

"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

*Jason Carviou – County Administrator
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MENOMINEE COUNTY PERSONNEL COMMITTEE MEETING

~A QUORUM OF THE BOARD MAY BE PRESENT~

DATE: Friday ~ May 4, 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
February 6, 2018
6. Public Comment *(Statements, not debate; limited to 5 minutes per person on agenda items only)*
7. Business
 - a) Equalization Director – Starting Salary
 - b) Prosecuting Attorney – Staffing Needs/Case Backlog
8. Public Comment
9. Commissioner Comment *(limited to 5 minutes)*
10. Adjournment

Steven Gromala

Gerald Piche – Chairperson

William Cech – Vice Chairperson

Larry Phelps

John Nelson

Jan Hafeman

Charlie Meintz

Bernie Lang

Larry Schei

Menominee County Personnel Committee
Minutes of Meeting
February 6, 2018

*****Draft*****

The Personnel Committee met on February 6, 2018 (Rescheduled from 1/31/18) at 9:30 AM at the Menominee County Courthouse, Jury Room.

Call Meeting to order: Com. Phelps called the meeting to order at 9:30 AM.

Pledge of Allegiance: The Pledge of Allegiance was recited.

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

Others present at the meeting were Com. Piche, Sherry DuPont, Peggy Schroud, Amanda Winnicki, Bill Merkel, Jodie Barrette, Ken Marks, Diane Lesperance, Charlene Peterson, Cassandra Sturos and Pat Cheski

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

Previous Meeting minutes: Motion to approve minutes from October 18, 2017 meeting was made by Com. Piche, seconded by Com. Cech. Motion carried 3/0.

Public Comment: Peggy Schroud asks for permission to speak during discussion under items B & C

Business:

- a) Library ~ Staffing Requests – **Amanda:** I'm looking to hire 2 part time employees instead of 1 full time. It will assist in scheduling issues and allows more flexibility. I would want it on a 6 month trial period – it will give me a good idea on retention and help in summer to cover vacations. **Com. Cech:** I would think the extra person would be helpful. **Com. Phelps:** What's your ultimate goal – a full time person? **Amanda:** Ideally, I would like 1 full time and 1 part time person. **Com. Phelps:** Well, why didn't you ask for that? **Amanda:** It was brought up with the previous Administrator, but I was told it couldn't be done. Maybe after the 6 month trial period, I'll have the justification to allow it. Motion to move to the CB for approval (2 P/T positions and job descriptions) by Com. Cech, seconded by Com. Phelps – motion carries.

- b) Equalization Director ~ Retirement – **Com. Phelps:** Peggy, comments on the job description? **Peggy:** Sherry, I question why you have that the County Administrator recommends the hiring on an employee? State law states that the Equalization Director reports directly to the CB in all aspects, including administrative duties. **Com. Phelps:** How's it been done in the past, Sherry? **Sherry:** Equalization Director has always been hired by the County Administrator. **Peggy:** This is state law, Sherry. **Com. Phelps:** Ok, it seems we need to get some clarification on this, Sherry. **Sherry:** OK. **Com. Phelps:** If it's state law, what is your view on this Mr. Merkel? **Mr. Merkel:** Unfortunately, because of the legal status I have, I'm unable to advise the County on this. **Peggy:** I'd like to see this get pushed through sooner rather than later. It's going

to start to be a busy time again and I'd like to get someone in there to start training – my last day is June 15th. **Sherry:** I'll send Stoker a note on this. **Com. Cech:** Once we get clarification, it shouldn't take too long to move forward to the CB and get approval. **Com. Phelps:** Ok, Peggy, we push this forward to get clarification as soon as possible. **Peggy:** I chose that date because it was 20 years ago, June 15, 1998, that I started here.

