

Personnel Committee
March 3, 2014
Minutes

~~~~~Approved 4.17.14~~~~~

The Personnel Committee of the Menominee County Board met on March 3, 2014 at 5:00 PM at the County Courthouse, Courtroom B.

**Call Meeting to order:** 5:00 PM

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

**Roll Call:** Coms. Krienke, Plutchak, Piche, & Furlong are all present.

**Agenda:** Com. Piche approved the agenda and Com. Furlong supported. Motion carried 4/0

**Previous Minutes:** Previous minutes 12/4/2013; Moved by Com. Furlong supported by Com. Krienke to approve the minutes from 12/4/2013. Motion carried 4/0

**Public Comment:** None

**Business:**

**A: Administrator's Performance Evaluation Review:** Com. Plutchak discussed the administrator evaluation and the four commissioners from the personnel committee that rated the Administrator.

Relationship with board: 71 of 100  
Effective Leadership of staff: 150 of 200  
Management Skills and Abilities: 72 of 100  
Personal and professional attributes: 49 of 60  
Fiscal Management: 62 of 80  
Community and Public Relations: 40 of 60

**Krienke:** questions the role of the personnel committee. We represent less than half of the commissioners and I feel like we're giving incomplete data.

**Furlong:** in the past all commissioners evaluated the Administrator. The admin. asst. compiled the information for overall scores. The whole board had the opportunity to score him. I think Doug is right, the whole board should have the opportunity to score their Administrator.

**Plutchak:** This falls under the personnel committee when we changed the duties in the bylaws. Brian discussed his self-evaluation. **Piche:** To Com. Plutchak, perhaps the remainder of the board would like to have a say. **Plutchak:** again stated, per the bylaws this was added to the Personnel duties.

**B: Department Head Performance Evaluations:** **Plutchak:** Brian should be working with the department heads on this. This has not been done. We should direct Brian to do these evaluations and be sure it's done yearly. **Krienke:** agrees, we as commissioners don't have the

day to day interaction as Brian does. Consensus is to have Brian revise the evaluation form to fit the Department Heads and to bring it back to the board for approval.

**C: Elected Officials – Performance Evaluation Process; if any:** Piche: I don't think we have virtually anything to say about that, other than salaries. Furlong: the elected officials are evaluated through the election process; this would be a waste of time. Krienke: I think the evaluations are done at the ballot box. Plutchak: we don't do performance evaluations. We have to authorize pay raises and figure out where the budget can be shaved. We don't have a lot to do with that, we don't have any say. The evaluation is just another set of eyes to see where \$ can be shaved. Furlong: It's not a personality process. During the Budget process Brian meets with them. They should be the ones to go over this.

**D: Administrative Assistant position hours – share time:** Piche: I'm not sure where you're going with this. Plutchak: Cross training, it might work if Brian is in the office. Sherry can be used to cover another office that's short employees; to help keep things flow better. Provide training so we can be sure we maintain service. Bousley: There may be an issue using a non-union employee in a union position. We do have the capability of transferring calls to another office. The Clerk's office and ROD already have employees cross trained to help out. Furlong: Why the Administrative Assistant hours? Plutchak: there are two full time people in the admin office. Sherry has a lot of knowledge about different departments. There should be a "face" in the offices to fill in when people are missing. Does this need to be a 40 hour/wk job? Can things be done by the Administrator? Furlong: Brian is our administrator, plus we've already given him the job of the Parks Superintendent, Buildings and Grounds Superintendent, and Emergency Management. The Assistant needs to be there when he's not, and he's out a lot. Piche: When I call the Admin. Office, I want answers. It would be wrong to "not" get an answer. Furlong: We have a full time employee at the annex that isn't busy enough to be full time, why don't we just bring that employee here to train and "fill in" at other departments when necessary.

**E: Equalization Department, Staffing:** Bousley: The Union contacted me and wants to sit down and discuss this with the employees involved, county representation and a union steward. They will get back to me with dates available to meet. Piche: with respect to the Equalization Dept., we won't let the job fall. Krienke: let's get the paperwork in order.

**Public Comment:** None

**Commissioner Comment:** Furlong: I apologize for my phone going off during the meeting.

Piche: This was a good meeting. Dept. Heads are trying to make progress. Let's get together with the union and come to some kind of understanding.

**Adjournment:** Moved by Com. Piche supported by Com. Furlong to adjourn at 5:52 PM