

PERSONNEL COMMITTEE

Approved Minutes

DATE: March 13, 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; Ron Frantz, Prosecutor; Gerry Cyranowski, CMH Executive Director; Greg Rappleye, Corporation Counsel; Robert Melamed, Deputy Clerk, Brooke Slagle, Deputy Clerk; Media

SUBJECT: CONSENT ITEMS

PC 06-011 Motion: To approve the minutes of the February 20, 2006 Personnel Committee, approve and amend the agenda of today as presented.

Moved by: Kortman UNANIMOUS

PC 06-012 Motion: To amend the agenda of March 13, 2006 pulling Action Item #2 – Appointments to the Ottawa County Community Mental Health Board.

Moved by: Holtrop UNANIMOUS

PC 06-013 Motion: To amend the agenda of March 13, 2006 on Action Item #1 adding employee comment from Robert Melamed from the Clerk's office.

Moved by: Kortman UNANIMOUS

PC 06-014 Motion: To amend the agenda of March 13, 2006 adding Action Item #4 to appoint a sub-committee to study term limits on committees.

Moved by: Holtrop UNANIMOUS

SUBJECT: SALARY PLACEMENT UPON PROMOTION OF UNCLASSIFIED EMPLOYEES

Robert Melamed, gave comments on reasons why he doesn't support this motion and urged the Committee not to pass this motion.

PC 06-015 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: Holtrop

PC 06-016 Motion: To table Motion PC 06-015 until the April 10, 2006 meeting; revision of Part B with an explanation and additional language to justify.

Moved by: Holtrop

UNANIMOUS

SUBJECT: APPOINTMENTS TO THE OTTAWA COUNTY COMMUNITY MENTAL HEALTH BOARD

PC 06-017 Motion: To direct Corporation Council to prepare drafts to the Application for Appointment with changes for the Personnel Committee to review at April 10, 2006 meeting.

Moved by: Schrottenboer

UNANIMOUS

SUBJECT: APPOINTMENTS TO THE OTTAWA COUNTY OFFICER'S
COMPENSATION COMMISSION

PC 06-018 Motion: To approve and forward to the Board of Commissioners the applications of Joe Haveman, Mark DeRoo, Kurt Wassink, David Kuyers, Joanne Brownlee, Judy Posma, Gary Corsbie, Jack DeWitt, Henry Hofman to serve as follows:

- 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

Addition to the Motion: Top vote applicants get the longest terms. Mark DeRoo requested one year term if appointed.

Moved by: Holtrop

UNANIMOUS

SUBJECT: APPOINT A SUB-COMMITTEE TO STUDY TERM LIMITS ON
COMMITTEES

PC 06-019 Motion: To develop a sub-committee to review the term limits for committees as a "Guideline" for the Board of Commissioners. The sub-committee will include Jane Ruiters, Joyce Kortman and Don Disselkoe.

Moved by: Disselkoe

UNANIMOUS

Comments on the day's business.

Ron Frantz, Prosecutor, commented on Action Item #1. He has had an experience where an employee was promoted several steps and the pay raise was very nominal.

SUBJECT: ADJOURNMENT

The Chair adjourned the meeting at 1:38 p.m.