

Menominee County Personnel Committee
Minutes of Meeting
June 15, 2017

*****DRAFT*****

The Personnel Committee met on June 15, 2017 at 8:00 AM at the Menominee County Annex Building.

Others present at the meeting were Charlene Peterson, Sherry DuPont, Brian Barrette, Marc Kleiman, Lisa Reed, Jodie Barrette, Sherrif Marks , Larry Schei, other members of public.

Call Meeting to order: Commissioner Piche called the meeting to order at 8:00 AM.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Roll Call: Roll call was taken;

Agenda was approved by Com. Hafeman and supported by Com. Lang to approve the agenda as written. Motion approved 4/0.

Previous Meeting minutes: Previous minutes from April 4, 2017 were approved. Moved by Com. Hafeman and seconded by Com. Phelps 4/0.

Public Comment: Charlene Peterson spoke, gave a bit of her personal background (previous member of county boards, has been in the process of hiring). Has heard things about the county and would like to comment and make a suggestion. When library director retired, a search firm was used to find a replacement. After second process, the library hired a new director and the library is doing well as a result. Recommendation is that the same is done to hire an administrator. These firms know how to search and find the best fit. This county is floundering without an administrator, need a leader, direction, someone to steer the boat. **Jodie** Speaking as an employee of the county, concurs with Charlene that county is heading in the wrong direction again. Having run for county commissioner positions, would assume that you wanted to be commissioners, not administrators. Right now there is no direction, and Sherry is being run into the ground, I'm very concerned for her. Can't believe that we are still here trying to find an administrator, really sad that she has to agree with an article recently in the newspaper. Shortly after Brian left she felt that the county was coming together, but not any longer, all are disconnected, no sense of direction. Questions if it may be a financial issue (then spend the money and hire an administrator), MERS? She studied the financial position and doesn't see it, the doom and gloom. Educate her as department head. Money was given to MERS and shouldn't have been, our auditors advised against, lost money....thought someone was coming in from MERS to talk about this, that didn't happen. Supports Sherry going to interim and getting help, because right now she can't feel as though she can go to her because she is too overwhelmed. This has gone on long enough, expressing her disappointment with the board. **Brian B.** Just wanted to comment that he agrees 100% with Charlene and obviously his wife, very good points were made by both. **Sheriff Marks:** Last year were asked by the board to put some ideas together about what an administrator does. Bottom line is the Chief Executive Officer for the county does a tremendous amount of things. Biggest being grant funding, so many grants available and they take a lot of time, write, follow up....bottom line...that type of work actually pays for the position and beyond. Grants are a central part of running the county, keeping things going. Whatever it takes to get a good Chief Financial Officer should be done. Can't expect the administrative secretary to do everything she has to at her desk and then go to meetings. When you look at the money and benefits you will be paying, yes it is a lot of money, but you are dealing with a person that will have the ability to bring money in to the county. **Diane:** In regards to Sherry as interim, the normal thing should be that the board chair

would be helping out, but it is Charlies busiest time of the year for farming, so he is not a go-to person for Sherry. She has so many people coming and going all the time, Diane tries to stay away from her office. **Bill Cech:** It would seem that opinion has it that we should allow Sherry to become the interim administrator, and get her some help. Have been putting it off, and playing “penny stupid”, not giving her enough help....we should go to one of the firms and quit fooling around.

Business:

- a. **Job description for E911-Advise DMG Study: Sherry** We talked about this at the last meeting, Brian as head of 911 would like to restructure the department to try and save money. We had asked him to come with job descriptions with what he felt he would like. So that is what we are doing, bringing job description to this committee to send forward to DMG. **Com. Hafeman:** Would like to see that move forward. What do you do when you can't get people to work when they are supposed to, think that the restructuring might help out. **Brian B.** Not looking to add more people, but create a salaried position that would not receive overtime, but would be there when needed, he needs a supervisor, he can't be there all the time. Is looking at 3 retirements coming within a years' time. First he would do internally, but will most likely need to go outside. **Com. Phelps** Wants to stress that at the last meeting in April, it was said that we would talk about some of these issues. You never approached me on it. Want to be able to discuss some of this stuff. **Com. Lang** Is it proper to make a motion to move this to the county board? **Com. Piche** We should at least get it to the board the cost of the study. **Sherry** Are we doing 4? **Brian B.** No we were going to do the entire department, but cost savings wise we are only doing 2. **Com. Hafeman** Feel this is very important and it's time to do this. Would like to make a motion that we send this to the board for approval. Second by **Com. Phelps**, motion carried. The cost of this will be \$500.
- b. **IT Application – hiring of full time IT person- Sherry** Applications were due today. There are 3 maybe 4 applications. We should move forward with the hiring process now. **Com. Lang** This is part of your proposal, so if that is approved, this will be automatically approved **Sherry** Yes, this really needs to move forward, and then we can discuss with the city of Menominee a proposal to share. Until we know how it is going to work, how many hours a week we need this person, we can't really propose to the city. Give it a month to get things caught up, then we can determine.
- c. **Animal Control Officer – job description: Com Piche** This isn't an urgent rush, I had Sherry put this in after talking with one of the deputy sheriff.....maybe Ken can help with this. **Sheriff Marks** Think this is almost in the same category as IT person. Keep in mind, City is interested in this as well. Animals are a real problem. Asst. Prosecutor is working on an ordinance now. **Com. Hafemen** what about the city of Stephenson? **Sheriff** would be under the county right now, there is a contract. There is no ordinance for Stephenson, but they are not required to. Would like it moved forward quickly. Should model it after the City of Marinette. **Com. Phelps** Would we need a separate vehicle for the county and the city? **Sheriff** wouldn't believe so, as the control over the animals is in place, one vehicle should be enough. **Com. Hafeman** You were working with Brian on this, did a job description ever get written? **Sheriff** Brian had examples, ours would not suffice. **Com. Gromala** Has been talking with the assistant prosecutor, don't want to be in the process of jailing people for animal infraction. The ordinance needs to stay as a “ticketable” offense. **Com. Cech** talked with Judge Barstow, the city has it as a civil offense, the county as a criminal. The judge said “I would be fine with just using the cities law.” **Diane** There is a kennel issue as well, with the dogs just running around people have tried to get a kennel license and they are not available.
- d. **Building Code/Emergency Services/MSU Secretary – Summer hours : Sherry** This was bought to our attention by Com. Gromala. It is very difficult for Krista to do most anything during the time frame that she has except the Building Codes, she doesn't have time to do anything for Richard, she helps customers for MSU.....**Com. Piche** Should probably leave this be for now, someone could personally talk to Krista, would think this is something for the finance committee. **Com. Gromala** It is a heavy burden right now as she helps with the fair so during the summer months is when it is

