

HUMAN RESOURCES COMMITTEE

Approved Minutes

DATE: February 18, 2008

TIME: 1:00 p.m.

PLACE: Fillmore Street Complex

PRESENT: Gordon Schrottenboer, Phil Kuyers, Jim Holtrop

ABSENT: Jane Ruiters, Joyce Kortman

STAFF & GUESTS: Al Vanderberg, Administrator; Erika Rosebrook Dibble, Assistant Administrator; Marie Waalkes, Human Resources Director; Jessica Kinser, Financial Analyst; Brooke Slagle, Deputy Clerk

SUBJECT: CONSENT ITEMS

HR 08-001 Motion: To approve the minutes of the December 11, 2007 Human Resources Committee Meeting and approve the agenda of today as presented.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: NOMINATION TO THE OTTAWA COUNTY COMMUNITY MENTAL HEALTH BOARD – ONE (1) GENERAL MEMBER

HR 08-002 Motion: To approve and forward to the Board of Commissioners the names of Michelle Bucek*, Joyce Barkel, and Alan Hinks, to fill one (1) General Member vacancy on the Ottawa County Community Mental Health Board, to serve a three year term beginning April 1, 2008, and ending March 31, 2011. (*Indicates recommendation of the Interview Subcommittee.)
Moved by: Schrottenboer UNANIMOUS

SUBJECT: NOMINATION TO THE OTTAWA COUNTY APPEALS BOARD OF SANITARY CODE– ONE (1) UNEXPIRED VACANCY

HR 08-003 Motion: To approve and forward to the Board of Commissioners the name of Lawrence Mierle* to fill one (1) unexpired vacancy on the Ottawa County Appeals Board of Sanitary Code, to begin immediately and ending December 31, 2009. (*Indicates recommendation of the Interview Subcommittee.)
Moved by: Kuyers UNANIMOUS

SUBJECT: NOMINATION TO THE OTTAWA COUNTY
TECHNOLOGY COMMITTEE – TWO (2) PRIVATE SECTOR
VACANCIES

- HR 08-004 Motion: To approve and forward to the Board of Commissioners the names of Jon Overway* and Fred Erhards* to fill two (2) Private Sector vacancies on the Ottawa County Technology Committee, to serve a one (1) year term beginning January 1, 2008, and ending December 31, 2008. (*Indicates recommendation of the Interview Subcommittee.)
Moved by: Schrotenboer UNANIMOUS

SUBJECT: NOMINATION TO THE OTTAWA COUNTY
TECHNOLOGY COMMITTEE – TWO (2) TECHNOLOGY SECTOR
VACANCIES

- HR 08-005 Motion: To approve and forward to the Board of Commissioners the name of Tim Secen* to fill one (1) of two (2) vacancies on the Ottawa County Technology Committee – Technology Sector, to serve a one (1) year term beginning January 1, 2008, and ending December 31, 2008. (*Indicates recommendation of the Interview Subcommittee.)
Moved by: Schrotenboer UNANIMOUS

SUBJECT: NOMINATION TO THE OTTAWA COUNTY WEST
MICHIGAN REGIONAL PLANNING COMMISSION – ONE (1)
PRIVATE SECTOR VACANCY

- HR 08-006 Motion: To approve and forward to the Board of Commissioners the names of Jeff Williams, Chris Larson*, and John Miner to fill one (1) Private Sector vacancy on the Ottawa County West Michigan Regional Planning Commission, to serve a one (1) year term beginning January 1, 2008, and ending December 31, 2008. (*Recommended by the Committee.)
Moved by: Schrotenboer UNANIMOUS

SUBJECT: NOMINATION TO THE OTTAWA COUNTY WEST
MICHIGAN REGIONAL PLANNING COMMISSION/CEDS
COMMITTEE – ONE (1) PRIVATE SECTOR VACANCY

- HR 08-007 Motion: To approve and forward to the Board of Commissioners the names of Donald Wyhowski and John Miner* to fill one (1) Private Sector vacancy on the Ottawa County West Michigan Regional Planning Commission/CEDS Committee, to serve a one (1) year term beginning January 1, 2008, and ending December 31, 2008. (*Indicates recommendation of the Interview Subcommittee.)
Moved by: Kuyers UNANIMOUS

SUBJECT: NOMINATION TO THE OTTAWA COUNTY
WORKFORCE DEVELOPMENT BOARD – ONE (1) BUSINESS
SECTOR VACANCY

- HR 08-008 Motion: To approve and forward to the Board of Commissioners the name of Becca Dernberger* to fill one (1) Business Sector vacancy on the Ottawa County Workforce Development Board, to serve a three year term beginning January 1, 2008 and ending December 31, 2010. (*Indicates recommendation of the Interview Subcommittee.)
Moved by: Schrottenboer UNANIMOUS

SUBJECT: PROSECUTOR'S ORGANIZATIONAL STUDY

- HR 08-009 Motion: To approve and forward to the Finance Committee and the Board of Commissioners the recommendations of the Prosecutor's Organizational Study.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: RECLASSIFICATION OF PERSONNEL SPECIALIST IN
HUMAN RESOURCES

- HR 08-010 Motion: To approve and forward to the Finance Committee and the Board of Commissioners the reclassification of one (1) full-time equivalent Personnel Specialist, Unclassified Group paygrade 07, in Human Resources to Employee and Labor Relations Manager, Unclassified Group paygrade 08 at an annual cost of not to exceed \$7871.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: COUNTY CLERK/VITAL RECORDS CLERK POSITION

- HR 08-011 Motion: To approve and forward to the Finance Committee and the Board of Commissioners an increase of a Vital Records Clerk Position from part-time (.6 FTE) to full-time (1.0 FTE) at a cost not to exceed \$19,552.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: COUNTY CLERK/NON-BENEFITED PART-TIME
RECORDS PROCESSING CLERK II POSITION

- HR 08-012 Motion: To approve and forward to the Finance Committee and the Board of Commissioners an increase of a non-benefited part-time Records Processing Clerk II from .3 FTE to .4875 FTE at a cost not to exceed \$5068.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: SEASONAL PARK SUPERVISOR POSITION – PAY
INCREASE FOR 2008

HR 08-013 Motion: To approve and forward to the Finance Committee and the Board of Commissioners an increase in the hourly wage of the Seasonal Park Supervisor position from \$13.9195 per hour to \$14.0695 per hour effective January 1, 2008.
Moved by: Schrottenboer UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Wage and Classification Study – Marie Waalkes presented on the upcoming wage and classification study. A recommendation will be forthcoming sometime next month about options on administering the study. Bill Rye has retired. The ultimate goal will be to do in-house wage studies.

SUBJECT: ADJOURNMENT

HR 08-014 Motion: To adjourn the meeting at 1:54 p.m.
Moved by: Schrottenboer UNANIMOUS