

Menominee County Executive Committee
Minutes of Meeting
December 14, 2015

*******APPROVED 2.22.2016*******

The Executive Committee met on December 14, 2015 at 3:00 PM at the Menominee County MSU Extension Conference Room, Stephenson, MI.

Others present at the meeting were Jerry Piche

Call Meeting to order: Com. Meintz called the meeting to order at 3:00 P.M.

Pledge of allegiance: was recited by all.

Roll Call: All Commissioners are present.

Agenda was approved by Com. Furlong and supported by Com. Nelson to approve the agenda as written. Motion approved 3/0.

Previous Meeting minutes: October 21, 2015 – moved by Com. Furlong and supported by Com. Nelson to approve the minutes of the September 18, 2015 Executive Committee meeting. Motion approved 3/0.

Public Comment: None

Business Items:

- A. Discussion of Menominee County Bylaws, Board Rules, County Policies and Charters of Standing Committees:** - Meintz: John and I were both concerned about some of the bylaws. Nelson: Pg. 5 – Article 7, Section 1 & 2. Did we violate the rules at the Oct. 27th meeting? Page 20, commissioner compensation. So, we voted to pass on a pay raise, without doing the 4/5 vote, And allowed the pay raise for commissioners between general elections. Personnel Manual, page 7. The DMG positions were never funded. Again, we didn't follow policy. Com. Furlong moves to take this up to the PA to get a legal opinion from him to see if we have broken the rules. Nelson: I voted no at the meeting. Meintz: There is a question about the extra motion, to add a start date...I viewed it as part of the current motion to clarify it more. Furlong: That's why we ask Merkel to give us an opinion. Our bylaws take precedence over everything. If it's not spelled out in our bylaws, we go to Robert's Rules of Order. Meintz: if we change an action item to include other detailed information is a majority vote of the board needed to allow that, or is it simply extending the motion to add more detail? Furlong: Normally when we hire someone new to replace someone, they will start at the same grade the last person was at, only at a step one. Do we know that the new person will be doing all of the work included in that job description? Maybe we should re-evaluate the

job before the new person is hired. Maybe that job description has changed since the last one was done. Wouldn't it be better if we have the department head do the analysis (questionnaire) before hiring the new person? We don't know if that person will still do all of the duties included in the current job description or not. Nelson: My problem with the treasurer's office is that we don't do a DMG study of the office, we do it on just the one person, so if that person loses a responsibility, the pay stays there. That goes for the department head too. If they give up a responsibility, someone else has to take that responsibility, their job description then changes. Furlong: The policy doesn't state that we do that, so what I'm saying is that we should change that and put in there that all new hires, or rather, all old positions have to go through the DMG analysis prior to hiring a new employee. Discussion on the DMG approval in the Treasurers' office, Nelson: We did not follow the personnel process, plus it was not budgeted for it so the best we can do is start it next year; Oct. 1, 2016 when it's put in the budget. DuPont: On her behalf, we actually did submit that paperwork in August, we just didn't have numbers back yet for the budget. Furlong: We need an opinion from a legal authority. Forward the minutes to Merkel. Sherry, compose a letter to Merkel, send to us to view, wait for our input and then you can send to Merkel for a legal opinion. Meintz: OK, other "clean up" changes in the bylaws. DuPont: Page 14, R91-12 (board salaries) we'll need to hold off on this until we get an opinion from Merkel. Page 14 "the Chief financial officer is authorized to dispose of any County asset less than \$500 in value by soliciting bids for purchase of the asset" after discussion, all coms. agreed that this paragraph needs to be removed from the "purchasing policy". (Disposal is discussed on page 16). Page 17, Petty Cash Fund: Add building code to the first paragraph and remove Parks from the last paragraph (it's in the first paragraph). Page 34, Community Action Committee should be changed to "Agency" (not committee). Airport Committee, all wording needs to be redone. What's there reflects the "commission", which no longer exists. Will take the first paragraph from the new approved TCAC bylaws to replace what's there. Page 37 Community Corrections Advisory Board. This no longer exists, so we need to remove this one. Library Board, I would like to add a little info. after discussion, all agree, "add more info. to spruce it up". It's agreed by all members to make all of the changes within the bylaws as discussed. Nelson: I make a motion that we recommend the personnel committee review (with the department head) all vacant position - job descriptions, prior to hiring a new person for that vacancy and make a recommendation to the County Board whether a new DMG Classification is needed to determine a new level of pay for that position. Furlong seconded this motion. All Coms. agree, this is to be included as part of the duties under the Personnel committee duties in the charters of standing committees (within the bylaws).

Public Comment: Gerald Piche, Nadeau. I agree completely with your decisions at this point.

Adjournment: Moved by Com. Nelson supported by Com. Furlong to adjourn the meeting at 4:05 PM. Motion approved 3/0.