

**MENOMINEE COUNTY
PERSONNEL COMMITTEE
MEETING**

~A QUORUM OF THE BOARD MAY BE PRESENT~

DATE: Thursday ~ September 20, 2018
TIME: 11:00 AM
PLACE: Menominee County Courthouse ~ Administrator's Office

*******AMENDED AGENDA*******

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Meeting Minutes
May 4, 2018
6. Public Comment *(Statements, not debate; limited to 5 minutes per person on agenda items only)*
7. Business
 - a) Vacation Payout – District Court & Airport
 - b) Road Patrol – Part-Time Administrative Position
 - c) Veterans' Office – County Veteran Service Fund Grant
 - d) Administrator Evaluation Process
 - e) Consider recommendation from the Airport Committee to temporarily delegate the responsibilities of the Airport Manager to the County Administrator, and to maintain the part-time airport administrative assistant to assist in these administrative duties.
8. Public Comment
9. Commissioner Comment *(limited to 5 minutes)*
10. Adjournment

Menominee County Personnel Committee
Minutes of Meeting
May 4, 2018

*****Draft*****

The Personnel Committee met on May 4, 2018 at 9:00 AM at the Menominee County Courthouse, Administrator's office.

Call Meeting to order: Com. Phelps called the meeting to order at 9:00 AM.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Roll Call: Roll call was taken; Coms. Cech, Lang and Phelps & Schei are present.

Others present at the meeting were Sherry DuPont, Com. Piche, Peggy Schroud, and Diane Lesperance

Agenda was approved by Com. Lang, seconded by Com. Cech. Motion carried 4/0.

Previous Meeting minutes: Motion to approve minutes from February 6, 2018 meeting was made by Com. Cech, seconded by Com. Lang. Motion carried 3/1 Com. Schei was not at that meeting, so he's voting no.

Public Comment: None

Business:

- a) **Equalization Director ~ Starting Salary:** **Jason:** We've had a request from the candidate for the EQ Director position to start at the Grade 15 step 3. A step 1 is \$56,265.58 or \$27.05/hr. A step three is \$60,766.81 or \$29.21/hr. It is within the personnel manual that the CB does have the authority to allow an employee start at the step 3 level. It is up to this committee to recommend this to the CB or not. We know there is a shortage of level 3 assessors out there and we have one in house. **Lang:** How do we know there is a shortage? Where did we advertise? **Sherry:** The ad went out to the eagle herald, the MC Journal and all of the U.P. via the Great Northern Connection. **Phelps:** Providing there are no budget issues, I would move to accept the Gr. 15 step 3. **Cech:** We know what we have here; it's a commodity we've worked with for so many years. She's worked hard to get her level three. She's worked with Peggy and we'd be foolish to not go with her. We should support her and keep her on board. I'd say, YES let's do it. **Cech:** I move to recommend to the County Board that we hire her on as the Grade 15 Step 3. **Phelps** supports the motion. **Lang:** I think the whole board should discuss this. 4/0

- b) **Prosecuting Attorney – Staffing needs/Case Backlog:** **Jason:** To start the conversation, at the beginning of the week it was brought to my attention that there are several police agencies (Michigan state police, DNR), including our own Sheriff, who are upset with the case backlog in our Prosecuting Atty. Office. It sounds like they are upwards of four years behind on some cases pushing the statute of limitations in others. Furthermore there has been talk of filing a formal complaint with the state of MI due to the backlog, which more than likely would end up with the Attorney General looking into the situation. So I looked deeper into this (3 year back). There has been an increase in higher level crimes that the PA's office has been prosecuting. (Felonies & high misdemeanors). These cases take longer to prepare for. (Child neglect, drug trafficking, domestic abuse). There were 1000 cases in 2016 and now there are 1186 (thus far

