"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
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Menominee, MI 49858

– County Administrator
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MENOMINEE COUNTY PERSONNEL COMMITTEE MEETING

~A QUORUM OF THE BOARD MAY BE PRESENT~

DATE: **Thursday ~ March 2, 2017**
TIME: **4:00 PM**
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 8, 2017
6. Public Comment *(Statements, not debate; limited to 5 minutes per person on agenda items only)*
7. Business

   a. Job description for IT person
   b. Job description for County Administrator

8. Public Comment
9. Commissioner Comment *(limited to 5 minutes)*
10. Adjournment

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

Menominee County Personnel Committee
Minutes of Meeting
February 8, 2017

****************DRAFT****************

The Personnel Committee met on February 8, 2017 at 4:00 PM at the Menominee County Courthouse, Administrative Office.

Others present at the meeting were Sherry DuPont, Peggy Schroud,, Marc Kleiman, Lisa Reed and Jodie Barrette.

Call Meeting to order: Commissioner Piche called the meeting to order at 4:00 PM.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Roll Call: Roll call was taken; All here.

Agenda was approved by Com. Hafeman and supported by Com. Lang to approve the agenda as written. Motion approved 4/0. **Com. Hafeman** would like to remove from the agenda the job description for the IT person. By the time you have paid an IT person, which is about $60,000 a year as well as the fringe benefits, we are more than doubling what we are paying right now for an IT person. **Com. Lang**, was going to ask for a comparison of cost but thinks that it is an issue that we have to look at.
Com Hafeman We have been doing well with the IT right now using UES, and this is not equipment, just the person work hours. No guarantee that the city of Menominee will "share" and pay for part of this. **Com Lang** It should at least be on the agenda so we can discuss it, we don't have to approve it. **Com Phelps** Agrees that the City of Menominee would be an "unknown". How is it being handled now? Are we paying UES? **Sherry** yes, we pay them about $3000 a month, for one day per week. However, there are times they need to be requested over and above that. There are jobs outstanding that can't be accomplished in the day or two that they are here. Especially Sheriff's department, they need equipment set up, they have been waiting 3 weeks. I think the City of Menominee is going off on their own and are hiring an IT person. **Com Phelps** Go to department heads, get examples to justify the need. **Sherry** The vestibule has put things behind, and with the trial coming next week we will have UES here every day of the trial in case issues arise. **Com Piche** We should stop at this point, and look at the IT job description. Sherry did work on it so we should take a look at it. Talk a little about it today and look at options. When it is decided, we are pretty set.

Previous Meeting minutes: Previous minutes from December 8, 2016 were approved. Moved by Com. Hafeman and seconded by Com. Lang 4/0.

Public Comment: None

Business:

a. **Administrator Interview Process-: Com Piche_**There has been no consensus, so let's see where we can head with it. **Com Hafeman** Are we looking at questions for the interview process? **Com Piche** Sherry has put on the ipads a timeline, we should look at that. **Com Lang** Do we have to vote on the timeline? Or is it a suggestion? **Com Hafeman** Right now it is only a suggestion on what the order of business should be for the time, starting with discussion, and review of the applicants.There have been no interviews done, right? So for the interview process we will need questions, suggest that we ask the Board for them. **Com Lang** Have you seen the email from John Nelson that he received

