

January 22, 1976

A regular meeting of the Personnel Committee was duly called and held on Wednesday, January 21, 1976, at 7 p.m. at the Courthouse.

Present: Commissioners Alderton, Anderson, Cheatham, Gaboury, Goldsworthy, Leadbetter and Trapp.

Absent: None.

The meeting was called to order by Chairman Alderton.

Mr. Tom Yondorf from CUPPAD joined the meeting to review with the Committee the job classification study recently completed for the County. Mr. Yondorf reviewed the various steps conducted in completing the study. The study results in four areas of recommendations to the County. The four areas are: job descriptions, job analysis schedules, wages and salaries, and fringe benefits. He mentioned that if the County were to use a flat rate of pay to the employees, he would recommend a wage somewhere between the first and second year as proposed in the study. It was mentioned that the work performed by CUPPAD is a job analysis study and does not relate to the personality of the person performing the job. Mr. Yondorf stated that at some point CUPPAD would like a resolution from the Board accepting those portions of the study which were implemented by the County. After discussion it was moved by Commissioner Trapp, supported by Commissioner Gaboury and unanimously adopted that a communication be written from this Committee to CUPPAD expressing the Committee's appreciation for the work done on this study. Mr. Yondorf then left the meeting.

The Committee then reviewed a communication and a grievance submitted by the Sheriff's Department Union concerning seniority. The union membership feels that the language in the present contract regarding seniority is unclear. It does not distinguish between full and part time hire, and the union is requesting that adjustment be made in seniority dates for six of their employees. The grievance handles the case of one of the six individuals. In discussion of the matter the Committee felt that this question had already been answered at a special conference held with the union employees. At a meeting held on August 28, 1975, the matter of seniority was discussed. At that meeting the following discussion and decision ensued:

"It was felt that seniority should only start from the date of full-time employment, as seniority is the length of continuous employment. The probationary period is not being completed by part-time employees. After a part-time employee works 1,040 hours, he receives a full-time rate of pay. If after 1,040 hours, the part-time employee takes a full-time job, he would continue at the same rate of pay but would start the probationary period with the date of full-time hire. It was felt that the contract language says that seniority does not accrue and the probation period is not being served while on part-time employment. After discussion it was moved by Commissioner Alderton, supported by Commissioner May and unanimously adopted that the Committee abide by the Union contract as it was written and intended."

After discussion of this matter it was moved by Commissioner Trapp, supported by Commissioner Cheatham and unanimously adopted that the grievance be returned with the Committee's answer showing and stating a decision had been made at the conference held on August 28th.

The Committee then reviewed a request from the Sheriff's Department Union employees to have a meeting to negotiate salaries for the matrons. It was felt that this should not be too time consuming and it could be worked into the meeting to be held on Monday, January 26th, with the Courthouse Employees' Union. The Sheriff's Department should come at 7 p.m. and the Courthouse Union members at 8 p.m.

The Committee then discussed a communication from Probate Judge DeFant. The communication tells the Committee the personnel changes which the Judge has made in the Juvenile Division. Mr. Merckx and his wife have been appointed supervisor and matron for the new Youth Home. Salaries for these employees will be paid from the Child Care Fund. Mr. Haara has been appointed assistant supervisor to the Youth Home. The salary of \$8,500 for this position will be covered under the federal grant. The Judge is recommending that this salary be supplemented by \$1,000. The salary for this position is also to be paid from the Child Care Fund. Mr. Sullivan has been appointed Probation Officer to replace Mr. Merckx. His salary will be \$10,000.

During discussion of the matter it was felt that the only real problem for the Personnel Committee is the matter of the extra pay for the assistant supervisor of the Youth Home. The salaries for Mr. Sullivan and Mr. and Mrs. Merckx cannot be definitely set as they have to be negotiated with the Union. After discussion it was moved by Commissioner Trapp, supported by Commissioner Cheatham and unanimously adopted that this Committee respond to the Judge and inform him

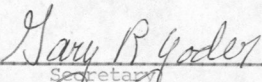
that the salary for Mr. Haara's position will have to be negotiated.

The Committee then briefly discussed the matter of additional personnel for the Building Code Department. The County Planner and Planning Commission have recommended that a plumbing inspector be hired at a recommended salary of \$11,000 per annum. It was felt that the salary for this position, if it is approved by the Budget and Executive Committee and the Board, should be considered with other union salary negotiations.

