

"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: Wednesday ~ September 7, 2016
TIME: 9:00 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 11, 2016
6. Public Comment *(Statements, not debate; limited to 5 minutes per person on agenda items only)*
7. Business
 - a. Deputy Court Clerk ~ DMG Recommendation & Job description changes
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
March 11, 2016

*****DRAFT*****

The Personnel Committee met on March 11, 2016 at 10:30 AM at the Menominee County Courthouse, Administrative Office.

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

Call Meeting to order: Chairperson Furlong called the meeting to order at 10:30 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. Piche and supported by Com. Williams to approve the agenda as written. Motion approved 4/0.

Previous Meeting minutes: Previous minutes from 2.4.2016 were approved. Moved by Com. Williams and seconded by Com. Piche 4/0.

Public Comment: None

Business:

- a. **Deputy Court Clerk – Job description changes:** Kleiman: This is regarding one of our two court clerk positions. I was approached by the Circuit Court Judges. As you know our 41st Circuit Court is for Dickenson County, Menominee County and Iron County. Judge Barglind and Celello come down here on a regularly scheduled basis. We've lately been utilizing the Polycom systems in Courtroom A & B. If the Judges use a Polycom system, we still need to have a court recorder here in the courtroom. What the Judges have tried to do is use the District court and Probate court recorders if they're free. If they're not free then they have to drive here with their own court recorder. They approached me to see if my court clerk would be interested in going through the certification process and becoming a certified court recorder, so that they can utilize her in the courtroom when they want to use the Polycom. She is willing to go through the schooling to obtain the certification. Before I go through the schooling and certification process, I want to know if the county board is willing to change the job description. It will have to be sent out for a DMG re-evaluation because this will most likely increase her position because of the certification needed. I assume this will come back as a grade 8 or 9, currently that position is at a grade 7. Furlong: When Circuit court comes, they bring everyone with them, don't they? If we don't supply a court recorder, they'll have to send theirs. The Judge will come with their own recorder. They won't utilize the Polycom if there is not recorder here. Kleiman: This is sort of a backup plan to allow the Circuit Court Judges to utilize the Polycom if the District Court or Probate Court recorders are not available. Furlong: But it will cost us more money in the long run, we don't see any kind of reimbursement. Kleiman: It would offset the travel account for them because we do pay for them to come here. Furlong: So the travel account is where we would see the savings. What does this person do right now? Kleiman: They're a court clerk. They are currently in the court for clerking the hearings. But they would also "record" if certified. Furlong: Sounds like a really good plan, but where I see a problem is when we pay her a grade, let's just say a grade

9...starting Jan. 1st and she only does this three times per year, the money saved from not having the court come down here doesn't offset what we're pay for this person with the pay increase and all. Kleiman: I understand that being a concern. At this point, I wouldn't be able to give you a figure on how many times this is going to happen throughout the year. The Judges just started utilizing the Polycom system. Piche: Sounds to me like an extra duty. We'd have to know how much this will be utilized. How much it'll cost in a year's time for the extra duty. Williams: Is the training online or does she physically have to go? Kleiman: I think most of it can be done online but the final test she will have to go to Lansing for. Williams: Is this something that we could pay that person a per-diem for doing the recording? Can it be done by giving a little bonus for the time spent recording? Kleiman: That's an option, I didn't think of that, but it is an option we could explore. Williams: That would solve a lot of concerns in paying someone two higher rates for something they will be doing only a few times per year. Furlong: I would be inclined to say that if the teleconference equipment gets more utilized and we're running into a bind for court recorders; that would be the time to bring it up. At this time I would not be inclined to approve your request. Kleiman: In the last three months they have been utilizing the teleconferencing equip. on a regular basis, when they are able to. My reason for bringing it up now is because it's a process that's going to take some time for her to become certified to do it. If we find that we're using it more and more and we want to go down this road, maybe next year, now we have to get her certified and we're that much behind. Furlong: if we could look at a per diem type payment for this, it may be better. But we have to look at the language in the contracts first. Lang: are we obliged to pay the court reporter when she comes down from Iron Mt.? Kleiman: Yes, they get paid through the circuit ct. budget here for the time they spend here. DuPont: We pay 1/3 of all of the costs of the circuit court. Kleiman: I don't know if it'll cost or save us by using the Polycom. The idea would be the convenience and possible cost savings of having the Judge and court recorder come from Iron Mt. and utilizing the Polycom. I can do some more research on it, if it's not going to be considered then I won't waste my time researching. Furlong: I'm not against the idea. If you're willing to crunch some numbers for us to look at, then I wouldn't be opposed. It would be a benefit to the county having that 4th person here. The message from the entire county board is "cost savings". DuPont: We are still going to need a DMG done if you choose to go that way. I would suggest allowing him to start the DMG process, it'll take 6 months to get it back. Even if we don't use it in the end, we'll have it if we need it. Bousley: It's only \$250 to do the DMG study. Once it is done, it comes back to this board for acceptance or denial. Piche: At this point to get something started, we're talking \$250. DuPont: Which would come out of Marc's budget. Piche: I would move to begin the DMG study on the circuit court reporter, seconded by Williams. All personnel commissioners agree.