- c) PA/FOC Investigator ~ Investigator Retirement - **Com. Phelps:** Sherry, you want to start this discussion? **Sherry:** Gail, who's in the PA's office is retiring. Bill and Jodie got together, at Bill's request, to discuss transitioning this position to the FOC. Most of the duties are through FOC, but would have to contract with PA to put Child Support cases through the court. It's being done like this in other counties and we would be following what they are doing. It's a matter of the transition and if the CB would agree to it. The position is currently budgeted in the PA's office, which would have to be transitioned over the FOC. The PA's office did budget for a 6 mo. over-hire for that position to cover a 6 month training period for the new hire. The move would involve one MGT contract. **Peggy:** I would like to request the same over-hire for EQ, if the PA gets it. **Com. Cech:** How did we get the money for the PA? **Sherry:** It was put in their budget and approved by the CB. It was not requested by EQ at budget time. **Peggy:** I didn't know I was retiring at that time. **Com. Cech:** That's what I was getting at – if you want to do that, do you have the funds for that? Now, the move of this position to FOC, does this mean that Ms. Sviniki's position needs to be filled. **Sherry:** No, PA is contracted out to FOC for these Child Support cases. **Mr. Merkel:** This is going to become a 2 person job just because of all the Federal Mandates imposed by Child Support. **Com. Phelps:** Do you see this as a 2 person position? **Mr. Merkel:** Yes, down the road, it will ultimately be a 2 person position with all current and new Federal Mandates, and everything else. **Com. Phelps:** Jodie, do you foresee this as a 2 person position? **Jodie:** I'll have to have the position in FOC for a while first to see how the work load and flow. **Com. Lang:** I think that both Bill & Jodie are the ones that are most knowledgeable for what is needed here, and I think we should move forward with this. *A lengthy discussion of what happens and what needs to be done with both Child Support cases and putting a child into the Foster Care system.* **Com. Phelps:** Do we need any more information on this? Then I agree with Bernie, we should go ahead and move this forward. **Com. Cech:** I recommend we move it forward, as well.
- d) Sheriff Department ~ Personnel Retention Issues – **Com. Phelps:** Next up is the Sheriff Department regarding Personnel retention – Ken. **Ken:** I have an unaltered presentation that I presented January 2014, during the hiring freeze. During that time, all the PT positions, I had, went unfilled. Eventually, the economy got better, but I was having problems keeping people- mostly going to “better” jobs. You may as – aren't you healthy since the hiring freeze? The answer would be - NO. We're struggling to get back to where we were in 2014, and it's a huge struggle. We're burning a lot of overtime, because I made OT mandatory. The jobs need to be filled – we can't go without someone in these positions. Now, I'm facing employee burn-out. In the last 4 years, 57% of Corrections personnel left before they were fully vested in MERS (at that time it was Defined Benefits) and 68% of Road Patrol left before they were fully vested in MERS (also Defined

Benefits). So it was attractive to come work with the Defined Benefits package, but, with the hourly salary and other benefits, we still have people leaving to other departments that pay better. So you can see we are still struggling. People have left because of benefits, wages and 12 hour shifts. **Com. Phelps:** Sheriff, what do you think is the predominant reason for leaving? **Ken:** I think the predominant reason is wages and quality of life. **Com. Lang:** If wages are the big issue, why not do a DMG study? Have you requested one? I think it should be done for the whole County. **Ken:** We have not had it done, I know we're on a different pay-scale than the Courthouse. I don't know why we haven't had it done. You have to be careful, though, if you decide to do the DMG study County wide. Will the CB be prepared to take and implement their recommendations? **Sherry:** I think, because their salaries are negotiated, through Teamsters, they have a different pay-scale. I don't think there has ever been a DMG study done on the Sheriff's Department. **Ken:** Bottom line, Road Patrol is a 24/7 department and we need to fill and keep these positions filled. These are the challenges I'm facing, and I don't know what the answer is to correct them. **Com. Phelps:** Ken, how much do you have invested in the officers? **Ken:** Well Road Patrol, they have to have a degree and police academy training prior to hire. Once hired, they go through other more extensive courses and classes to complete their training. I figure it's in the \$10,000 to \$15,000 range of training investment. For Corrections, they're only required to have a degree. Once hired, they're enrolled in the police academy, which is paid for by the state. They then come back to other more extensive courses and classes to complete their training. It's probably in the \$15,000 range for their training investment. **Com. Phelps:** Ken, with the personnel you have now, what do you think will address the retention of staff? **Ken:** No one person will work over 16 hours and any given shift. I've worked on the road quite a bit – Road Patrol – to cover shifts. The Undersheriff has worked in the jail to cover shifts. We do what we can to keep shifts covered. Wages and benefits is part of it, but it won't solve it all. It's a matter of bodies – either you have them or you don't. But I won't hire someone who is not qualified into those positions. I would put people at risk, and then, it would be a liability issue. **Com. Phelps:** I think the first thing we need to do is to get the qualified bodies in here, then we'll tackle and deal with retention and what can be done to keep them. **Jodie:** I think we need to take charge and get the DMG study done for the Sheriff Department, and the whole County for that matter. It hasn't been done in a long while. **Ken:** I agree, it needs to get done. It will at least give us a base line as to where we should be in the Sheriff Department. **Jodie:** The whole County, as well, should be done. **Com. Lang:** I agree it should be done, but that's long term. **Sherry:** Should we put ads in the papers again for both RP and Corrections? **Ken:** Yes, we should. **Sherry:** So, what's the plan, what's the recommendation here? **Com. Phelps:** Well, I think we should meet again to come up with some elements we can put into play to try and fix it. **Sherry:** Ken, we talked about maybe converting the 4 PT positions open to 2 FT positions. You can't hire for 4 positions, if no one is interesting in PT. At least you'll have 2 additional bodies in there. **Ken:** Oh, exactly! **Com. Phelps:** We will work on getting the 4 PT positions changed over to 2 FT positions, then bring it to the CB for approval.