from Michigan Works!? From the several hiring processes he has been involved in, some of the smoothest have been when going through Michigan Works! Very professional, experienced, the review of the job description demonstrates how professional they are. **Com Hafeman** Did we list the job position with the State? In our handbook, we say that it is one of the things that we need to do. **Sherry** The board chose to stay local with the advertising. We didn't go out to the other agencies. **Com Phelps** John had talked to him about that and Larry had expressed that he himself was strongly in favor of going outside. So, if they were going to do that, the process would have to begin all over again with a new job description. **Com Lang** Can we do that without having any legal implications? **Com Hafeman** If the job description is going to change, then it has to be put out again. **Com Lang** Not against that, just trying to see what pitfalls there are. **Sherry** Those that have applied would have to be contacted, ask them to re-apply, if they would consider the new duties. Applications and resumes could still be used, they just need to know of the changes in the job description. **Com Lang** What are we actually changing in the job description? The things that Michigan Works! is suggesting or what? **Com Piche** The biggest thing is that we didn't have the disability clause in there. Sherry had given one from another county and all they basically added was compliance. **Sherry** In the one that John sent, they've only added or taken out one thing, but it sounded a lot better. **Com Hafeman** John had asked for help from Michigan Works! This was what they put together. **Com Phelps** If they have a good track record with this, he has no problem with it. Candidates would have to agree with the changes in the description, but if they are sincere about having the job, they can either stay in or drop out. If we are going to have a full-time administrator, some of these issues may benefit the county. I think it is worth going there. There are a few committees that the administrator should have a role in, if not a voting role, then advisory. **Com Hafeman** Which committees? **Com Phelps** This one (Personnel) is critical. **Com Hafeman** Usually when there is an administrator on board, they are sitting in on these meetings. They can't vote. **Com Phelps** Airport is another one, finance is another one. Parks and rec. don't need one, they are holding their own. **Com Piche** So, is updating the job description something we want to do? **Com Lang** We need to review the description, who would upgrade it, though? I think Michigan Works! Would be a good place to start. **Sherry** Michigan Works! used what was current and plugged in some things. There would be no problem adding in what is needed. **Com Lang** essentially, what do you want to add? **Com Phelps** An administrator playing a role within certain committees, other things, depends what is on your minds. If the pick comes from the outside, the positive would be that the elements and entities would be looked at with an objective outlook. Not saying that internal won't work, just saying hopefully it will be someone with an objective attitude. Wouldn't see element of bias, this is no place for that. People may work together in a much more positive way. He wants to see the right thing done, because it's right, not to satisfy anyones agenda. **Com Lang** Still a little in the dark as to what changes will be made in the job description in order to repost it. **Com Piche** We will have to bring something to the board. **Com Lang** Do we really have changes, or are we using this as a ruse to repost the position? **Com Hafeman** Don't see it as a ruse, however, we did not do some things...**Com Phelps** The personnel manual hasn't been revised since 2007, things have to have changed in 8-9 years. **Com Hafeman** When we were looking at this in November, in particular with the Airport we were feeling that we needed an Airport manager as opposed to having our administrator involved. Our previous manager left and Brian had taken the responsibility. **Com Phelps** He wants to talk with the Department heads and see what input they may have. **Com Piche** Wish we had seen this one before. It is a lot like the one we have. **Sherry** Basically what they did was break it out by what admin does, finances, human resources, under those subject areas where we had it all plugged in within the body of it **Com Hafeman** I thought one of the things that they did, with the noise levels, is typical of the position, with frequent interruptions. **Com Lang** This description doesn't speak to whether we are looking for a full or part time. Some on the board want to see a part-time position. **Com Phelps** I think that changing. **Com Hafeman** When we were talking about interim, we were talking part-time, but not here, only way it would have been part-time is in the addition of IT. **Com Lang** One of the commissioners is still talking part-time

