, 2006 meeting; revision of Part B with an explanation and additional language to justify.  
Moved by: Schrottenboer UNANIMOUS

SUBJECT: DISCUSSION ITEMS

- PC 06-005 Lakeshore Coordinating Council Advisory Committee for Substance Abuse Services.  
Two (2) Members – to serve from January 1, 2006 until December 31, 2007.  
Motion: To approve and forward to the Board of Commissioners the applications of Mark Lind and Don Williams for appointment to the Lakeshore Coordinating Council Advisory Committee for Substance Abuse Services to fill two (2) vacancies to serve from January 1, 2006 until December 31, 2007.  
Moved by: Kortman UNANIMOUS
- PC 06-006 Community Action Agency Advisory Board –  
Three (3) Public Sector Members – to serve from October 1, 2006 until September 30, 2008.  
Three (3) Private Sector Members – to serve from October 2, 2006 until September 30, 2008.  
Motion: To approve and forward to the Board of Commissioners the application of Allen Morningstar to the Public Sector.  
Repost vacancy notice to fill remaining open positions, two (2) Public Sector members and three (3) Private Sector members.  
Moved by: Kortman UNANIMOUS

PC 06-007 Community Action Agency Advisory Board –  
Two (2) Private Sector Members – to serve an unexpired term from October 1, 2005 until September 30, 2007.  
Motion: To approve and forward to the Board of Commissioners the applications of Daniel Shanahan and Darl Meeuwssen to fill the Private Sector unexpired terms to serve from October 1, 2005 until September 30, 2007.  
Moved by: Kortman UNANIMOUS

PC 06-008 Motion: To form a Sub-Committee of the Personnel Committee to interview applicants. Don Disselkoen and Jim Holtrop were nominated.  
Moved by: Schrotenboer UNANIMOUS

PC 06-009 Motion: To automatically repost vacancies if the number of applications received were not sufficient to fill the vacancies.  
Moved by: Disselkoen UNANIMOUS

1. Community Mental Health Board –
  - One (1) Family Member – to serve a three (3) year terms from April 1, 2006 to December 31, 2009.
  - One (1) Primary Consumer Member – to serve a three (3) year term from April 1, 2006 to March 13, 2009.

No appointments made – Joyce Kortman will call applicants and question if applicant still has an interest and for what position. Interviews will be setup per information from Joyce Kortman.

2. Ottawa County Officer's Compensation Commission –
  - Two (2) Members - to serve from January 1, 2006 until December 31, 2006
  - Two (2) Members - to serve from January 1, 2006 until December 31, 2007
  - Two (2) Members - to serve from January 1, 2006 until December 31, 2008
  - One (1) Member - to serve from January 1, 2006 until December 31, 2009

No appointments made – Don Disselkoen and Jim Holtrop to hold 15-minute interviews with applicants and make recommendations to the Personnel Committee. Al Vanderberg suggested that Erika Rosebrook Dibble be present to administer and take notes.

Comments on day's business.

Committee term limits to be discussed at next meeting.

SUBJECT: ADJOURNMENT

PC 06-010 Motion: To adjourn at 2:48 p.m.  
Moved by: Disselkoen UNANIMOUS