

Menominee County Personnel Committee
Minutes of Meeting
October 14, 2015

*******APPROVED 2.4.16*******

The Personnel Committee met on October 14, 2015 at 9:00 AM at the Menominee County Courthouse, Administrative Office.

Present at the meeting were Coms. Lang, Piche, Williams, Furlong and Brian Bousley. Diane Lesperance, Marc Kleiman. Other members of the public: Bill Cech; Larry Schei.

Call Meeting to order: Chairperson Furlong called the meeting to order at 9:00 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. Williams and supported by Com. Piche to approve the agenda as written. Motion approved 4/0.

Previous Meeting minutes: Previous minutes from 9/2/2015 were approved. Moved by Com. Piche and seconded by Com. Williams 4/0.

Public Comment: None

Business:

- a. **Airport Manager Job Description:** Bousley: The Airport Committee went through and changed the job description of the Airport Manager. Basically where it says “commission” it was changed to “committee” and also a few times it changes from “commission” to “County Board”. All is highlighted throughout. Also “reports to the county administrator” has changed. Added “maintain FAA standards for general aviation Airport” That may be redundant but I thought it should be in there just to make the Airport manager aware that the FAA standards need to be followed. Language cleanup since we are no longer an Airport “commission”. Lang: Where are we as far as changing the name of the airport? Bousley: I spoke to M-DOT, They’re waiting for the paperwork to do that. I’m having the title search done right now. Then the Quit Claim deed will be drawn up. Then I send everything to MDOT AERO for approval. Motion to approve the Airport Manager Job Description to send to the County Board for approval by Williams/supported by Piche. 4/0
- b. **Airport Lineman Job Description:** Bousley: There were only two changes on this one. Department – is “Twin County Airport” removing “commission”; And the second one was on the second page, removing “Marinette County”. Lang moves to support this to go to the County Board for approval, Williams supports. 4/0
- c. **Airport Work Rules/Policies:** Bousley: Since the lineman and the airport manager are Menominee County employees, everything should revert back to the Menominee County Personnel Manual. We’ll remove the Airport work rules/policies. They were originally taken from the personnel manual and there is actually a little more detail in the personnel manual. Furlong: Basically we’re rescinding the Airport work rules/policies and reverting to the Menominee County Personnel Manual instead so you don’t have two sets of work rules. Bousley: Right. Williams moves to approve and send this to the CB for approval, Piche seconds the motion. 4/0.
- d. **DMG Report/Recommendation Treasurer’s office employees:** Bousley: This is the one we sent in

over the summer. Diane had her office re-evaluated. One position came back with the recommendation to keep the position at a grade six (6) as it currently is. The other two are at a grade 8 and it was recommended to move them to a grade 9. Furlong: Is this the only information we get back from the DMG as far as their methodology or their grading. Bousley: Yes. Furlong: Open for discussion: Piche, that's what we hire them for, we don't have too much say do we? Diane Lesperance: Kim took over half of the General Ledger and she's at an 8 and Jessy's at a 9. Plus Kim does all of the bank reconciliation too, so that increase would level them out. Julie, back when she started doing title searches for the PA, it was never put into the job description. Plus I don't have a Chief deputy in my office, which would be at an 11. In order for one of them to take that position, they'd have to leave the union and neither one of them wants to do that. Furlong: What would the chief deputy do if you had one. Would it take on some of the duties of these other two positions? Diane: No it would just be the responsibility of taking over in case I'm not able to be there. Lang: There's more at stake here than just these positions. I find that anytime we ignore the classification recommendations we end up with quite a problem. If we don't listen to the classification people, why do we bother with them? Furlong: Every time we have an action, there's always a reaction. Hearing today that one of them could have stepped up into a higher paying position with more responsibility, but they want to stay within the safety of the union, yet get a pay raise on top of it, doesn't sit all that well with me. Williams: Is it better off for us to leave them where they are and allow them that little bit of a raise or force them to make a decision. Diane would probably lose her employees. Furlong: I have to agree with both you and Bernie, even though I have serious reservations about stepping them up a grade, then where does it end? Piche: You have to have confidence that the classification people know what they're doing. If you don't then get rid of them entirely. Diane: They were classified as an 8 but this added duties that they weren't doing when the DMG was originally done. Julie had the extra work of the title searches and the PA. Kim with the taking over of the Finance person. Furlong: All the extra work that they assumed, are they still putting in a 40 hour week? Diane: Yes. Furlong: It's not like they're putting in overtime to get this extra stuff done, they're still putting in 40 hrs./wk. Lang: When Deters did our classification, he explained that to us. You have to change the complexity of the duties, not the amount of time doing them, in order to change the classification. Diane: Which in this case has happened, the complexity has changed. Now the complexity of the Airport has been added and aren't included in this job description. Furlong, I make a recommendation that we approve the two position recommendations to a grade nine (9) supported by Lang. 4/0

