

WORKING MEETING

March 29, 2019

Convened: 2:00 PM

Present: Commissioner Gordon, Commissioner Vrablic, Commissioner Kolcz, Commissioner Norris and Commissioner Hazelbaker

Also Present: Donald Reid of the Daily Reporter, Sheriff Pollack, Undersheriff Eichler, Fred Blankenship-Jail Administrator, Jim Measel-WTVB, Mike Hard-Drain Commissioner, Scott Walls-County Complex Manager, Commission on Aging Director-Amy Duff, Verna Winger-HR, Nyci DeLoach-ROD, Matt Fosdick-IT, Joe Best & Mike Kelly-Airport, Kurt Spaulding-911, County Clerk Terry Kubasiak and Administrator Bud Norman.

The order of the items on the agenda was changed. Items I, J & L were addressed first and an addition was made to the finance area. The agenda was approved as amended.

PERSONNEL, PLANS & POLICY

(Commissioner Norris)

Request for Staff-Sr. Clerk - Payroll

The Administrator is requesting to fill the Senior Account Clerk position due to the upcoming retirement of the current clerk, effective July 1, 2019. The current position is a UAW Supervisory unit position – level 8 with a starting tier II wage of \$15.03. The Administrator is requesting that the position be changed to a non-union position. He stated that he would like to have the position duties include more analysis and help with union negotiations. During discussion, wage scales were presented for the non-union and non-union management positions and a history of how the tier II wage scales came about. There was concern with having this position start at a higher rate than what we pay some Sheriff's department and 911 positions. The Committee Recommends:

Motion by _____ seconded by _____ that approval is given for the Administrator to hire a full time Senior Account Clerk at the UAW level 8 rate of \$15.03 per hour, with the new hire benefit package.

Request for Staff-Account Clerk - Payroll

The Administrator is requesting to fill the full time Account Clerk position. The position will be vacated on April 12th. This is a GELC – level 6 position with a starting wage of \$12.77 per hour, with new hire benefits. The Committee Recommends:

Motion by _____ seconded by _____ that approval is given for the Administrator to hire a full time Account Clerk at the GELC level 6 union rate of \$12.77 per hour, with the new hire benefit package, effective immediately.

The Administrator is requesting to hire a contract employee to help in the Payroll department while they look for and hire a new account clerk. The current account clerk is willing to come back as a contract employee. The position would be for no more than 15 hours per week at \$18.75 per hour, with no benefits. The contract would end once the new account clerk is hired and 40 hours of training has taken place. There was a question about how MERS would be affected. The Administrator spoke

to them and this would not be a problem as long as the employee wasn't collecting a pension, which she won't be. The Committee Recommends:

Motion by Administrator to seconded by contract with Debbie Thompson to help in payroll for no more than 15 per week at \$18.75 per hour, no benefits, with the contract being complete before she is eligible to draw her pension. that approval is given for the

Request for Clarification Staff – Juvenile Court

Juvenile Court Administrator Rusk stated in a letter that he had quoted the incorrect wage amount in his request to fill the Day Treatment Youth Specialist position that was approved at the last Board meeting. He had stated that the position was a Level 6, when it was actually a Level 8, with a starting wage of \$15.08 per hour. He has filled the position and the individual began work on March 25, 2019. He is asking that the committee approve the correction in the wage and allow him to give retroactive pay to make up the difference. The Committee Recommends:

Motion by seconded by to approve the corrected pay level for the Day Treatment Youth Specialist position of \$15.08 per hour (level 8) and allow for retroactive pay back to March 25, 2019.

Request for Staff – Dispatcher – 911

911 director Spaulding is requesting to fill a vacant dispatcher position. This is a POAM position with a tier II starting wage of \$14.23 per hour with new hire benefits. The Committee Recommends:

Motion by seconded by that approval is given to 911 to fill the full time vacant dispatcher position at the POAM tier II wage of \$14.23 with new hire benefits, effective immediately.

Director Spaulding is also requesting an additional dispatcher to help relieve some of the current overtime due to staffing issues and to help with increased calls when the new radio system is implemented. This is a POAM position with a tier II starting wage of \$14.23 per hour with new hire benefits. There is money in the 911 budget to cover the position. The Committee Recommends:

Motion by seconded by that approval is given to 911 to add a dispatcher position at the POAM tier II wage of \$14.23 with new hire benefits, to be filled after any current vacancies are filled.

