

"Menominee – Where the best of Michigan begins"

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse  
839 10th Avenue  
Menominee, Michigan 49858-3000

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### MENOMINEE COUNTY PERSONNEL COMMITTEE

Meeting as the Committee of the Whole

~A QUORUM OF THE BOARD WILL BE PRESENT~

**DATE:** Tuesday, October 11, 2011  
**TIME:** 5:00 PM  
**PLACE:** Stephenson Annex Building, Stephenson, MI

#### \*\*\*\*\*AGENDA\*\*\*\*\*

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes  
April 19, 2011
6. Public Comment (statement not debate, limited to 5 minutes per person on agenda items only)
7. Business
  - a. Emergency Service Coordinator/911 Director Positions
8. Public Comment
9. Commissioner Comment
10. Any Other Items Members May Wish to Present
11. Adjournment

*James Furlong - Chairperson*

*Bernie Lang - Vice Chairperson*

*Charlie Meintz*

*Mark Jasper*

*Jim Pearson*

Personnel Committee  
April 19, 2011  
Minutes

~~~~~DRAFT~~~~~

The Personnel Committee of the Menominee County Board met on April 19, 2011 at 4:30 PM in Courtroom B. Present at the meeting were Com. Pearson, Com. Furlong, Com. Meintz, Com. Jasper, Com. Lang, Marc Kleiman, Brain Bousley, Administrator, Sherry Smith, Admin. Asst.

**Others Present:** Kim Kewley, Julie Englund, Pat & Tom Cheski, John Nelson, Dan Menacher.

**Call Meeting to order:** 4:30 PM

**Agenda:** Discussion to add another item to the agenda. Item e. will be: FOC, Temporary Full time position.

The "amended" agenda was approved by Com. Lang supported by Com. Meintz 5-0

**Previous Minutes:** Minutes of 8-17-10 and 3-25-11 – There was a problem with the 8/17/10 meeting. Was it a legal meeting? If it was improperly posted, then why did it take place? Meintz, not in favor of approving unless it's proven to be legal. Approved by Com. Furlong supported by Com. Lang. 3/2 vote, Meintz and Pearson voted no.

**Public Comment:** No public comment.

**Business:** a. DMG information received from other county administrators: Pearson: Brian has info. included from other counties in ref. to the DMG. Most counties were very dissatisfied with using this system for evaluating employee salaries. Lang: once you have an evaluation system, you have to go with it. Looking at these, the counties that had failure did not go with what was recommended. We received recommendations from the Archer Company; I think we should follow the recommendation to allow for our DMG to continue working. Furlong: I agree with Bernie. I think the County Board and Department Heads got us into this mess. When an employee leaves, and others take on those duties, that's when the new evaluation should be done, at it hasn't been getting done. I think we should take on the recommendation from the Archer Company. Meintz: My concern with the classification of the employees; all employees have the same benefits. They are not included in the pay scale of the DMG procedure. Pearson: That is a global way of doing it. No benefits are added to the pay scale as compensation. I like the idea of using another source other than the DMG. We've spent a lot of money in the past to get this DMG in place. We're causing the problem if we're not updating on a regular basis.

b. Job Classification/salary Feasibility Study (DMG) ~ Discussion to enforce the original DMG study with ongoing updates. Pearson: We should utilize the system and use it properly. We no longer have communication with the original company. Bousley: We have a new company that can do the updates. They can come and talk with us if need be. Furlong: Is the county Administrator able to authorize an update to the DMG? He would be the first person to know that someone has left and job descriptions have changed. Pearson: We'll move forward with the discussion of allowing the administrator to authorize updates to the study.

c. Previous job classification/salary study, September 28, 2010. (County Clerk, Treasurer, & E-9-1-1 Departments. ~ The Archer Co. submitted 9 positions that were re-evaluated. Pearson: I'd like to move this forward to get the Treasury department item taken care of. This was done two years ago and according the minutes was supposed to take effect at the beginning of this budget year (Oct.), and it is still not in play. Kim Kewley was asked if there was anything he was missing. Kim stated that Diane wanted Kim's position to be increased per the recommendation of the Archer Co. and to recommend retro pay back to Oct. 1 2010, when this should have taken effect. Also, Diane is still not happy with the recommendations of the Archer Co. and will request another update be done. She feels both positions in the Treasurer Dept. should be a grade 9. We'll move the Archer company recommendations to the board for approval.

