

*"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  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839*

### **MENOMINEE COUNTY PERSONNEL COMMITTEE MEETING**

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

**DATE:** Thursday ~ April 17, 2014  
**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  
March 3, 2014
6. Public Comment *(Statements, not debate; limited to 5 minutes per person on agenda items only)*
7. Business
  - a. Register of Deeds ~ Deputy Register of Deeds position, from P.T. to F.T.
  - b. Equalization Department ~ Cartographer/Tax Bill Coordinator position description update 4/2014
8. Public Comment
9. Commissioner Comment *(limited to 5 minutes)*
10. Adjournment

*Bernie Lang   Charlie Meintz - Chairperson   Larry Schei - Vice Chairperson   James Furlong  
Doug Krienke   John Nelson   Chris Plutchak   Gerald Piche   Jan Hafeman*

Personnel Committee  
March 3, 2014  
Minutes

~~~~~**DRAFT**~~~~~

The Personnel Committee of the Menominee County Board met on March 3, 2014 at 5:00 PM at the County Courthouse, Courtroom B.

**Call Meeting to order:** 5:00 PM

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

**Roll Call:** Coms. Krienke, Plutchak, Piche, & Furlong are all present.

**Agenda:** Com. Piche approved the agenda and Com. Furlong supported. Motion carried 4/0

**Previous Minutes:** Previous minutes 12/4/2013; Moved by Com. Furlong supported by Com. Krienke to approve the minutes from 12/4/2013. Motion carried 4/0

**Public Comment:** None

**Business:**

**A: Administrator's Performance Evaluation Review:** Com. Plutchak discussed the administrator evaluation and the four commissioners from the personnel committee that rated the Administrator.

Relationship with board: 71 of 100  
Effective Leadership of staff: 150 of 200  
Management Skills and Abilities: 72 of 100  
Personal and professional attributes: 49 of 60  
Fiscal Management: 62 of 80  
Community and Public Relations: 40 of 60

**Krienke:** questions the role of the personnel committee. We represent less than half of the commissioners and I feel like we're giving incomplete data.

**Furlong:** in the past all commissioners evaluated the Administrator. The admin. asst. compiled the information for overall scores. The whole board had the opportunity to score him. I think Doug is right, the whole board should have the opportunity to score their Administrator.

**Plutchak:** This falls under the personnel committee when we changed the duties in the bylaws. Brian discussed his self-evaluation. **Piche:** To Com. Plutchak, perhaps the remainder of the board would like to have a say. **Plutchak:** again stated, per the bylaws this was added to the Personnel duties.

**B: Department Head Performance Evaluations:** **Plutchak:** Brian should be working with the department heads on this. This has not been done. We should direct Brian to do these evaluations and be sure it's done yearly. **Krienke:** agrees, we as commissioners don't have the

day to day interaction as Brian does. Consensus is to have Brian revise the evaluation form to fit the Department Heads and to bring it back to the board for approval.

**C: Elected Officials – Performance Evaluation Process; if any:** Piche: I don't think we have virtually anything to say about that, other than salaries. Furlong: the elected officials are evaluated through the election process; this would be a waste of time. Krienke: I think the evaluations are done at the ballot box. Plutchak: we don't do performance evaluations. We have to authorize pay raises and figure out where the budget can be shaved. We don't have a lot to do with that, we don't have any say. The evaluation is just another set of eyes to see where \$ can be shaved. Furlong: It's not a personality process. During the Budget process Brian meets with them. They should be the ones to go over this.

**D: Administrative Assistant position hours – share time:** Piche: I'm not sure where you're going with this. Plutchak: Cross training, it might work if Brian is in the office. Sherry can be used to cover another office that's short employees; to help keep things flow better. Provide training so we can be sure we maintain service. Bousley: There may be an issue using a non-union employee in a union position. We do have the capability of transferring calls to another office. The Clerk's office and ROD already have employees cross trained to help out. Furlong: Why the Administrative Assistant hours? Plutchak: there are two full time people in the admin office. Sherry has a lot of knowledge about different departments. There should be a "face" in the offices to fill in when people are missing. Does this need to be a 40 hour/wk job? Can things be done by the Administrator? Furlong: Brian is our administrator, plus we've already given him the job of the Parks Superintendent, Buildings and Grounds Superintendent, and Emergency Management. The Assistant needs to be there when he's not, and he's out a lot. Piche: When I call the Admin. Office, I want answers. It would be wrong to "not" get an answer. Furlong: We have a full time employee at the annex that isn't busy enough to be full time, why don't we just bring that employee here to train and "fill in" at other departments when necessary.

**E: Equalization Department, Staffing:** Bousley: The Union contacted me and wants to sit down and discuss this with the employees involved, county representation and a union steward. They will get back to me with dates available to meet. Piche: with respect to the Equalization Dept., we won't let the job fall. Krienke: let's get the paperwork in order.

**Public Comment:** None

**Commissioner Comment:** Furlong: I apologize for my phone going off during the meeting. Piche: This was a good meeting. Dept. Heads are trying to make progress. Let's get together with the union and come to some kind of understanding.

**Adjournment:** Moved by Com. Piche supported by Com. Furlong to adjourn at 5:52 PM

1307

