

Menominee County Personnel Committee
Minutes of Meeting
July 31, 2015

*****APPROVED 9.2.15*****

The Personnel Committee met on July 31, 2015 at 8:30 AM at the Menominee County Courthouse, Administrative Office – moved to Courtroom B ~ 2nd floor.

Present at the meeting were Coms. Lang, Piche, Williams, Furlong and Brian Bousley & Sherry DuPont. Other members of the public.

Call Meeting to order: Chairperson Furlong called the meeting to order at 8:30 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. Lang to approve the agenda as written. Motion approved 4/0.

Previous Meeting minutes: Previous minutes from 3/6/2015 were approved. Moved by Com. Piche and seconded by Com. Williams 4/0.

Public Comment: None

Business:

- a. **County Treasurer DMG wage and Classification – All Treasurer office positions:** Diane: I feel with all the changes that have been done with extra work in my office that the girls haven't been compensated the way they should. We had a DMG a while back and it didn't look like the person who did it didn't do anything we ended up not paying for that DMG because it was done so poorly. Nothing was done after that, we never resubmitted it. So I asked Brian if we could put it back through with this new company, and that's what we did. The fact that Kim has half of the GL now, I know there was some adjustment made, but if you look at her position and the clerk's accts payable person, they pretty much do the same thing and Kim is a grade 8 and Jessie is a grade 10. They do pretty much the same thing. In fact, Kim having more experience with GL things, many times she has to answer questions and fix things to get things figured out correctly. Julie is doing all of the PA stuff which has never been addressed since we started doing it in 1999. We get \$175 for every forfeiture that we do. We end up with \$45,000 in revenues each year. Julie does all of the title searches on them. Furlong: How does one get to be a grade 8 and the other a grade 10? (Marc corrected, it's a grade 9). Diane: It's a job that was created when Jodie was there, some of the responsibilities went to Kim when Jodie left, but when Jessie came into the job, it was never re-evaluated to remove those duties. I'm not saying Jessie doesn't deserve that, it's hard to have one person doing equal work, if not more, and getting less. Furlong: If we were to recommend a DMG study for the Treasurer's office, how would we go about doing that? Bousley: Diane filled out the paperwork, we sent it in to this new company MGT, they evaluate everything and it comes back us, we bring it back to the personnel committee. The personnel committee reviews it, if the personnel committee accepts it, we move it to the board. It's a 15 page questionnaire, basically filling in all of the duties they do in their job. That gets compared to the current job description and they come back with a determination and recommendation. Lang: How often can a Department head request a classification for their employees? Bousley: I don't know that answer. It's at our discretion. Lang: we've been down this road quite a few times before and it can get ugly. Bousley: You have a third party doing the DMG it keeps the "I like you; you get a raise; I don't like you; out of the equation. Lang: And you have to adhere to the study, you can't be making an exception. Furlong: This new co. they don't come here and see what every employee does. They rely on the 15 page questionnaire and they will place a point value on the job duties and come up with a wage classification. Can't the department head pad it a little bit and say they're doing more than what they really do? Piche: The request is to get the DMG study going for all of the

