

“Menominee – Where the best of Michigan Begins”

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858
www.menomineecounty.com*

*Jason Carviou – County Administrator
Sherry DuPont – Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839*

Personnel Committee

Monday, June 8, 2020 – 11:00 AM

*Menominee County Courthouse – Courtroom B
839 10th Avenue Menominee, MI 49858
(906) 863-7779*

This meeting will be open to the public; however, due to COVID-19 concerns the public is strongly encouraged to attend this meeting remotely. Individuals attending the meeting remotely will have the ability to provide public comment in compliance with the Open Meetings Act.

BY COMPUTER:

Meeting Link:

<https://menomineecountygovernment.my.webex.com/menomineecountygovernment.my/j.php?MTID=m041b77b5e5ba7cd0b834a7ba16b6b09c>

Meeting Number: 126 467 8370

Password: f4X7MmkREx4

BY PHONE:

Phone Number: 1-408-418-9388

Access Code: 126 467 8370

Password: 34976657

****Note: Standard telephone and internet rates may apply.**

If you have any questions or need assistance with the virtual software, please contact Jason Carviou, County Administrator, at 906-863-9648 (Work), 906-290-0002 (Cell), or by email at JCarviou@menomineeco.com.

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call (Commissioners: Phelps, Lang, Cech, & Johnson)
- D. Approval of the Agenda
- E. Approval of the Previous Minutes (December 17, 2019)
- F. Public Comment (*Statements, not debate, limited to 5 minutes on agenda items only*)
- G. Business
 - District Court – Court Reporter Position
 - Prosecuting Attorney – LTE Position
 - Prosecuting Attorney – Unpaid Internship
 - FY 20/21 Budget – Pay Grade Plan
- H. Public Comment (*Limited to 5 Minutes*)
- I. Commissioner Comment
- J. Adjourn

Menominee County Personnel Committee
Minutes of Meeting
December 17, 2019

*****DRAFT*****

The Personnel Committee met on December 17, 2019 at 9:00 AM at the Menominee County Courthouse, Administrator's office.

Call Meeting to order: Com. Phelps called the meeting to order at 9:00 AM.

Pledge of Allegiance: The Pledge of Allegiance was led by Com. Lang and recited by all.

Roll Call: Roll call was taken; Coms. Lang, Phelps & Cech are present; Com. Johnson is excused

Others present at the meeting were Jason Carviou, Sherry DuPont, Brian Barrette

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

Previous Meeting minutes: Motion to approve minutes from March 13, 2019 meeting was made by Com. Cech, seconded by Com. Lang. Motion carried 3/0.

Public Comment: None

Business:

- a) **Part Time Custodian Position - Jason:** If you remember back in early 2019, we decided to use Mary as our custodial person in Stephenson and here at the Courthouse complex. That worked over the summer. Then Mary had some issues with her bus driving schedule, so she was not able to maintain her hours here. At that time, we did a sort of emergency contract with Janitor's Closet for the courthouse complex. That worked out for a little bit, then Mary said it was becoming too much for her to drive to Menominee twice per day. We decided to put out the PT position again, for the Health Dept. and 9th Street Building. **Cech:** How much is the pay? **Jason:** \$12/hr. **Lang:** How many hours? **Jason:** About 25 Hours/week. **Phelps:** What would the Health Dept and 9th St. bldg. be? **Jason:** that would be about 7 hours/week. **Phelps:** suggests departments cleaning their own areas. **Jason:** With Janitor's Closet, we've seen the quality of service go up here in the courthouse. But it is an extra \$9,000. We could put it back out for bids again if you think we should. My personal thought is the board to recommend we stay with Janitor's Closet and keep Mary on to do the 9th Street Building and the Health Dept. after hours. And we keep Mary on to do the Annex and Library also. I'd like the board to approve through the end of the contract for Janitor's Closet. **Cech: I make a motion that we recommend to the full board that we use Mary for the Health Department and 9th Street Bldg. and she continue with the Annex and Library and we'll use Janitor's Closet for the Courthouse. Supported by Com. Lang. 3/0**

- b) **Part Time Jail Cook Position: - Jason:** We currently have one fulltime cook and three part time cook positions. Only one of the PT positions is filled. They can't get any applicants for the part time position. We're paying \$11/hr. I see three options here: One – to combine all three of the PT into one full time; however, that will create a \$30,000 increase with fringe benefits. Two: Take the three part time positions and offer a higher hourly wage hoping that

would get us some applicants. I would look at bumping up the hourly wage to \$15/\$16 per hour to attract some applicants. Perhaps increase the hours up to 29/wk. as well. They did try to fill our emergent need through a manpower and other hiring agency but they won't be able to fill a position like this for us. They can't maintain food service personnel. **Three:** Contracting out the food service altogether. We'd have to put out an RFP and we have already tried that and Mike and Ken are not favorable to contracting again. It failed the last time. **Phelps:** Let's raise the pay rate AND put it out for an RFP so we have options. **Jason:** Putting both out at the same time is like a double edge sword. **Phelps recommends to raise the pay rate to \$15/hr. and allow up to 29 hrs/wk. Supported by Com. Cech. 3/0**