The Committee then briefly discussed Community Mental Health and Brookridge. It was mentioned that there is no lease agreement between the County and the Mental Health organization for the property at Brookridge. Fire insurance on the property is in the name of the County. The liability insurance on the youth at the home is very low. In case of fire or accident, the County would be most probably named as a co-insurer. The question arises as to whose responsibility it is. This problem with Brookridge may also be experienced with other County departments. After discussion the Controller was directed to prepare a questionnaire to be sent to the departments to see what levels of insurance they are maintaining.

The Committee then discussed the matter of establishing a Union Negotiating Committee and a Union Grievance Committee. In the past, it was decided that those Personnel Committee members who are not on the Union Negotiating Sub-Committee would be on the Grievance Handling Sub-Committee. It was moved by Commissioner Trapp, supported by Commissioner Goldsworthy and unanimously adopted that the Union Negotiating Committee members be Commissioners Alderton, Anderson, Goldsworthy and Leadbetter. It was then moved by Commissioner Goldsworthy, supported by Commissioner Trapp and unanimously adopted that the Grievance Sub-Committee be Commissioners Cheatham, Gaboury and Trapp.

There being no further business, the meeting adjourned.


Secretary

February 10, 1976

A regular meeting of the Personnel Committee was duly called and held on Tuesday, February 10, 1976, at 7 p.m. at the Courthouse.

Present: Commissioners Alderton, Anderson, Gaboury, Goldsworthy, Leadbetter, and Trapp.

Absent: Commissioner Cheatham

In Attendance: Commissioners Agnoli and May.

The meeting was called to order by Chairman Leadbetter.

The Committee first discussed the Employees Benefit Booklet prepared by the Controller's office some months ago. The booklet provides a summary of employee benefits. There was some discussion as to whether or not to publish the booklet now or wait until contract negotiations are completed.

There was also some discussion as to whether or not the portion pertaining to parking facilities should be included. It was generally felt that the booklet should be published as soon as possible and the portion pertaining to parking should remain.

It was felt that the cover letter on the booklet should be re-worded to show that the benefits stated are for bargaining unit employees.

After discussion, it was moved by Commissioner Trapp, supported by Commissioner Alderton, and unanimously adopted that a new cover letter be drafted addressing the booklet to the bargaining unit and the booklet be prepared for distribution to employees.

The Committee then discussed the request of the Sheriff to have meals provided for Sheriff's Department employees. Employees of the Sheriff's Department and Jail have a half an hour for lunch and have requested that they be allowed to eat at the Jail and be charged for the meals. In discussing this matter, it was felt that more input should be received from the Jail cook and the Sheriff as to exactly what is needed.

It was generally felt that this service, if allowed, should be limited to on-duty employees and should be based on actual cost of the food, which would include the cook's salary.

The Controller was directed to check with the cook and the Sheriff to see what is needed and what problems could be involved.

The Committee then discussed the matter of compensation time for employees. Retired Deputy Treasurer LeMay has turned in a request for payment for comp time accrued between April 1, 1975 and her date of retirement, January 10, 1976.

Under this time span, she accumulated 250 hours and, if paid in total, would cost \$1,744.71.

A request has been also received from the Co-operative Extension office to allow for comp time for the employees in that office. The Courthouse employees feel that comp time should exist for hours between 35 and 40 in a week. It was felt that the status of all departments should be reviewed before a decision is made on payment of comp time. It was also mentioned that over time and comp time for some departments have yet to be negotiated.

In discussing the request of Mrs. LeMay, it was mentioned that over the last few years, her salary has been increased substantially to compensate for over time hours worked.

The Controller was directed to inform Mrs. LeMay that her request is being considered and discussed by the Committee.

In discussing this matter, it was mentioned that there are some departments which are having quite a bit of over time. It is unknown whether this over time has been authorized by the department head involved. In as much as over time has not been budgeted for any of

the departments, it was moved by Commissioner Alderton, supported by Commissioner Gaboury, and unanimously adopted that a memo be sent from this Committee to all department heads notifying them that unauthorized over time would not be paid for by the County. The memo to further stipulate that department heads should not authorize over time except for special and emergency situations.

The Committee then briefly discussed the matter of the District Court Judge requesting information from the State Court Administrators office. District Court employees feel that the CUPPAD job study is in error, and want a Court Administrator to prepare a job description and wage study for the Court systems.

It was mentioned that the Probate Judge was interested in having the same study done for his employees. The Judge has been told that the results of any study done should be referred directly to this Committee.

