

"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
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MENOMINEE COUNTY PERSONNEL COMMITTEE MEETING

A QUORUM OF THE BOARD MAY BE PRESENT

DATE: Thursday, 25 February, 2010
TIME: 10:00 AM
PLACE: Jury Room (May change due to trials)

AGENDA

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Previous Meeting Minutes – Oct. 20, 2010
4. Public Comment *(Statements, not debate; limited to 5 minutes per person on agenda items only)*
5. Business
 - a. Discussion of Vacancy in Clerk's office – Accounts Payable/Financial Systems Administrator
6. Correspondence
7. Any Other Items Members May Wish to Present
8. Public Comment
9. Adjournment

Gary Eichhorn - Chairperson

Dick Peterson - Vice Chairperson

Bernie Lang

James Furlong

Garry Anderson

Personnel Committee
October 20, 2009
Minutes

The Personnel Committee of the Menominee County Board met on October 20, 2009 at 4:30 PM in the Jury Room. Present at the meeting were Com. James Furlong, Com. Garry Anderson, Sherry Smith, Admin. Assistant.

Others Present: Sheriff Marks, Undersheriff Holmes, Diane Lesperance, Larry Pepin & Spouse, Penny Mullins, Deb Wormwood, Al Thompson

Call Meeting to order: 4:30 PM

Agenda: The agenda was approved by Com. Anderson supported by Com. Furlong

Previous Minutes: Approved by Com. Anderson supported by Com. Furlong

Public Comment: None

Business: Retirement of Animal Control Officer - Sheriff Marks explained that the Animal Control officer is retiring and will be soon turning in his gear as animal control officer. We need to hire someone to fill this position. We have NO other Animal control in Menominee County. Sheriff Marks also added that the current Animal control Ordinance is outdated. We should update the ordinance. With the current ordinance, dog licensing in the county is pitiful. By updating the ordinance, we could bring in more money to the county...just by dog licensing alone. Sheriff Marks stated that there is a Dog/Horse Kennel training offered downstate in the spring. Commissioner Anderson recommends we move to start the hiring process be brought to the Nov. Committee of the Whole for approval. Deb Wormwood stated, "Due to the amount of calls 9-1-1 received concerning animal control, it would be a big mistake to not have support for the position continuation."

Hiring of a Part time Road Patrol Officer – Sheriff Marks would like permission to go ahead with the hiring process of a Part time road patrol officer. Officer Ashby became a fulltime officer Aug. 8, 2009. The part time position that he left open was never filled. Marks stated, we need someone to fill in the gaps when needed...one to two shifts per week. Commissioner Anderson recommends moving this to the County Board for approval.

Purchase of generic service for retirement: - Mike Holmes would like to purchase 2 or 4 years of service credit to his retirement. Commissioner Anderson would like to recommend to the County Board, that Mike be allowed to purchase service credit.

Job Description for Building Code/Soil Erosion employee: Larry Pepin will retire at COB on Jan. 4, 2010. We need to get a job description together so we can hire a part time (30 hr/week) person to take over the duties of the building code/soil erosion inspector. Consensus is to have Com. Anderson and Larry Pepin sit down and create a job description for submission to the COW on Nov. 10, 2009.

Job Description for new hire, PT building & Grounds worker: We lost our building & grounds/Parks supervisor due to the budget cuts. The County Administrator will take the roll of Building & Grounds/Parks supervisor. Al Thompson stated that he currently has 15 days of vacation leave that he has to take before Dec. 4th, 2009 or he'll lose those days. He asked, "How am I going to take any leave?" Neither one of the Parks guys knows anything about the boilers, this is a problem. Com. Furlong said, "You'll take one of the guys from the parks and bring them to the Court House to learn the job, teach them about the boilers." Al stated, "I don't think I can teach them anything."

Com. Furlong then stated, "OK then you take a parks employee and teach them what you can about the maintenance of the courthouse, and as for the boilers we'll just have to rely on Al to take care of any problems." If it is an emergency, we can contact Zeratsky in Al's absence. Consensus is to have Com. Furlong meet with Al on Wed. at 2:00 pm to discuss a job description. Al asked the committee, "Who controls the parks employees right now?" Garry Anderson said, "The whole county is out of control right now." It is also the consensus of the committee... Until further notice, Al Thompson is in charge of Building & Grounds/Parks.

Protocol for after hour emergencies to 9-1-1 Services: Deb Wormwood needs a contact person for Buildings and grounds and for parks for after hour emergencies. Al will provide protocol for after hour emergencies. Al is the contact person for emergencies. There is a schedule for "on call" parks employees. Al will provide Ms. Wormwood this schedule.

There was some discussion about the Monitoring system used for the boilers. Honeywell used to monitor this, but the contract expired and was very expensive, so the contract was not renewed. We are currently on manual monitoring. Discussion lead to possibly getting an outside source to monitor the boilers. It is the consensus of the board to see if we have a contract for monitoring of the boilers, or if we should look into getting someone to contract with to monitor the boilers.

Parks management: As per previous discussion, Al Thompson is currently in charge of the parks employees. Camping leases, notification to lessors, and waiting lists... Al stated that he was with Mike Erdman when the program for parks reservations was loaded on the computer at Shakey Lakes. He also said he worked there for a year after that, so he is somewhat familiar with the program, but he stated, "That was a long time ago." The committee agreed that we need to check into when the normal time frame is when we are to start taking reservations for campers again.

Park Rangers, who do they receive direction from: Again, Al Thompson is the "go to" person for parks personnel. If purchase are needed at the parks, Al is contact person. It is agreed that Al check into making sure the water is NOT shut off on the campers. He will need to make sure to contact any campers to let them know of the shut off date.

Correspondence: Carol Johnson has submitted a request for more pay as the Interim County Clerk position considering the workload she has acquired. Consensus is to recommend an increase in pay for Carol to the County Board.

Any Other Items Members May wish to Present: None

Public Comment: None

Adjourned: Moved by Garry Anderson to adjourn at 5:20 PM , supported by James Furlong