Public Comment: Com. Piche: I just want to say that Larry Schei is mending after breaking his nose in a fall. I feel this was a very productive meeting. I give Com. Phelps 2% of the credit while giving 98% of the credit to the others for respecting each other and working together, so well, to get things accomplished.

Diane: I just want to say I'd like to get the Department Head meetings back once we get a new County Administrator hired. They proved to be very helpful. **Charlene Peterson:** I appreciate the support the Committee has given Amanda, approving her request for two PT positions, equaling 50 hrs. a week, on a temporary basis vs. 40 hr. a week for a FT position.

Commissioner Comment: **Com. Lang:** I think it's time for the Personnel Committee to re-evaluate the DMG study for Menominee County. **Com. Phelps:** I think that's the intent, here, Bernie. **Com. Cech:** I agree with Diane. Getting together with Department Heads is a good idea. Also, I hope we can help out the Sheriff, here, with his situation. **Com. Phelps:** Thanks to everyone!

Adjournment: **Com. Lang** made a motion to adjourn, **Com. Cech** seconded. Motion carried.

| Staff Appraiser | EQ Director | | |
|------------------------|--------------------|-------------------|-------------------|
| Gr. 10 stp 5 | Gr.15 stp1 | Gr.15 stp2 | Gr.15 stp3 |
| current pay | | | |
| 48,975.9613 | 56,265.68 | 58,516.24 | 60,766.81 |
| dollar increase | 7,289.72 | 9,540.28 | 11,790.84 |
| % increase | 14.88 | 19.48 | 24.07 |

DMG-Maximus Salary Study
PAY GRADE BY STEPS
 2% on Oct. 1, 2017 or January 1, 2018