The Committee then reviewed a communication from the Commission on Aging secretary. The communication requests that Union service fee withholdings from her check be stopped. It is her understanding from the Michigan Employment Relations Commission that all that is necessary for her removal from the Union is her formal request to be removed. The communication is her formal request.

Commissioner Anderson mentioned that he feels the dues deduction for this employee should be stopped. The claim should then be presented to the Union for their release of the employee. If the Union refuses to release her then the matter will have to go before the MERC for a hearing. A copy of this communication should be forwarded to the Union for their consideration.

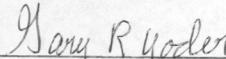
The Committee then discussed the establishment of a meeting date for the Committee. After discussion, it was decided that this Committee should meet on the first Thursday of each month.

The Committee then briefly discussed a communication from Probate Judge DeFant requesting that his salary be reviewed. He feels that his salary should be on the same percentage basis as the Circuit and District Court judges. This matter has been previously discussed by the Committee and it is felt that a correction should be made in the salary of Probate Judge. It was mentioned that other department heads have been wondering when a change will be made in their salaries.

After discussion, it was moved by Commissioner Trapp, supported by Commissioner Goldsworthy, and unanimously adopted that a letter be sent from this Committee to all department heads and elected officials notifying them that salary increases will be made for them after Union salary negotiations are completed. Any increases for department heads will be retroactive.

The Committee briefly discussed the Courthouse maintenance situation. It was mentioned that the Controller Act gives the Controller the authority for maintaining the Courthouse building and grounds. The Controller was directed to become more involved with the maintenance situation and ask for more information from the maintenance engineer as to maintenance schedules and related information.

There being no further business, the meeting adjourned.


Secretary

February 11, 1976

A regular meeting of the County Lands and Buildings Committee was duly called and held on Wednesday, February 11, 1976, at 6:00 p.m. at the Courthouse.

Present: Commissioners Agnoli, Alderton, Anderson, Coombs, Doucette, Leadbetter, and May.

Absent: None

In Attendance: Commissioner Trapp, Dave Tulos, representing Daverman Associates, and Ms. B. Kitzman, representing the press.

The meeting was called to order by Chairperson May.

City of Marquette representatives McNabb, Gruber, Alholm, Jackson, Greer and Stowe joined the meeting to discuss the Courthouse Annex parking situation. Chairperson May reviewed for the benefit of those present the background of the situation as it has developed to date. Originally, the City and the County had planned a joint construction of a City-County Building. Original plans for this building called for the lower level to be parking facilities. When the City backed out to construct their own building, parking was removed from the County plans.

The County has known that there would be a need for parking, but has not been able to obtain a definite figure on how many spaces are needed. Communications between the City Clerk and the County's architects in February of 1975 indicated a need for 73 spaces. A meeting was held later with the City Manager and City Clerk to discuss possible solutions. At that time, three suggestions were made: 1) Purchase land adjacent to and also the Jensen Hotel; 2) Approach the Clark's for the possible purchase of additional land in the area of the existing Courthouse parking lot; 3) The possible vacation of two blocks of Spring Street in the Courthouse and City Hall area.

Of these three suggestions, the only feasible one at this time would be the construction of a two story parking facility in the area of the existing lot. The Clark's would give additional land to the County if such a facility is built and a two-stall garage is built and leased back to the Clark's for a period of 50 years.

Another possibility that has been mentioned, would be to construct parking facilities on the Courthouse lawn. A temporary building permit has been issued for the Annex.

A rumor developed that the City was going to put a stop-work order on the construction of the Annex until a solution for parking was reached. Since that time, an agreement was developed between the City and the County which, when signed, would state that the County would not occupy the Annex until the necessary parking was either completed or under construction. This matter was referred to this Committee for a joint meeting with the City to discuss the matter further.

City Clerk Gruber then presented further information to the Committee. In reviewing the plans for the existing Courthouse and the Annex, he noted that 38 spaces would be required for the existing Courthouse and 73 for the Annex. The Courthouse figure could be adjusted somewhat if additional areas were turned over to storage. The 73 figure for the Annex can be reduced by the 13 spaces immediately adjacent to the Annex. He mentioned that the Courthouse was non-conforming to the City's zoning requirements. When the additional parking lot was built, these lots were assigned to the Courthouse to bring that building into conformity.

