

Menominee County Personnel Committee  
Minutes of Meeting  
March 13, 2019

\*\*\*\*\***APPROVED 12.17.19**\*\*\*\*\*

The Personnel Committee met on March 13, 2019 at 10:03 AM at the Menominee County Courthouse, Administrator's office.

**Call Meeting to order:** Com. Phelps called the meeting to order at 10:03 AM.

**Pledge of Allegiance:** The Pledge of Allegiance was recited.

**Roll Call:** Roll call was taken; Lang, Phelps, Johnson & Cech are present. (All present)

Others present at the meeting were Marc Kleiman, Jeffrey Rogg, Dana Cole, Molly McRae, Sarah Maus, Tony LaPlant, Sheriff Marks

**Agenda** was approved by Com. Cech, seconded by Com. Lang. Motion carried 4/0.

**Previous Meeting minutes:** Motion to approve minutes from December 7, 2018 meeting was made by Com. Cech, seconded by Com. Johnson. Motion carried 4/0.

**Public Comment:** None

**Business:**

- a) **Prosecuting Attorney – Restructure/Add an Additional Attorney: Jason:** You've heard now from law enforcement agencies about the backlog of cases currently in the Prosecuting Attorney's office. A recommendation from the Prosecuting Attorney, Judge Barglund as well as Judge Hass is that this office does need an additional full time Assistant Attorney. This is due to the increased caseload, a lot of it has to do with the drug issues in Menominee County. They are also seeing more felony cases that take up more time to get through the system. They feel it justifies that this position is going to be a long term need, not something just to fix the current backlog of cases. What I put together based on those recommendations is adding an assistant PA in that office, restructuring the organizational chart slightly where you'll have the PA as the elected official (Dept. Head); then create a new position (actually the current Asst.PA) just to rename the position as Chief Asst. PA. This person would remain at the same salary scale the current position is in which is a grade 17. That person would then have supervisory duties over the Asst. PA, investigator and Legal Secretaries in that Dept. The Chief Asst. would also fill in for the Prosecuting Attorney if they were not there. The Asst. PA would be an entry level position coming in. We do have updated job descriptions within. We are recommending that the county does add another full time position. I did hand out info. from other openings for similar positions in MI to get an idea of what the salary range is for those positions. Based on that and after talking to the PA's office we believe that this position should start at a grade 12. (Grades 12-16 are shown with costs to the county) Adding an Asst. PA at Grade 12 step 1, with benefits and a starting salary of \$48,794.73 total cost to the County would be \$75,941.11. The Asst. PA and Judges are confident they can find an attorney to fill the position at that wage. I'd like the current Asst. PA to add anything he would like to say. **Jeff Rogg:** The MI PA's association has a very detailed website and one of the components of it is a place where jobs

can be posted. That's what the printouts are that Jason has provided. He and I worked on the job descriptions together and he and I talked about the salary ranges together. When he first approached me about it, he had a number in mind and I said "I think that's a little rich, so let me check into it". That's when I went onto the PA's website and found some current openings and salary ranges paid throughout the state. I think we need to look a comparable counties. I think the salary grade of a level 12 would work just fine. I envision that job as an entry level position. We believe (and I believe) that we currently don't have enough manpower resources to handle the workload. Atty. Rogg explains the process of each case which takes time depending on the severity of each. **Phelps:** Do you feel that in the field out there, you will find someone. Would they have a desire to stick it out with this heavy backlog? **Rogg:** Yes, I feel if we get someone directly out of college, they'd be happy to have a job; able to pay their student loans. We may not retain for a long period, a few years perhaps, but they get the experience they need and we get the help we need. **Carviou:** We have explored other options Reality is that the need is probably greater than one attorney, right now I think we can find a way to afford one attorney and get them the resources they need. We're told to operate like a business but there's reason for business administration and public administration are two different things. In a business if you don't have the money you cut services or product to make things balance. In public administration you have a double bottom line. Yes we have to make our finances balance, but we also have another bottom line, to provide a service that the public expects us to provide. **Rogg:** Another thing that I would envision with the addition of another Prosecutor would be to allow our office to be more proactive. We're currently running the office like a "MASH" unit; running triage. Stop the bleeding and move on to the next person and stop his bleeding. That's frustrating because the way I like to approach my job professionally, is to do everything that I can, that I think needs to be done to do the very best job that I can, and right now that's not possible. **Johnson:** Is the backlog going to be a continuing trend, is it going to just keep increasing, is it a sudden influx over a number of years, or... **Rogg:** well my understanding is that there was a backlog of cases when Dan Hass was appointed probate judge. During that interval, he took the bench in September, I showed up on Nov. 30<sup>th</sup>, so there was about a eight week gap there when bill was running around like "more than a chicken with his head cut off". Nothing was being done except the bare bones minimum. So we got even further behind there. Then we got the murder case and that takes precedence over almost every other case and all time is spent on that. So we got further behind then. That case was rescheduled like five times. So you spend weeks preparing for the trial and then, rescheduled. **Johnson:** The backlog, are we maintaining that level now, are we still increasing? **Rogg:** I don't believe it is, I think we're holding even right now. Jason: You've heard the recommendations from everyone. We would be recommending to make a motion to add an additional attorney to the Prosecuting attorney's office. If the board does that, they will also need to address the job descriptions, since they've been updated. Com. Phelps moves to add an additional attorney to the Prosecuting Attorney's office. Supported by Com. Lang. 4/0