- Treasurer's office positions. To me that would be the correct way to go. Lang: It was explained to me a while back, these job studies are designed to measure the complexity of the job, not the amount of work the person has to do. Example given, if it was your job to raise the flag every morning, and take it down every evening. Now we ask you to raise the flag in the back and take it down too. That's not a change in complexity, so that wouldn't justify an increase in evaluation. Furlong: I realize jobs have changed and people are taking over different jobs; unless the person is doing something that needs additional training or a different level of expertise...Diane: which in this case it has in both positions. Details on title searches for the PA. It's detailed work and nothing has ever been compensated for that. It's the same thing with Kim. Furlong: And when the airport comes into play, they'll be doing additional duties. Bousley: The DMG could always come back recommending it stay the same grade, increase or lower. That's what can happen. Williams moves to allow the DMG study for the County Treasurer's office positions; Lang supports. All Commissioners concur.
- b. **County Clerk DMG wage and classification – Records & Payroll Clerk and Circuit/Family Ct. Clerk:** Marc Kleiman: Basically the same thing. There are four positions in my office but only two I feel need to be re-evaluated. The payroll position and our Circuit Court clerk position. Things have changed, we just want to have them looked at. Lang moves, Piche supports to approve allowing the Clerk's office to re-evaluate two positions within his office. All Commissioners concur.
- c. **Elected official salary discussion:** Bousley: Currently the undersheriff makes more than the sheriff. Furlong: How does that happen? Bousley: Sometimes the board voted to not give the elected officials an increase in pay when the other employees did. And with the DMG (dept. head pay scale) move for the undersheriff, that also moved his pay up. Furlong: what does the undersheriff make right now? DuPont: Assuming a 2% increase for next years budget, the Sheriff is at \$64,199 and the undersheriff is at \$64,896. Furlong: This is a discrepancy, but I really don't know how to handle it. The Department heads really shouldn't be making less than their subordinates; that's common sense. Lang: Are the Sheriff and undersheriff included in the classification study? Bousley: The undersheriff is. We do have job descriptions for the elected officials, but the salaries are set by the board. Sheriff Marks: Over time when the employees got their union raises and the elected officials salaries were frozen, this caused the issue. For me it's not how much money goes into my bank acct. but it's my successor, the future of the department. In my department, with some of the officers working overtime, many of the officer exceed my salary. No one wants to give up money and benefits to go into a "higher" position. Right now, my undersheriff is not inclined to take the sheriff position and give up what he currently has. Williams: Why can't we do a DMG study for the Sheriff position? Kleiman: The original DMG that was done in 2001 included the elected officials. It placed them into the DMG payscale, though the board didn't adopt that, they kept the EO's separate from the other employees. DuPont: And their pay did coincide with the other employees within the payscales at that time. They just didn't take the Grade/step within their title. Furlong: I wonder if we can have the top person in the office, paid not less than 3% of the highest paid subordinate. Lang: We're looking at three times when there was no pay increase for the elected officials. Furlong: Brian to explore the 2 or 3% above the top paid employee, under the Dept. head. I don't want to recommend some sort of action until I know what the effect of this will be. I'd suggest to work together with the department heads to come up with a solution. All commissioners agree.
- d. **Prosecuting Attorney – Budget request – One part time "Secretary/Computer operator" position to a full time position.** Dan Hass: History of my office: Myself, Chief Asst. Bill Merkel, we "had" two full time legal secretaries, and 1 full time investigator, who deals with paternities and child support orders, etc. Approx. 5 years ago when the county board was in a very cutting mode and claiming that we were in such financial dire straits, that positions had to be cut; I had a pending retirement in my office and as a pre-empted strike to save the other FT positions in my office; and to work with the county board, believing that we were in dire financial straits, I made the decision to change one full time legal secretary position, to part time. In retrospect, it was probably a mistake on my part. It may have saved a full time job in my office, but what I've see over the years, other than the sheriff dept., no other departments took any action to reduce staff. Other departments maintained, some grew. By me making that move, I saved the county half the salary and fringe benefits. What I've learned is that my office cannot operate efficiently at the current staffing level. I'm asking the board to reinstate what was there for years and elevate the part time position to a full time position. I'm just asking to be restored back to the efficiency level that we were at approx. four years ago. Approx. 65 to \$80,000 of my budget is reimbursed annually through the 4D funding and the crime victim rights compensation grant. That will continue even if the position is elevated to full time. Furlong: are we getting any complaints about the lack of getting the work done in a timely manner? Hass: at times, yes. I would say we're understaffed by at least one half time staff attorney and one half time legal secretary positions. It's caused a great burden on the current staff I have. I'm very thankful that they've been able to deal with it. Furlong: I am very familiar with everything that happened at the

time when you gave up that half time employee. Taking your word for it, that the case load is the same or more as back then, I don't have a problem recommending to the Finance Committee that the position be upgraded to a full time position. Motion to recommend to the finance committee that the part time position in the PA's office be moved to a full time position. Williams moves, Lang supports.