this year). They're not doing less work from the office, it's that there are more cases coming in for them to deal with. I spoke with the Judges. They feel that there needs to be another Asst. PA in that office. Dickinson has 1-PA, 2 PA assts. Delta has 1-PA, 3 assts., and other staff help. It does seem our PA's office is running about as lean as it can. It's not fair to the victims to wait for 4 years for anyone to be charged. Discussion is that we may need another position added to our budget process. (PA should be requesting that). Due to the possible pending complaints, I wanted to bring this to you today. We currently have 5 employees in that office. PA, Asst. PA, two legal secretaries and the investigator. In the future, with the workload of the investigator, that investigator position may become two people. **Schei:** If you hire another asst. PA, will the secretaries be able to handle the workload? Is there room in the court system to handle additional cases? **Jason:** With the caseload, they're probably pleading a lot of cases out right now, just due to the workload/staffing needs. A lot of people now go to jury trials rather than not. Indigent defense legislation will change the legal aspects. **Schei:** So what is the priority of cases that move forward to the courts? **Jason:** Felonies and high misdemeanors will be handled first. Lower misdemeanors are going through less. So right now we're looking at embezzlement cases that are pushing the statute of limitations. One of a current cases in waiting, the state is looking for about \$360,000 in restitution. That case has been sitting for over four years. It involved a church and a victim. **Cech:** We need another position. Are we looking at a lower number of efficiency? **Jason:** the numbers don't show that. I don't see any evidence that they've done less work than in the past. They're working on weekends to try to catch some of the cases up. This isn't just Menominee County. Marinette Co. just had the same issue. The caseloads are up. **Lang:** it seems to me this is fiscal responsibility verses adequate provisions of services. I think we need to do something here. We need to take the Judges' recommendation on this. **Phelps:** My concern is that we don't fall in that same situation as Marinette Co. These increases in caseloads are not going away. Is one person going to be enough? **Jason:** It'll help. Warrants went from 340 in 2016 to 429 in 2018. There are more crimes out there. Drug trafficking, human trafficking is a big thing right now. **Phelps:** How is this affecting our sheriff? **Jason:** He is the one that will probably file a complaint. His Lieutenants are upset that there are cases four years old that aren't charged yet. He's spoken to the PA himself. **Cech:** Fines levied by the court. Do we share the fees? **Sherry:** Yes, the state gets a percentage and we get a percentage. **Cech:** Wouldn't the fees we receive make up for an additional person in there? **Jason:** That would probably make up part of it. I'll cost us about \$100,000 per year to hire another prosecutor. It's not unique to Menominee County or to Michigan. **Lang:** Is there more income to the county with another prosecutor that could offset some of the costs? **Jason:** I'd say yes. You'll have more cases getting through. More fines being paid, rather than sitting waiting. There is some interest with Judge Barglind in starting a drug court and Veterans' interest's court. Treatment courts have proven the rates of people coming back are much less after they go through the system. The Judge said these things can be applied for via a grant but she needs the PA's office to be able to be involved in this and right now they're just too far behind. These kinds of courts are going to be the future for the kind of cases we've been seeing. We're already behind the ball on these treatment courts in Menominee County. Judge Barglind said that in good faith, she wouldn't even apply for the grant due to the backlog of cases we already have. **Cech:** I can understand Judge Barglinds' hesitation on applying. We'd look foolish if we applied and then couldn't do the work necessary. Do you think we should do something now or are we discussing for the next budget? **Jason:** There's a need for it now. There's a lot going on just with morale in that office. Then you deal with victims. **Schei:** This is more than just hiring a person. You need to have a place for another person to work. It's not just as simple to say, we need another person. There's nothing budgeted for another person. **Jason:** Physical space is an issue in this courthouse. I don't know if we can limit what we do just because we don't have the room. We've got to find room. There is an office next door to them that another attorney can go in for the time being.

