

Menominee County Personnel Committee
Minutes of Meeting
December 8, 2016

*******APPROVED 2.8.17*******

The Personnel Committee met on December 8, 2016 at 4:00 PM at the Menominee County Courthouse, Administrative Office.

Others present at the meeting were Sherry DuPont, Jodie Barrette, Peggy Schroud & Marc Kleiman and Rich Sexton.

Call Meeting to order: Commissioner Furlong called the meeting to order at 4:00 PM.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Roll Call: All present

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

Previous Meeting minutes: Previous minutes from September 7 & 8, 2016 were approved. Moved by Com. Piche and seconded by Com. Lang - Carried 3/0.

Public Comment: None

Business:

- a. **Job description for New IT person:** Sherry- A couple that I found, Delta County, and what we have to do is create one for Menominee County. We have a contract with UES, so there is some language in the contract that we can put into a job description. Public Health sent me there's also, so I have four different things we can work with to try to create a job description for an IT person. Bernie questions: Is the board committed to hire an IT person? Sherry: Yes it is in the budget. It will be a full time position. There will be discussion with the City of Menominee now that the city manager is there. Bernie: Will this IT person take on some of the Administrator duties? Sherry: Some of the commissioners would like to see this happen. Conversation with IT person from UES said there wouldn't be many duties involving admin that would be included, website possibly. James: What about the Health Dept.? Do they have their own IT? Sherry: Yes, but I don't have any information about who or where. Our current UES IT person said that 2 full-time people could be used here easily, Sheriff Dept. takes up a great deal of time, besides the Annex, Road Patrol, etc. James: Certainly not opposed to an IT person, however does not agree with Comm. Nelson that they should share admin duties. Looking outside the box, doing something different, but in this case not a good idea. We want the IT person fixing servers and strictly IT. We will need to come up with a plan and a job description. Bernie: Will this person be local and what should the qualifications be? Degree? James: Minimum of Associates degree. Jerry: Motion to have the position strictly an IT person and will not be a part of Administration. Supported by Bernie. Motion approved 3/0 Marc: I have been here for 17 years now. And technology has changed and every department has different software. Important we get on this right now because we will only get further behind and there is a need for this position. There definitely is a need for this position. Sherry: Cost with UES has gone up, but they are always on –call and at our beck and call, always with a response. Even with UES there will be a need for an IT person. Jerry: Is there anything in that contract that specifies that we use just them? Sherry: No, I've checked. This IT person should be available at all times, **Rich Sexton** commented that his son-in-law

is an IT and carries his computer with at all times and can often remote in to the companies he works for.

Jerry: What amount is in the budget for this position? **Sherry:** We put quite a bit, \$102,000.00 this includes the \$32,000 that would involve the City of Menominee. Questions as to whether this person could handle both the county and the city.

- b. **Personnel Manual:** Hand out for corrections to be made. **Sherry-** I need time to update, I'm backlogged. This manual needs to coincide with contracts, because there are a lot of discrepancies right now. **James:** How many contracts are there? **Sherry:** Library Director, Juvenile Probation officers, Courthouse, 911, Road Patrol, District Ct., Corrections, Sheriff Sup. Unit. Updates are necessary but to find the time is the issue. She is backlogged so far that she can't. **Rich-** Maybe Krista can type. **Sherry-** Possible she can help with the typing, she has 25 hours a week at the annex maybe we can increase her hours. That could be another option. We will look back at the minutes to see what was said about getting someone in to help with Manual corrections. I need help. **Bernie:** Not knowing who is going to be the administrator, we are sort of in limbo, can someone be hired through an agency? Who does Sherry have to help her? **Sherry:** Having someone come in from Treasurers office for 1 to 1-1/2 hours a day isn't working well, because she has to teach that person and it still takes up too much time. **Bernie:** Does this take board action? To hire someone? He would like to make a motion to take to the board that someone be hired to assist Sherry. **Marc:** Thought that the Board had already approved that. Had discussed having Brenda come down, but if that wasn't enough, go to a temp agency. **Jerry:** Did not think that it had been an official vote. **James:** If you have the authorization to bring down the girl from Stephenson to work here, she needs to be in Stephenson, but can do work from there. **Rich:** After December, Building Code will slow down, she will have time to help. **Bernie and Sherry** agree that it would be a big help to have someone in that office to answer phones and direct traffic. **James:** How much time from an extra person would be needed? **Sherry:** Hard to say, she is the only one there, she would have to train someone, and she just doesn't have the time. **James:** Won't second Bernie's motion then, the more work that can be given to the girl at the annex would be better. **Sherry:** That would probably be easier. She will get things to Krista. **James:** If there are any changes/additions to the contracts, let Sherry know and in the meantime she will be working on them. Then she can get them to Krista to work on.

Public Comment: Jodie: Questions on Personal Manual regarding contracts. Question on what insurance will be offered to Brian now that he will be 911 Director. Debra said one thing and it looks like the manual says another. Who does he follow, a contract or the Personnel manual? **Sherry:** He will follow the Personnel manual, but the courthouse insurance would not take another person. So for insurance, he has the 911 plan. **Jodie:** It is very confusing and is wrong. Question of contract/union/dept. head and the personnel manual is unclear. **James:** Hopefully when an administrator is in place, that position will be more available to do things that have been allowed to fall away, meetings are important, but takes so much time away from office and everyday duties.

Commissioner Comment: Jerry- Peggy is here Sherry is here ... I will say that for Sherry the letter was inappropriate even if correct. For the next two, three months for things to run smoothly he thinks that Sherry should write something to Peggy. The letter was inappropriate, written to a Dept. head, and it was basically out to the public. **Sherry:** No, it was written to Peggy and the Board members only, if was let to the public, it was by a board member or Peggy. **Jerry:** He feels that if she doesn't write something back that it won't be a good thing. **Bernie-** I don't feel it was inappropriate, Sherry was in charge. As acting administrator, it is her job to keep employees in line. **James-** I don't feel it was inappropriate as well. Sherry is the boss, Jerry maybe you should sit down with both and find out what the problem is. Help to find some common ground and to let people know that Sherry is the boss here. Department heads answer to Sherry, like it or not. I also want to say this is my farewell. I took a job with Anchor Coupling and I am being switched to third shift. So time has come for me to move on; this is my last meeting and I wish you all good luck, Happy New Year! **Bernie-** We are going to miss you James.

Adjourn: Moved by Com. Lang supported by Com. Piche to adjourn the meeting at 4:47 P.M. Motion approved 3/0.