"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
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Menominee, MI 49858

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MENOMINEE COUNTY PERSONNEL COMMITTEE MEETING

~A QUORUM OF THE BOARD MAY BE PRESENT~

DATE: **Wednesday, January 31, 2018**
TIME: **10:00 AM**
PLACE: **Menominee County Courthouse ~ Administrator's Office**

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

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Meeting Minutes
   October 18, 2017
6. Public Comment *(Statements, not debate; limited to 5 minutes per person on agenda items only)*
7. Business
   a) Library ~ Staffing Requests
   b) Equalization Director ~ Retirement
   c) PA/FOC Investigator ~ Investigator Retirement
   d) Sheriff Department ~ Personnel Retention Issues
8. Public Comment
9. Commissioner Comment *(limited to 5 minutes)*
10. Adjournment

Bernie Lang *Charlie Meintz* *William Cech – Vice Chairperson* *Jan Hafeman*
John Nelson *Larry Schei* *Gerald Piche - Chairman* *Steven Gromala* *Larry Phelps*

Menominee County Personnel Committee
Minutes of Meeting
October 18, 2017

**********Draft**********

The Personnel Committee met on October 18, 2017 at 10:00 AM at the Menominee County Courthouse, Administrative Office.

Others present at the meeting were Sherry DuPont, Marc Kleiman, Diane Lesperance, Peggy Schroud and Sharon Klumpp – via conference call.

Call Meeting to order: Commissioner Piche called the meeting to order at 10:00 PM.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Roll Call: Roll call was taken; Coms. Piche, Lang and Phelps present, Com. Cech - excused.

Agenda was approved by Com. Phelps and supported by Com. Lang to approve the agenda as written. Motion approved 3/0.

Previous Meeting minutes: None

Public Comment: None

Business:

a. **Sharon Klumpp – Springsted Waters Recruitment – Sherry:** Well, I guess we can start by asking the commissioners if they have anything to change or add to the brochure. I know there were a couple of spelling corrections. **Sharon**: I have made those changes and plan to send a final copy of the brochure after the meeting to get any other final changes. **Sherry**: Does anyone have anything to add or change in the brochure? **Com. Phelps**: I read through the brochure and I think you did an excellent job – there's no vagueness in it. Under "Economic Development" and "building relationships"- I'm hoping to get more involvement with our sister city across the river. **Com. Piche**: Any word or anyone showing any interest so far? **Sharon**: We haven't sent out the advertisement yet. We are waiting for approval of the brochure – which is the basis for the ad. I have set up a timeline as follows:

TASK	DATE
Personnel Committee reviews/modifies recruitment brochure	**October 18**
County Board approves brochure	**October 24**
Advertising and outreach	**October 26 – November 28**
Initial screening; request and review additional information from most promising applicants	**November 29 – December 22**
County Board reviews candidate materials and selects finalists (consultant onsite)	**December 26 – January 9**
Interviews (consultant on-site)	**Week of January 22**

Once the CB approves the brochure, advertising and outreach will start October 25/26 through the end of November (we will keep it open after that date in case any other qualified individuals wish to apply). We will start by posting it on websites-both Michigan and Wisconsin, Government Financial Office Association, generate a list of names of people who may not be looking for a new job, but might be interested in this opportunity plus be a good fit and making phone calls to see if there is any interest. From there, we will do initial screening of most promising applicants. This will take approx. 3 weeks to request and review any/all additional information and decide if there is anything that could pose a potential issue. After Christmas, the CB will review promising candidate packets and select finalists. We will then schedule interviews for the week of January 22, 2018, after background and reference checks are completed. **Com. Phelps**: Sherry will any of these timeframes interfere with any CB member vacations? Will they be giving you an idea of who and when they would be on vacation? **Sherry:** I would assume that they would all let me know. **Sharon**: These dates are a period of time – for instance: the week of December 26 through January 9th – these are the dates to choose from for the tasks to be reviewed. Remember, the CB will only have to worry about review of promising candidates to push forward to the interview process. If those dates don't work, we can change them to say: January 2 to January 9th instead of the week after Christmas. **Marc**: I just want to mention that there are 2 other school districts that service our area – Norway/Vulcan – Dickenson County and Bark River. **Com. Phelps**: I think we should also mention the fact that we have UW and NWTC across the river in Marinette. **Sharon**: All good suggestions, however, we have to remember word count and I'm going to have to condense somewhere. **Peggy**: Maybe we can say "Both public and private schools are available in the area." **Sharon**: Yes, that was my thought – getting back to my comment of needing to consolidate in some areas. There are three main areas we need to concentrate on – Job Description, Capabilities and Leadership opportunities. Then we need to look at minimum qualifications. If a candidate comes in with a Master's Degree and 4 year experience, I'll push the application forward. If someone comes in without a degree, but has excellent experience – I'll get that information. If someone comes in with a degree in French and 10 years' experience – I'm not going to reject the application because the degree is in French. We will be flexible and looking at all scenarios. **Com. Piche**: I'm glad you're willing to be flexible with the amount of education/degrees the person has. I've worked with Michigan State University (MSU) in the past and they were really strong on the fact that it had to be a Bachelor's degree and set qualifications – until recently, they bent on the rules a bit. Did you come across any negatives as far as candidates looking at Menominee County when you talked to us one on one? **Sharon**: Nothing negative. Depends on the individual whether they like sports, cold weather, doesn't mind a less populated area, etc. **Com. Phelps**: I think having experience working with a governing body. Those fundamentals are crucial for this position. **Sharon**: This person needs to understand that they will be working with the board. They will need to gather and compile information to present the best recommendations to the board - by working with department heads and other staff members. **Diane**: Does the duties include managing the Airport and Building & Grounds? **Sherry:** No, not the Airport not listed on the job description. **Sharon**: Correct, the Airport is not included as part of the Administrator's responsibilities, but will (looking at the last bullet under responsibilities) oversee issues pertaining to Building and Grounds. **Sherry**: Sharon, is there anything else you need from us? **Sharon**: Well, I'll need to get any other changes you wish to include in the brochure. I will get more specific on the timelines in order to make revisions. **Sherry**: I've just sent an email to the department heads for their input, letting them know any suggestions need to be done before tomorrow afternoon in order for the brochure to be available for the CB meeting Tuesday. **Com. Piche**: Any thoughts, Bernie? **Com. Lang**: I think everything has been covered quite thoroughly. **Sharon**: I'll make a note to get you a final copy of the brochure in time for the board meeting Tuesday. **Com. Piche**: A motion to move brochure to the board for approval was

made by Com Phelps supported by Com. Lang. Motion carried 3/0.

Public Comment: None

Commissioner Comment: Com. Phelps: I want to thank everyone for coming. **Com. Piche:** I am glad we had department heads take part in this process.

Adjournment: Com. Lang made a motion to adjourn, Com. Phelps seconds. Motion carried 3/0. Meeting adjourned at 10:50am.