

*"Menominee – Where the best of Michigan begins"*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10th Avenue  
Menominee, Michigan 49858*

*Brian R. Bousley - County Administrator  
Sherry DuPont - Administrative Assistant  
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### MENOMINEE COUNTY PERSONNEL COMMITTEE MEETING

**~A QUORUM OF THE BOARD MAY BE PRESENT~**

**DATE:** Friday ~ March 11, 2016  
**TIME:** 10:30 AM  
**PLACE:** Menominee County Courthouse ~ Administrative Office

#### \*\*\*\*\*AGENDA\*\*\*\*\*

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Meeting Minutes  
February 4, 2016
6. Public Comment *(Statements, not debate; limited to 5 minutes per person on agenda items only)*
7. Business
  - a. Deputy Court Clerk ~ Job description changes
  - b. County Administrator Performance Evaluation
8. Public Comment
9. Commissioner Comment *(limited to 5 minutes)*
10. Adjournment

*Bernie Lang    Charlie Meintz - Chairperson    Larry Schei - Vice Chairperson    James Furlong  
Raymond Williams    John Nelson    William Cech    Gerald Piche    Jan Hafeman*

Menominee County Personnel Committee  
Minutes of Meeting  
February 4, 2016

\*\*\*\*\*DRAFT\*\*\*\*\*

The Personnel Committee met on February 4, 2016 at 10:00 AM at the Menominee County Courthouse, Administrative Office.

Others present at the meeting were Brian Bousley, Sherry DuPont, Diane Lesperance, & Marc Kleiman, Larry Schei.

**Call Meeting to order:** Chairperson Furlong called the meeting to order at 10:00 AM.

**Pledge of Allegiance:** The Pledge of Allegiance was recited

**Roll Call:** Roll call was taken; all Personnel Committee Commissioners are present.

**Agenda** was approved by Com. Williams and supported by Com. Lang to approve the agenda as written. Motion approved 4/0.

**Previous Meeting minutes:** Previous minutes from 10.14.2015 were approved. Moved by Com. Piche and seconded by Com. Williams 4/0.

**Public Comment:** None

**Business:**

- a. **Additional Airport lineman position:** **Bousley:** I'd like to have Larry jump in here where possible. **Furlong:** No, then we'd have a quorum of the board in discussion. **Bousley:** OK, basically the big thing out there is Jeff is the only one we have out there full time. We do have Gary out there at 25 hrs/wk. If you remember last fall we had to pay out Jeff's vacation because there is no one out there if he was to take vacation. We're in the same boat right now. There's no one out there to replace him if he were to take any time off. Jeff has a license for the fuel thing, Gary does not have those. So Jeff can take a day or two off, but he has to come in to do the fuel tests twice a week. If anything were to happen to Jeff, we would be in a world of hurt. **Williams:** Is Gary willing to get those certifications? **Bousley:** Last time I talked to him he said he would be willing to. The "B" (certification) isn't so bad, the "A" is very difficult. He only needs a "B". **Lang:** You talk about Jeff not having any fall back. I think the problem is more serious than that. Do they actually have enough manpower to perform all of the duties out there? **Bousley:** Right now they do, but it's Jeff going full board every day. **Lang:** I think we're asking more of him than we should. **Williams:** Hence the conversation here. **Bousley:** That's why I think another full time person out there would at least give some ease for him. I don't want him to get burnt out, ever. If we lose him, we lose 30 some years of operations out there. Yes, Gary does know some of the stuff, but Jeff knows all of it. **Williams:** How's Jeff feel about doing the administrative stuff? **Bousley:** He works with Sherry and myself, he seems to be handling it. He does what needs to be done. I talked to him about another full time person. He said it'll take him anywhere from 6 to 9 months to train this person. And between the three of us, we can still do the administrative things that need to be done. **Piche:** How's Charlie's feelings on this? **Bousley:** I haven't asked Charlie. At the last meeting we talked about a manager position. I didn't bring up another full time lineman position. The committee thought it was premature to hire a manager, because we aren't sure where the manager would fit into everything. **Furlong:** I talked to Larry over

