

*"Menominee – Where the best of Michigan Begins"*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858*

*– County Administrator  
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### MENOMINEE COUNTY EXECUTIVE COMMITTEE

*-A QUORUM OF THE BOARD MAYBE PRESENT-*

**DATE:** Friday ~ January 13, 2017  
**TIME:** 8:30 AM  
**PLACE:** Menominee County Annex (MSU-E) – Stephenson, MI

#### \*\*\*\*\*AGENDA\*\*\*\*\*

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes ~ 10.4.16
6. Public Comment (*limited to 5 minutes on agenda items only*)
7. Department Head/Elected Official Reports (*limited to 10 min.*)
8. Business
  - a. Review Menominee County Bylaws, Board rules, County policies & Standing Committees
    - 25 hr hard cap for PT employees
    - Bid Process
    - Other items to discuss within
  - b. Menominee County Personnel Manual
9. Public Comment
10. Commissioner Comment
11. Adjournment

*Steven Gromala*

*Charlie Meintz – Chairperson*

*William Cech – Vice Chairperson*

*Larry Phelps*

*John Nelson*

*Jan Hafeman*

*Gerald Piche*

*Bernie Lang*

*Larry Schei*

Menominee County Executive Committee  
Minutes of Meeting  
October 4, 2016

\*\*\*\*\***DRAFT**\*\*\*\*\*

The Executive Committee met on October 4, 2016 at 3:30 PM at the Menominee County Administrator's office.

Others present at the meeting were Peggy Schroud; Diane Lesperance; Lisa Reed

**Call Meeting to order:** Com. Meintz called the meeting to order at 3:30 P.M.

**Pledge of allegiance:** was recited by all.

**Roll Call:** All Executive Com. Commissioners are present.

**Agenda** was approved by Com. Nelson and supported by Com. Furlong to approve the agenda as written. Motion approved 3/0.

**Previous Meeting minutes:** February 22, 2016-- moved by Com. Furlong and supported by Com. Nelson to approve the minutes of the February 22, 2106 Executive Committee meeting. Motion approved 3/0.

**Public Comment:** Peggy Schroud: I would like to comment on the Co. Admin position discussion. I believe that this would need to have a degree with the experience. The job description has an option of a degree or experience. Last time it was posted it said a degree with five years of experience.

**Business Items:**

- A. Interim County Administrator pay increase – Furlong:** My thought is, she's doing the job of the administrator, she should get paid the administrator's salary, that's only fair. **Nelson:** We haven't really done any of that, I'm not prepared to go that route. There'll be some assignments that Sherry will assume. We should look at what we're doing with meetings. I don't know how we're going to divide out duties as of yet. So I can't agree with that. **Meintz:** Sherry will be assuming some extra responsibilities but not all of the duties Brian had. Perhaps have some of the other departments assume some of the work. We'll be doing some of the work ourselves at the airport, the parks can take care of themselves for the time being. My train of thought is and maybe you don't agree with me I'm thinking around \$1.75 an hour increase in pay. Depending on the work load. The slower part of the year would offset the responsibilities, granted it is hectic when the administrator is gone. If she does get overtime the pay will increase. **Nelson:** Part of the problem is the position of the County Administrator and the responsibilities will be different and that's the way it should be set up. We haven't

- really looked at it but the assistant administrator does assume the responsibilities when the administrator is gone, that's part of the administrator assistant's positions. The question is who's doing what. **Furlong:** I'm not proposing that Sherry is going to be doing everything Brian did. We asked him to do a lot of stuff. My concern is we need someone who is physically in the building who's in charge. Otherwise you're going to have department heads running off in all different directions answering to no body. That person should be paid hourly wage plus overtime. Sherry is going to have to be here all day and night meetings. Wages \$1.75 to \$2.50 an hour. **Nelson:** It's going to take a couple of months to get there let's say overtime after 40 hrs. Keep in motion. Over time take from admin account must have a finance meeting. Should have money in budget. Will try to have meeting as soon as possible. Motion by **Furlong** \$2.00 an hour pay increase for county administrator. Retro starting September 28<sup>th</sup> plus overtime over 40 hours supported by **Nelson** all are in favor of motion moving to the board for final approval. Check on FLSA – (Fair labor standards act). **Meintz** – as the interim.
- B. Charters of Standing Committees: Nelson:** Add Security Committees we created last Tuesday and put in bylaws to have a standing committee. It's a bylaw change. The other thing is meetings that were being attended by Brian that could go to county board members. I asked Sherry to make a list of them that she's working on. Two people going to Homeland Security the meetings. If there is not 9 members then they cannot hold a meeting. Someone has to go on the 5<sup>th</sup> of October. Sherry just got the email from Richard today. Want to send a board member to the meeting. The C.A.T in Stephenson wants Sherry to go to one of the meetings. Chairman of the board is responsible to go to meetings. Menominee Business Development: Larry takes care of that and Airport, Larry and Charlie. Since Larry wants to make Airport part of the county board agenda to discuss what needs to be done. Add Homeland Security in Marquette Richard goes to them. Motion from **Nelson** to add Security committee to the bylaws, 2<sup>nd</sup> by **Furlong** all in favor motion carried. **DuPont:** I also changed the Airport Committee info. What was left there was from the Airport Commission. **Meintz** moved to proceed with making changes to the Airport committee in the bylaws, and motion to do the standing committee, **Nelson** seconds; all in favor: motion carried. One change was adding one was correcting.
- C. County Administrator Position: Meintz:** I would like to see us change it and make it an IT position in the building; Which Sherry already spends time on. **Nelson:** Instead of UES and Sherry. I think we should look at having an IT tech in the building. We already spend \$36,000.00 a year to UES. Post the position to add other responsibilities that will be disused with the Interim County Administrator. To look at what we can do to fill one need take some responsibility to smooth things out with an IT. Take meetings away and Sherry has been doing the budget anyhow. **Meintz:** Finding an IT will be quicker than finding an administrator. Ok back up this office and see if it meets our needs and see what we need overall. **Furlong:** What sounds weird to me is the concept of not having an Administrator here. It used to be a committee form of gov. The county board and various committees ran the county, and it was very political. That's why, the county board years ago chose to have an administrative form of government. It takes the politics away from the day to day operations of the County. **Meintz:** It's a different way to view the administrator's position. You're going to have that one go-to person, but it separates the responsibility off into another person. A lot of

