

"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

*– 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 ~ June 15, 2017
TIME: 8:00 AM
PLACE: Menominee County Annex Bldg., Stephenson, MI

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

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Meeting Minutes
April 4, 2017
6. Public Comment *(Statements, not debate; limited to 5 minutes per person on agenda items only)*
7. Business
 - a. Job descriptions for E911 – Advise DMG Study
 - b. IT Applications – hiring of full time IT person
 - c. Animal Control Officer – job description
 - d. Building Code/Emergency Services/MSU Secretary – Summer hours
 - e. Interim Administrator
 - f. Temporary full time Secretary in Admin.
 - g. Administrator vacancy - hiring discussion
8. Public Comment
9. Commissioner Comment *(limited to 5 minutes)*
10. Adjournment

Steven Gromala

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
April 4, 2017

*****DRAFT*****

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

Others present at the meeting were Sherry DuPont, Brian Barrette, Marc Kleiman, Lisa Reed, Jodie Barrette, Mary Palmer, Larry Schei, others members of public.

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; Com. Lang excused.

Agenda was approved by Com. Hafeman and supported by Com. Phelps to approve the agenda as written. Motion approved 4/0.

Previous Meeting minutes: Previous minutes from March 2, 2017 were approved. Moved by Com. Hafeman and seconded by Com. Phelps 4/0.

Public Comment: None

Business:

- a. **Job description for Airport Manager-Advise DMG Study-: Sherry** This job description was approved in 2015, unless we need to make changes, add or subtract. It was set up but never went to the DMG for a pay grade study to place the manager within the County payscale. **Com. Hafeman** We haven't done the DMG, but you already have the description that you want. **Sherry** Yes, we do, I believe that it is all ready to go, it is just a matter of getting it approved to go to the DMG for a classification study. **Com. Piche** Does anyone have anything to add? **Com. Schei** We had reviewed that, I think we changed the name from Twin County to Menominee County Airport. I think we even had the description approved by the County Board, but didn't send it to DMG. **Com. Piche** Sherry as far as your concerned is it something that we should do today? Move to bring it to the County Board or is that premature. **Sherry** It should go the DMG to have a study done, we don't have a manager, per se, over there as of now. **Com. Hafeman** So can we bring to the County Board the prospect of bringing it to DMG. **Sherry** Yes, we are ready for that. **Com. Hafeman** I will make a motion that we bring it to the board for a DMG study. Second by Com. Phelps..motion carried.
- b. **Personnel Manual changes-: Sherry** Just so everyone here knows, we sat as a workgroup at the library one whole day, Sherry, Joann, Jan and Jerry. We went through the manual page by page, trying to get it updated as much as we can. Now the committee needs to look at it, make a few changes and then it can go to the board. **Com. Hafeman** Nothing on page 1 section 1 other than the 2 changing to number 1, which it will. Part B, of section 2, do we need to name these. Add Equalization Department following "mandated by the State". Section 4, D.2. Current county employees wishing to be considered for an opening must also fill out an application. (remove "be"). Section 4, #5, "filling out" to be changed to signing the personnel action form. Page 7, Classification Plan....A., end of first paragraph "The Study has been in effect since October".... B. Second

sentence, after County Administrator add the date March 1st to. This date taken from C., first sentence. Page 8, Section 10. Retirement Plan. B. Insert "fulltime" at the beginning of second sentence. Page 16, number 15. , inserted County before the word government. **Sherry** Page 23, Section 24, Step 5. We wanted to add in Act 267 of 1976. 15.268 (8) (a). On checklist add computer policy, put it a I. and J. can be OTHER. **Com. Phelps** had question regarding vacation, any regulations as to when it has to be used? **Sherry** It needs to be used by a certain time, checks stubs indicate how much is due, and if it is lost, it is lost. Special circumstances always go to the board. **Com. Phelps** Are there times when a department becomes strained over this. **Sherry** The contract explains more in depth this issue. **Com Hafeman** We could put in here, "vacation will follow the Courthouse contract". **Marc Kleiman** It's already in there under personal leave. **Sherry** Personal leave, everyone gets 4 days of personal leave a year, if those days are not used within that year, they are lost. If that person quits/retires, do they get paid out for those days? **Marc** You already added that in there. **Sherry** In the last sentence we should add up to 40 hours. (page 12)(Compensatory time). **Com. Hafeman** makes motion to move the personnel manual to the board, **Com. Phelps** seconds. Motion carried.

