

Menominee County Executive Committee Meeting Minutes

July 19, 2013

~~~~Approved 8.15.13~~~~

The Executive Committee of the Menominee County Board met on July 19, 2013 at 7:30 AM at the Menominee County Annex, Stephenson. Present at the meeting were Com. Charlie Meintz (in at 7:39), Com. John Nelson, Com. Chris Plutchak, Administrator Bousley, Admin. Asst. Sherry DuPont.

**Also Present:** Bob Desjarlais, Mari Negro, Jan Hafeman, and other members of the public.

**Agenda:** The agenda was approved by Com. Plutchak and supported by Com. Nelson 2/0

**Previous Meeting Minutes:** Meeting Minutes from Feb. 14, 2013 were approved by Com. Plutchak supported by Com. Nelson 2/0

**Public Comment:** None

**Business: Review of the Menominee County By-laws, Board Rules, County Policies and Charters of standing committees:**

- a. **Committee member per-diems** – Bousley: Article six says “all non-County Board committee members appointed by the Menominee County Board are considered “volunteers” and will not be compensated for meeting fees. Mileage allowance shall be provided at the IRS rate per mile. Nelson: This was brought out because it’s not working the way it is. Some committees are paying per diems and some are not. Com. Furlong discussed the reason this was changed in the first place, but now recommends taking a look at this for discussion because it’s not working the way it is. I believe we have to come up with a fair and equitable rate. People are volunteers, I believe they also do a service for the County and that reasonable reimbursement rates should be moved forward. Plutchak: Members are volunteers, but they also have a responsibility to the committee. You’re not going to get good people if you don’t have some reason to give them the incentive to be there. Nelson: I support the reimbursements. It’s hard to keep a group interested if they’re not paid for their time. Plutchak: They’re doing basically the same thing we’re doing. They should be reimbursed for their time.

**(Commissioner Meintz enters the meeting).** Nelson: Recommend to change this to “committee members appointed by the Menominee County Board of commissioners will be paid a per diem (meeting fee) in an amount not to exceed what the County Commissioners are paid per meeting. Meintz: I agree with that, then the committee can decide if they want to be strictly volunteer or choose how much they want to pay their members. Desjarlais: Volunteers are doing the same workload as the commissioners. I feel the sliding fee scale is a good idea. But put

a max on it. Possibly have less meetings per year. Negro: I think that some committees may be more sought after if one pays more than another. Allow one per diem per day no matter how many meetings they attend. Nelson: I recommend a flat rate fee. Brian: A maximum of \$50 per day per committee and sub-committee will be paid for each organization. Consensus is to move this to the full board for discussion and approval.

- b. Credit Card Policies** – Nelson: I think we should dump credit cards. Discussion, you can't even make a reservation without a credit card. Nelson: Call and make your own reservation with your own credit card. Meintz: I think the admin office should make all reservations and NOT allow the credit card to leave the office. They pay their own way and get reimbursed upon return. Brian: We'll have to provide a resolution if we make changes. Plutchak: I use them all the time. My guys use them for gas and everything. Nelson: we have gas cards, right? Brian: NO Plutchak: It should be up to the department to track spending. Nelson: I look at the bills every month and there's a lot of stuff on the credit card. Meintz: Some months there are some pretty substantial amounts on the credit card. Plutchak: I think it's one of those things in society now that's necessary to do business. Not everyone has credit of their own. Meintz: That shouldn't be the county's problem. All the more reason they shouldn't be allowed to use the County Credit Card. My recommendation is we have more restrictions on the Credit Card. Admin office should make all hotel reservations. Plutchak: I believe we should have more control over it, but to get rid of it, I don't think is right. Nelson: If they take their own vehicle, they don't get reimbursed for gas? Brian: Correct. Nelson: how many county vehicles do we have? Brian: Three. Plutchak: how often do you have to order things on line, where you'll need the credit card? Nelson: if we're only making a few changes in the policy, maybe we should just let it go. I don't want to put any more work on the Admin. office. Plutchak: Perhaps we should allow the full board to discuss this. Meintz: Maybe we should run this item to the board as an agenda item for discussion. Nelson: if it's not to be withdrawn, there's no reason to make any changes at this time. I'd like to set a per meal rate rather than a daily rate for meals. Meintz: I agree. Discussion of the meal reimbursement breakdown, Nelson: Let's recommend to the full board to change the meal allowance to \$9.00 for breakfast, \$11.00 for Lunch, and \$20.00 for dinner that keeps the \$40/day rate. All commissioners agree to forward to the full board for discussion and approval.