busy. **Sherry** Would like to add that her job description no longer contains having to help with the fair. That was removed when we allowed the fair to have their own manager and appropriated money to help out with that. So she should not really be doing things for the fair, but it has kind of been the practice. But all these things take away from the duties she should be doing. Jan suggested giving Krista a copy of her job description so that she understands and emphasizing that she is not doing fair things. Sherry assured all that Krista does understand that clearly, it's getting everyone else to understand. **Marc** How many hours does she put in now? Sherry tells 25. The board has the 25 hour hardcap, anything over that has to go back to the budget. There is a finance meeting next week, would recommend that it goes to the finance committee with the additional cost. **Com. Hafeman** Would like to send it to finance. Will make a motion that we send it to finance. Second by Com. Lang, motion carried.

- e. **Interim Administrator Com. Hafeman** Since this is the most important position in our county, I would like to accept the recommendation of interim administrator. **Com. Lang** This could be a normal advancement of an employee, it has been done in other counties and it shouldn't be necessary to advertise it. **Com. Phelps** He looked through the Personnel Policy and finds nothing that constitutes that it can't be done. **Com. Lang** It seems that each commissioner has their own idea and we are just shoveling into the tide with no progress. He thinks 1. Sherry's proposal should be accepted in total, 2. Establish administrator wages. 3. Hire a search firm for the hiring process of an administrator. Believes it is imperative to go ahead with Sherry as interim, before the hiring of an administrator because Sherry has to have some help/relief. **Com. Phelps** It been going on for 8 months with no administrator, he had stressed at the very beginning of his term that a firm should be used to hire an administrator. That didn't fly. Nothing has been accomplished. Has no problem with appointing Sherry at this point in time, but would like present this,.. **Com. Hafeman** not for the interim, we have to make our decision for the interim first, one step at a time. Then we will be talking about hiring THE ADMINISTRATOR, two different positions. **Com. Phelps** At this time then, if I can't present this first, I prefer not to put her in the position until I explain this. **Com. Piche** I'm fine, if he wants to explain, it doesn't follow the order but if it pertains to that.... **Com. Hafeman** This is the last meeting, we have to follow the order. **Marc** You can't go back after moving forward, but it really is the same discussion, it's not a problem. **Com. Lang** These are two separate discussions, think that we should resolve the administrative assistant issue and then go along to hire a search firm..... **Com. Phelps** What I'm trying to do is bring this to this committee, what justifies my reason for this. *Others will allow, they say to go ahead.* Everyone that got the email from Larry Schei with Stang decisions the private firm, this is a copy, this is old, he spoke with her yesterday, this is updated, the price has increased. \$500 for that service, now with Stang they are looking at placement, and there is a cost involved. I'm going to say it again, I made this comment months ago, that you are going to get what you pay for and you got what you paid for, we got nothing. Stang is looking at 35-40 days out before starting posting and candidates. I don't want you thinking that when I say about this interim position here that.. when we go into that situation I don't want to see it evolve into a perpetual situation. By going with these firms, it gets the job done and I think everybody here is looking at this and when I speak about getting the job done, this tells me that you aren't going to be stuck with this bag for months on end like you have in the past. Keep that thought in mind now. That was Stang, this one, I'm going to read this, second page, this is the same company that went with the city. This was prepared for the city, so it refers to the city, but you can kind of put the pieces together. *Reads the job description* This is a professional firm, this is what tells us that the last attempt was a total failure. This is not cheap, will cost money, but I look at this as an investment. A good administrator is going to save the investment that we put into it. Will know how to write grants...the job description we have now is total overkill, no disrespect to anyone, but in the last paragraph you see what they look for. In total agreement in raising the salary and putting Sherry in the interim position, but his problem is, once again, don't want to see it turning into a perpetual situation. If Sherry is interim it can only be short term. He can't agree with the interim position unless going with a hiring firm passed. Firms are willing to come and talk, they are sending