position. **Com Piche** The physical requirements have been struck out, ADA was taken out. **Sherry** There are still requirements that people have to meet physically before they can become an employee. **Com Hafeman** However, if it is not something that the job demands…**Com Phelps** Touchy area, involving liability….he sees the general consensus being for full-time, which he is 100% in support of. 43 times the administrator is mentioned in the Personnel Manual. Can't justify part-time or interim, period. **Com Piche** We should take a look at what Manpower has written and maybe a little more besides that. **Com Hafeman** I think that what they have written is basically the same thing as what our job description was. A few differences because they are updated from the 2009 version. But really the same, just in a different format. **Sherry** All this in green on the last page is going away. How they chose their words make it a bit more ADA compatible. **Com Lang** Was this description originally devised by Manpower? **Com Hafeman** It wasn't Manpower, it was Michigan Works! The physical demands are the same, environmental adaptabilities. This is part of what was re-written, but, there were a couple little things that were added, like using computer, for the most part it is pretty close. **Com Phelps** So if we desire to add a few things there should be no problem with that if we have to start from scratch. Could bring in more applications **Sherry** Would have to be taken to the board, a letter would have to be sent to the current applicants, informing them of the changes, **Com Lang** So where do we get the new job description**? Com Phelps** Well whatever you feel you would like to see in there, Sherry can you draft it up? **Sherry** I like what Michigan Works! has done as far as breaking apart the duties. Would include that we are looking for a full-time position. **Com Hafeman** Since this has already been posted once, what is the normal time that we post? **Sherry** 2-3 weeks, depending on what it is. The first time we only advertised locally, that is another question, do we want to put it out to Michigan Works! To put on their sites, to allow other businesses to put it on their websites. **Com Lang** I think we should be going through Michigan Works! just this very question, are there any pitfalls….there might be something that we aren't considering. You need somebody in a professional capacity to understand that. **Com Phelps** What is the fee with Michigan Works!? **Com Hafeman** I also think that it wouldn't hurt and it should also be posted in the Michigan Employment Security Commission and not posted for more than 3 weeks max. **Sherry** when it is posted in the Eagle herald, it goes to the Michigan/Wisconsin Employment Security Commission. It was posted for 3 months the first time. 3 weeks should be fine. Do you want me to contact Michigan Works!? Find out what the cost might be if we choose to use them? **Com Phelps** Stress again, to get input from department heads/elected officials. People feel better knowing that there is a source they can go to…an individual. Commissioners shouldn't be the ones that people run to. **Com Lang** One more thought for Sherry, if the concern is the involvement with committee meetings, it vaguely says that, maybe can get that tightened up. **Com Phelps** Admin needs to be an advisor, sometimes that can shorten a negative issue**. Com Hafeman** So you want it to say, "attend county board and committee meetings" you want to add "and plays an advisory role"…**Com Lang** What are staffing patterns? **Sherry** Prepares the RFP for bidding process. Will put MSHDA in there. The Administrator doesn't do anything with fixed assets. **Com Piche** I think we are at the point of making a motion to review the job description for the Administrator working with Michigan Works! It is something for Sherry to continue looking at, but we have to tell the county board where we are. **Com Hafeman** In order to give it to the board, I think we have to go through it now. Reads through Position Summary: To fulfill the position the next section, Knowledge, Skills and Abilities: then Essential duties and Responsibilities: Finance: Human Resources: conducts meetings will change to "coordinate meetings" **Com Hafeman** Supervise department heads and admin staff, Does he? **Sherry** They should handle on their own however, administrator is the go-to person for any kind of questions, for anyone. Continues reading: Education/Experience: Language Ability and Interpersonal Communication: Mathematical Ability: Include geometry in the first one…. Work Environment/Physical Demands Summary: **Com Piche** I think we should let Sherry pursue, get it down to where we are comfortable with it, put it in ipads so that all get a chance to look at it and then ask that we review the job description with what we have at that point. **Peggy** I thought I heard something about department heads and except where it is