But space is definitely an issue. **Lang:** I think we should start tackling some of the problems. **Phelps:** Are they willing to look at the problems so they're aware what has to be dealt with before we can get someone in here? **Jason:** I highly doubt that it will matter to the agencies filing the complaint. It's not their problem we don't have space. They care about their cases being charged. **Lang:** Through the years we've had a space problem. It's not as acute now as it was, we've put a lot of band aids on the problem. The only way is to acquire another building or additions to the ones we have. **Schei:** The bottom line is the revenue that we have coming in from the taxpayers. The needs keep growing. How do we fix these needs? **Phelps:** Could we look at leasing other buildings? **Jason:** Another band aid option we may have is, Bill knows a retired Asst. PA that may contract with us to do some of the paperwork out of the office, or contracting an outside firm to process some of the criminal cases. That may be expensive. **Cech:** I would like to contract someone temporarily, to work from here (not their home). We have an extra room upstairs, it's not very spacious, but it's in close proximity to that office. Let's get something going. This is the band aid that needs to be applied now. **Schei:** What we need to do today is move forward with getting another asst. prosecutor. It has to go to finance for money in the budget. **Lang:** that \$100,000 cost, how much of that is going to be augmented by the increased income of that position? **Jason:** getting to that point; we're talking about how another prosecutor could bring in additional revenue of the fines and fees. The bigger part of that is, because of the backlog of cases and they take felonies, high level misdemeanors first, we're actually looking at losing income that we get back from the state in the FOC office because their cases aren't getting done at the same rate they were years ago because we're focusing on other cases. They get reimbursed for the work over there. So we're actually looking at losing state revenue because of the backlog. So back to Bernie's question, about two years from now, we'll see a decrease in revenues reflected in the FOC reimbursements. It looks bad on the FOC because they're doing their work, it's just not getting done through the PA's office. **Cech:** Do you have that number? What did we bring in last year? **Jason:** I can get that. **Marc Kleiman:** You have so many factors that play into this. Different crimes are assessed different fines and costs. Some criminals don't pay those fines, they're given community service to work it off. To put a firm number on it, there's way too many factors to put a number on if another prosecutor can generate enough money. To add my two cents, if Mr. Merkel says there is a former prosecutor that we can contract with to help take some of the backlog off, that wouldn't be a bad opportunity while you're trying to figure out how to fix this problem. If Mr. Merkel can find out how much it'll cost to contract with the other attorney to at least start relieving the backlog, that's something that will help fix the problem while you're looking for a solution. I would talk to Mr. Merkel to explore that option. It would help in the short term. **Schei:** I'd be in favor of that. That would be our recommendation to our administrator to pursue that if this committee wants to go that route. **Cech:** I would second that. **Schei:** I'm not making a motion, I'm saying that's an option I think the administrator should pursue with Mr. Merkel and come back to the committee. The big problem is, if you're going to do anything, you have to get the money into the budget. So the administrator needs to talk to Mr. Merkel and get back to the finance committee on costs so money can come from the general fund to cover doing this. **Cech:** I think the contract option is an immediate and necessary fix. **Schei:** If it's affordable and doable. **DuPont:** We did budget a 6 month overhire for Gail's position. At this point we have a month left, and still no overhire. **Jason:** Bill will have it in his budget for the upcoming year. I'm sure he'll have judges and others at the meetings to push for another person. **Jason:** To be clear, what this committee would like me to do is work with Bill to see what it would cost for contracting to help with the backlog for an immediate need. And also look more into what our actual backlog is and then bring it back to this committee to discuss. **Schei moves to have Jason pursue looking further into this with Bill, Cech seconds that motion. 4/0 vote** **Jason:** If the PA's office has money for contracted services, I would have this begin immediately. Finance would need to agree on a budget amendment first.

Public Comment: Diane Lesperance: personal note on the PA's issue. Small cases that should be brought forward are just being thrown away, and we're not serving the public. A personal thing happened with a stolen cell phone, the police say it's a low priority, they can make a record but nothing will be done because the PA's office is too short staffed. They know it'll sit in the PA's office and nothing will be done. Very frustrating. How do you tell your grandson that we can't fight for it, when he knows who took it?

Commissioner Comment: Cech: hopefully we can do something about it. Lang: Space needs problem discussion. Schei: We have a standing committee, Buildings and Grounds Committee. I think the Administrator can take it from there. I expect the administrator to come forward to that committee with a solution to that problem.

Adjournment: Schei made a motion to adjourn, Cech seconded. Motion carried. 4/0 10:12 AM

Check Date	Check No.	Leave Bank ID	Prior Balance	Leave Accrued	Leave Used	Leave Lost	Leave Adjusted	Leave Bought Out	Ending Balance
------------	-----------	---------------	---------------	---------------	------------	------------	----------------	------------------	----------------

552 - Lafleur, Jeffery F.

		AIRPT - VAC	256.00	0.00	116.00	0.00	0.00	0.00	140.00 121.00
				0.00	116.00	0.00	0.00	0.00	

516 - Menacher, Linda

		COMP-Max40	0.00	12.75	20.00	0.25	27.50	0.00	20.00
		CRT Annual	56.00	240.00	8.00	48.00	0.00	0.00	240.00
		PER-STD	0.00	32.00	0.00	0.00	0.00	0.00	32.00
				284.75	28.00	48.25	27.50	0.00	

610 - Parrette, Trena

		COMP-Max40	0.00	20.25	0.00	0.25	20.00	0.00	40.00
		CRT Annual	95.50	240.00	17.00	78.50	0.00	0.00	240.00
		PER-STD	0.00	32.00	7.00	0.00	(23.50)	0.00	1.50
				292.25	24.00	78.75	(3.50)	0.00	

Grand Totals:

