

Personnel Committee  
December 13, 2011  
Minutes

~~~~~Approved 10.18.2013~~~~~

The Personnel Committee of the Menominee County Board met on December 13, 2011 at 4:30 PM in Courtroom B. Present at the meeting were Com. Pearson, Com. Furlong, Com. Lang, and Brain Bousley, Administrator,

**Others Present:** Sheriff Marks, Undersheriff Holmes, Carol Rye-Lindberg, Penny Mullins

**Call Meeting to order:** 4:30 PM

**Agenda:** Moved by Com. Furlong supported by Com. Lang to approve the agenda as written.

**Previous Minutes:** Moved by Com. Lang supported by Com. Furlong. The minutes from 10/11/2011 were not available. No recording was taken of this meeting, held at the County Annex Building in Stephenson, MI.

**Public Comment:** Penny Mullins, apologizes for making the meeting start late.

**Business:** a. Discussion on Staffing in Sheriff Department ~ Sheriff Marks stated Carol Rye is here and the employee we'll be talking about today. Carol was hired approx. six years ago to collect prisoner board monies in a temporary part time position. Several years ago Carol's position was made a reg. part time position. (no longer temporary). Carol works approx. 35 to 40 hours per week. I don't want to lose Carol to someone else; she's a highly skilled and talented employee. Right now the concern is not so much pay as it is benefits. She is not a union employee; she's a confidential administrative assistant. I asked for this meeting to discuss and for your consideration. Bernie: I'm interested to know how much prisoner board fees she collects. Booking/administrative fees/medical fees approx. \$410,553 have been collected to date. Pearson: You indicated you currently work 35 to 40 hrs. per week? Carol: I work 40 but only get paid for 35. Pearson: Isn't that some kind of law, Brian; shouldn't she be considered full time? Brian: Yes, I believe 32 hrs. per week is considered full time. Pearson: We need a consensus to move this to the full board for approval. Com. Furlong: Do we have a classification for her to fit into? It's been established, we'll have to put in for a DMG on the position. Mike Holmes: Carol is a very rounded employee. She knows all aspects of running an office and is good with IT also. She is who all departments go to with questions. DMG line number we're looking at is a Grade 6 Step 1 – this would be \$12.97/hour. (Currently she's at \$12.00/hr.) Brian: if you look at Carol's position, it would be equivalent to Sherry's position. James: without a set job description we won't know what she is to be paid. Lang: What's our status on the DMG? Are we going by their recommendations? Brian: Yes. If we want to move forward with this, we'll have to go through the DMG process for this job. There is not one for that position. Pearson: We have a consensus to go to the DMG for a job description/pay grade. And make this a full time position. Pearson: then let's get that submitted.

Furlong: Last Fiscal year there was \$40,442.62 collected for the prisoner board monies. Carol: What I do is send out letters once warrants are issued. (There's a warrant out for your arrest, this is how much you owe, contact the courts to get it taken care of) These prisoner board monies are received as responses from these letters. Pearson: Consensus is to get this to the DMG to get this all together and bring back to the board for agreement.

**Public Comment:** None

**Commissioner Comment:** None

**Any Other Items Members May wish to Present:** None

**Adjournment:** Moved by Com. Furlong supported by Com. Lang to adjourn at 4:55 PM