- e. **Friend of the Court – Budget request – Add one full time “Case worker” position:** Jodie Barrette: My request is coming from the management analysis study done in 2012 by the state court administrators. Their recommendation indicated that our office has the lowest staffing level of comparable counties. We have a much higher than average number of cases per full time employee. Right now we have a part time person helping us through manpower that helps with a file project and backing up our secretary. This position as a caseworker will fall under the 4D reimbursements which is 66%. Our current support collections are going down. We need to work more on the cases that aren't paying support. Adding this position will help with the collections also. Lang: will the manpower position be eliminated? Barrette: Yes. Williams: It seems to me having a full time case worker who knows their job and knows what they're doing would be much more efficient than having a part time person from manpower who may not. Piche: I'm assuming the caseworkers have to take time off for seminars for training. Barrette: Yes, every year we go for training. The Secretary doesn't always have to go, but the caseworkers do. Piche: We have a new person in as dept. head, I would think that we hold off. Williams: I think the other way. The fact that there is compensation back from the state, I would be more inclined to go with another employee. Furlong: I think, right now, the manpower position is needed. In my mind, even if you added another caseworker, the part time person will still be needed to finish the file project. I've been on the CB for over six years. Budget and dept. head requests, there's always justification, and it seems there's always going to be a “savings”, but we never see the savings in black and white. At this time, I agree with Jerry, to hold off on this position until you get more familiar with your position and maybe come back with where the savings will be. Barrette: I think Renee would have asked for it, but we were in a hiring freeze when the study was done. This is coming from the state court. They're saying, comparatively we're down. It's not going to get any better. We have people getting divorced every day and parties having children, it's nonstop. Furlong: What have we got, a split consensus? All commissioners agree. Furlong: I would think we should forward back to the finance committee to make the recommendation. If it's budget-able to keep in the budget, if not, then remove from the budget.
- f. **Sheriff Dept. – Budget request – Move one part time corrections officer to full time; and add one full time corrections officer (security) to replace two part time positions.** Sheriff Marks: We used to operate the jail with six part time positions. In the last year or two, it's been a hard go to make that work. Last year we did a hiring process...Had two applicants. Went through the testing and one qualified. The board said neither one was qualified. That was sobering. What's happening is, we get a part time person in, train them and then we lose them to a full time position somewhere else. I like part timers. But right now we're having a tough time. The jail is on mandatory overtime. We are maintaining the jail, but it's challenging. What I'm asking for is, we have a trained part timer working for us right now; he has a passion for corrections. I would like to move him to full time. I have money in the PT budget, but I'm not using it. Instead I'm burning it on overtime. I would like to go back to part time in the future. Right now, if you can't get the applicants, you can't hire. Furlong: Why are we so short handed in the jail? Sheriff: Traditionally we relied on filling the four part time positions in the jail; due to people quitting. Furlong: We have a full staff in the corrections dept. Sheriff: We run 12 hr. shifts. Night shift we try to maintain our three man minimum. Day shift we go up to four, because those same deputies go into the courthouse, when court's in session. Furlong: Have the twelve hour shifts created a scheduling problem? Sheriff: Yes. Furlong: Is the twelve hr. shift contractual? Sheriff: Yes. The manning level is very difficult to deal with. A few weeks ago we agreed to try something else to man the 12 hr. shifts. We have gaps, and we're doing the best that we can. The 12 hr. shifts are in the contract. Furlong: What does the union contract say? Bousley: Basically it says, if the shifts need to be changed, it has to be agreed upon between the union and the sheriff. The sheriff does have the right to petition for different types of shifts if that becomes a problem. Furlong: To me the problem started to multiply when you went to 12 hour shifts. It's great for the employee and I give them all credit for doing it. To me what you're asking for is for the County to sustain the 12 hr. shifts. That means the taxpayer has to put out more money to sustain the “comfort zone” for the employees. Sheriff: The twelve hour shift has been here since before me. Road Patrol has wanted to go to 12's and I've resisted it. We struggle on a regular basis with filling shifts. Bousley: The additional person would be for Courthouse Security in the vestibule. Sheriff: I'm required to provide courtroom security. Courthouse security you have two options. You can outsource it to “rent a cop”, what is their training level? Is it consistent? I would rather source one of my well trained deputies to be at that front door to screen their purses and personal belongings before entering the courthouse. Furlong: As far as the corrections officer position, I would recommend opposing the

full time corrections officer. But the security for the Courthouse. I think to be proactive to move toward that goal would benefit the county. Lang: I agree. Piche: It doesn't seem like you're in disagreement. Sheriff it sounds like you're willing to make some changes. Williams: It sounds to me like you're on board with changing the two part time to a full time for security purposes. But you're not willing to change the pt. to full time. Furlong: I recommend we take the four part time positions and make one full time and one part time. Lang: is that going to compromise your ability to schedule? Sheriff: It will help me out. Whatever it takes, I'll make it work. Lang/Williams move/support to take the two part time positions and make one full time. And leave the part time corrections alone for now.