The criteria used in determining the number of spaces needed was that of an office building which requires one space for each 400 square feet of useable floor area. This does not include halls, stairs, storage, etc. In discussing the matter, Mr. Gruber mentioned that any parking lot constructed by the County would have to be within 400 feet of the edge of the property line. The City's zoning requirements states that each parking space should be 9' by 20'. Smaller spaces can be used if designated for smaller cars, and a small percentage of spaces will have to be larger for handicapped people. The total need for the County block would be 121 spaces. This includes 38 spaces for the Courthouse, 10 for the Jail, and 73 for the Annex.

After considerable discussion of the matter, it was felt that any agreement signed by the County should include wording which would state that these parking requirements are as of January 1976 and should also include the total number of spaces needed. With the existing spaces that the County has, this would require that an additional 46 spaces be constructed or under construction before the County can occupy the Annex. Attached to the agreement should be a cover letter showing

these spaces that the County now has; namely 40 in the existing lot, 12 being leased from the City, 10 in the area of the Jail, and 13 adjacent to the Annex. City Manager will re-draft the agreement between the City and the County to include the items mentioned and will submit it to the County for approval. Representatives of the City of Marquette then left the meeting.

Mr. Brady, representing Daverman Associates, Mr. Shaw of Tom Shaw, Inc., Mr. Malmgren of Marquette Electrical Services, Mr. Bourrie of Bourrie, Inc. and Maintenance Engineer Hillier joined the meeting for the Annex construction progress meeting. The Committee first reviewed Bulletin #2 which would change some of the light fixtures in the Annex. Total cost of this change would be \$1,261.80. It was moved by Commissioner Alderton, supported by Commissioner Agnoli and unanimously adopted that this bulletin be accepted by this Committee.

Chairperson May then signed Bulletin #4 which allows for a change in the room set up for the Controllers Office. This Bulletin has had previous approval by the Committee.

Mr. Brady mentioned that the shear connectors had been tested. The initial test showed that about 41% were defective. After the sample testing showed such a large percentage defective, the testing company proceeded to check all of them. The connectors that tested O.K. have been flagged and after all of the defective ones are corrected, the testing company should then re-test them. After discussion, it was moved by Commissioner Leadbetter, supported by Commissioner Alderton, and unanimously adopted that the shear connectors be re-tested after they are re-done.

Mr. Brady mentioned that the contractors are now using steam from the Jail boilers. The cost to the contractors is based on a rate per 1000 pounds of steam used. The rates are \$3.20 per 1000 when the boilers are using oil and \$1.60 per 1000 when the boilers are burning on gas. He mentioned that the charges used are based on cost and are subject to change if the fuel costs change. It was suggested that the County's Maintenance Engineer read the meters periodically to obtain figures with which to bill the contractors. It was mentioned that the Prosecuting Attorney should draw up a proper agreement for the County and the contractor to sign in this regard.

Mr. Brady then requested that Mr. Shaw have an updated completion schedule submitted to Daverman Associates. With the existing schedule, it is impossible to tell whether the job is ahead or behind.

Pay requests for the month were then reviewed. They were Tom Shaw, Inc, \$36,873.00; Bourrie, \$34,947.00; and Marquette Electrical Services, \$6,748.53. It was moved by Commissioner Doucette, supported by Commissioner Agnoli and unanimously adopted that the bills be approved and ordered paid subject to proper certification by Daverman Associates.

The Committee then discussed the setting of the next meeting for this committee. The meeting will be held on Wednesday, March 10 at 7 p.m.

The Committee then briefly discussed with Mr. Shaw the hiring practices that he has established for the job. He mentioned that he is using MESC and at present, estimates that about 50% of his employees live within the County. He mentioned that he has met with the business agent for the Local Masons. He was told that he would have to sign a contract with them or he would receive no Local men for the job. Mr. Shaw mentioned to the Committee that he had no intentions of signing the contract with the Masons.

Mr. Tulos mentioned that in working with the departments on furnishings for the Annex, some additional room changes may be required. In the area of the District Court, it was mentioned that Room #210, which was tentatively to be used for the Bailiff is now going to be used for storage. This will require that the door be moved from the hall to an interior passageway and will also require a different type of wall. Also for the District Court, in Room #215 there should be outlets in the floor for microphones for the Plaintiff and Defendant's table. A wall should be re-located in the Tax Equalization Department. This re-location will not give the Department any additional space, but will inlarge Room #242 and reduce Room #238. The Cooperative-Extension Department has requested that in their workroom, facilities be provided for a small demonstration kitchen. They work with low-income and social services people on proper food preparation and a small kitchen would be helpful. This change would require a range outlet and sink to be added

to the room. It was moved by Commissioner Leadbetter, supported by Commissioner Doucette and adopted (Commissioners Alderton, Coombs and May voting nay) that the Cooperative-Extention Department's request for the kitchen addition be denied.

