

PERSONNEL COMMITTEE

Approved Minutes

DATE: January 15, 2007

TIME: 3:00 p.m.

PLACE: Fillmore Street Complex

PRESENT: James Holtrop, Jane Ruiters, Gordon Schrotenboer, Philip Kuyers

ABSENT: Joyce Kortman

STAFF & GUESTS: Travis Parson, Interim Human Resources Director; Erika Rosebrook Dibble, Assistant Administrator; Sherri Sayles, Deputy Clerk

SUBJECT: CONSENT ITEMS

PC 07-001 Motion: To approve the Minutes of the December 4, 2006, meeting as presented and to approve the Agenda of today as presented.
Moved by: Holtrop UNANIMOUS

SUBJECT: ELECTION OF COMMITTEE VICE-CHAIR

PC 07-002 Motion: To elect James Holtrop as Vice-Chairperson of the Personnel Committee.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: SUBCOMMITTEE OF PERSONNEL COMMITTEE
FOR APPOINTMENTS

PC 07-003 Motion: To appoint James Holtrop and Philip Kuyers members of the subcommittee to interview applicants for appointments.
Moved by: Schrotenboer UNANIMOUS

SUBJECT: OTTAWA COUNTY WORKFORCE
DEVELOPMENT BOARD – BUSINESS SECTOR
VACANCIES

PC 07-004 Motion: To approve and forward to the Board of Commissioners the application(s) of *Chad Tuttle, *Bob Soeters, *Sara Hambley, *Dick deSpelder, E.O. "Skip" Keeter, and Greg DeJong for appointment to the Workforce Development Board to fill four (4) Business Sector positions,

to serve a three year term from January 1, 2007, through December 31, 2009. (*Recommended by Committee.)

Moved by: Holtrop

UNANIMOUS

SUBJECT: OTTAWA COUNTY COMMUNITY MENTAL
HEALTH BOARD – FAMILY MEMBER SECTOR
VACANCY

PC 07-005 Motion: To approve and forward to the Board of Commissioners the application(s) of Robert Byrd, Alan Hinks, Barbara Karr, and *Rita Bird for appointment to the Community Mental Health Board to fill one (1) family Member Sector position, to serve a three (3) year term from April 1, 2007, through March 31, 2010. (*Recommended by Committee.)

Moved by: Holtrop

UNANIMOUS

SUBJECT: OTTAWA COUNTY COMMUNITY MENTAL
HEALTH BOARD – (1) GENERAL PUBLIC
SECTOR VACANCY

PC 07-006 Motion: To approve and forward to the Board of Commissioners the application(s) of Barbara Vander Veen, Frederick Leaske, Barbara Rosales, Nicholas Van Zanten, *Mary Ann Cartwright, Harris Schipper and Susan Offenbecker for appointment to the Community Mental Health Board to fill one (1) General Public Sector position, to serve a three (3) year term from April 1, 2007, through March 31, 2010. (*Recommended by Committee.)

Moved by: Schrotenboer

MOTION PASSED

Mr. Holtrop – Cartwright
Mr. Kuyers – Cartwright

Mr. Schrotenboer - Cartwright
Mrs. Ruiter - Schipper

SUBJECT: OTTAWA COUNTY COMMUNITY MENTAL
HEALTH – UNEXPIRED TERM

PC 07-007 Motion: To approve and forward to the Board of Commissioners the application of Robert Byrd, Alan Hinks, Barbara Karr, *Barbara Vander Veen, Frederick Leaske, Barbara Rosales, Nicholas Van Zanten, Harris Schipper and Susan Offenbecker for appointment to the Community Mental Health Board to fill one (1) unexpired term from January 1, 2007, through March 31, 2008. (*Recommended by Committee.)

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: GROUP T STEP PLACEMENT

PC 07-008 Motion: To approve and forward to the Board of Commissioners the modification of the Ottawa County Group T Benefits Manual for salary step placement upon promotion, to be effective May 23, 2006. The language to read as follows:

(Effective May 23, 2006) Step Placement Following Promotion. If an employee is in Group T prior to the promotion and the level of promotion is one grade (i.e. 06 to 07) the employee shall be placed on the salary step (based on the current salary schedule) of his/her new classification which is nearest (above or below) a five percent (5%) pay raise. If the 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 percent (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 promotion.

Moved by: Schrotenboer

UNANIMOUS

Clarification on the motion was discussed stating retro pay back to the May 23, 2006, effective date. The Administrator stated the motion would be reworded before going to the full Board to clearly reflect this.

SUBJECT: RECLASSIFICATION OF APPRAISER I, GROUP T

PC 07-009 Motion: To approve the change, effective April 24, 2006, in paygrade for the classification of Appraiser I, Group T, paygrade 08, in the Equalization Department to Group T, paygrade 10, at a cost of \$826.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: RECLASSIFICATION OF APPRAISER II, GROUP T

PC 07-010 Motion: To approve the change, effective September 4, 2006, in paygrade for the classification of Appraiser II, Group T, paygrade 10, in the Equalization Department to Group T, paygrade 12, at a cost of \$1,727.

Moved by: Schrotenboer

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Change Name of Personnel Committee to Human Resources Committee
- The Administrator reported this change would reflect the Human Resources Department's name.

PC 07-011 Motion: To move Discussion Item #1 - Change Name of Personnel Committee to Human Resources Committee to Action Item #8.
Moved by: Schrottenboer UNANIMOUS

PC 07-012 Motion: To approve the name change of the Personnel Committee to the Human Resources Committee.
Moved by: Schrottenboer UNANIMOUS

Mr. Kuyers questioned term limits on Boards and Commissions. Greg Rappleye is working on the language for term limits.

SUBJECT: ADJOURNMENT

PC 07-013 Motion: To adjourn at 3:28 p.m.
Moved by: Kuyers UNANIMOUS