

**MENOMINEE COUNTY
PERSONNEL COMMITTEE
MEETING**

~A QUORUM OF THE BOARD MAY BE PRESENT~

DATE: Friday ~ December 7, 2018
TIME: 9:00 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
September 20, 2018
6. Public Comment *(Statements, not debate; limited to 5 minutes per person on agenda items only)*
7. Business
 - a) Discussion/Action: Emergency Services Coordinator Job Description
 - b) Discussion/Action: Security Personnel at County Board Meetings
8. Public Comment
9. Commissioner Comment *(limited to 5 minutes)*
10. Adjournment

Menominee County Personnel Committee
Minutes of Meeting
September 20, 2018

*****Draft*****

The Personnel Committee met on September 20, 2018 at 11:00 AM at the Menominee County Courthouse, Administrator's office.

Call Meeting to order: Com. Phelps called the meeting to order at 11:00 AM.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Roll Call: Roll call was taken; Lang, Phelps & Schei are present. Com. Cech is excused.

Others present at the meeting were Sherry DuPont, Mike Holmes, Carol Rye,

Agenda was approved by Com. Schei, seconded by Com. Lang. Motion carried 3/0.

Previous Meeting minutes: Motion to approve minutes from May 4, 2018 meeting was made by Com. Lang, seconded by Com. Schei. Motion carried 3/0.

Public Comment: None

Business:

- a) **Vacation Payout – District Court & Airport – Jason:** we have three employees that have been unable to use their vacation this year. Jeff at the airport is one, he has 124 hours that he will lose because he was unable to take it in the past year due to short staff and no airport manager. Linda Menacher and Trenna Parrette in District Court; both have 240 hours due to medical leave within the office. They have until Jan. 1st to use it, so the Judge would like to pay out half of the hours within this budget year, and that'll leave 120 hours to use in the next budget year prior to Jan. 1st. **Lang:** We should look at that a little closer. Jeff isn't able to take the days off that's why he's accumulated this. But what happens if Jeff gets sick? He's gonna have to leave then. Where does that put us, we don't have a backup for him. **Schei:** We don't. It has to be a licensed manager to back him up. **Jason:** which makes the point of how important it is for Jeff to be out there. **Phelps:** We're going to have to move forward with this. **Jason:** The contracts do say "use it or lose it"...but the board has approved some in the past. So going forward, the board has the final say. Lang to recommend all three be approved for a vacation payout, seconded by Schei. 3/0

- b) **Road Patrol – Part time Administrative Position: Jason:** In our budget we have two part time Road Patrol officer positions that are unfilled. Mike would like to change one of those positions to a PT administrative assistant. **Mike:** Essentially Carol could use some more help in the office. This person would take care of Road Patrol administrative functions. So Carol can get back to working on Prisoner board and other functions. Also when Carol goes on vacation, she is VERY backlogged. We try to help, but the work adds up. **Carol:** One of the biggest duties is civil process. That is a daily activity, legal documents...each one is different. Civil process has about five steps that MUST be followed. Priorities are the legal documents; Prisoner board waits. What we're asking for is a part time position. It will not become full

time. Schei: This is strictly Road Patrol millage funds. Holmes: Yes. Schei: That's a total of 20 hours/week. Phelps: What are some of the ramifications if this is not done? Carol: Then prisoner board will stay where it's at. Some of the projects that I'd like to do to increase efficiency throughout the dept. won't get done. I'm going to get stressed. Holmes: The number one thing is, her stress level goes up, even just to take a week's vacation, she's stressed knowing the work will be waiting there for her when she comes back. She gets back from vacation and has to work overtime to get caught up. Eventually she's going to get burned out and call it quits. This would elevate that. Schei: Could there be a privacy issue with this person due to HIPPA laws? Carol/Mike: No. Phelps moves to send this to the CB for approval, Lang supports. 3/0