- b. **County Administrator Performance Evaluation:** Furlong: We gave the entire board a chance to evaluate Brian. All nine commissioners turned in their evaluations. Overall I thought the evaluation was good. An overall score of 3.8 out of 4.0. Piche: works out to 84.5%. Furlong: Comments from individual board members, I have to concur with just about everyone. Speak up at county board meetings. Vague numbers, commissioners leave you in a position to be vague. That's why I brought up having the commissioners contact the office prior to the meeting so you have an answer for us at the meeting. Piche: I've never felt that it was fair to be blind-sided. DuPont: We have hundreds of bills that come across our desks weekly. If we get a phone call ahead of time, we can have the info. available when asked at the meeting. Williams: I generally have a very good opinion of our administrator. He certainly earns every penny he gets. Lang: I was on the board when we didn't have an administrator. I've seen five now, overall Brian is the most efficient of all five. Certainly much more efficient than when we didn't have one at all. Furlong: I need to make a statement. I don't think Brian would be half as good at his job if we didn't have a capable administrative assistant taking care of the office. We ask Brian to wear many hats, and a lot of those hats take him out of the office. The new hat of the airport, the buildings and grounds supervisor, the parks superintendent, he's out of the office a lot. I don't think this office would run as smoothly as it has been without a capable administrative assistant. Brian's eval. is somewhat reflected on Sherry and the job she does for him.

Sherry, our thanks to you! All commissioners concur with James and all say thank you to Admin. Asst. DuPont. **Williams:** A good Administrator is going to make sure his employees are treated fairly and rightly that's how you get the attention to detail and work that Sherry provides. **Furlong:** We've been missing his contract deadline since 2011. His contract is now on a month to month basis. This one is in play until March 1, 2017. The man deserves more than a year to year contract. When he first started here in 2009, his annual salary was set at \$72,995; that hasn't increased since he's been here, but that was without health benefits at first. We have since then provided him with health and retirement benefits. It would behoove us to suggest he get a pay increase. To avoid a problem with the Finance Committee and someone suing us again, **I would like the committee to recommend a pay raise for him beginning Oct. 1, 2016. All Commissioners concur.** **Furlong:** We paid the department heads a 3.25% pay increase this year, I would like that same increase to go to Brian for the next budget year. **I make a motion that we recommend to the Finance Committee, that we look at a minimal 3.25% pay increase for 2016/17 budget for our Administrator.** **Piche:** Then the Finance Committee will discuss and add it to the budget for next year. **Furlong:** Admin office to remind the personnel committee in January about his contract so we can get that corrected and maybe more long term. **Piche:** At one time Charlie insinuated that Brian insulted us by looking for other work. I don't follow that line at all. If someone can better themselves, you should accept they're trying to better themselves, we all have to make a living. The loyalty should only go so far, but when you're feeding a family, taking care of yourself...I don't have a problem at all if someone is looking for other work. **Furlong:** Neither do I, and if we want someone to stay here for the rest of their life, then we offer them a life contract. Brian's our indentured servant and he's free to go wherever he wants to go and apparently he does want to stay here. I think for all of his hard work over the last six years, he should be compensated appropriately. **All commissioners are in favor, motion carries.** **Furlong:** That was on that motion for the 3.25% pay raise.

Public Comment: Larry Schei: I concur with the opinions of the personnel committee on Brian's evaluation and the Administrative Assistant, whole heartedly. I also disagree with the personnel committee on their recommendation for money. I think since Brian took as helping out at the airport and part of his duties this year included being a "pseudo" Airport Manager, I really think you should give him the two percent that everyone got this year plus the two percent starting on October 1st, so a total of 4% altogether instead of the 3.25%. That's my personal opinion.

Commissioner Comment: Williams: I'm real happy with the way this meeting went. I think forward to sealing the deal and keeping Brian around, I think he's doing an outstanding job. **Piche:** I wouldn't ignore Larry Schei's comment. Perhaps we should bring that to the finance committee also. **Williams:** Well we said the minimum was 3.25%. The finance committee can increase that if there is money for it. **Furlong:** I agree with Larry 100%. I'd be happy to recommend a pay raise now and a pay raise later, but we did that once this year and look at how much trouble we got into and how much money it cost us. The budget has been set. Let's make sure the evals are done on a timely fashion so this doesn't happen again. **Lang:** Brian is doing a fine job as the administrator and part of his success he owes to Sherry. **Bousley:** I agree. **DuPont:** Thank you!

Adjourn: Moved by Com. Piche supported by Com. Williams to adjourn the meeting at 11:10 A.M. Motion approved 4/0.

