

Personnel Committee
April 17, 2014
Minutes

~~~~~APPROVED 8.21.14~~~~~

The Personnel Committee of the Menominee County Board met on April 17, 2014 at 10:30 AM at the County Courthouse, Administrator's Office.

**Call Meeting to order:** Com. Plutchak called the meeting to order at 10:30 AM

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

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

**Agenda:** Com. Furlong approved the agenda and Com. Piche supported. Motion carried 3/0

**Previous Minutes:** Previous minutes 3/3/2014; Moved by Com. Furlong supported by Com. Piche to approve the minutes from 3/3/2014. Motion carried 3/0.

**Public Comment:** None

**Business:**

**A: Register of Deeds ~ Deputy Register of Deeds position, From P.T. to F.T.:** Bousley: Since he's been here, we've been through at least 6 people in that office and we're on our second temp already. We decided to go with temps because of the hiring freeze there's been some barking from the union. They said unless we get a complaint, it's ok...now their starting to claim a little bit, no grievance as of yet, but to put some continuity and consistency in that office, moving from part time to full time is what I would recommend. Also, that will be an opportunity for other employees in the county for a lateral move from other departments as well. As of right now we have one temp. and one full timer in there and at times they get overloaded. Kleiman: We went to a part time position years back for a financial reason. I explained to the board if it didn't work, I would come back to the board and ask for it to go back to full time. With only having the two people in that office, it's so hard with vacation/sick leave or other issues to cover that office. For stability of the office for better coverage, I would like the board to reinstate that to a full time position. Plutchak: Basically we have a part time person in there that can just slide into the full time position. Kleiman: No, we currently have a temp through manpower in there. Bousley: that was the biggest gripe that the union had, because there is not a union person in that union seat. So we would have to post that position internally (within the union). The rumblings around, there would be a few people interested in that spot. Furlong: I don't have a problem moving it to a full time position, but we have a hiring freeze on. If we move it to a full time position and no one applies for that job internally, now we hire the temp for a fulltime position, that person goes on the MERS defined benefit. Bousley/Kleiman: No, the only thing that we could do because of the hiring freeze is hire within the county. If nobody posts for it, then we have to leave it the way it is. If the union grieves, then they do. Plutchak: It will not go out to the public, only internally. Piche: I had the same concern that James had. Kleiman: There's a

third position in that office that is a temporary position that is funded solely by funds received for documents that are filed. It's called the Automation position. It's something the state set up about ten years ago. That position is vacant at this time. I'd like to fill that temporary position. It does not fall under MERS or the union. I'd like to hire for both at the same time. That position is only about 25 hrs. per week. It's called a temporary position because at any time the state can change the funding for that position and we'd have to let that person go. The reason behind it is to get our land records on line. That position has been open since December. Furlong: I would make a motion to make the part time position to full time and to hire for the temporary position...move it to the full board, Com. Piche seconds. Vote 3/0

**B: Equalization Department ~ Cartographer/Tax Bill Coordinator position description update 4/2014.** – Bousley: Peggy has been asking for a certified person in that position. Basically all we did with the Cartographer/Tax Bill position is, on page two under “Minimum training and experience required to perform essential job functions,” We removed “with vocational/technical training in Assessment or a related field with one year of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities” and added “currently hold State of Michigan Assessing Officer License”. Plutchak: Peggy, I'm assuming you were involved in all this. Schroud: The reason I'm asking for an updated certification is because some of the duties on the job description cannot be completed by someone other than a certified person. It would make it more accurate if there was a certified person in there. Furlong: We already have a person in that office, what is her job title? Bousley: same title Furlong: If we're changing the job title, what happens to her? You can't just change the job title in mid-stream without giving her an opportunity to go and get her certification. Bousley: Those are changes that are being discussed and can be put in place, if that person leaves that spot. Furlong: I don't have a problem with the change in job description, have someone that holds a MI license, my concern is the person already in that office, and what'll we do with her? We can't change the job description and say you don't fit the job description, now you're fired. Bousley: this would something that would be proposed coming up. If that job ever vacated. We're already looking to go to the staff appraiser, so this job would more than likely be eliminated