- c. Personnel Committee** – Discussion about the duties of the Personnel Committee. Currently it is; "Consist of 4 members of the County Board of Commissioners. Shall not be the chairman of the County Board and not a member of the Finance Committee. Negotiate, administer and recommend employee contracts. Review and establish employee job descriptions and classifications. Review and make recommendations to the board in regard to County Personnel Manual." Nelson: Your contract came up and the personnel committee didn't meet. Two months prior to the end of the contract, the personnel com. should have met. Objective criteria is not included in the contract. Brian: There is a review that is done every year. Job descriptions explain the criteria that the review is based on. Meintz: if you don't have expectations written down, how can you review them? Consensus is to have the personnel committee work to include objective criteria into the contracts to allow reviews to be more accurate. Nelson: Continuation of hard to fill positions and the personnel committee. Equalization director, hard to fill position. We don't have anyone working with Peg that is certified, if something happens

and she were to retire tomorrow, that position is hard to fill. We should have a "continuation".

Meintz: I think the personnel committee should have more responsibility on cross training. So we can have flawless services from the county, whether someone is out or not. We should have people that have the ability to cover two or three positions.

DuPont: I question the contracts. If we have a person at a grade 7 temporarily fill a position that's a grade 9, we're going to have union grievances.

Nelson: I didn't say permanent, I said as a temporary fill behind. We should be able to go to the union and ask to put this person in temporarily for 30/60 days.

Meintz: I don't have a problem if the union came to us and said we have to pay that person at a grade 9, as long as we provide flawless service. Sherry, as far as the website, you are the only person trained to put things on the web. If you're out and something happens, we don't have anyone who can put things on the web. That's unacceptable.

Nelson: There are some things that, by law one person can't do as far as cross training.

Meintz: Even if it's different offices that you have to cross train in. To at least allow assistance, answer the phones, take messages. In the past, if one office is flooded with customers, and another is not, maybe they can help out. If the employees feel it's better to sit in their office and twiddle their thumbs, than to assist in another office...Nelson: I don't see that is happening. I think that should be in the arena of personnel committee along with the administrator to work on these things. Look at contracts, and dates; what are we going to do to fill behind hard to fill positions? What are we going to do about cross training?

Plutchak: if the equalization director quits tomorrow, what would we do? Negro: The equalization director position requires approx. four to five years of training.

Nelson: If Peg were to leave today, I think Brian will be crying. That's our budget, that's how we get money. Personnel should look at expectations for positions to make sure we can have a fill behind, temporarily.

Meintz: We're facing a possible problem with our medical examiner also.

Nelson: think the board should appoint board members to be included in the Union negotiations.

Plutchak: That's what Brian's hired for, that's his job to report to us.

Nelson: I'm talking a more supportive network. Personnel should work this out too.

Meintz: I agree with that 100%. I think we should bring a recommendation to the board to amend the bylaws for the duties of the personnel committee, to add the four duties as we discussed.

**Public Comment:** Negro: per diems, some do not have per diems in their bylaws. It's not fair to the volunteers on those committees to not receive per diems.

Meintz: That's their option.

DuPont: We're going to have to add money into the budget if we add the per diems back in.

Nelson: Yes, that's another thing, we realize that.

**Adjournment:** Move by Com. Nelson, supported by Com. Plutchak to adjourn the meeting at 9:05 AM