"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
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Menominee, Michigan 49858-3000

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EXECUTIVE COMMITTEE
Of the Menominee County Board of Commissioners

~ A Quorum of the Board will be present ~

DATE: Tuesday ~ April 19, 2011
TIME: 6:30 PM (CDT) (Immediately following the Finance Committee meeting)
PLACE: Menominee County Courthouse, Courtroom B

*********AGENDA************

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Previous Minutes
   Feb. 7, 2011
4. Public Comment *(statements, not debate; limited to 5 minutes per person on agenda items only)*
5. Business

   a. Review of the Menominee County By-Laws, Board Rules, County Policies and Charters of Standing Committees~Changes/Additions
   b. Discussion of Personnel/Finance Committee business

5. Correspondence
6. Any Other Items Members May Wish to Present
7. Public Comment
8. Adjournment

James Furlong - Chairperson *Bernie Lang - Vice Chairperson*

Charlie Meintz *Mark Jasper* *Jim Pearson*

Menominee County Executive Committee
Minutes of Meeting

February 7, 2011

The Executive committee of the Menominee County Board met on February 7, 2011 at 5:00 p.m. at the Menominee County Courthouse, Courtroom B. Present at the meeting were Com. Furlong, Com. Lang, Com. Pearson, County Administrator Bousley & Administrative Asst. Sherry Smith.

Also present: Mark Jasper

Agenda: The agenda was approved by Com. Pearson and seconded by Com. Lang.

Previous Meeting minutes: Meeting minutes from 5/14/10; 6/10/10; and 6/16/10 were approved.

Public Comment: None

Business: A. Review of the Menominee County Bylaws, Board rules, county policies, and Charters of standing committees. Bousley: the first thing that needs to be changed is "special meetings" page 3. They both should read the same. "Two members to call a special meeting". Pearson: Page 19 public comment. It doesn't say anything about limiting public comment to agenda items only, as does on the agenda itself. We have two public comment sections on the agenda, the first is listed as "agenda items only". We should add this to the bylaws. After "during the appropriate times on the agenda" **ADD, the first public comment on the agenda will be noted "on agenda items only, limited to five minutes"**. Lang: Article 3 subsection 1 pg. 1 – All members who are present will vote…what happens if someone refuses to vote? Bousley: If you don't vote or say nothing at all…it means it's a yes vote. Article 5 section 3 "except upon the final passage or adoption of a measure or resolution" What exactly is final passage of a measure or resolution? Webster says a measure is a course of action, a statute or a law. Resolution is a formal statement of opinion or a determination by an assembly etc. We should pull up the MCL as noted (46.30) and find out what it says. **Check with Dan on this**. Page 4, Article 6 section 1. It lists the standing committees. Department of Human Services and NP Behavioral care should be two separate committees. **Add a semi colon after human services…remove "and".** Lang: Does everyone agree with elected officials and commissioner comments time limitations? Furlong: I would like to see the time limits taken off, but I would like to say we can limit the time if necessary. Let's keep the time limits there. R91-17 & 18 page 10/ Pg. it's already there, "limited to twenty min. unless longer time is deemed necessary by a majority of the board. We are rescinding R91-20 – Commissioner Comment limited to five minutes. Page 19, P91-15 rules of recording equipment – is this still relevant? What about the video teleconferencing equipment? Are we going to just let anyone use it? There should be a policy for use of the video equipment. Maybe the policy can be incorporated here or add another rule for the use of video teleconferencing equipment. Lang: CUPPAD appointments I'm curious, county

board member is listed as being appointed to a two year term. It must be a mistake. The county board rules state annually. We'll check it. Bousley: Pg. 23, P2000-3 & 4. Health Ins. changes will need to be made when all contracts are finalized. The in-lieu of amount is currently $300…except for the 9-11 group who have agreed on the HRA program…they're getting $400 in lieu of. Bousley: page 15, section 3.6 service contracts: There is no longer a Buildings and Grounds Committee. Just remove that from here. Bousley: If a committee member won't be present, but attends by phone can they collect the meeting fee per diems? The committee members concur; I can see payment for Video teleconferencing, but not by phone. We should place this in the bylaws somewhere. Smith: Page 7, "Any other items members may wish to present" was removed and replaced with Commissioner Comments. We need a place to add informational items that don't need any action. All commissioners concur, OK, add P to the agenda. "Any other items members may wish to present" and Q will then be adjournment. Pearson: Page 8, R91-5 – hopefully we can implement this and allow discussion prior to being introduced in the form of a motion. The Chairman can be responsible for making sure any discussion is done prior to someone seconding the motion; then the vote. Smith: page 26. Possibly add more for the GIS fee information. Would like to put all of these items on its own page and include as an attachment. The commissioners agree; this can then be changed without changing the bylaws. How about electronic requests and replies? Should we add a fee for this too? Yes, you would take time to print, scan and email the reply…it should be charged for.

b. Discussion of guidelines for setting meeting times of various committees: Bousley: I think that should be left up to each individual committee. Com. Pearson is concerned with the meeting times of various committees. Some of the meetings are set at a time when most of the general public is not available to attend. Open government should be made as easy as possible for the majority of the general public to attend. Can we set a standardized schedule of times for meetings? Lang: I've served on a lot of committees; the committee has to accommodate itself also. Furlong: What about a resolution? Lang: When I worked, it was 3-11pm; therefore I was able to attend AM meetings. Who are we to say that that time doesn't accommodate the majority of people in the county? Furlong: We should ask our committees (the ones we're appointed to) to try to schedule these meetings at night.

c. Terms and expirations of miscellaneous boards and committees: Bousley: We should follow the same suit here. Lang: I've gone through everything and can't find anything that says "when" we have to make those appointments. (In reference to appointments that expire in December) There's no rule that says that we can't make them after the first of the year. The disadvantage of this would be the individual committees may have their reorganizational meeting before our members are placed on the board. Furlong: This may move them to change their bylaws and appointment terms. OK, then we'll do this; we'll extend all December 31, term expirations to Jan. 31 and write a letter to each committee to let them know of the change.

d. Discussion of Personnel/Finance Committee business: We need to look at the bylaws to incorporate the committee of the whole into the personnel and finance committee's. In

order for us to call a meeting of personnel/finance committees, we'll need to add this to the bylaws. Furlong: The personnel/finance committee is the committee of the whole. We need to make this change to the bylaws. We should make the changes to the Charters of standing committees: B & G should say "The Finance Committee (or Personnel Committee) Shall meet as a committee of the whole". The Chairman of the Personnel/finance committee will preside over the meeting. Pearson: I would like to have the county take part in an audit (DMG study) It's been over ten years since the county has had an update of the job descriptions. We've cut personnel through the years with other employees taking over those jobs…the workload of the remaining employees is now increased in accordance to the DMG. We should bring in a third party to re-evaluate the job descriptions…and salary charts. Let's take a look of what we currently have in place and what the employees are "really" doing. Then we can have someone come in to re-evaluate the positions. Pearson: I'll look more into this before calling a personnel committee meeting.

Any Other Items: None

Public Comment: Mark Jasper: School board, we open the motion, discuss and then second the motion after discussion. Time of committee meetings: It's just hard to get people to the meetings. Ideal to move the terms from Dec. to Jan. 31. Agree with the re-evaluation of the job descriptions. Just technology alone has changed so much in the last ten years. Needs to be looked at!

Adjournment was at 6:40 PM