



Otsego
COUNTY
M I C H I G A N

**Otsego County
Personnel Committee Minutes
May 11, 2021**

Minutes

A meeting of the Otsego County Personnel Committee was held Tuesday, May 11, 2021, at 10:39a.m. in the conference room at the Otsego County Library.

CALL TO ORDER

Mr. Liss called the meeting to order at 10:39a.m.

PRESENT: Paul Liss, Doug Johnson, Julie Powers, Rachel Frisch

OTHERS: Trisha Adam

EXCUSED: Jason Caverson

APPROVAL OF AGENDA

Motion by Paul Liss to approve agenda as modified. Motion Carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

a. EEO Policy Update

Trisha Adam presented the recommended changes to the County's Equal Employment Opportunity Policy. Motion by Julie Powers to recommend to the Board of Commissioners the updated Equal Employment Opportunity Policy as presented. Ayes: All. Nays: None. Motion carried.

b. Job Vacancy Update

Trisha discussed the set up for the new NEOgov recruiting system and the required approvals for the County's hiring process. In 2006, due to severe budgetary challenges, OCR 06-18 was approved which required the approval of the County Administrator and the Chairman of the Board of Commissioners to fill any position. At this time, OCR 06--18 can be rescinded as the employment requisition approval process already requires the approval of the County Administrator to fill any position that is included in the budget. For any new position created during the budgetary year, the position would already go through the required approval process of Personnel, Finance, and the Board of Commissioners.

Motion by Paul Liss to recommend to the Board of Commissioners that due to established approval processes and our new NEOgov recruiting system the reversal of OCR 06-18 is warranted since it is no longer needed for every employment requisition filled. Ayes: All. Nays: None. Motion carried.

Mr. Liss adjourned the meeting at 10:47a.m.

Equal Employment Opportunity Policy:

It is the policy of the County of Otsego to provide equal opportunity to all qualified individuals in its recruitment, hiring and employment practices. No-one will be denied an employment opportunity based on race, religion, color, gender, national origin, age, disability, political affiliation, marital status, height, weight, or any other factor prohibited by Federal or State law, unless deemed a bona-fide occupational qualification.

All employment decisions will be based solely on the applicant's qualifications such as knowledge, skills, and abilities as well as previous work experience including demonstrated ability, performance, and length of employment.

DRAFT