

Personnel Committee
October 18, 2013
Minutes

~~~~~APPROVED 12.04.13~~~~~

The Personnel Committee of the Menominee County Board met on October 18, 2013 at 7:30 AM at the County Annex Building in Stephenson.

**Call Meeting to order:** 7:30 AM

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

**Roll Call:** Coms. Krienke, Plutchak, Piche are present. Com. Furlong is absent.

**Agenda:** Com. Plutchak, I'd like to switch item "a" and item "c". Moved by Com. Piche and supported by Com. Krienke to approve the agenda with the switch of items a and c.

**Previous Minutes:** 12/13/2011~Moved by Com. Plutchak (none of us were there) supported by Com. Piche.

**Public Comment:** None

**Business:**

**a. Discussion of Equalization Director, succession plan:** Plutchak: Peg will be leaving, sometime, years down the road, hopefully. Right now we don't have anyone that can fill that position. So we need to come up with a plan to fill that position and it takes years of training for that position to be filled. 70% of the county income comes from that department and there's a lot of state mandates that need to be met. We do have someone in the county that has been taking the training, and has passed the first section of that training. What I'm thinking is we need to go to the board and ask to have Kandace Curran transferred to work with Peggy so that Peggy can train her over the next few years, while Kandace finishes her training. Krienke: Did she agree to do that? Plutchak: We need to ask her that yet, that's something Brian can do. If that's her long term plan, to stay with the county and move into that position, we should get her there now let her start learning while Peggy's there to train her. Brian: Looking at the other counties, they are having problems filling "that spot" when their equalization director leaves. It's something that we do have to plan for. I've talked to Peggy a lot. I hope she's not planning on retiring soon, but she said she's at that age that she can anytime she wants to. So we do have to do some planning. Delta is now going to an independent company to do their equalization. Peggy Schroud: I think the contract is for around \$120,000. I found out that the man who owns the company is from Missouri and he is not a certified assessor. What they're doing is hiring a level 4 because of the value of their assessed valuation. We require a level three. The education that she needs, it will take her three to three and one half years before she gets to the level. I think there needs to be two new certified people in the office. I've been in the office for 15 years. I've been in all three positions, Staff cartographer, Staff appraiser, and Equalization Director. It changes every year, you just have to keep learning and keep going to courses. This year they require 14 hrs. of

continuing education to keep the certification. Plutchak: In your personal opinion, do you think that would be a good move, to have Kandace moved into your office so she can learn? Peggy: I think it's a good plan, for the equalization dept. to always have someone waiting in the wings. I think you need to have certified people in there. Piche: If Kandace goes to full time (EQ), the position she is holding now, will we fill that position? Plutchak: Filling or possibly transfer or combining. That's still up in the air. There's a few things in the air yet with MSU. We do still have to supply an office person for building code (per the contract with Delta Co.). Brian: Also, we need to look at a job description for that position, because it'll be a different position than what is in there currently. That's probably a union position, so I'll have to talk to the union too. There are a lot of different factors before we move forward. Piche: As far as her work here, is it considered full time or part time? Brian: It's full time.

**b. Discussion of Buildings and grounds, Asst. Maintenance Superintendent:** Brian: Al will retiring as of the 31<sup>st</sup> of October. My plan is, we have Jim MeKash (who has been Al's asst. for a few years now). I'd like to put Jim into Al's spot and over the winter months pull the park rangers to the courthouse to help out. Once spring comes the rangers will go back to the park, we could hire a seasonal person during the summer to help out at the courthouse until we get the DC into play. Jim's already under that contract. It's not a new person coming in. I think the seasonal thing will bite us in the long run. The only thing Jim is concerned about is the snowplowing. He's never done that here before. The park rangers are willing to teach Jim how. Plutchak: Are there any requirements? I believe the plows were donated. Brian: We can't sell them. Plutchak: RECESS for a few moments while Brian takes an emergency call. Brian: I think we can get through it this year. Krienke: Jim will be in the old MERS then? Brian: Yes, he was hired under the current MERS. Plutchak: One pay grade increase? Brian: Yes and I think a 10 year vesting. Plutchak: Al's at a pay grade 9 right now, so a grade nine to a grade 10. We need to move this forward to the board.

**c. Discussion of Emergency Management Coordinator:** Brian: With Trina being gone, I've stepped in but I don't have the knowledge or experience that she had. It's up to you on how you want to fill that position. Delta County contracts out. Dickenson County has it under their Sheriff Dept. Marinette Co. has Eric at 35 hrs/wk and he has an asst. in there. Delta and Schoolcraft share. Plutchak: have you spoken to that person to see if he is interested in accepting another county? Brian: he already has Delta and Schoolcraft. I think he's already got a full plate. Plutchak: you think? Brian: Well, he also has Hannahville. I think...I haven't had a conversation with him yet. Plutchak: I suggest you ask him and see if he has any interest. As long as all of the objectives are met in the work agreement, then we'll get the 37%. If something is missed, you won't get that. Krienke: So a lot of this position is applying for grants. Brian went through some of the duties assigned. It will be hard to find an employee as dedicated as she was. She put in way beyond the 40 hours per week. Plutchak: Might be an option until this hiring freeze ends, to ask the Delta Co. contractor if he'll do it until we are able to hire someone. Piche: Full time/part time...I received a lot of phone calls from everyone pushing for full time. But I did receive calls from people wanting it to be part time. Brian: I can approach Bob Beerbaum to see.