- e. **Elected Official Salaries:** Kleiman: At the last meeting it was discussed that the Undersheriff would be making more money than the sheriff. So I was asked to put some proposals together to help alleviate that. So I put a couple of proposals together. I gave those to the other elected officials and Brian to review. Marc discusses his three proposals. Lang: Why is it important that the Sheriff makes more than the undersheriff? Kleiman: Because you have the head of a department, running the department, making less than someone he's supervising. Lang: So, you've got plenty of circumstances where people work overtime, and because they work overtime, they make more than their boss does. I don't understand why that's an issue. Bousley: When you have a command structure like we do, the boss should be making top dollar. Base salary, the boss should make more. Furlong: I have to agree with that. All other commissioners agree. Furlong: If something goes wrong, he's the one standing out in front of the camera. Com Furlong thanks Marc Kleiman for the time and thought he put into his proposals. Appreciates his integrity. Furlong: If I were the sole guy responsible, I would opt for proposal 2. It's the fairest and the cheapest. Lang: proposal 3 is the cheapest. Furlong: Yes, I said "Fairest" and cheapest. Lang: I've got a problem with #2. I can't see why the sheriff needs to make more money than the undersheriff. Of course it's our fault it got that way in the first place. Williams: And we're cleaning this stuff up so down the road it'll be to our advantage. Piche: I would go for proposal two (2). Williams: I like two, I can understand one (1) for coms gone past. Two seems fair. Diane: I have another concern, the difference between the clerks' salary and the treasurer's salary has gotten wider over the years. The clerk started out about \$1500 over the treasurer I think because of having the Register of deeds responsibility. As the percentage

raises go in, the gap keeps getting wider between the salaries too. I checked with many counties the salaries vary. When the DMG was first done, the clerk and treasurer salaries were recommended at a grade 14, level positions. I don't know what happened or why they weren't accepted at that level. Now the two salaries have about a \$3000 difference. It keeps getting a wider gap. Piche: We've had this discussion before. Have there been any ideas or thoughts been put into this gap widening that's happening? Bousley: Back when the DMG was first done, Sherry and I both looked at it, The clerk and the treasurer were both recommended at a grade 14. Then for some reason they were never brought into the DMG. Furlong: The clerk and treasurer are two different jobs. The clerk of courts has court that can run from 7 am till the middle of the night. He or one of his deputies has to be there. County board meetings, he has to be there. It's not the same job. I'm not trying to minimize the treasurer's job and I'm certainly not going to put the county clerk up on a pedestal because he did a fine job with this proposal (he jokes). It's two different functions. Lang: At the CB meeting last night, Com. Hafeman brought up setting the Elected Official salaries for the term of office, so they would know their salaries for the length of their term. Kleiman: Some counties set the elected official pays every two years (com. Term length). Some set them every four years (PA, Clerk, Treas, Sheriff term lengths). We've customarily done ours every year. Furlong: I wasn't at the meeting last night, I apologize for that. But there was a discussion on the pay raises for the elected officials? Williams, it wasn't really a discussion about the pay raises, it was more John just wanted to make sure that when someone runs for office they know what their pay will be for the full term. Kleiman: I think what Com. Nelson was getting at was next year is an election year. That maybe next year they should look at setting the pay for the full term of the elected officials. Com Furlong makes a motion to recommend proposal #2 to the County Board for approval; Williams supported the motion. 4/0 vote.

Public Comment: Bill Cech: RE: Proposal #2; will this proportionately keep the salaries in line with subordinates? Larry Schei: It has been brought to my attention, if our current sheriff was not to run again, we would be limiting our choices if the salary of the current sheriff is less than the salary of the employee wanting to run for office. This is something the county board should be aware of when making the decision here. Diane Lesperance: I don't know if you brought up the commissioner salary, but it seems like you haven't had an increase in many years. It might not be a bad idea for you all to look into that. Everyone else has been getting a 2% increase, except the commissioners.

Commissioner Comment: Williams: at least we're not doing what the city of Menominee did about a decade ago, and lower it.

Adjourn: Moved by Com. Piche supported by Com. Williams to adjourn the meeting at 9:35 A.M. Motion approved 4/0.