the phone last week; I talked to Brian. I have limited knowledge, I used to be on the airport commission a few years ago, now obviously everything has changed. With the change of administration out there, I really don't feel there's a need for an airport manager. That airport manager was paid \$20/hr. for 20 hrs/wk doing what Jeff, Brian and Sherry are doing right now. In the past we looked at PT people out there at the airport. We did hire a few good people but they've got families to feed, they need more than PT. I feel we should hire a full time lineman. Then we would have a PT lineman in Jeff because the other part of his time he would be doing administrative stuff. If something should happen to Jeff tomorrow, we don't have someone there that can run the airport. We should hire a full time lineman, get him/her trained. I think it would be beneficial to the airport and also the county to have someone there. **Williams/Lang:** I 100% agree with you James. I think it's a good way to go. Solves a lot of issues and as long as the three of you are ok to do the administrative things. **DuPont:** Are we talking about adding another full time, so we have two full time and a part time person? **Furlong:** I would eliminate the PT person and have two full time people out there. If the part time person meets the job requirements and is capable of doing all duties out there, he can apply. I don't think we need two full time plus the part time person. **Bousley:** We just have to work the numbers on this to see what it will cost. **Furlong:** I recommend a motion be made from the personnel committee to approve hiring a full time lineman at the airport eliminating the part time manager position and the part time lineman position. And the recommendation be forwarded to the finance committee for approval. **Williams:** I so move. **Piche:** the only hesitation I have with it is, is it Charlie's thought also? He's a part of the airport committee. **Furlong:** Correct. The only reason this is on the table right now is because of a conversation I had with Larry, the chairman of the airport committee. **Williams:** I don't think Charlie will opposed to this at all anyway. I would be willing to commit to the motion. Support by Com. Lang. 4/0

- b. **Deputy Clerk Position New Hire Pay Rate:** **Kleiman:** My deputy court clerk took the probate court clerk's position. I hired Dawn Brazeau. She is bringing nearly 25 years of experience as a paralegal and she spent some time as a court clerk in WI. The courthouse contract states with board approval we can start someone at a step three instead of a step one. The money is budgeted for a step 3 & 4, with Dawn's experience, I ask that we start her at a step 3. **Furlong:** So the person that left was at a step 3 going to step 4, and that's already been budgeted? **Kleiman:** Correct. **Furlong:** Ok so she's gone and you're bringing in this new person with 25 years of experience, and you want to start her at a step 3. **Kleiman:** Correct. **Furlong:** That's a negative impact on the budget. **Kleiman:** No negative impact on the budget. **Piche:** And she fits into the study? She's qualified? **Kleiman:** She's more than qualified. **Furlong:** I don't have a problem with it. I also like the letter from Marc articulating what he is looking for and citing our board rules. **Lang** moves to forward Marc's request to the County Board to pay this new employee at a step 3, supported by **Williams**. 4/0
- c. **County Administrator Evaluation and Contract discussion:** **Bousley:** We have the evaluation that we've used in here. I haven't had one in quite a while. It's time to hand this out to all coms. and have them fill it out and then bring back to the personnel committee to discuss. **Furlong:** That would be my recommendation looking at this. The last time we evaluated was a couple of years ago. It was done by the personnel committee and a lot of the other board members were a little put out that they didn't have an opportunity to evaluate, so coming into this meeting, my recommendation would be to give this evaluation to all of the County Commissioners on Tuesday and have them bring it back by/at the next county board meeting. Then we as the personnel committee compile all of the numbers and see where Brian fits in. **Piche:** I have a problem with that, in all of the county board members asking the questions and doing the interview. I have a problem with that, it's bringing back the micromanagement of the personnel committee. Essentially it would have to be a full board meeting. **Furlong:** Right it would have to be a committee of the whole. **Piche:** To me that can go real sour if one commissioner has a real problem with Brian. **Furlong:** OK, we'll hand out the evaluations and once you get all of the numbers compiled Sherry, you can call a personnel committee meeting to

discuss Brian's evaluation. In the meantime, Brian if you have thoughts on your contract, you might want to talk about that at the next meeting.