		AIRPT - VAC	256.00	0.00	116.00	0.00	0.00	0.00	140.00
		COMP-Max40	0.00	33.00	20.00	0.50	47.50	0.00	60.00
		CRT Annual	151.50	480.00	25.00	126.50	0.00	0.00	480.00
		PER-STD	0.00	64.00	7.00	0.00	-23.50	0.00	33.50
				577.00	168.00	127.00	24.00	0.00	

Job Description – Office Assistant

- Process Civil Process
 - Correspond with attorneys, clients, defendant, plaintiffs, courts
 - Set up all legal documents regarding lawsuits, sheriff sales, small claims, summons and complaints, landlord tenant, evictions, etc. Oversee personal service is conducted in a timely manner.
 - Bill services
 - Scan documents into system
 - Record payments to proper accounts
 - Deposit funds collected to Treasurer's office
- Update Hot Sheet for road officers and transmit to other law enforcement officers outside of our department as requested
- Communicate with Courthouse as needed
- Perform other related functions as assigned or required by the Sheriff/Undersheriff
- Perform office support functions; prepare, complete, transcribe and type a variety of reports, records and correspondence; copies, faxes, scans documents; maintain files, databases and spreadsheets
- Fill-in for Administrative Assistant when absent from work (approved leave or training)
 - See Job Description of Confidential Administrative Assistant to the Sheriff for list of duties

If position's hours increase:

- SRP & Hannahville grants
 - Preparation & submit grants in a timely manner
 - Receive and disburse funds as needed
 - Verify accuracy and completeness of data
 - Maintain Road Patrol Daily log report
- Maintain records for 302 Funding Grant, ORV, Snowmobile and any other grants applied for and received
- Send warrant letters to those with outstanding warrants
 - Maintain warrant database, transmitting updated list to road officers

- Has not been sent to officers 1 yr. or more

\$13/hr

10 hrs

20 hrs



2018 COUNTY VETERAN SERVICE FUND GRANT

AMENDED PUBLIC ACT 192 OF 1953 – GRANT GUIDANCE

SUMMARY AND BACKGROUND

The Michigan Veterans Affairs Agency (MVAA) is accepting applications for fiscal year (FY) 2019 County Veteran Service Fund grants (PA 210 of 2018). Public Act 210 of 2018 amends PA 192 of 1953, entitled "An act to create a county department of veterans' affairs in certain counties, and to prescribe its powers and duties; and to transfer the powers and duties of the soldiers' relief commission in such counties," (MCL 35.621 to 35.624) by amending the title and by adding section 3a. This Act creates a county department of veterans' affairs in certain counties, and to prescribe its powers and duties; to create the county veteran service fund and to provide for contributions to and expenditures from that fund; and to transfer the powers and duties of the soldiers' relief commission in those counties.

AWARD INFORMATION

Funding Mechanism: Grant

Total Available Funding: \$2.1 million

Anticipated Number of Awards: 83

Length of Project: October 1, 2018 – September 30, 2019

Cost Sharing / Match Required: No

Continuation Funds: Contingent upon appropriation funding

AVAILABLE FUNDING

The total disbursement for each grant shall be determined by combining the following amounts:

(a) A base amount of \$25,000.00.

(b) A per capita amount according to the number of veterans residing in each county. The amount in this subdivision shall be determined by dividing the amount remaining in the fund after accounting for all disbursements under subdivision (a) by the total number of veterans residing in this state and multiplying the resulting dollar amount by the number of veterans residing in the county receiving the grant. Population figures for veterans residing in this state and in each county of this state shall be obtained from the most recent (2017) Geographic Distribution of VA Expenditures (GDY) Report published by the United States Department of Veterans Affairs.

(c) If the amount remaining in the fund after accounting for all disbursements under subsection (a) is less than the amount obtained by multiplying \$1,000.00 by the number of counties receiving grants, the Michigan Veterans Affairs Agency shall not perform a calculation under subsection (b) and shall not disburse the portion of grant funds described under that subsection.

There is no cost sharing or match required.

Funding is provided on a reimbursement basis. Reimbursements will be made on a quarterly basis.

TIMELINE

September 17, 2018 - Applications or an Intent to Apply must be submitted to MVAAGrants@michigan.gov by 3:00 PM Eastern Time. Applicants are encouraged to submit applications early.

September 28, 2018 – Awards announced for those counties that have applied for a grant and a confirmation for those counties that submitted an intent to apply.