- c. **Request for increase in pay-custodial/maintenance/gardner** **Com. Piche** asked Mary Palmer if she had objections to the committee talking about her potential pay increase at the meeting. Her response was No. Letter that Mary P. had written to the Board of Commissioners, personnel and finance committees was read by Com. Piche. The letter listed her duties, as well as the additional work she does along with current pay, and the buildings she works at and the hours she puts in. He believes that they sure don't want to lose someone of that caliber and dedication. She has worked for the County for 16 years. **Sherry** added that new hires for parks and rec are hired in at \$9.00 per hour. Mary has never had an increase. **Com. Hafeman** suggested an increase to \$10.50 and also like to see her have mileage. **Com. Phelps** Feels it is satisfactory, well over cost of living for sure. **Com. Piche** Thinks it should be more actually, but going by percentage, \$9 to \$12 would be 33%. **Com. Phelps** But if it keeps her here another 16 years, I guess that's feasible. **Mary Palmer** I hold other positions and brought pay stubs from them, she is in high demand in school districts because of the licenses she carries, and her other employment does not give her under \$15 an hour. She does enjoy working for the county. **Com. Hafeman** Can we give her \$12 and at least meet her halfway? **Com. Phelps** It's not a contracted position, so it's not like it's going to come up again next year. **Mary** I might consider that. **Sherry** We will move this to the Finance Committee. **Com. Hafeman** made a motion that the wages are increased to \$12 per hour and add mileage. **Com. Phelps** seconds, motion is carried.
- d. **E-911 personnel restructure** **Brian Barrette** Wrote 2 job descriptions, there has been little or no organization in this department, from admin to staffing to ...in my eyes it's a mess. Much of the problem is contractual issues. From the scheduling aspect, they do what they want. He would like to see a new Non-union position created, not a new hire, as an assistant director. This would allow him to have that person scheduled when he requires them to work. They could also be second in command, lend a hand. Could save some over-time because he could put that person where he needed them. **Com. Phelps** asked for clarification, if you don't have authority, why would this person? **Brian** explained that HE would be able to direct THIS person. This would be a non-union employee. **Com. Hafeman** would they need specific training? **Brian**, yes, state mandated training, but his people already have that. **Com. Hafeman**, this would mean a 3% raise, with a job description, but it is much different than overtime. Have you written a job description? Get it to us, and then we will go forward. **Sherry** will this change the structure of each employee? Will we need to do a DMG on each employee? **Brian** thinks that is the way to do it. No update since 2000. **Com. Phelps** Would like to see some data, why and what is transpiring. **Sherry/Jan** It's in the contract, read that. **Com. Phelps** Yes, but would like to know the extent of it. If it is going to go to a study, the more documentation the better. **Brian** If we are going to open this can of worms up, we are going to get the upgrading and all job duties defined. In 17 years, things have changed. Will need 4 job descriptions. **Com. Piche** Applauds Brian for being there, for doing a good job. DMG

costs will be less in the long run than letting things continue as they are. **Com. Hafeman** It's in Brian's favor that Com. Nelson is well aware of the financial difficulties within this department. **Sherry** The CMRS position is state funded, does it have to be that position? **Brian** No, the budget does not need to be separated, the only thing different is the state training funds. So I will bring job descriptions for all jobs. Sherry will then send new descriptions to DMG, they will compare old and new.

- e. **Other items not addressed** **Com Piche** Peggy Schroud called bringing to attention that there is something missing in the personnel manual...**Sherry** Peggy was referencing Exhibit B, which was the very first DMG. Sherry will add this to the packet. The other was health insurance, there was a question why Joann is getting these messages and not the Union rep. Joann needs to know for the pay system, the Union rep should get it as well, and should be sending them to the employees. **Com. Hafeman** Let's request that they be sending it to the union reps. **Com. Piche** Should talk to Jim about it as the union steward.

Public Comment Diane Lesperance Would like to make a suggestion, in the personnel manual there is reimbursement for meals following the policy....R91-11. That is for daily meals, would ask that the board, instead of itemizing those amounts out separately, not to change the amount, but make it per day. It's really difficult sometimes to keep each meal within the given amount, but might only eat one meal a day. **Com. Hafeman** This was discussed with the executive committee, and approved at a county board meeting. **Sherry** We had it at one amount, and then it ended up being broken down again. It will have to go back to the Executive Committee. **Com. Hafeman** When it goes to executive committee, make it as a suggestion rather than a set rate, not to exceed \$40 per day. **Mary Palmer** When she got the \$300,000 grant, she and her team went downstate but the 911 system did not take advantage of it. There is training that is still available, but not being used. There is another grant available \$25,000 and above through the American Heart Association right now. **Com. Piche** Is the \$300,000 grant still available? **Mary** It is available until February 2018, and if she stays current, she can continue applying within this county. **Jodie Barrette** Still confused because the personnel manual still doesn't say that a certain department head doesn't get other insurance, and not the courthouse insurance. What does a department head follow, it's all very piecemeal. **Sherry** This is the issue of the 911 director, this director falls under teamsters insurance, not the 911 insurance. **Brian** When first started, was given 2 insurance carriers, but no one knew which one he was supposed to go under. **Jodie** The difference between the contract and the personnel manual, the STEPS, and upgrading are different. When is the contract followed and when the personnel manual? **Com. Hafeman** you will have to put this under Section 2, C. **Jodie** Take a department head and think about hiring a new person and follow the personnel manual. What would you offer that person coming in. **Sherry** This definitely needs to be corrected. Will take a hard look at it and get it, cleaned up. We don't have an HR person, Joann handles all of this, but she is payroll. We need an HR person, there is a void there. **Com Piche** Make sure to get it done this time, it has been lost in the shuffle.

Commissioner Comment None

Adjournment Com. Hafeman makes motion to adjourn, Com. Phelps seconds, meeting adjourns at 5:26 p.m.