**b) Prosecuting Attorney – Chief Assistant Prosecuting Attorney & Assistant Prosecuting Attorney Job Descriptions** – Discussed above. Com. Cech moves to approve the job descriptions of the Chief Assistant PA and the Assistant PA. Com. Phelps supports. 4/0

**c) Prosecuting Attorney – Legal Secretaries Job Descriptions, Investigator Job Descriptions, and DMG Studies - Jason:** The previous PA decided to change the job duties within his office. I supported the staff in that office in their desire to receive updated job descriptions. I asked the legal secretaries to provide me with updated job descriptions as well as the DMG study survey. We got the job descriptions back, which were quite lengthy and I asked Sherry to cut them down a bit. There was a lot of repetitive things in there. We'll need approval to send this to the DMG for a pay grade evaluation. **Phelps:** Speaking of the DMG, Do you foresee a

situation that is going to be way out of line here? Is this going to cause a lot of animosity? Once we do the DMG Study, there's no turning back. **Jason:** When job descriptions change, it's good to do a wage study on them. I don't think the changes here are going to be enough to make a change in their pay grade, personally, based on the responsibilities of those positions. Ultimately it's up to the board if the DMG comes back with a change in pay, to make a change or not. The PA's office understands that, it's not just about the money, it's about getting the job descriptions updated. Teamster's Business Agent **Tony LaPlant:** Asks that the board consider doing this. You're hiring an additional prosecutor, the ladies will be getting the work of three people now instead of two. At least consider getting the job descriptions updated. **Jason:** With all the other changes within that office, now may be the right time to get all of the positions done and then it'll be taken care of for that office. There is a cost of \$150 for each description. **Dana Cole:** I just want to reiterate, what we submitted for our job descriptions to the admin office. They asked us to list everything. That's why they're so lengthy. **Bernie:** DMG, The Deters' study in the beginning. Every department has the right to request a study within departments. Because circumstances in a department change, they should be requesting studies. **Cech:** Our County has many quality people in all departments. You could say that not everything is cut and dry as far as duties in the office. In the offices, you have to do to get the job done. I think we all agree we need to get some help in the office. Then worry until a later time to get the DMG done. **Sarah Maus** – My main goal to having my job description updated (Investigator) is because in the current job description, it has “NSF checks”, which the PA has determined we are no longer doing. I personally have not been trained to do that job. I'm not saying I'm not willing to do so. Also my job description has “crime victim rights reporting” which when I was hired on, Mr. Merkel told me I would not be doing that. Since I was hired, I have taken some training to accomplish that duty, because it effects funding for the crime victim rights program. I am an IV-D worker, meaning I investigate child support cases and establishment of maturity. Other than that, I don't handle any criminal aspect of the PA's office. I am funded 66% federally. By doing the criminal work, it takes away from the 66% funding of my IV-D work. Jason thought it would be best to do both the changes in the job description and the DMG study. **Jason:** I can give the committee your options. 1. Approve DMG Studies on the new job descriptions. 2. Forgo the DMG studies and just update the job descriptions. **Phelps:** I would not agree with that. I have no idea what would justify a change within their job descriptions. 3. Option of doing nothing and keep the job descriptions in place as they are. Phelps: My opinion is we do the DMG Study. **Molly McRae:** the job description that we submitted to Jason and Sherry has been changed. I feel they were drastic changes, better fit for the DMG Study to be done. We were not aware of those changes until last minute. You can see the changes that have been made in the job description. We are extremely short staffed. I think is unfortunate, we're doing a disservice to the community. We have victims that are not being properly served. We're not able to communicate with them the way we're supposed to because we are short staffed. Yes, I strongly believe that an assistant will go a long way, but I do think the additional job duties (since I've been here) have added tremendous duties to the secretaries. **Jason:** Quite frankly, after reviewing the job descriptions after being broken down, I think they need to be cut down more. Job descriptions are supposed to be bullet point aspects of what you're doing. At this time I think I need to re-evaluate this with the staff in the PA's office. I would not recommend sending the job descriptions forward for a DMG evaluation. We're not ready for that. We'll send this back to the administrator for the next personnel meeting.