mandated by the state. My job is mandated by the state. **Com Hafeman** listed in Human Resources section, "Advise board in hiring, suspension, discharge and job performance, evaluations for all Dept. heads under the jurisdiction of the board, except persons appointed by the board as required by laws of the State." **Peggy** there was some other statement that conflicted with that. **Jodie** I think you should be specific on which department heads the administrator does supervise. For instance he doesn't oversee my position. **Com Hafeman** Jodie is overseen by elected officials, the courts. Peggy's is probably the only job in the county that answers direct to the board chair. **Sherry** Department heads that lie under the jurisdiction of the Board **Com Hafeman** Equalization and Parks are the only ones that come under that. **Jodie** Where is that identified? **Com Hafeman** That could be put in parenthesis, it is not written anywhere and should be put in the personnel manual. **Sherry** There could be an issue with those departments not under the supervision of the County Administrator. Let's say Peggy is not here, Kandace is, but she leaves to go to lunch. Should there be a fire during that time, nobody knows where Peggy and Kandace are. They do need to let someone know where they are. That goes for any office with only one or two employees. **Com Phelps** There are procedures that are followed for that. Could designate a person for them to report to. **Sherry** This was brought to my attention by Rich Sexton, it is a real safety concern. **Com Hafeman** Equalization isn't mentioned at all, other depts. are, is it an appointed position? **Sherry:** No, the EQ director is hired by the administrator. Need a number 3 that would be County departments appointed. **Jodie** Several depts. are not addressed in the Personnel manual, 911, Friend of Court, Equalization….. **Com Phelps** Has never seen personnel manuals that aren't updated at least every 24 months . **Com Hafeman** what we can say is that Equalization Director will report directly to the Board. 911 is hired by the board, but it is a state mandate that they exist. **Marc** the personnel manual has who is excluded from it. If you are an employee for the county and do not fall under a direct contract, you are included under that umbrella. Equalization, 911, Friend of Court fall under personnel because you don't have a separate contract. It was easier to list those excluded than to list all that are included. **Jodie** we started this conversation based on who does the administrator supervise? It still is not syncing with the personnel manual. Focusing on the job description without knowing/determining who is supervised by that position. Where in the job description does it specify who they don't or do oversee? Unclear who they are in charge of. **Com Hafeman** defined the term "employer" . The administrator would be a "co-employer". **Peggy** terminology is not clear, you have conflicting statements as far as supervision. **Sherry** We need to write out who are the department heads under the jurisdiction of the board. We need them named. **Peggy** We have never had evaluations here so….if you are going to include that, you would have to enforce it. **Com Hafeman** under the jurisdiction of the board are Parks, 911, **Marc** if the board were to decide that any dept. heads go to the administrator for guidance they can do that, but it needs to be documented. **Peggy** how can you have department heads who are union members? **Sherry** has been discussed several times. This is addressed in the Labor Laws. **Com Piche** we need to get back on track, with what we want to tell the board. **Com Hafeman** we really need to sit down and write it out. **Sherry** are we starting the whole "timeline" process over? Revise the position description, timeline, discussing salary range will have to be talked about too. That will go to financing and then we have to advertise. **Com Piche** lets have a motion **Com Hafeman** will make a motion to bring the revised job description to the board. **Com Phelps** second. motion carried 4/0

b. **Job Description for I T person Com Piche** We can send to the board what we have, with the recommendation that we aren't looking for an IT person at this point. Motion by Com Phelps, second Com Hafeman motion carried 4/0

c. **Personnel Manual:**

aa. Exhibit B **Sherry** There is a reference in the Personnel Manual to an Exhibit B that has never been there. She looked for it and found it, all that needs to happen is to have it added to the back of the Personnel Manual. Not going to change anything, just including it.

bb . Discuss Section 8-Classification Plan **Com Hafeman** when talking about reclassification of an

existing position, would like to see who did it, and how was it being done. **Com Phelps** Where he was going earlier, with the lack of communication with dept. heads. **Marc** when we do a classification study there are forms to fill out, all those questions are asked. **Com Piche** when a new position comes, you really need to follow up , has the job changed, added, taken away.....**Sherry** should that questionnaire come to the county board? **Com Piche** if you have a personnel manual then follow it if you aren't going to follow it, then scrap it. **Peggy** there used to be dates affiliated with this when she went for her reclassification, there was a letter in the admin office that said you had to have requests in and approved by a certain time. **Marc** not a problem to have a timeline that needs to be followed, then everyone is on the same page. **Com Hafeman** submit to personnel comm thru the administrator with a date on it (by date). **Sherry** lets make that date April 1st. **Marc** May be a problem with getting it to the company, back and to the board for a decision, the budget may already have been approved. It should probably be earlier than that. **Peggy** disagrees, that still leaves 4 months **Marc**, sometimes it takes much longer for the DMG company to get it back to us **Com Hafeman** make it March 1st then certainly by that time you should know. **Peggy** Just think you need the date. Do you want to put anything in there about it being approved by the Personnel committee? Otherwise they can come back and say they started the process.... **Com Hafeman** We could put a 15 day limit on it, and it could go to the board at the last meeting of the month. **Sherry** The DMG questionnaire has to be approved by the board **Com Lang** Why would the board have to approve the process of DMG? **Marc** So, employee fills out, takes to department head, they take it to the administrator, from there to the personnel committee, and finally to the board for approval. **Com Lang** by then there will be a different board. **Marc** Do you know where the letter with the timeline is? **Com Hafeman** It would have to be in by March 1st and the personnel committee would have to have it out by March 15 to get in.