Counties electing to submit an Intent to Apply in lieu of an application packet must submit the Intent to Apply form (see attached) by the application submission date and time. An Intent to Apply informs the MVAA that the county will submit an application packet no later than December 1, 2018. The MVAA will process applications received between September 21, and December 1, within 5 to 10 business days.

DEFINITIONS

For this funding opportunity, below is a list of commonly used terms as defined by Public Act 210 of 2018.

- (a) “Accredited veteran service officer”: an individual who has met the qualifications for accreditation under 38 USC 5904 and 38 CFR 14.629.
- (b) “County veteran service fund” or “fund”: the county veteran service fund created within the state treasury.
- (c) “PIV card”: a personal identity verification card issued by the United States Department of Veterans Affairs.
- (d) “Veteran service operations”: assistance and programming to meet the needs of veterans in this state. Veteran service operations include, but are not limited to, providing advice, advocacy, and assistance to veterans, servicemembers, dependents, or survivors by an accredited veteran service officer to obtain United States Department of Veterans Affairs health, financial, or memorial benefits for which they are eligible.

ELIGIBILITY

Eligibility is limited to Michigan counties.

ELIGIBILITY CRITERIA

To be eligible to receive a grant, a county department of veterans’ affairs must satisfy the following:

- (a) Maintain a minimum level of county funding for veteran service operations equal to the level of county funding for veteran service operations for the preceding fiscal year.
- (b) Establish remote access to the United States Department of Veterans Affairs computing systems and require county veteran service officers to obtain a PIV card.
- (c) Submit quarterly reports to the Michigan Veterans Affairs Agency in accordance with the reporting requirements detailed in this document.
- (d) Provide no less than 20 hours per week toward veteran service operations.
- (e) Submit financial reports to the Michigan veterans affairs agency on a quarterly basis, demonstrating that the county department of veterans’ affairs expended the grant funds received directly and solely on veteran service operations during the period of the report.

GRANT FOCUS AREAS

- (a) Submissions should focus on enhancing veteran service operations as defined. Priority will be given to applications that seek to establish a new County Department of Veterans Affairs, increase existing hours dedicated to veteran service operations, and assist veterans with applying for emergency grants from the Michigan Veterans Trust Fund.
- (b) Other requests will be considered on a case-by-case basis. Applicants will be notified if their proposal is not approved and afforded an opportunity to submit an amended or new application. It should be noted that submitting an amended or new application may delay the start date of the project.

APPLICATION

Applications for this grant require the submission of a project narrative, a budget justification and narrative, and a copy of the county's FY18 budget for the organizational structure that provides assistance to veterans and/or family members.

PROJECT NARRATIVE

All applicants must include a detailed narrative describing:

- (a) the county's current organizational structure that provides assistance to veterans and/or family members;
- (b) existing veteran services operations to include the type and number of claims submitted;
- (c) additional internal programs that assist veterans;
- (d) and how the grant funds will be used.

BUDGET JUSTIFICATION AND NARRATIVE

All applications must have a detailed budget justification and narrative that supports the requested funding. The Budget Justification and Narrative explains how the costs were calculated and must tie directly back to the Project Narrative.

Click [here](#) for a sample Budget Narrative.

Proposed costs must be reasonable, allowable, allocable and necessary for the supported activity. For questions regarding cost, please e-mail MVAAGrants@michigan.gov.

Supplanting existing funding is not permitted.

Charges to the project for items such as salaries must conform to the written policies and established practices of the applicant organization.

Travel expenses charged to the grant cannot exceed the State of Michigan approved travel rates.

*A link to the State of Michigan approved travel rates can be found at the end of this document.

Note: Requests for reimbursement for activities/services prior to the actual grant award WILL NOT be reimbursed.

COUNTY BUDGET

All applications must include a detailed FY18 budget for the organizational structure that provided assistance to veterans and/or family members. For most counties, this will be their county department of veterans' affairs. Counties that do not currently provide assistance to veterans and/or family members are exempt from this requirement.

POST AWARD

All grantees will need to be registered to do business with the State of Michigan. Registration is available at the following website: www.michigan.gov/SIGMAVSS.

