

**Agenda**  
**Personnel Committee**  
**12220 Fillmore, West Olive, Michigan 49460**  
**Board Room – 3:00 p.m.**  
**Monday, January 15, 2007**

**Consent Items:**

1. Approval of Minutes from December 4, 2006.
2. Approval of Agenda

**Action Items:**

1. **Election of Committee Vice-Chair**  
To elect a Vice-chairperson for the Personnel Committee for 2007.
2. **Subcommittee of Personnel Committee for Appointments**  
To appoint members of the Personnel Committee for a Subcommittee to interview applicants for appointments.
2. **Ottawa County Workforce Development Board – Business Sector Vacancies**  
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.
3. **Ottawa County Community Mental Health Board – Family Member Sector Vacancy**  
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.
4. **Ottawa County Community Mental Health Board – (1) General Public Sector Vacancy**  
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.

5. **Ottawa County Community Mental Health – Unexpired Term**  
To approve and forward to the Board of Commissioners the application of Robert Byrd, Alan Hinks, Barbara Karr, Rita Bird, 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) unexpired term from January 1, 2007 through March 31, 2008.
  
6. **Group T Step Placement Upon Promotion –**  
To approve and forward to the Board 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.
  
7. **Reclassification of Appraiser I, Group T**  
To approve the change in paygrade for the classification of Appraiser I, Group T, paygrade 08, in the Equalization Department to Group T, paygrade 10.
  
8. **Reclassification of Appraiser II, Group T**  
To approve the change in paygrade for the classification of Appraiser II, Group T, paygrade 10, in the Equalization Department to Group T, paygrade 12.

*\* Indicates recommendation of the Interview Subcommittee*

#### **Discussion Items:**

1. Change name of Personnel Committee to Human Resources Committee.

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