Request for Staff – Part Time – Information Technology

IT Director Matt Fosdick is requesting to hire a permanent part-time employee to help with technical support due to the recent request by the Road Commission for IT services. Over the last few years IT has offered support to outside government agencies for a fee, bringing in revenue to be able to support this position. This position would be a non-union level 3 with a starting wage of \$12.66 per hour, 24 hours per week. The only benefits offered would be sick, vacation, personal and holiday pay. The Committee Recommends:

Motion by seconded by to approve the hiring of a permanent part-time IT employee at the non-union level 3 rate of \$12.66 per hour up to 24 hours per week, with sick, vacation, personal and holiday pay, effective immediately.

Victim’s Rights Week – April 8 – 12 – Courthouse Rotunda

Ms. Hemker asked if tables could be set up in the Courthouse rotunda to display information for Victim’s Rights Awareness Week. The display would be set up April 8 – 10 from 9am – 4pm.

Motion by Commissioner Hazelbaker, seconded by Commissioner Norris to suspend Board rule to allow action on the issue. MOTION CARRIED.

Motion by Commissioner Hazelbaker, seconded by Commissioner Norris to allow display tables to be set up in the Courthouse rotunda April 8 – 10 in recognition of Victim’s Rights Week. MOTION CARRIED

BCCAD SV Additional Services

The BCCAD received a grant and will be adding a Sexual Assault Response Team (SART) consisting of four employees. They have opened service locations in Bronson, Quincy, Union City and downtown Coldwater. The members introduced themselves to the committee and explained the SART ‘s purpose, goals and services that are provided.

Lake George Lake Level

The Administrator provided two options to the committee regarding the Lake George lake level issue. Option 1 was to require a petition to be signed by the lake residents on the Michigan side. Option 2 was to appeal to the Circuit Court to set the lake level. The advantages and disadvantages of both options were presented. After discussion it was decided to move forward with the petition option. There are approximately 200 properties and there would be no cost to the County.

Motion by Commissioner Norris, seconded by Commissioner Hazelbaker to suspend Board rule to allow action on the issue. MOTION CARRIED.

Motion by Commissioner Norris, seconded by Commissioner Vrablic that we move forward with the petition process. MOTION CARRIED

Commission on Aging HVAC Issues

A response to the letter sent to Carmi Design was received. Carmi is asking to extend the deadline, to address the issues, to April 2, 2019. COA agreed to the new date. Their Board meets on April 16th and they will discuss the information provided by Carmi. COA will forward the information the Board of Commissioners to be discussed at the work meeting on April 18th.

FINANCE

(Commissioner Vrablic)

Motion by _____ seconded by _____ that authorization is given to approve the following items by Consent Agenda: Bills & Accounts, Election Commission compensation and the Vehicle Disposition.

Bills & Accounts

Administrator Norman presented a summary of the Bills and Accounts (Jail Operations-Board and Care-29%, Autopsies-19%, Printed Forms & Bindings-10%, Audit Fees-10%, Jail Operations-Commissary Supplies-9%) to make up 77% of the invoices. There was a question on the invoices submitted for autopsies. The Administrator will clarify the information for the Board meeting. The Committee Recommends:

Motion by _____ seconded by _____ to approve the Bills and Accounts in the amount of \$277,905.29

Compensation for Election Commission – County Clerk

The County Clerk is requesting that the County Election Commission be compensated for their meetings, per PA 614 of 2018, which took effect on March 28, 2019. The request is for the Election Commission to be compensated at the same rate as the Board of Commissioners for their meetings. The Committee Recommends:

Motion by _____ seconded by _____ that approval is given to compensate the County Election Commission at the same meeting rate as the Board of Commissioners.

Vehicle Disposition

The Sheriff’s Department has a vehicle that was totaled and they are wanting to dispose of it. Three options were presented for disposal. 1. Receive the actual cash value of \$13,000 and the insurer sells salvage. 2. We are paid \$10,600 and we keep the vehicle. 3. We receive \$10,600 and we sell the vehicle to the highest bidder. The Committee Recommends:

Motion by _____ seconded by _____ to take the actual cash value of \$13,000 and the insurer sells salvage.

LEGISLATIVE **(Commissioner Gordon)**

Resolutions from Baraga and Ontonagon Counties, regarding creating a committee on Michigan’s mining future, were presented to the committee for review.

Public Comment

Rick Weaver addressed the committee regarding the options presented for the Lake George issue. He stated that he would be willing to prepare the information to be presented to the Circuit Court, if that option is chosen.

The meeting was adjourned at 3:57 pm.

Submitted by: Commissioner Vrablic Commissioner Kolcz Commissioner Gordon
 Commissioner Hazelbaker Commission Norris