REPORTING REQUIREMENTS

Within 10 days of the end of each quarter, grant recipients shall submit the following reports:

- (a) An updated county department of veterans' affairs budget and invoice for expenses incurred during the quarter.
 - Submitting budget reports for reimbursement start with an approved budget. Reimbursements will be made on a quarterly basis. All reimbursable expenses must be incurred during the grant award cycle. Requests for reimbursement for activities/services prior to the award or after the close of the award WILL NOT be reimbursed.
 - Reimbursement for salaries/fringe benefits will need to be supported by submitting certified signed time sheets by both the employee and employee supervisor.
 - Quarterly Financial Reports demonstrating the expenditure and division of grant funds and county funds, must be signed by the applicant organization's Chief Financial Officer.
- (b) A Quarterly Activity Report that identifies the number and types of claims submitted during the reporting period.
- (c) A Quarterly Progress Reports that shall include:
 - Major tasks completed in the previous quarter.
 - Work to be accomplished in the next quarter.
 - Identify what conditions, if any, which currently do or may in the future present challenges to county being able to fulfill terms of grant application or an affirmative statement that are no such challenges known or anticipated.

Reimbursement of expenses is dependent on the receipt of all reporting requirements listed above.

Reporting templates will be provided to grant recipients with the Notice of Award.

PROJECT/BUDGET AMENDMENTS

You must receive prior authorization from MVAA before making a project or budget revisions. Revisions made without prior approval will be not be reimbursed.

MONITORING

All grant recipients will be subject to grant monitoring and performance, including data collection. Standardized templates will be provided. Budget, progress and activity reports will be required quarterly. Grant and performance monitoring will be conducted by the Michigan Veterans Affairs Agency. If the Michigan Veterans Affairs Agency

determines, by audit or otherwise, that a county department of veterans' affairs expended the grant funds received for purposes other than veteran service operations, the Michigan Veterans Affairs Agency shall reduce the grant disbursement provided to the county department of veterans' affairs in the succeeding fiscal year by an amount equal to the total of all amounts improperly expended.

CONTACT INFORMATION

For questions regarding this funding opportunity, please e-mail MVAAGrants@michigan.gov.

RESOURCES

The following sites may be of assistance in researching and developing your grant application.

Most recent (2017) Geographic Distribution of VA Expenditures (GDX) Report:

<https://www.va.gov/vetdata/expenditures.asp>

Michigan Veterans Trust Fund:

<https://www.michiganveterans.com/a/Michigan-Veterans-Trust-Fund>

<https://www.michiganveterans.com/p/Emergency-Assistance>

State of Michigan Travel Rates:

https://www.michigan.gov/documents/dtmb/Travel_Rates_FY18_Jan2018_609896_7.pdf



2018 COUNTY VETERAN SERVICE FUND GRANT

LETTER OF INTENT TO APPLY

Michigan Veterans Affairs Agency
Phoenix Building, 5th Floor
222 N Washington Square
Lansing, MI 48933

DATE: 9 / 14 / 2018

RE: LETTER OF INTENT TO APPLY FOR THE COUNTY VETERAN SERVICE FUND GRANT

Attention Grant Manager:

I am submitting a letter of intent on behalf of Menominee County to apply for the County Veteran Service Fund Grant. I understand that the application for funding must be submitted no later than December 1, 2018.

Sincerely,

Applicant Signature: 

Title: County Administrator

Phone: 906-863-7779

Email: JCarviou@menomineeco.com

MENOMINEE COUNTY
ADMINISTRATOR'S PERFORMANCE EVALUATION
October 2018 (Jason Carviou)

Rating Scale: 1 = Deficient
 2 = Below normal expectations
 3 = Meets normal expectations
 4 = Excellent

Relationship with Board

- _____ Keeps Board informed of organizational activities, progress & problems.
- _____ Is receptive to Board members ideas and suggestions.
- _____ Makes sound recommendations for Board activity.
- _____ Maintains a friendly courteous attitude toward Board members.
- _____ Follows up on all problems and issues brought to his attention.

*Comments:

_____ **Total**

Effective Leadership of Staff

- _____ Hires and maintains competent staff members.
- _____ Encourages staff development.
- _____ Deals with staff honestly and fairly.
- _____ Maintains open, concerned, and congenial relations with staff.
- _____ Delegates effectively.
- _____ Involves staff in appropriate decision making
- _____ Appears to communicate well with staff.
- _____ Assesses the performance of employees fairly and reasonably.
- _____ Encourages cooperation among Department Directors.
- _____ Facilitates positive staff morale.

*Comments:

_____ **Total**

Management Skills and Abilities

- _____ Maintains a smooth running administrative office.
- _____ Prepares all necessary reports and keeps accurate records.
- _____ Speaks and writes acceptably.
- _____ Plans well in advance.
- _____ Is progressive in attitude and action.