- c) **Part Time Dispatcher (911) position - Jason:** We're proposing to create an on-call PT dispatcher position which would (in a sense) alleviate the overtime issue we're having. This will call for some contract negotiations. What this would do is **not** give that person a set number of hours each week. If we run into a situation that we'd have to pay overtime, we can use that person to cover. So we'd pay that person \$20 vs paying overtime at \$30. This would only work if it were a trained person. (perhaps a retiree or someone with the training certifications). **Brian Barrette:** When I took over, we had 11 employees. One was the director, 7 were full time and 3 were part time. Those part time employees had full time hours and benefits. To try to save money, we went from 11 to 10 and that hasn't worked out so well. The problem is that there are so many available hours that the staff is burned out. The available hours are about 3000 hours per year (est. this year). (Includes all employees banked sick, vacation and personal leave) If we have an employee with 180 hours of vacation time and 32 hours in personal time, we have to cover that in overtime...per person. So far to date we've had 593 hours of leave use. That's not including the 16 hours a week that the Deputy Director has to fill in for. We're short staffed with one full timer, so that's another 40 hours per week. **Cech:** That sounds like a good idea, can you do it? **Brian Barrette:** If the union is ok with this, we'd be saving money by not paying overtime out. It's not the long-term solution, but it'll help now. **Jason:** a lot of the OT issues is from being short staffed. **Cech:** I think it would be great, if we can do it. **Jason:** We want to get some support before we go to the union to negotiate. **Cech/Lang move to allow administration to contact the union for a possible letter of understanding to allow an "on call" person.** Jason and Brian will work on this.
- d) **Full Time IT Position/UES Contract – Jason:** The UES contract is up in the beginning of March. So, our intent is to send a letter to them to let them know we don't plan on renewing the contract and that we're going to hire our own IT person. Right now we're pay somewhere between 60-70,000 per year to UES for having them here twice a week. We could hire a full-time person for about \$20,000 more and have someone here all the time. There is a possibility that once we get this person started and here for a while, there's been talk about contracting our person out to the City of Menominee. So there is a potential offset cost in the future. Overall, what we're trying to say is that there is a need for someone more than twice a week. I think with what we're paying we can get a quality person in here. **Cech moves to recommend we hire a full time IT person, Com. Lang supports.**
- e) **Vacation Payout request – Jason:** This request has been withdrawn. I believe she was able to use some of her vacation.

Public Comment: None

Commissioner Comment: None

Adjournment: **Com. Phelps** made a motion to adjourn at 12:39 PM, **Com. Cech** seconded. Carried. 3/0

Menominee County, Michigan Position Description

Title: District Court Recorder and
Judicial Assistant

Department: District Court

Date: January 2020

Purpose of Position

The purpose of this position is to make verbatim records of all court proceedings, prepare official transcripts and serve as administrative assistant to the District Court Judge. The work is performed under the direction of the District Court Judge.

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.

- Records all court proceedings and prepares detailed log of court activity; marks and maintains a record of exhibits; administers oaths and prepares judgements; provides assistance to the judge in the courtroom. Fills in for Circuit, Family and Probate Court Recorders.
- Prepares official transcripts; certifies copies; files transcripts with appropriate agencies; prepares bills and maintains files of transcripts, computer disks and courtroom notes.
- Schedules court proceedings; monitors court docket; schedules and coordinates courtroom use; prepares, schedules and maintains records of mediations; schedules interpreters; coordinates arrangements for disabled persons.
- Receives and screens telephone calls; takes and relays messages; provides information and assistance.
- Sorts and distributes mail.
- Prepares and types a variety of orders, documents and correspondence; prepares bench warrants, court documents, appellate documents, etc; prepares, maintains records and schedule of Judge's assignments; reports assignments to State Court Administrator.
- Maintains court files, spreadsheets and databases.
- 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 court recording and one year of related experience OR any combination of education and experience that provides equivalent knowledge,

skills and abilities. Position requires Michigan State Electronic Recorder certification within 6 months of hiring.

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 wide variety of reference, descriptive, advisory and/or design data and information such as courtcomputer disks, transcripts, logs, lists, files, exhibits, warrants, judgments, reports, assignments, manuals, law books, reference materials, policies, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the District Court Judge and all department personnel, attorneys, law enforcement agencies, defendants 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

DISTRICT COURT	Employee Name	Considered	Current SALARIES	PROJECTED % INCREASE	PROJECTED SALARIES	LONGEVITY	HOSP PLAN	HOSPITAL INS	HEALTH INS	EICA	EICAMMED	WORK COMP	RETIREMENT	TOTAL
	Vacant	DNG Of: 8 Step 3		1.02	\$41,745	0	family	\$22,768.94	\$30.00	\$2,267.29	\$330.25	\$233.77	\$3,339.60	\$70,915

REVISED JUDICATURE ACT OF 1961 (EXCERPT)
Act 236 of 1961

600.8601 Certified recorder or reporter; number; functions and duties.

Sec. 8601. There shall be not less than 1 district court certified recorder or reporter for each judge of the district court who, in addition to acting as official court recorder or reporter, may act as secretary to the district court judge and perform other functions and duties as may be required by rule of the supreme court.

History: Add. 1968, Act 154, Imd. Eff. June 17, 1968;—Am. 1986, Act 308, Eff. Jan. 1, 1987.

REVISED JUDICATURE ACT OF 1961 (EXCERPT)
Act 236 of 1961

600.8602 Appointment of recorder or reporter; appointment of additional recorders or reporters; functions and duties.

Sec. 8602. (1) Each judge of the district court shall appoint his or her own recorder or reporter.

(2) Pursuant to supreme court rule, the chief or only judge of the district may appoint additional certified recorders or reporters. Appointed additional recorders or reporters shall perform the duties and functions of recorder or reporter when so assigned and shall perform other functions and duties as may be assigned by the chief or only judge of the district or the court administrator.

History: Add. 1968, Act 154, Imd. Eff. June 17, 1968;—Am. 1986, Act 308, Eff. Jan. 1, 1987.

Position	Rate	Weeks	Hours	Salary	Payroll Taxes	Work Comp	Est. Total
LTE Legal Secretary	\$15/Hour	15	600	\$ 9,000.00	\$ 688.50	\$ 50.40	\$ 9,738.90