Personnel Committee
August 17, 2010
Minutes

Approved 4/19/2011

The Personnel Committee of the Menominee County Board met on August 17, 2010 at 10:00 AM in the Jury Room. Present at the meeting were Com. James Furlong, Com. Garry Anderson, Brain Bousley, Administrator.

Others Present: Diane Lesperance; Marc Kleiman; Kim Kewley; Debra Wormwood;

Call Meeting to order: 10:00 AM

Agenda: The agenda was approved by Com. Anderson supported by Com. Furlong

Previous Minutes: Minutes of February 25, 2010 - Approved by Com. Anderson supported by Com. Furlong

Public Comment: None

Business: a. DMG Recommendation: **Bousley:** This pertains to 9-1-1, Clerk's office and Treasurer's office. These are the recommendations we received, we did not get back a complete report, which I'm still waiting for. Treasurer's office: Everything stayed the same with the exception of Kim's position (Deputy Treasurer, Accounting). We can go up to a grade there (from 7 to 8). E 9-1-1 Telecommunications Specialist and Telecommunicator: Suggested a one grade increase for each position. Clerk's office: the only change there was the Chief Deputy Clerk, with a one grade increase (Carol Johnson). **Anderson**: Do you agree with what they proposed? I was involved in the original upset. **Diane:** I'm not happy with the study; I'd like to see Kim's position equal to the pay that the Account's payable clerk (Jess) is receiving. They are doing about the same amount of work and currently Kim's a grade 7 and Jess is a grade 9. Anderson: I don't remember changing this many people. Brian: We had the study done on the whole department. **Furlong:** In the clerks office, the Chief Deputy went up a grade; what changed in her job description? **Marc:** The last time we updated these job descriptions was about 8 or 9 years ago. There's been a number of changes in all positions in the county…everybody. Diane and I spoke about this, we would like to see the reasons why the pay grades changed or didn't change. My biggest issue is, Mary and Lisa have had a lot of added duties put on them over the years and think they should be increased in grade also. **Anderson:** What this originally started, it was to make both of your jobs easier, now it looks like we're looking at a complete overhaul. **Furlong:** It's hard to accept the recommendations of the study when we don't have the study. The original intent was for Jess and Kim because of the take over of some General Ledger duties. I'd like to see the study, the only thing I'm familiar with is 9-1-1. When you look at the telecom. Specialist, and the reg. telecom. There's a two grade pay difference, when there are not a lot of differences in the job duties. **Debra**: Jean does have additional dispatch duties that the others don't have, however I don't know if it would be a difference of two grades. **Anderson:** You don't agree with what they have recommended? **Marc:** We don't agree with the recommendation, we want to know is how they came up with the recommendation. **Diane:** Right, Kim's job was actually a whole new job. **Anderson:** I don't understand what changed in the clerks office. **Marc:** There have been extra job duties added to all positions since the last DMG study was done. The county board asked to have some duties transferred within the clerk's

office. We moved some of the duties over to the treasurer's office because the Account's payable clerk couldn't do all the work within the 40 hour work week. She was working overtime to do those duties. **Diane:** Kim's job is to do some of the things she used to do, but we've added the duty of some of the General Ledger, and bank reconciliation. Then Julie had added duties since the DMG study was done too. She now does the PA-123 and tracks titles; which save the county $35,000 per year, but she never got an increase in pay for doing this. **Anderson:** Originally the way I understood it, Diane had to redo some of the work, which she was doing anyway so she moved it into her area. Kim has taken on extra work, I understand that, but I don't think the intent was to reclassify everyone. **Diane:** How long do you expect people to keep taking on more work and they never get acknowledged or compensated for it? **Furlong:** the problem I have is we don't know what they based their grade changes on. I really thought we'd have the rest of their info. before we had this meeting. I recommend we table this until the report gets here. When the report gets here, we need to schedule another meeting.
b. Personnel Actions: Holmes: We've got a part time road patrol officer with other agencies acquiring his services. We mainly use him to replace our full timers when they're out, instead of using one of the full timers and paying them time and one half. Based on his experience, we would like to bump him up to the max to keep him here. We paid a lot of money to train him; we'd like to keep him. **Anderson:** I'd like to recommend this to the county board. **Furlong:** We're not going above the max on the pay scale. We'll recommend that to the Committee of the Whole. Or put that on the newly formatted agenda under new business for the Sept. County Board meeting.

Correspondence: None

Any Other Items Members May wish to Present: None

Public Comment: Mike Raygo: DMG study, from 9-1-1 standpoint, this is not something that was just presented. Our understanding this was based on duties and responsibilities. We didn't realize that we were listed below the cooks or park rangers. They are recommending a one grade increase for the 9-1-1 employees. Take into consideration what the job duties are before any decisions are made. Debra: We also made a DMG request when Brian N. was the administrator.

Adjourned: Moved by Garry Anderson to adjourn at 10:34 AM, supported by James Furlong