*Comments:

_____ **Total**

Personal and Professional Attributes

_____ Displays good grooming.

_____ Projects professional demeanor.

_____ Participates in professional activities such as association activities.

*Comments:

_____ **Total**

Fiscal Management

_____ Prepares a balanced budget.

_____ Completes the year with a balanced budget.

_____ Displays common sense and good judgment in business transactions.

_____ Adequately supervises physical operations.

*Comments:

_____ **Total**

Community and Public Relations

_____ Represents the organization in a positive professional manner.

_____ Actively promotes the organization to the public/media.

_____ Maintains relationships with Local, State and Federal representatives.

*Comments:

_____ **Total**

_____ **OVERALL SCORE**

Overall Comments:

Date: _____

Commissioner _____

Menominee County Administrator Job Description

Position Summary:

Directs and coordinates the day-to-day operations of County government under the Board of Commissioner's jurisdiction; assists the Board to ensure its governance practices are consistent with the law; researches, develops and recommends County policies and/or programs for consideration by the Board; oversees all phases of budget development and implementation; implements Board policies; represents the commission at meetings at the local and state level; promotes and motivates a service-oriented environment and positive County image to employees and the general public; performs highly effective administrative work in planning and directing the administrative business of the County.

Education/Experience: Bachelor's Degree in Public or Business Administration with five years of administrative experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Knowledge, Skills and Abilities:

- Knowledge of administrative and executive management of local government
- Knowledge of local governmental accounting, financial reporting and budgeting
- Ability to provide effective leadership and coordination in developing solutions, innovating new techniques and supervision of staff
- Knowledge of organizational principles, staffing patterns and program objectives
- Knowledge of Michigan law as applicable to the authority and jurisdiction and operations, functions, policies and procedures of local government
- Knowledge of jurisdictional authorities and limits between elected and appointed office holders of County positions
- Ability to engage and maintain effective working relationships with the County Board, elected and appointed officials, County employees, labor unions and representatives of other governmental agencies
- Strong communication, negotiation, mediation and conflict management skills
- Knowledge of federal and state labor laws and regulations sufficient to analyze proposed personnel policies and effectively educate elected and appointed officials
- Knowledge of public sector collective bargaining including scope of representations, contract compliance and public sector labor union.

Essential duties and Responsibilities: The following duties are normal for this position and are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. County Administration:

- Coordinates, implements and enforces County by-laws, policies, and rules.
- Attends County Board and committee meetings in an advisory role.
- Approves agenda packets.
- Records meeting minutes.
- Maintains relationships with federal, state, county, city and township officials.
- Oversees and coordinates building projects.
- Conducts research for lawsuits, financial matters, commission information, etc. as needed.
- Drafts resolutions, ordinances and other recommendations to come before the Board

- Acts as Building & Grounds and Parks Superintendent and will manage and oversee department operations including the maintenance of Jail, Courthouse, Health Department, Annex, Library (all buildings) and all grounds and parks; prepares the annual department budgets and orders supplies and equipment.

2. Finance:

- Acts as Chief Fiscal Officer for the County.
- Develops annual budget for review and improvement.
- Develops Capital Improvement Plan.
- Forecasts revenue and expenditures.
- Enforces budget policies.
- Prepares RFP's for bidding process.
- Oversees Remonumentation Program.
- Writes, researches, tracks, and finalizes grants for the County
- Administers grants for Michigan State Housing Development Authority (MSHDA).
- Oversees County's fixed asset reports.
- Submits insurance reports.
- Approves all County bills and standing payments.
- Prepares various financial analyses for projects.
- Negotiates leases, contracts and other agreements for goods and services subject to approval by the board; ensures all terms and conditions of leases, contracts and other agreements are performed.

3. Human Resources

- Serves as Human Resource Director
- Enforces the personnel manual
- Negotiates employment contracts
- Prepares employment letters
- Coordinates meetings
- Coordinates health insurance, workers' compensation, and retirement program
- Enforces and oversees compliance with Cobra and Family Medical Leave Act
- Supervises department heads and administrative staff
- Assists Commissioners in hiring/firing employees
- Conducts performance evaluations
- Assists department heads and elected officials with administering consistent hiring, leave and termination practices, in compliance with State and Federal laws, according to County policies and collective bargaining agreements.
- Oversees employee timesheets, pension and disability, group health and life insurance, leaves of absence and compensation plan administration.
- Assists Board Committees in the development and implementation of policies and guidelines for salary administration, including classifying, compensating and evaluating all positions.
- Advise Board of hiring, suspension, discharge and job performance evaluations for all Department Heads under the jurisdiction of the Board, except persons appointed by the Board as required by laws of the State. The jurisdiction of the board includes Buildings

& Grounds/Parks, E911, Veteran Services, Emergency Management, and Administrative Office employees.