After further discussion of the proposed changes, it was moved by Commissioner Leadbetter, supported by Commissioner Alderton and unanimously adopted that bulletins be prepared for the proposed changes to the Bailiff's office, District Court room and Tax Equalization Department.

The Committee then briefly discussed the matter of a corner stone for the Annex. It was mentioned that it would not necessarily have to be placed on a corner. The main entrance to the Annex has a recess on either side of the door, and a stone could be placed on one side or the other. The stone for this building should be dated 1976 and should contain, if the cost is not prohibited, a bronze box for the placement of different County information. After discussion it was moved by Commissioner Doucette, supported by Commissioner Anderson and unanimously adopted that a bulletin be issued on a corner stone to include a bronze box.

Mr. Shaw then asked what the clearance distance between the carpeting and the bottom of door jams. He was told that the clearance needed would be $\frac{1}{4}$ ". In this regard, he mentioned that the type of carpet specified is very difficult to install and further mentioned that when the carpeting contractor starts to lay the carpet, he accepts the floor and responsibility for it. Mr. Shaw then mentioned that all contractors have had their contract for a period of about eight months. He is concerned with the job performance of Marquette Electrical Company. He mentioned that to date they have no full-time foreman on the job and are not really keeping up with the general contractor. He mentioned that there has been a delay in the pouring of the floors because there is no electrical duct work in place. Marquette Electrical has had four or five months of lead time and therefore, should have had the duct work on time and in place. He mentioned that Marquette Electrical had promised to have a full-time foreman on the job two weeks ago and to date there has been none. He mentioned that he has hired temporary electricians to do some of the work which he feels should have been done by Marquette Electrical Company.

Mr. Brady mentioned that the air handling unit is being put into use very early. Mr. Shaw mentioned that Marquette Electrical Company has not progressed with the job as promised. This matter has been discussed with them and gotten no results. Mr. Tulos and Mr. Brady mentioned that this seems to be a communication problem and will meet with Mr. Shaw and Mr. Malmgren in the morning to see if a solution can be reached.

Mr. Shaw mentioned that the shear connectors were installed during cold weather. They will be replaced at no cost to the County. The building is being heated so that the connectors will be installed into warmer steel. He mentioned that if this does not work, it could bring on a delay until spring to have this work completed. The Annex contractors and Mr. Brady then left the meeting.

Mr. Tulos discussed with the Committee the matter of furnishings for the Board of Commissioners room. Furnishings at this point show only a table and 12 chairs. The Committee members mentioned that the room should also have stacking chairs for the audience, and that Daverman should check with and look at the City Commission Chambers to see the arrangements that have been met for the City Commission. It was mentioned that the room should be as flexible as possible. The room should have portable equipment, such as movable screen, chalkboard, etc. The conference room off of the Board room was sized for an 8-man jury. It was felt that this room should contain a table, chairs and a small table placed in the corner for coffee.

The Committee briefly discussed the central lobby area in the Annex. There has been previous discussion on the possibility of a central switchboard and receptionist being placed in this area along with benches or some type of seating for the public. A meeting will be scheduled with the department heads and the telephone company to explain the various operations so that input can be received from the department heads. It was mentioned that there should be some type of seating provided in the District Court waiting room area. The lunch room for employees should have tables and chairs and a few outlets provided for possible installation of vending machines.

The Committee then discussed a claim submitted by Tom Shaw, Inc. for reimbursement for his over-time costs caused by the delay in starting construction of the Annex. Mr. Tulos mentioned that there is no clause in the contract allowing for such a charge by the contractor. He mentioned that the claim is honest and appears to be valid. Mr. Shaw is charging only for the premium portion of over-time pay. Shaw was promised a starting date; he proceeded to set up schedules for delivery of equipment and men and was delayed when Caspian did not complete the building. During discussion, it was mentioned that if the claim is legitimate, it should be paid; also, it was felt that the overhead and profit should not be paid. The total claim made by Shaw was \$3,537.53. With overhead and profit deducted, the total would be \$3,076.11. It was felt that Shaw should be compensated for actual costs incurred only and not for overhead and profit. After discussion, it was moved by Commissioner Leadbetter, supported by Commissioner Doucette and unanimously adopted that the Committee offer Tom Shaw, Inc \$3,076.11 to settle the claim made by him.