cc. Drug free work policy **Com Piche** I had brought it up to Brian a few years ago, we have one but we don't have one. Especially for new employees, society has changed a lot, but now there is nothing mandatory that they be tested. **Sherry** Yes, they do, every employee does get tested. **Com Phelps** Has it ever been discussed? There is a lot of stress in this facility...**Sherry** There is also something in reference to this in the contracts. **Com Hafeman** On page 16, 26. it say possession, consumption, or use of any alcoholic beverages on the county premises or while on duty. We should add to that statement, "random drug testing may be used". **Peggy** Who is going to administer it? **Com Phelps** in the private sector they have an outside entity, agrees with Com Hafeman that there is a nurse right at the jail, there is our source. **Com Hafeman** Using the wordage "random drug testing may be used" is as much warning as you really need. Everyone has to sign the personnel policy, so they would be aware, and agree to that possibility. **Com Phelps** But don't use the word suspicion as a basis for the test. **Com Lang** What are we going to do about the job description for IT, are we going to have another meeting? **Com Piche** I think that what we talked about was that Sherry was going to look at it and sideline it for now. **Com Hafeman** We already said we were going to pass this on to the board with no recommendation at this point. **Com Lang** I would like to go through it, because we will take it to the board and that's where it will end. I think it needs to be seriously considered. Sherry has told us how much of a need there is , how much it presently costs us and what is the projected cost of a full-time IT person; and how those 2 costs compare. **Sherry** There is a full time IT person in the budget, we did put it in there. $100,000 for the full budget. We need a full time person, as technology gets more in depth, we might need two. **Com Phelps** and when you start falling behind, you get to the point where you fall behind so fast you are scrambling. **Sherry** We should be bringing this to the board and get a DMG done, I am 100% in approval to make this happen. The description should be looked over, we need to talk about it, we need to put it to the board for approval to go to the DMG, we need an It person, period. If the city chooses to share, so be it, but we need to move forward! **Com Lang** But with the city we will end up with part time. **Sherry** , I don't think the city is happening at all anymore. They are having discussions with hiring their own IT person. **Peggy** It only took me 11 years to get GIS! **Com Piche** Bernie is persistent and that is

good, Sherry recommended that we go to the board, it is budgeted already. **Com Lang** I suggest that we schedule another meeting to address this one issue. **Com Piche** Do we have a motion that we forward our decision to the board that we want to continue studying it. **Com Phelps** makes that motion, **Com Lang** I think the personnel committee should deal with the issue and then forward it to the board. **Sherry** It is the personnel committees job to make sure the descriptions are up to par. Then forward to the board for approval and then send on to DMG. Whether we hire anyone or not, we still need a job description to send on to DMG. We do not have an existing one. We need to talk about it and send it on. So, we will table this for now . **Com Piche** I will call the meeting, would like to work around Sherry, she is so busy. **Sherry** Have worked on writing one up, working with the descriptions from two other counties. Also sat down with the present IT person. I really think that it is about ready to go…not a lot of changes to be made.

Public Comment: **Jodie** Great meeting, very productive

Commissioner Comment: **Jerry-** discussion as to when have next meeting.
Adjourn: Moved by Com. Lang supported by Com. Hafeman to adjourn the meeting at 6:20 P.M. Motion approved 4/0.