- g. **Sheriff Dept. – Animal control enforcement; personnel or contract discussion** ~ We have a local ordinance from May 11, 1981 which has not been updated since. In Jan. 1997 based on having a lot of animal troubles in the county; Sheriff Unger created a job description within the sheriff dept. It's called a CSA Corrections/Security/Civil process/Animal control. What we do right now is have him investigate animal abuse cases in Menominee County. I do not have him out driving around waiting for a call. He's needed here. His job is a corrections deputy first. We have no program, no revenue and no budget. I have no budget for animal control. The vehicle was purchased from a 2% grant. The county should be taking in up to 90,000/year for licenses and kennels, and that's not happening now. This dept. could be supported with funds from licensing/kennel fees. Piche: Has there been some success with the vets. helping out with the licenses? Diane: Yes. We started some clinics to make people aware that they need a license for their dogs. Sheriff: Diane asked for a program for tracking the licenses. This program will help with billing. Lang: Perhaps we should approach the city of Menominee and ask them to share in the process of animal control. Sheriff: Our ordinance needs to be updated. Brian and I can work on that. Just understand there is a potential revenue stream that we can continue to develop. The software program is about \$5,000 and maintenance each year is about \$630/yr. Williams: the current rules are not being enforced and need to be. Sheriff: this has to be an effort of the whole county. The city can vote to abolish their ordinance, then we become responsible. Furlong: Currently the sheriff dept. has no authority to pick up animals within the city. I'm opposed to the county funding the whole program. I'm not ready to recommend an animal control position or contract position until we have some paths. We're in the beginning stages of gathering these facts and I think we should wait till these facts come out first. Lang: If we don't include the city of Menominee, we're defeating the purpose because the majority of the problems come from the city of Menominee. Jerry: We are all saying the same thing. I found it interesting when I read the ordinance. We don't have the right to provide services within the City of Menominee. They have their own ordinance. Sheriff: The City manager and Chief of police are willing to start talking. Furlong: I'd like to table this until we get more information back from the City. Williams: Who picks these animals up if the Animal control officer is elsewhere? Get a few people contracted and pay them on a per diem basis. Sheriff: Revenue is there, we need to get enforcement going. It's got to be across the board for all involved to enforce the laws. Diane: I brought up the cat idea at one of our conferences. Different counties tried to license cats, but there was literally so much controversy it failed. All commissioners agree to table this item until more information can be obtained.

Public Comment: Sheriff: Informational issue: Brian and I went to a meeting yesterday. There has been a bill passed (5929), the Gov. signed it. Community Corrections work van program has been taken away. Funding has been eliminated from the state. (As of Oct. 1, 2015) We are looking at a database to take over the billing ourselves. Looking at taking our work van supervisor, a retired undersheriff, he makes \$10/hr. and looking at putting him in some type of part time position. We work all over the county with the prisoners. Can we self-fund it? I believe we can. I don't feel that we want to let this go. We own the van and the trailer. The state owns the tools. I don't think the state will take those back, they're all older tools. Diane: Sorry to hear the work van won't be funded, I use them all the time for the foreclosure properties. The cost is very reasonable. Kleiman: I agree with the work van program. When I was a probation officer, I utilized the work van program. I think it's an excellent program. Lang: Does that mean that Becky McIntyre's position has been eliminated? Furlong: I believe so. Diane: I just want to say this was a very beneficial meeting.

Commissioner Comment: Furlong: keep in mind this committee can only make recommendations. All still needs to go to the full board for approval. I appreciate the department heads for coming and stating their cases. Williams: The state is making all the mandates, with no funding, it just means we've got more to do.

Adjourn: Moved by Com. Piche supported by Com. Furlong to adjourn the meeting at 10:48 A.M. Motion approved 4/0.