- c) **Veterans' Office – County Veteran Service Fund Grant – Jason**: The state is offering a \$25,000 grant to all counties in MI to improve our County Veteran Services. It can't be used to offset our current costs or salaries. It can be used to add a part time person, increase hours of a part time person. We have until Dec. 1, 2018 to apply for this. It's a reimbursement grant. My thoughts are, with the \$25,000 we could use that for a Part time person. Mike would like that person to get certified so that person can travel to meet with veterans. I'd like the committee to decide to provide direction to go forward and apply for the grant. Then we can move forward with a job description. Lang: what do you recommend? Jason: I think the best direction to go would be to have the board allow me to apply for the grant for a part time person. Wait to see if the state approves it, then move forward with a job description and board approval. Schei: I agree with that. Lang moves to allow Jason to apply for grant \$ for a part time person, Schei supports. Jason: Mike's only concern is that there is documentation that is due quarterly in order to get the grant funding. He doesn't think he'll have time to do the paperwork. Phelps: So as part time, there would be no benefits, correct. Jason: Yes.
- d) **Administrator Evaluation process: - Jason**: It's time for my 6 month evaluation. We're here to talk about the evaluation form. Do you want to use the current form as prior administrators? Do you want to make changes to the form? That's what we're here to talk about. The only issues I would have with the 6 month evaluation is the budget, the finance committee overlooks the budget. That could be changed. What Sherry did in the past is send this to the Coms. and they get the scores back to her to compile. I'd like to discuss this at the first meeting in October. I'd like to have Sherry send it out ASAP. All commissioners agree to send the document to all commissioners to evaluate Jason for his six (6) month evaluation.
- 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: Jason**: Now my office is doing the brunt of the work when it comes to the top level management issues at the Airport. (Legal issues, contracts, enforcement stuff) As the administrator I would like to "officially" have that authority so I can deal with some of the issues more on a personal basis with some of the people at the airport; rather than take every action to the Airport committee and County Board. It would be doing what the Airport manager would be doing if we had one. Lang: I agree with that. I think we're operating our airport on a shoestring, as we are other departments. There's a balance we're trying to make between fiscal responsibility and provisional services. I agree they need more help. The only problem is, we've got a job description for an Airport Manager, and in the job description there are FAA Certifications/licenses required to do the job, what about that? Schei: Jason has been doing all of the leases and all of the communication with the airport users. I think that needs to be made permanently part of his duties. I don't know that he needs the certifications to assist the Manager. Jason: I think some of the top management duties can fall on the administrator, (leases, contracts, grants) and even if we get an airport manager, some of the things would still remain appropriate at the admin. level. From a liability standpoint, and making sure things are done right; you'd want the administrator to be involved. The administrator is always involved

in these things throughout the county. Schei: Enforcement of the ordinance. Day to day admin. functions; that should be done by someone. The main thing is the certifications. If Jeff has to be out, so we need to get someone certified to be able to run the airport. That would be part of a permanent manager function. Lang: I believe he should be part of that. Phelps: there's no doubt that we need to start looking proactively about this. Jeff won't be with us forever; he will retire sometime. Lang: Airport duties are not in his job description. Schei: Leases, contracts, grant funding and budgeting are a part of his job description. Lang: This is just another band aid on the airport. We have to look at a permanent solution to this problem. At one point we had two full time lineman and a full time manager. Now we're down to a full time lineman and a part time lineman. Phelps: When we went through the Administrator's job description before we hired Jason, I spoke about this happening and wanted some of the duties to fall on the Administrator. Schei: My position on the job description of the administrator is not that I didn't want the administrator to do the airport duties; it was that he should be compensated more for doing any duties of the airport. I wasn't against the administrator doing airport duties, I thought the administrator should be compensated for doing them. That's above what the administrator should be doing on a daily basis. We could add something in the Admin. job description about the airport. Gerry Piche, airport committee and County Sheriff: Perhaps the wording should be changed to "working in collaboration with" the certified employee. Jason: Temporarily delegating the responsibilities of the Airport Director to the County administrator to include the administrative functions, preparing the annual budget, enforcing leases and ordinances. Example: if someone is violating their lease, that would allow me (Jason) to work with that person to get the situation rectified. If that person is not willing to rectify, then I can go to the board and ask to have that lease terminated. Rather than taking it to the board twice. I'm asking for that "mid-level" authorization. Com. Lang moves to temporarily delegate the responsibilities of the Airport Director to the County Administrator, including administrative responsibilities; preparing the annual budget, enforcing rules, ordinances, leases and contracts. To provide oversight of the Airport operations and to maintain the part time Airport Administrative assistant to assist in these administrative duties, support by Com. Schei. 3/0

Public Comment: None

Commissioner Comment: Phelps: I'd like to thank everyone for their input and for coming here.