**Public Comment:** None

**Commissioner Comment:** Williams: It's a beautiful day, let's get out there and enjoy it.

**Adjourn:** Moved by Com. Williams supported by Com. Piche to adjourn the meeting at 10:20 A.M.  
Motion approved 4/0.

MENOMINEE COUNTY  
ADMINISTRATOR'S PERFORMANCE EVALUATION  
February 2016 (Brian Bousley)

\*\*\*\*\*

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

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Relationship with Board

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

**\*Comments:** Com. #1 - The board has on numerous occasions had to remind Brian for the Friday updates. There has been a few other times regarding the Building projects.  
Com. #3 – Needs to continue the “War” reports in a timely manner.  
Com. #6 – Very good relationship with board members. Needs to have exact numbers when giving out information.  
Com. #9 – I would encourage Brian to make stronger written and verbal recommendations to the board.

149/180 or 3.31    **Total**

Effective Leadership of Staff

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

**\*Comments:** Com. #1 - Need to respond to questions from department heads quicker and also make sure that any activities that could affect any department, they will be well informed and involved.  
Com. #3 – Department head meetings are good. Always room for improvement in all of the above areas.  
Com. #6 – Has regular meetings with department heads, bring ideas to the board.

293/360 or 3.25    **Total**

Management Skills and Abilities

- 31 Com. #3 - Maintains a smooth running administrative office.
- 31 Prepares all necessary reports and keeps accurate records.
- 31 Speaks and writes acceptably.
- 27 Plans well in advance.
- 28 Is progressive in attitude and action.

**\*Comments:** Com. #3 – Time Management needs improvement.  
Com. #9 – Needs a stronger voice at meetings for all members to hear at times.

148/180 or 3.28 Total

Personal and Professional Attributes

- 33 Displays good grooming.
- 33 Projects professional demeanor.
- 33 Participates in professional activities such as association activities.

**\*Comments:**

99/108 or 3.66 Total

Fiscal Management

- 30 Prepares a balanced budget.
- 30 Completes the year with a balanced budget.
- 30.5 Displays common sense and good judgment in business transactions.
- 29 Adequately supervises physical operations.

**\*Comments:** Com: #1 - More attention to projects directed by the board  
Com. #3 – BS&A software should make job easier. Not enough time available for supervising all physical operations.  
Com. #6 – Needs to be more exact with budget numbers to avoid over taxing the tax payer.

119.5/144 or 3.31 Total

Community and Public Relations

- 32 Represents the organization in a positive professional manner.
- 32 Actively promotes the organization to the public/media.
- 30 Maintains relationships with Local, State and Federal representatives.

**\*Comments:**

94/108 or 3.48 Total

## 3.38

### OVERALL SCORE

Overall Comments: Com: #1 - I understand that the board has put a lot of duties on the administrator but would like to see him grow more in the areas of his leadership abilities with the employees and department heads of the county, hi is the direct voice of the board.

Com. #2 - From my standpoint I feel Brian is doing an excellent job.

Com. #3 – Nobody is perfect, but overall I believe Brian is dedicated and does a good job with the resources at his disposal, again, there is always room for improvement.

Com. #4 – Overall I'm satisfied with the job Brian is doing.

Com. #5 – Brian does the job completely, efficiently, professionally. A great asset to the county board.

Com. #6 – Overall I think Brian is spread a little thin with all of the duties we expect him to do. I am thankful that we have an administrator Assistant that is extremely capable of running the office in his absence.

Com. #9 – I find Brian's pleasant manner to be a breath of fresh air when working with him. I feel that we, as a board, fail at times to convey what we as a board want of him.

All nine County Commissioners participated in the scoring of the County Administrator. Composite score discussion at 3.11.16 Personnel Committee meeting.