

## PERSONNEL COMMITTEE

### Approved Minutes

DATE: May 8, 2006

TIME: 1:00 p.m.

PLACE: Fillmore Street Complex

PRESENT: Donald Disselkoen, Jane Ruiters, Joyce Kortman, Gordon Schrottenboer

ABSENT: James Holtrop

STAFF &  
GUESTS: Alan Vanderberg, Administrator; Erika Rosebrook Dibble, Assistant Co. Administrator; Travis Parsons, Human Resources; Richard Schurkamp, Human Resources Director; Sherri Sayles, Deputy Clerk; Robert Melamed, Clerk's Office; Gerry Cyranowski, CMH Director; Media; Erin Rotman, Human Resources

SUBJECT: CONSENT ITEMS

PC 06-023 Motion: To approve the Minutes of the April 11, 2006, meeting as presented and approve the agenda of today as presented.  
Moved by: Schrottenboer UNANIMOUS

SUBJECT: APPOINTMENTS

PC 06-024 Motion: To amend Motion PC 06-009 to state "Repost positions to Boards and Commissions if the number of applications is the same or less than the number of openings."  
Moved by: Schrottenboer UNANIMOUS

SUBJECT: THE COUNTY OF OTTAWA EQUAL EMPLOYMENT OPPORTUNITY PLAN

PC 06-025 Motion: To approve and forward to the Board of Commissioners the County of Ottawa Equal Employment Opportunity Plan for 2006.

Moved by: Disselkoen UNANIMOUS

Travis Parsons presented the Equal Employment Opportunity Plan.

SUBJECT: SALARY PLACEMENT UPON PROMOTION  
IN THE UNCLASSIFIED EMPLOYEE GROUP

PC 06-026 Motion: To approve and forward to the Board of Commissioners the modification of the Ottawa County Unclassified Personnel Benefits Manual by adding a new Section. In the existing section entitled SALARIES, to read as follows:

- 4. Step Placement Following Promotion. If an employee is promoted from outside of the Unclassified employee group the employee shall be placed on the salary step (based upon the current salary schedule) of his/her new classification which is nearest (above or below) a five percent (5%) pay raise.

If an employee is in the Unclassified group prior to the promotion and the level of promotion is one grade (i.e. grade U06 to U07) the employee shall be placed on the salary step (based upon the current salary schedule) of his/her new classification which is nearest (above or below) a five percent (5%) pay raise. If he level of promotion is greater than one grade, then the employee shall be placed on the lowest salary step which will afford the employee a pay raise that is a minimum of five (5%) per grade level with a maximum increase not to exceed fifteen percent (15%).

For purposes of this paragraph, the term “pay raise” shall mean an increase in the employee’s annualized earnings in his/her new classification, as compared with what the employee’s annualized earnings would have been in the old classification, when projected over the twelve (12) month period following the promotion.

If an employee is being promoted into a classification that is at or above Unclassified Pay Grade 09, the County Administrator may place the promoted employee at any step in the new pay grade that the County Administrator deems appropriate.

Moved by: Kortman

PC 06-027 Motion: To amend Motion PC 06-026 adding retro back to January 1, 2006, for the IT Director and to date of approval by the full Board of Commissioners for the Assistant Administrator.

Moved by: Schrottenboer

UNANIMOUS

A vote was than taken on the motion as amended and the amended motion passed.

SUBJECT: APPOINTMENTS TO THE COMMUNITY ACTION  
AGENCY ADVISORY BOARD

PC 06-028 Motion: To repost the two vacancies for the Community Action Agency  
Advisory Board representing the Public Sector.  
Moved by: Schrottenboer UNANIMOUS

SUBJECT: APPOINTMENTS TO THE COMMUNITY ACTION ADVISORY BOARD

PC 06-029 Motion: To approve and forward to the Board of Commissioners the applications  
of Zac Lau and Jean Carson, to fill two (2) Private Sector Members – to serve  
from October 1, 2006 until September 30, 2008 and repost for one position.  
Moved by: Schrottenboer UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Interview Subcommittee – The Interview Subcommittee is a Standing Subcommittee of the Personnel Committee. The subcommittee was established to interview applicants on an as needed basis.
2. Reposting of Appointment Vacancies – See Motion PC 06-024.

SUBJECT: COMMENTS ON THE DAYS BUSINESS

Rich Schurkamp introduced Erin Rotman a new employee in Human Resources.

Robert Melamed, Clerk's Office, thanked Human Resources and Alan Vanderberg. He asked that Human Resources, the Board and Administration look at the \$250 increase in a new classification for the Group T employees. The Administrator stated they are looking at beginning Focus Groups for the Group T employees.

Alan Vanderberg reported that an agreement had been reached with the Clerk's Office on the Staffing Review RFP.

SUBJECT: ADJOURNMENT

PC 06-030 Motion: To adjourn at 2:00 p.m.  
Moved by: Disselkoen UNANIMIOUS