your IT stuff will be sent to the IT guy. **Nelson:** It doesn't change that you don't have someone in administration. **Furlong:** Sherry's not an IT person and has to call UES for other problems. You're gonna have to draw it out for me, because right now, I don't agree with an IT guy being our county administrator. **Nelson:** I never said that.

**Furlong:** No but you're insinuating that we're going to have an Interim Administrator, which is Sherry, and an IT person sitting in the office. **Nelson:** I don't see a need, quite frankly, that we need two people in this office. Brian attended a lot of meetings, that weren't needed. There are some things that we need to restructure. We need an IT person. I'd like to see what responsibilities can be given to the IT person. We attended too many meetings, too much time away, things have to be addressed. The important things, quite frankly, Sherry's done. **Meintz:** I think, it is possible in the past with our administrator (Brian) that we've got too many hats on the head. And he said everything was OK. There were shortfalls from time to time in accomplishing tasks. I think we need to look at, what are we doing with our time, is it administration? **Furlong:** Brian did wear too many hats. And it did take time away from this office. If it wasn't for Sherry, he wouldn't have been able to do all that, or he wouldn't have gotten nothing done. We will never find anyone like Brian, who will wear all those hats. I'm not opposed to an IT person, and I'm not opposed to change. We also need to think about the airport, Buildings and grounds, Parks and recreation. **Nelson:** I'd like to see us restructure internally. See what we happens. See if we can get what we need. Our budget won't handle it in two years. **DuPont:** What's taken me away from my work since Brian's been gone is Department heads coming in to discuss issues happening within their offices. **Nelson:** Those are subjects that need to be brought to the board's attention. **Furlong:** Department heads need a "sounding board" they need someone to go to and say hey, this is what's going on in my office. **Nelson:** I think we should look at what has to be done, what the functions are to meet our needs. Try to stay within a budget, there's other financial issues coming up in the next few years. Example: Road Patrol Millage, if it doesn't pass, we have to pay for retirement out of monthly operating money. **DuPont:** If we go with an IT person, we have another issue, we don't have an IT DMG done. The dollar amount we budgeted was a guesstimate. This can take **Nelson:** I don't know if you have to do a DMG for a new position... **Meintz:** If we make it a non-union position, that doesn't have to have a DMG. **Nelson:** No I don't think so. **DuPont:** All positions have DMG's. I'm non-union and I have a DMG. **Meintz:** I thought all non-union positions was a board choice. The board "can" request a DMG be done. **Nelson:** Job description can be written up, it doesn't need a DMG. **Furlong:** Let's bring it up to the county board and have the full board give us direction on how they want to go with this. It's not just about coverage John, You can cover the place with a monkey, but we've gotta have someone in charge. **Meintz:** I wonder if the department head issues shouldn't come to the board directly. Maybe we're putting out a lot of money for an administrator when the board can handle those issues. **Furlong:** The administrator is our personnel director too. That position handles the personnel issues so they don't have to come to the board "in a public" meeting to be discussed. I don't disagree with change. If we're going to change, the change should be for the betterment of the county. Not just to change. Forward to the full board to discuss the administration office. **Meintz:** Brian wore too many hats. That needs to change.

**Public Comment: Peggy Schroud:** I would caution this committee as to not requiring a job description or DMG for a new position. When that program was initiated, every job in the courthouse had to have one. **Diane:** I agree, all positions even non-union, have a DMG. It doesn't make sense to "not" have one done. For \$2/hr. you're getting a steal for all Sherry has to do. She's worth more than that.

**Adjournment:** Moved by Com. Nelson supported by Com. Furlong to adjourn the meeting at 4:40 PM. Motion approved 3/0.