anyhow, but we still want to keep it on the books in case we need it down the road. Piche: basically this all goes back to the discussion we had last time. Plutchak: Peggy and Brian worked this out together, if they think that this is the best thing, our administrator he's supposed to be directing us, he gives us advice, if he feels this is the best way to run the operations, that's the way I think we should be heading. Furlong: Has there been a change in the law or change in the requirements for this job through the state. Schroud: It's up to the individual unit (Board of County Commissioners) to determine what level they want of their personnel in the Equalization Dept. and I'm asking, as the Equalization Director, for this. That was directly from the Assessment certification division, which it is up to the individual unit to make that determination. Furlong: How long has the office not had a certified MI level 2, how long has that person been in the office and hasn't had an assessing license? Schroud: Eight and one half years. Furlong: Where's the push to have this now? Is there some change in procedure or is this something we want to do because it feels good. Schroud: No the state has become more strict in their requirements. They're making people jump through hoops to get certifications, it's taking longer. They revised their requirements a few years ago. When Annette started here, she said she would get her certification, but nothing was in writing on the job description. I think it should have been. When I started, I got my certification within three years. She did not pursue that and has not pursued education. It's just helpful to assist the public, lawyers, or title companies if you have more education. It's getting harder and harder to be an assessor and harder and harder to get people who are qualified to perform these positions. A couple of years ago,

they revised their requirements because they were having issues with people who have been assessors that could not perform. They instituted that 14 point review, which Menominee County had to participate in. The Equalization Dept. is a little different than the assessors and the local units because we do different reporting in our office. We assimilate all the numbers from the assessors and we perform different duties. Furlong: If these requirements came out a couple of years ago, why are we having this conversation now? Why didn't we have this conversation a few years ago? Schroud: I went to Brian a couple of years ago when the issue came up and it didn't go any further, as far as I could tell. Bousley: Because nothing was required from the state at that time. Furlong: Nothing is really required from the state now, it just should be...kinda sorta... Plutchak: I think what Peggy is trying to get at here, she'd like to make sure someone is in that office, should something happen, because it's not something that we can replace somebody quick with, because of the training. With this being the job description, the second or third person in that office will have or be obtaining this training. My understanding is that there are not a lot of individuals with this requirement out there, and it takes a long time to get. With this being the job description, we have an individual that is already employed that can perform the task, say the other individual is not around. Furlong: What type of certificate of MI assessing officer license are we holding? Schroud: The state did away with level one and combined level 1 and 2 and call it the MCAO (Michigan Certified Assessing Officer) I am the (MAAO) Michigan Advanced Assessing Officer. Furlong: Shouldn't the job description state the level of license needed? If you have the combined level 1 & 2 then they can be an assessor. Schroud: Up to a certain level of state equalized value. Each grade has a certain level that they can assess up to. Furlong: then we're looking at a minimum level? Schroud: Yes, MCAO. You have a certified assessing number. Piche: Peggy is telling us that things are missing in her office, she wants to get everything up to speed so when she retires, she wants to have someone ready. Schroud: It's not necessarily to have someone ready...it's so you have someone there that's familiar with how the office is run and how the various reports are filed and the computer system. I don't have that right now. I would have preferred this be done back in 2005, but it wasn't. Furlong: I don't have a problem changing the job description, but it can't effect the employee that is in there right now. It has to be done when it's vacated by the current employee. Piche: I don't want to create more problems...I want to continue to progress. When we met with the heads and the union we were a long way on the road to getting this resolved. Bousley: The union won't have a problem with this one. This is stuff that we can do within the contract, as management. Move to the county board for approval with the words added "effective upon vacancy of the current position".

**Public Comment:** None

**Commissioner Comment:** Piche: I think we should keep going on this. Peggy has a lot of concerns with her department. Marc also does. I think we have to get something going so it doesn't get slid away and forgotten about again. We have to continue to find ways to get this resolved. Plutchak: Thanks everyone for coming.

**Adjournment:** Moved by Com. Furlong supported by Com. Piche to adjourn at 11:00 AM