## Menominee County, Michigan Position Description

**Title:** Deputy Register of Deeds  
**Department:** Clerk/Register  
**Date:** October 2000

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### **Purpose of Position**

The purpose of this position is to review and record legal documents and to maintain the tract index. The work is performed under the direction of the County Clerk/Register of Deeds.

### **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.

- Reviews and records legal documents including deeds, mortgages, and court and probate proceedings; records property transfer tax; processes UCC filings; locates properties using legal descriptions; copies property transfer for equalization personnel and assessors.
- Maintains tract index according to names and legal descriptions; maintains plats, surveys and land corner records.
- Receives and receipts fees, redemptions and foreclosures; reconciles cash receipts journal and transmits monies to Treasurer's office.
- Greets, screens, assists and directs callers and visitors; provides information and direction; answers questions, etc.
- Performs clerical functions; prepares, completes and types a variety of documents, records, reports and correspondence; types invoices; mails documents to customers; performs data entry functions; proofs ballots.
- Maintains and searches Naturalization records; prepares copies.
- Sorts and distributes mail.
- 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 business or office procedures with one year of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as deeds, mortgages, liens, surveys, court orders, vital records, reports, transmittals, invoices, manuals, indexes, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the County Clerk and all department personnel, other departments, banks, title companies, real estate agents, assessors, attorneys, customers 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 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

## Menominee County, Michigan Position Description

**Title:** Staff Cartographer/Tax Bill  
Coordinator

**Department:** Equalization

**Date:** October 2000  
Update 4/2014

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### **Purpose of Position**

The purpose of this position is to compile and process land information for the production of assessment and tax rolls and tax bills, to map County property descriptions and to maintain and updates assessment and tax roll information and special assessments. The work is performed under the direction of the Equalization Director and/or Deputy 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.**

- Compiles and processes land information for assessment and tax rolls and tax bills; verifies legal descriptions with deed transfers and rewrites legal descriptions for splits and combinations; interprets deed language and determines legality of transfers and homestead with regard to taxable value. Enters address and value changes changes.
- Gathers, records, analyzes and maintains a variety of information, files and databases including selling prices and building costs for use in making appraisals; corrects and updates file property information; calculates ratios of selling prices to equalization values for County sales studies. Files state mandates and assessment change records.
- Responds to requests for information regarding all aspects of the tax roll; provides technical assistance to attorneys, insurance companies and the public. Researches deed titles for courthouse departments and the public. Explains procedures.
- Conducts field and office appraisals of residential, commercial/industrial and agricultural properties.
- Prepares appraisal cards of residential property sold for assessment rolls, increases, decreases and for county and state equalization.
- Draws new legal descriptions on existing county maps according to descriptions.
- Checks assessment rolls for accuracy before tax bills and assessment change notices are printed.
- Opens and distributes department mail; orders office supplies, etc.
- Attends a variety of meetings and classes pertaining to state tax methods.

- Performs other related functions as assigned or required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent and currently hold State of Michigan Assessing Officer License. Position requires possession of a valid Michigan driver's license.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as deeds, invoices, surveys, policy and land tract manuals, maps, policies, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Director and Deputy Director, attorneys, courthouse personnel, other agencies, landowners, customers and the public.

#### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals; ability to utilize basic algebra, geometry and statistics.

#### **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, vehicles, drafting instruments 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.

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Employee's Signature

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Supervisor's Signature

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Date

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Date