Adjournment: Schei made a motion to adjourn, Lang seconded. Motion carried. 3/0 12:00 PM

**Menominee County, Michigan
Position Description**

Title: Emergency Services Coordinator
Department: Administration
Date: September 2001 (updated 12/6/2018)

Purpose of Position

The purpose of this position is to plan, develop, and implement a comprehensive emergency management program while ensuring that all emergency management programs meet the requirements and mandates of federal and state law. Coordinates the efforts of local law enforcement, fire, rescue, road commission/public works, health, volunteer organizations, and other Menominee County departments. Direct, coordinate, and maintain the County Emergency Action Guide, and activate the Emergency Operations Center (EOC) in the event of an emergency situation. This work is performed under the direction of the County Administrator and in coordination with the 911 Director.

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.

- Comply with the Michigan Emergency Act – Act 390 of 1976
- Review, update and develop emergency response plans/resources/lists as needed, to include directing and coordinating the development and implementation of the Menominee County Emergency Action Guidelines.
- Research and apply for grant funding as available.
- Serves as the Emergency Management Coordinator for all municipalities within the county with populations less than 10,000.
- Participate in/attend a variety of meetings including District 8 Homeland Security, Planning Board, Fire Chief/Fire Association, Marinette & Menominee Area Safety & Security Committee, Port Security planning, Marinette/Menominee Amateur Radio Club, Local Planning Team (LPT) and Local Emergency Planning Committee (LEPC)
- Assists with the coordination of Local Emergency Planning Committee meetings.
- Assists the LEPC with bylaws.
- Assists the LEPC with review, update and development of off-site (302 sites) emergency response plans for extremely hazardous substances.
- Administers SARA Title III forms.

- Track department expenditures
- Ensures compliance with Federal, state and local regulations.
- Recruits and trains EOC staff and volunteers
- Oversee the implementations of all functions necessary during an emergency or disaster when the Emergency Operations Center (EOC) is activated.
- Develops and hosts disaster exercises.
- Answers questions from the public.
- Maintains preparedness to activate and coordinate the Emergency Operations Center (EOC)
- Identify mitigation opportunities within the county.
- Reports important news to the Administrator.
- Serve as the county's liaison with FEMA in the event of a disaster declaration.
- Interact with EMS, Fire, Law Enforcement, Public Health, Amateur Radio, volunteer organizations and other response partners at the local, state, tribal and federal levels. Interact with utility companies; dam/hydro owners and operators; and adjacent jurisdictions.
- Assist American Red Cross with contracts/agreements for shelters. Develop/review/implement/assist with other contracts/agreements for transportation, mutual aid and other necessary response functions.
- Coordinate with National Weather Service (NWS), Marquette, to provide weather spotter training.
- Coordinate preparedness training, exercising, public information and planning efforts as needed.
- Attend training, conferences and other informational sessions pertaining to Emergency Management and emergency response.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational/technical training in Emergency Management, Planning or a closely related field with two to three years of related emergency management experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Required Courses to receive EMPG funding; IS-100.c, IS-200.b, IS-700.b, IS-800.c, (all FEMA independent study).

After hire required courses; Incident Command System (ICS)-300, ICS-400 (in-person training), IS-29, IS-42, IS120.c, IS-130.a, IS-139.a, IS-201, IS-230.d, IS-235.c, IS-240.b, IS-241.b, IS-242.b, IS-244.b, IS-247.a, IS-251, IS-288.a, IS-559, IS-775 (all FEMA independent study). Some required for EMPG Funding.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess,

conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as reports, records, plans, lists, agreements, surveys, guidebooks, manuals, maps, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the County Administrator, County Board Chair, Fire and Law Enforcement agencies, township supervisors, NOAA, industry managers, schools, resource people, CUPPAD, the media and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

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, radios, scanners, 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.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

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

Supervisor's Signature

Date

Date

1003

Menominee County, Michigan Position Description

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Department: Administration
Date: September 2001 (updated 12/6/2018)

Purpose of Position

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- Administers SARA Title III forms.
- Track department expenditures

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