Language Ability and Interpersonal Communication:

- Requires the ability to perform mid-to upper-level data analysis, including the ability to coordinate, strategize, systematize, and correlate, using discretion in determining time, place, and or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and oversee the execution of these decisions.
- Requires the ability to manage and direct a group of workers, including the ability to provide counseling and mediation.
- Requires the ability to persuade, convince and train others.
- Requires the ability to advise and interpret regarding the application of policies, procedures and standards specific to situations.
- Requires the ability to utilize reference, descriptive, consulting, design, and advisory data and information such as invoice, correspondence, reports, records, ordinances, legal briefs, economic analysis and organizational analysis
- Requires the ability to communicate orally and in writing with the County Commissioners, all County employees, the media and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages and decimals; may require the ability to perform operations with fractions and geometry.

Work Environment/Physical Demands Summary:

- The position typically functions in an office environment and uses computer, telephone and other office equipment as needed to perform duties.
- The noise level in the work environment is typical of that of an office.
- The position may encounter frequent interruptions throughout the work day.
- The position is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, stand, reach, bend or lift up to five to ten pounds.

The Physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Signature

County Board Chairman Signature

Date: _____, 2017

Date: _____, 2017

Menominee County Administrator 2017

Menominee County, Michigan
Position Description

Title: Airport Manager
Department: Twin County Airport
Reports to: Airport Committee
Date Adopted: 10/27/2015 (revised)

Purpose of Position

Plans, directs and coordinates activities concerned with construction, maintenance, and operation of airport facilities in accordance with governmental agency or commission policies and regulations, by performing the following duties personally or through subordinated personnel.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Adhere to responsibilities described in the MDOT Aeronautics Administrative Code R259.312
- Develop and implement administrative, environmental, maintenance and safety programs or as directed by the Airport Committee and County Board.
- Perform the duties of accounts payable and receivable, financial and tax reporting, filing monthly invoicing, record, prepare checks for payment, and prepare routine correspondence and an advice new media of pending committee meetings.
- Seek to obtain Local, State and Federal Grants for Airport Development Projects and each application to be approved by the County Board.
- Study and review policies and practices for compliance with State, Federal and Local laws and regulations.
- Check housekeeping and security practices for violations. Initiate proper steps to correct conditions not in accordance with health, safety and security practices and policies.
- Research special assignments, through appropriate sources, for pertinent information data. Organize, analyze and compile documented factual reports to keep the Airport Committee Members apprised of matters dealing directly with the problem(s).
- Maintain FAA Standards for a general aviation airport
- Assist with resolving problems, determining, establishing and implementing policies, procedures and programs as directed by the Airport Committee and County Board.

- Maintain and preserve an airport register book indicating arrivals and departures of aircraft, number of passengers and other relevant information required by the Airport Committee and County Board. Retain records for a period of three years, or such period required by the Menominee County.
- Expeditiously and in a timely manner file NOTAMS (notice to airmen) with the proper Federal Agency designating any changes in airport condition.
- Promote utilization and expansion of the airport towards a goal of financial self-support.
- Develop recommendations for preparation of the annual budget and report status to the Airport Committee on a monthly basis.
- Enforces and reports violations of Federal Air Regulations and Civil Laws. Any violations will be directed to the Airport Committee, and County Board.
- Appoints staff of Maintenance Linemen as "Designated Representatives" to act on his/her behalf, when the Airport Manager is unavailable through communication efforts.
- Supervises, directs and when necessary, operate equipment for the Buildings and Grounds, maintenance of the airport; inspect runways, taxiways, ramps and roads and assess operational conditions, inspect visual and nav-aids equipment and other airport related equipment and keep accurate records of appropriate maintenance.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or equivalent; must become airport manager licensed with the State of Michigan within 60-days of hire; **aviation and management experience preferred.**

ABLE TO TEST AND PASS THE CLASS AN UNDERGROUND STORAGE TANK CERTIFICATION EXAM.

ABLE TO TEST AND PASS THE STORM WATER CERTIFICATION EXAM

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of computer data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/orguidelines.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as agendas, meeting minutes, reports, memos, manuals, contracts, policies, rules, bylaws, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Airport Committee

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Airport Committee Chair Signature

Date

Date