MGT of America
Bay City Office
2343 Delta Road
Bay City, MI 48706
p: (989) 316-2220
f: (989) 316-2443
www.mgtofamerica.com



August 29, 2016

Mr. Brian Bousley
County Administrator
Menominee County
839 10th Avenue
Menominee, Michigan 49858

Subject: CLASSIFICATION REQUEST – DEPUTY CIRCUIT COURT CLERK – 41st CIRCUIT COURT

Dear Mr. Bousley:

MGT of America, Inc. (MGT) has completed its analysis of the position in the County Clerk's Department that the County requested we evaluate. This letter serves as the summary of our findings and recommendations. We evaluated the **Deputy Circuit Court Clerk** position as defined in the Comprehensive Position Questionnaire provided to MGT in May 2016, plus additional email correspondence from the Court to clarify the initial information.

Our methodology included reviewing the documentation on proposed job duties, minimum qualifications, and required job knowledge, skills and abilities provided by the employees in their position questionnaires. We reviewed the job evaluation analysis of this job in the Archer Matrix Point Factor Job Evaluation System. We also compared this position's duties, responsibilities, training, education, and work experience requirements to those of the **Register of Probate/Juvenile Court Recorder** and the **Legal Secretary**. In our professional opinion, the **Deputy Circuit Court Clerk** position information (CPQ) indicates that the position's duties, responsibilities, minimum experience, and educational requirements have changed enough to warrant a higher pay grade recommendation.

The findings and classification recommendation for this position is:

DEPARTMENT: **COUNTY CLERK**
DIVISION: **CIRCUIT COURT**
POSITION: **Deputy Circuit Court Clerk**

MGT analyzed the existing position, **Deputy Circuit Court Clerk** in the County Clerk's Department and determined the proper pay grade placement. The duties, responsibilities, minimum qualifications, and physical and mental requirements assigned to this position have resulted in a recommended Pay Grade 9 based upon our objective analysis comparing the duties and responsibilities in the original job study placement to the information provided in the new CPQ.

Mr. Brian Bousley, County Administrator
August 28, 2016
Page 2

CLASSIFICATION RECOMMENDATION:

Title	Pay Grade
Deputy Circuit Court Clerk	9

Please let me know if you have any questions or concerns about this recommendations. You can contact me at (214) 770-7153. Thank you again for letting MGT assist you in maintaining your pay plan.

Sincerely,



J. Mark Carpenter, Director
MGT of America, Inc.

Menominee County, Michigan Position Description

Title: Deputy County Clerk—
Circuit/Family Court

Department: Clerk/Register

Date: Proposed 09/2016

Purpose of Position

The purpose of this position is to receive, process, and prepare legal documents and court monies for the Circuit and Family Court, prepare related reports, and perform legal secretarial support functions for Circuit and Family Court. 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.

- Acts as Clerk for Circuit/Family Court Judges; creates and maintains civil and criminal case files and documentation; maintains databases and spreadsheets as necessary; maintains court files; answers phone calls and questions regarding court procedures and schedules; screens and processes pleadings in the appropriate manner.
- Interacts with and assists attorneys, court staff, law enforcement personnel, media representatives, plaintiffs and defendants. Provides information and interpretation to the public relative to public court proceedings. Coordinates and schedules conferences, court hearings, and jury trials; and assists with court scheduling with all three courts.
- Prepares legal documents, correspondence, and reports. Prepares files and documents for criminal and civil proceedings, and jury trials (such as summons and complaint, notices of hearings, orders, juror summon and roll call, jury instructions, verdict forms, felony judgments of sentence, and such other correspondence and reports as directed by the Circuit Court Judges and/or County Clerk/Register of Deeds). Entry of felon sentencings, transmittals, and abstracts in computerized system, and transmits information to the Secretary of State.
- Administers oath to witnesses, prospective jurors, jurors and bailiff.
- Prepares and generates the Circuit Court calendar and coordinates court scheduling with all three courts.
- Prepares daily and monthly court reports, orders, and forms as needed by court, Judges, and State Court Administrative Office.
- Enters civil and criminal data and information into computerized system as necessary.

- Acts as backup Court Recorder for Circuit Court and for visiting judges; records court proceedings, operates and maintains recording equipment and prepares transcripts; maintains log of recorded hearings; acts as back-up recorder for circuit court hearings. Position requires Michigan Electronic Court Recorder's Association certification.
- Receipt of Concealed Pistol License (CPL) applications, entry of applicant information into State Police portal for criminal records search and approval and notification of applicant of application status.
- Assists customers and other departments in opening court files; assists customers with personal protection orders; provides forms and assists in completing applications.
- Assists customers with vital records, certified copies, DD214s, Doing Business As (DBAs), and CPL applications; prepares letters for applicants.
- Receives and receipts monies; balances restitution and other court monies with Treasurer's report; prepares reports for restitution payouts.
- Attends training conferences and seminars.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's Degree in Legal Assistant or equivalent with vocational/technical training in business or legal office procedures with a minimum three years of related legal assistant/secretary experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position also requires certification in Michigan Electronic Court Recorder's Association within 1 year of hire.

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 persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as legal documents, court filings, applications, abstracts, judgments, reports, licenses, transmittals, manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the County Clerk, Circuit/Family Court Judges, all department personnel, other departments, Secretary of State personnel, district court staff, customers and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.

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 generally safe and comfortable conditions where exposure to environmental factors such as violence may cause discomfort and poses a 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