

## HUMAN RESOURCES COMMITTEE

### Approved Minutes

DATE: June 9, 2008

TIME: 1:30 p.m.

PLACE: Fillmore Street Complex

PRESENT: Jane Ruitter, Joyce Kortman, Gordon Schrottenboer, Philip Kuyers, James Holtrop

STAFF & GUESTS: Erika Rosebrook, Assistant Administrator; Marcie Meints, Human Resources; Marie Waalkes, Human Resources Director; Helen Ash, Health Dept.; Lisa Stefanovsky, Health Director; Pat VerDuin, Juvenile Services; Kathy Cleveland, Juvenile Services; Brooke Slagle, Deputy Clerk

#### SUBJECT: CONSENT ITEMS

HR 08-023 Motion: To amend the agenda of today amending motion #1 and eliminating motion #3.

Moved by: Schrottenboer

UNANIMOUS

HR 08-024 Motion: To approve the minutes from May 12, 2008.

Moved by: Schrottenboer

UNANIMOUS

#### SUBJECT: YOUTH SPECIALISTS POSITIONS AND SHIFT SUPERVISOR POSITION

HR 08-025 Motion: To approve and forward to the Administration and Finance Committee the proposal from the 20<sup>th</sup> Circuit Court – Juvenile Services to eliminate one (1) of eight (8) benefited part-time Youth Specialist positions and one (1) full-time Youth Specialist and to increase the hours of the remaining six (6) part-time Youth Specialist positions to full-time and one (1) part-time Youth Specialist from .6 FTE to .65 FTE and reclassify one (1) full-time Youth Specialist to a full-time Shift Supervisor position.

Moved by: Holtrop

UNANIMOUS

#### SUBJECT: RECLASSIFICATION OF .6 RPC II AND 1.0 RPC III TO ADMINISTRATION ASSISTANT

HR 08-026 Motion: To approve and forward to the Administration and Finance Committee the proposal from Public Health to reclassify a .6 FTE Records Processing Clerk II and a 1.0 FTE Records Processing Clerk III to a 1.0 FTE Administrative Assistant (Unclassified paygrade 03).

Moved by: Kortman

UNANIMOUS

**SUBJECT: DISCUSSION ITEMS**

1. 2008 Wage and Classification Study Update – Marie Waalkes, Human Resources Director, updated the committee on the status of the study.

**SUBJECT: ADJOURNMENT**

The Chair adjourned the meeting at 1:56 p.m.