proposals. We seem to be throwing money out the window left and right for other things, I think it is time that we throw it in this direction. **Sherry** You won't have my argument on that, we should have gone with it a long time ago. What you read is very inviting, to draw people in, bring them here and show them what is available. **Com. Phelps** *reiterates his feelings* **Com. Piche** Good presentation, one question I have, when the job description was completed, I had made the statement that there was only one person that could accomplish all that. ...Jesus, of course. My question, Larry, is do you think the firm would be the one to send out the job description? Or are you thinking that we should re-do a job description? **Com. Phelps** What I believe this firm would do is to approach Sherry and come up with benchmark data and use that to move forward with our description. **Com. Lang** Before we advertise the position we have to determine what we are going to pay. **Com. Phelps** If they come here and meet with us, Sherry, they will look at the whole perspective. **Sherry** As far as the budget process right now, I have increased the administrator pay in that process, once the numbers are in everyone will see it. Did put 25% increase to bring it to about \$95,000. That hasn't been discussed, I just wanted to plug in a number. Don't know what the board or finance committee will come up with on that, but it seems a fair number to ask for being that everyone around is in the \$100,000 area. Don't forget, there will be a contract with this person so there will be negotiation going on. **Com. Hafeman** Can we make a motion to send this to the board and have Larry present this to the board? With a recommendation.... **Com. Piche** What we could do is have it written up, have all of us look at it. **Com. Phelps** There are two firms he has looked into, Stang out of Houghton, and Slavin. **Marc** Now you are combining two things at once, why don't you get back to the interim position first, you have to address that, and then get down to the direction of County Administrator. **Com. Hafeman** Will make a motion that we send a recommendation that we hire Sherry as the interim administrator to the full board. **Com. Lang** supports **Marc** Can I make one more comment on that, I agree to make Sherry interim, but you need to let her have the decision making ability of the administrator. If you are not going to give her the authority to make those decisions it's useless. If you are going to second guess and judge and tell her she can't do that it's useless. **Com. Lang** How about if we made a motion to accept the terms of her proposal. **Sherry** which I believe I did put that in there, to allow me to run and make the decisions of the everyday business. **Marc** It should be, because one of the problems we ran into before was certain department head or certain employees that don't have to answer to Sherry, they go to back to the board. You have to let her have the authority of the administrator to make those decisions. **Brian** We have a lot of issues coming forth in a lot of departments, contracts, you name it and I agree with Larry but here is the issue, in 60 days you're not going to have an administrator, not in 90 days. This takes a process, in 6 months we might have one, but what are we going to do for those 4-6 months. We need someone to start making some decisions and what direction we are going to go in certain departments. Without butting in, what Larry has is done on, this is what we need to do, but in reality we still have to go to the board, we have to meet with these people, it is still 4-6 months down the road. **Com. Phelps** Not going to disagree with that, but with all respect, the reason these things stretch on is because we allow it to. This can be streamlined, when we talk two meetings a month, yeah, it will continue that way if we allow it to. One firm is talking 30-45 days to have candidates, so you're looking at a month and one half maybe before that you have a board meeting, pick candidates and have the interviews. Has been our own decision to do that. If this is moved ahead, there is no reason we can't appoint Sherry at the next board meeting. **Sherry** Her suggestion for the county board would be to approve moving forward with the consulting company and then move forward to appoint her. **Com. Hafeman** had made a motion to send to the board to hire Sherry with all provisions in her proposal. Again, second by Com. Lang, motion carries.

- f. **Temporary full time Secretary in Admin.** This was covered previously, so is null and void. Was part of Sherry's provision
- g. **Administrator vacancy – hiring discussion** This was covered as well, we have a motion that will send this to the board for approval to go with a hiring agency (and that Larry is going to give presentation) **Sherry** We could have the agencies on for presentations at the next meeting. Larry

should set something up with them for next board meeting.

Commissioner Comment **Com. Phelps** Would like to thank everyone for staying open minded about the presentations and so forth. **Com. Piche** Should have a motion from our committee that we want these consultants to come. **Com. Hafeman** I'll make that motion, supported by Com. Lang. (Is this on some kind of time frame?) Hopefully for next board meeting. **Sherry** Do we want to do an approval motion to hire agency first and then interim administration? We just need a vote on it, Jan and Bernie made and seconded the motion. Motion carried **Com. Hafeman** also a motion that we put on the agenda that we decide on a bidding process. Or discussion? **Com. Piche** Seeing as how Larry is studying it, would be in favor. *Discussion ensued regarding the bid process. Bylaws covered it, is null and void, can be omitted.*

Adjournment Com. Hafeman makes motion to adjourn, Com. Phelps seconds, meeting adjourns at 5:26 p.m.