- d) **Request to Convert 3 PT Positions to 2 FT Positions** – **Jason:** This came about when the undersheriff came to me with a report of the current overtime at about 70% at this time. The proposal that we came up with for the board to consider is...they currently have three part time positions that we pay out approx.. \$52,000/year. What the sheriff dept. has been noticing is, a

lot of times we hire a part time position and send them off for training (which we pay for); Then they move to a full time position somewhere else. We haven't filled a part time position (that stayed) for quite some time. Part time positions are no longer efficient. One full time position will cost the county about \$70,000, so two positions (FT) will be approx.. \$140,000. When you look at the overtime costs, we should save money by going with two full time employees and getting rid of the part time positions. The Undersheriff says that we'd get much better performance from our employees if a full time employee vs. paying OT to the ones we already have; and it'll be much safer. The trend for overtime in the past three years has been 16/17 – \$120,000; 17/18 - \$145,000; year to date 18/19 – we've already spent \$50,000 in the budget. I would like to see the board try this for one year (19/20) and see what it does to the overtime account. The unknown here is "how much will we save in overtime". **Sheriff Marks:** I'd prefer to have part time employees, they are resilient. But we can't get part timers to apply. Right now we're on mandatory overtime. That has an effect on the employee and their families. **Lang:** I think it's time we took the advice of our Sheriff who we trust very much and try this out. **Jason:** I agree. Worst case scenario, we try this out for a year, if it doesn't work out, then we go back to the part time positions. **Com. Phelps** moves to send this to the full board for a vote. **Com. Cech** supported the motion.

- e) **Airport – Restructure of Organizational Chart and Personnel – Jason:** This is a plan that came from me while working with Jeff at the airport. (we'll cover e, f, & g) Right now the structure at the airport is, every year we budget for an airport manager that we never hire. It wasn't in my job description when I was hired. What I'm proposing is to eliminate the airport manager position altogether, saving \$80,000. Eliminate the part time airport lineman position as well that would save about \$30,000. Hire a full time lineman. Basically have two positions at the airport as Jeff is doing now (and has been). I'd like to change the organizational structure. The County Administrator oversees the airport; Jeff's position to become the Lead Operations Technician and he'd have a full time operations technician (working under Jeff). This change would have a savings of \$42,000. Add the job description of the Airport manager to the County Administrator. **Lang:** would this new employee be trained to take over all of the duties that Jeff does? **Jason:** Yes absolutely. **Phelps:** If we take an individual on, if he can't operate a grader, he doesn't belong working at the facility. We need to have a backup. **Jason:** Yes, that person will also need to be qualified to take the certifications that Jeff currently has.
- f) **Airport – Lead Operations Technician Job Description & Operations Technician Job Description – Jason:** I'd like this committee to allow me to get the DMG done on the Lead Operations Tech. position. Since we're adding supervisory duties to Jeff's position, I'd prefer to send it to the DMG for the salary recommendation.
- g) **Administration – County Administrator Job Description: Jason:** The way I did these job descriptions is: I took the original lineman position and I took the airport manager's position. I took the high level stuff from the airport manager and put it into my own job description. Basically I'm setting myself up to be the airport director to oversee the high level management of the airport. I'm taking some of the everyday operations out of the job description and adding it to the Lead Operations tech. I've been doing the job already and would like to continue to do that until we have the airport issues resolved. **Com.Cech,** I move we have the board approve Jeff's Job description and pay one grade; to approve the new full time person in at the current grade (9) and allow the county administrator to add the airport manager duties to his job description. **Com Lang** supports the motion, to bring to the full board for discussion. What we just discussed would explode the DMG. 4/0
- h) **Administration – County Administrator Evaluation Form – Jason:** I will be here in April

for one year. There have been some suggestions to change the evaluation form. I really don't have any issues with it the way it is. I did add one from another county for you to look at. My performance is tied to the raise in my contract. The commissioners can make changes if suggested. Sherry would take care of sending out the evaluation form and have you give her the scores to tally. The day of the meeting of the evaluation is the day I was hired one year ago. Jason will send out the evaluation and have the committee suggest any changes before we send it out for the board's evaluations.

- i) **Drug-Free Workplace Policy – Jason:** We've approved the Drug-Free workplace policy in Dec./Jan. due to the Marijuana law. One of the unions said they had an issue because we didn't have an exemption for law enforcement and correction officer that have to handle control substances as part of their job duties. We added one paragraph that they agreed to. I'd like to move it forward to the board for employees to sign the updated version. The judges and their staff are employees of the Judicial Branch of the state of MI. The other employees fall under the Legislative Branch. We would like them to sign it, but we can't force them to. They will have to enforce this themselves. Elected officials are co-employers but sort of independent. I don't have any issues with them signing, so we should be good with that. It's a good policy and it protects the county. I would like to send this to the full board for consideration. Com. Phelps moves to recommend to the policy to the full board for approval, Com. Johnson supports. 4/0

**Public Comment:** None

**Commissioner Comment:** None

**Adjournment:** Com. Phelps made a motion to adjourn at 12:39 PM, Com. Cech seconded. Motion carried.  
4/0