**d. Discussion of Administrative Assistant to the Sheriff:** Plutchak: A couple of questions that came to me. Years ago, part of this position was put into emergency management? Ken Marks:

No it hasn't. We did discuss this a long time ago, when the sheriff dept. had two administrative assistants. Plutchak: Is any of your time spent on the 24 hr. road patrol program? Is that time being billed to the Road Patrol. Carol Rye: I do some of the administrative services, but that falls under the sheriff dept./corrections. I may do a maximum of two hours a week in the Road Patrol. Piche: I'm not aware well enough what has transpired. Plutchak: The question is should we be billing her time spent working on Road Patrol rather than the Sheriff Dept.

**e. Discussion of Personnel Committee Representative for labor negotiations:** Plutchak:

We're looking at needing one or two commissioner to sit with Brian through the labor negotiations. More questions can be asked and more things to pay attention to, more support. Do you think it's a viable option? Piche: I personally think it's important for someone to see what Brian has to go through. Krienke: I agree. I think the more informed the board is, the better. Brian: I can take it or leave it. I think one member will be good. Plutchak: I suggest that one person from the personnel committee be assigned. Jerry would you be interested in it? Piche: Yes, I would be interested. Plutchak: Bring to the board to name Jerry Piche to sit in on labor negotiations with the County Administrator.

**f. Discussion of performance criteria for County Administrator:** Brian: in the packet is the performance review that the County Administrator has used. There were also three others emailed to you. Plutchak: Which would you feel more comfortable using? Brian: I think a mixture of them. I think what we should do is, let me pull them together. You tell me what you feel should be on the performance evaluation and I'll add some things in. Plutchak: Do the department heads do annual reviews? Brian: Not that I'm aware of, I don't think they ever have. Marc: when you hire someone you have a 6 month probationary period, you do it then but not after they've been hired. Brian: Department Heads/elected officials usually get together once a month. If there are any personnel issues, they're pretty good about talking to me about it. There is a six month probationary period and after that it can be extended for up to a year if need be. Krienke: Do employees have input on what's working what's not working? Each department talks about improving things. Plutchak: This sample has a place where employees can fill out where improvements can be made. Marc: I'm not opposed to it, we just don't have anything in play right now. Plutchak: I do feel like this is something that needs to be put into play. Brian: I'll get with department heads and get something together and bring it back for discussion.

**g. Discussion of employee review guidelines:** this subject was incorporated in the previous item.

**h. Discussion of consolidation/cross training of employees:** Plutchak: What can we do to get some cross training going? What happens if a key employee quits, we should have some kind of idea what is done in that area so it can continue if someone quits. Brian: are you talking about within departments? Plutchak: Well, let's say someone is out for medical reasons for 6 months. If someone else in the courthouse has training, they could perhaps sit in that position, temporarily until someone permanent can be hired. Brian: I can discuss this with department heads as well. It'll have to be on a case by case basis. Plutchak: what do we have in place to cover someone out on medical leave? Marc: Within each department I think that is already set up. Right now we're at a minimum staffing level that I don't think any department has an

employee not doing anything where they can give up a person to “fill in” in another department. In the past we brought in temporary employees. Carol Rye: Standard operating procedures, I have this available, should I need to be out for an extended time someone can step in and follow the procedures to fill in. Krienke: That sounds like an idea that each department should have. Piche: I agree it’s needed. When you don’t have an excess of people it’s hard. It’s something that we should make an attempt at. Brian: Step one, see if the operating procedures can be done for each position, Step two would be to see if there are any cross departmental duties that can be done.

**Public Comment:**

Charlene Peterson: Emergency Management Coordinator position should be a full time position. There are still a lot of things that need to be done. We’ve got to get away from the idea that everything is in place. Trina was a gift to us, and it’ll be hard to replace her. Cross training, suggest you keep it simple. I like the idea of employee input as well, that gives you feedback. Larry Schei: I commend the Personnel Committee for a good meeting. I think the county has some very dedicated employees and I think the County Board should support them in any way we can. I also think the Emergency Management Coordinator should be a full time position.

**Commissioner Comment:** Jerry Piche: I got an email a few weeks ago. It showed a pic of the fence at the airport with a “No trespassing” sign on the fence...caption was “welcome to Menominee County”. It bothered me a bit. No trespassing signs can go both ways. I refused to put no trespassing signs on my farm. A no trespassing sign to me means “you stay off or you’re in trouble” to me, No sign at all means “respect the property”. Krienke: I think it’s important to address the equalization succession and to keep the personnel evaluation simple. As far as the cross training of the employees, you can’t expect the employee to come in to take Marc’s place, but perhaps a secretary can handle some things there. Plutchak: We had a real good meeting and a bunch of things headed in the right direction again. Brian will gather some information and we’ll have another meeting.

**Adjournment:** Moved by Com. Krienke supported by Com. Piche to adjourn at 8:30 AM