d. Administrator Contract discussion – We have some items in the administrator's contract, specifically MERS, Health Ins., Life Ins. Meintz: Are we currently paying for your retirement, Brian? Bousley: No, but sooner or later they'll hit you from the day I started. Meintz: Is there a limitation that says we have to pay it all. Bousley: We're not at 80% so we can't make changes. Meintz: If we're gonna pay for pension, then we should take a look at the pay scale. The Perks get forgotten in the pay scales. The wage should be decreased by the amount it costs us to have him in MERS.

e. Friend of Court – Temporary Full Time Position – We have an employee going on Family Medical Leave. What Renee is requesting is a Temporary Full Time employee to get caught up on the work load. This will be for about 12 weeks. Consensus is to move forward for a board decision.

**Correspondence:** None

**Any Other Items Members May wish to Present:** None

**Public Comment:** Marc Kleiman: Regarding the Archer study one of the reasons we didn't move forward on this was because they didn't give us reasons for the recommendations. I have an issue with the other two clerks in my office. If we accept this now, can we request another one? Kim Kewley: Thank you for addressing this issue? Are you going to implement this now or back to Oct.? Pearson: This will go back to the board for determination.

**Adjourned:** Moved by Com. Lang to adjourn at 5:15 PM, supported by Com. Meintz

## Menominee County, Michigan Position Description

*Grade 10*

**Title:** Emergency Services  
Coordinator

**Department:** Administration

**Date:** September 2001

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### **Purpose of Position**

The purpose of this position is to plan, train and coordinate the Emergency Response to imminent disaster of Law Enforcement, Fire, Red Cross, Health, and Volunteer groups and to direct, coordinate and administer the County Emergency Operations Plan and activate the Emergency Operations Center. The work is performed under the direction of the County Administrator.

### **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.**

- Updates all departments' Emergency Operations Plans and Call Lists.
- Coordinates training sessions for EOC.
- Writes grant applications to obtain funding.
- Rewrites County EOP to state standards.
- Coordinates and attends Local Emergency Planning Committee meetings.
- Writes quarterly reports for FEMA. Submits required FEMA forms for exercises.
- Interacts with volunteer and City Fire departments, Sheriff's Department, State and City Police; interacts with utility companies and dam owners and operators. Establishes working relationships with adjacent jurisdictions.
- Develops human and equipment resources lists.
- Writes contracts for shelters and transportation; writes mutual aid assistance forms.
- Establishes limited EOC's with 14 townships.
- Attends a variety of meetings including District 8 EMD, FEMA and DEQ quarterly meetings, M&M Radio Club monthly meetings, Firechief's Association meetings, Township Association meetings and annual Emergency Managers Association meetings.
- Writes bylaws for LEPC.

- Administers SARA Title III forms.
- Tracks expenditures for Emergency Coordinator.
- Ensures compliance with state and federal regulations.
- Recruits and trains volunteers for EOC Assists.
- Establishes Incident Command Post in response to natural disasters.
- Attends classes for all functions of Emergency Management.
- Attends weather spotter training. Updates weather spotter activation list. Hosts local weather spotter training.
- Develops and hosts disaster exercises.
- Answers questions from the public.
- Maintains preparedness to open an Emergency Operations Center.
- Reports important news to the Administrator.
- 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 Emergency Management, Planning or a closely related field with two to three years of related emergency management 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 mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- 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 wide variety of reference, descriptive, advisory and/or design data and information such as reports, records, plans, lists, agreements, surveys, guidebooks, manuals, maps, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the County Administrator, County Board Chair, Fire and Law Enforcement agencies, township supervisors, NOAA, industry managers, schools, resource people, CUPPAD, the media 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, radios, scanners, 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