| GRADE | MIN | | | | | MID |
|-------|------------|------------|------------|------------|------------|-------------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | 16939.5725 | 17617.0284 | 18294.4842 | 18971.9401 | 19649.3959 | 20326.8518 |
| | 8.1440 | 8.4697 | 8.7954 | 9.1211 | 9.4468 | 9.7725 |
| 2 | 19747.2189 | 20537.1077 | 21326.9964 | 22116.8852 | 22906.7739 | 23696.6627 |
| | 9.4939 | 9.8736 | 10.2534 | 10.6331 | 11.0129 | 11.3926 |
| 3 | 22556.4533 | 23458.7750 | 24361.0966 | 25263.4183 | 26165.7400 | 27068.0616 |
| | 10.8444 | 11.2783 | 11.7121 | 12.1459 | 12.5797 | 13.0135 |
| 4 | 25365.6878 | 26380.4423 | 27395.1969 | 28409.9514 | 29424.7060 | 30439.4605 |
| | 12.1950 | 12.6829 | 13.1708 | 13.6586 | 14.1465 | 14.6344 |
| 5 | 28174.9222 | 29301.7921 | 30428.6619 | 31555.5318 | 32682.4016 | 33809.2714 |
| | 13.5456 | 14.0874 | 14.6292 | 15.1709 | 15.7127 | 16.2545 |
| 6 | 30984.1566 | 32223.4594 | 33462.7621 | 34702.0649 | 35941.3676 | 37180.6704 |
| | 14.8962 | 15.4920 | 16.0879 | 16.6837 | 17.2795 | 17.8753 |
| 7 | 33793.3911 | 35145.1267 | 36496.8624 | 37848.5980 | 39200.3337 | 40552.0693 |
| | 16.2468 | 16.8967 | 17.5466 | 18.1964 | 18.8463 | 19.4962 |
| 8 | 36602.6255 | 38066.7941 | 39530.9626 | 40995.1312 | 42459.2997 | 43923.4682 |
| | 17.5974 | 18.3013 | 19.0053 | 19.7092 | 20.4131 | 21.1171 |
| 9 | 39411.8600 | 40988.1438 | 42564.4276 | 44140.7115 | 45716.9953 | 47293.2791 |
| | 18.9480 | 19.7058 | 20.4637 | 21.2215 | 21.9793 | 22.7372 |
| 10 | 42221.0944 | 43911.1832 | 45598.5279 | 47287.2446 | 48975.9613 | 50664.6781 |
| | 20.2986 | 21.1111 | 21.9224 | 22.7343 | 23.5461 | 24.3580 |
| 11 | 45030.3288 | 46831.4785 | 48632.6281 | 50433.7777 | 52234.9274 | 54036.0770 |
| | 21.6492 | 22.5151 | 23.3811 | 24.2470 | 25.1129 | 25.9789 |
| 12 | 47837.9752 | 49751.5578 | 51665.1403 | 53578.7228 | 55492.3054 | 57405.8879 |
| | 22.9990 | 23.9190 | 24.8390 | 25.7590 | 26.6790 | 27.5990 |
| 13 | 50647.2097 | 52673.2251 | 54699.2405 | 56725.2560 | 58751.2714 | 60777.2868 |
| | 24.3496 | 25.3237 | 26.2977 | 27.2718 | 28.2458 | 29.2198 |
| 14 | 53458.0321 | 55596.1629 | 57734.2936 | 59872.4243 | 62010.5550 | 64148.6858 |
| | 25.7010 | 26.7289 | 27.7569 | 28.7848 | 29.8128 | 30.8407 |
| 15 | 56265.6786 | 58516.2422 | 60766.8058 | 63017.3694 | 65267.9330 | 67518.4967 |
| | 27.0508 | 28.1328 | 29.2148 | 30.2968 | 31.3788 | 32.4608 |
| 16 | 59074.9130 | 61437.9095 | 63800.9060 | 66163.9025 | 68526.8991 | 70889.8956 |
| | 28.4014 | 29.5375 | 30.6735 | 31.8096 | 32.9456 | 34.0817 |
| 17 | 61884.1474 | 64359.5768 | 66835.0063 | 69310.4357 | 71785.8651 | 74261.2945 |
| | 29.7520 | 30.9421 | 32.1322 | 33.3223 | 34.5124 | 35.7025 |
| 18 | 64693.3819 | 67281.2442 | 69869.1065 | 72456.9688 | 75044.8311 | 77632.6934 |
| | 31.1026 | 32.3468 | 33.5909 | 34.8351 | 36.0792 | 37.3234 |
| 19 | 67502.6163 | 70202.5939 | 72902.5715 | 75602.5491 | 78302.5267 | 81002.5044 |
| | 32.4532 | 33.7512 | 35.0493 | 36.3474 | 37.6454 | 38.9435 |
| 20 | 70311.8507 | 73124.2612 | 75936.6718 | 78749.0823 | 81561.4928 | 84373.9033 |
| | 33.8038 | 35.1559 | 36.5080 | 37.8601 | 39.2123 | 40.5644 |
| 21 | 73121.0852 | 76045.9286 | 78970.7720 | 81895.6154 | 84820.4588 | 87745.3022 |
| | 35.1544 | 36.5605 | 37.9667 | 39.3729 | 40.7791 | 42.1852 |
| 22 | 75928.7316 | 78966.0079 | 82003.2842 | 85040.5605 | 88077.8368 | 91115.1131 |
| | 36.5042 | 37.9644 | 39.4247 | 40.8849 | 42.3451 | 43.8053 |
| 23 | 78739.5541 | 80283.2800 | 83370.9189 | 86458.5577 | 89546.1965 | 92633.8353 |
| | 37.8556 | 38.5977 | 40.0822 | 41.5666 | 43.0511 | 44.5355 |
| 24 | 81548.7885 | 84810.6130 | 88072.4375 | 91334.2620 | 94596.0865 | 97857.9110 |
| | 39.2061 | 40.7743 | 42.3425 | 43.9107 | 45.4789 | 47.0471 |
| 25 | 84358.0229 | 87732.2803 | 91106.5377 | 94480.7951 | 97855.0525 | 101229.3099 |
| | 40.5567 | 42.1790 | 43.8012 | 45.4235 | 47.0457 | 48.6679 |

Current Staff Appraisal → GR 10 Step 5

to ↓

EQ Director GR 15 Step 1