It was felt that some negotiation should take place with Caspian Construction Company to see if they would pay at least a portion of the billing submitted by Shaw.

The Committee then briefly discussed the Courthouse renovation project. Mr. Tulos reported that he had reviewed the building and feels that the heating and ventilation construction when done should be during the summer. The contract award for this work should be made in April or May. He mentioned that carpeting, if placed in the building, should be done towards the end of the sequence of renovating. He feels the windows should be re-glazed, and this work could be done basically anytime during the sequence. At this point, he feels the order of work for renovating should be: 1) Heating, ventilation and air conditioning; 2) Electrical; 3) Partitions, ceilings and lights; 4) Re-decorate; 5) Furnishings, carpeting, and drapes. He mentioned that there is no real way to make the building assessable to the handicapped. About the only thing that can be done is the placement of handrails. He mentioned that he had thought that a small residential elevator could be placed in the building. In checking with the construction code commission, he found that this would not be allowed.

In reviewing the tentative plans presented, Maintenance Engineer Hillier mentioned that there should be a janitor's closet located on each floor of the building. Mr. Tulos will see if this can be worked into the plans for renovation. Mr. Tulos then left the meeting.

Mr. Meyers, architect for the Youth Home then joined the meeting for the Youth Home progress meeting. He mentioned that at this point in time, he has no bill for submittal to the Committee. As soon as the contractors complete their portion of the job, they are to turn over all of the required information together with their final bill. Mr. Myers mentioned that he now has all of the permits required for occupancy of the building. He mentioned that the fire marshal has issued a temporary permit with a listing of 8 items to be completed. Of the 8 items listed, only the glass doors for the fireplace have not been installed. They should be in in about 2 weeks and there should be no problem as long as there is no fire.

The Committee then discussed the necessity to have cove base molding placed in the halls in the children's area and the children's rooms. This would cost about \$250.00 and would improve the appearance of the building along with keeping the edge of the carpeting from fraying and being pulled up. After the meeting, a tour has been planned of the building and further discussion will be held at that time.

The Committee then discussed the way in which the equipment ordered from Hiawatha Chef Supply had been delivered. The refrigerator, washer and dryer all arrived without the necessary hoses and connecting cords. It was felt that these items should have been included and the Controller was directed to hold the Hiawatha Chef billing until these matters have been discussed with them.

The Committee then discussed the listing of items to be purchased by the County. This listing of items was approved by the Board for an amount not to exceed \$1700. In purchasing the items, the Juvenile Division has deleted some and would like to purchase other replacement items. The replacement items would not exceed the total of \$1700 granted. After discussion, it was moved by Commissioner Leadbetter, supported by Commissioner Agnoli and unanimously adopted that the Juvenile staff be allowed to substitute items on the list as long as the cost does not exceed the \$1700 granted.

On another matter, it was mentioned that a note should go to all Commissioners asking them for their suggestions and comments regarding plaques for the Jail, Annex, and Youth Home.

The Committee then discussed the billing submitted by the City of Marquette for the County's share of the water and sewer installation for the Youth Home. The billing totals \$45,841.17, with the County's portion being \$33,736.81. After discussion of the billing, it was moved by Commissioner Leadbetter, supported by Commissioner Doucette and adopted (Coombs voting nay) that this Committee approve the bill for payment and recommend same to the Budget and Executive Committee to find the money to pay the bill.

The Committee then read and placed on file the communication from Cooperative-Extension Director Nyquist regarding the use of the front lawn of the Courthouse for parking. The communication mentions that he would prefer not having the lawn turned into a parking lot.

The Committee then read and discussed a communication from the Retired Senior Volunteer Program. The communication asks for the County's help in finding office space for their staff. It was mentioned that at this point, the County has no extra space to offer. It was moved by Commissioner Doucette, supported by Commissioner Leadbetter and unanimously adopted that a communication be sent from the Committee expressing their concern for the situation, but explaining that the County has no space to offer.

The Committee then reviewed two billings submitted by Daverman Associates. One is for architectural services for the Annex in the amount of \$855.63, and the other is for architectural services for the Jail in the amount of \$789.78. It was moved by Commissioner Leadbetter, supported by Commissioner Alderton and unanimously adopted that the bills be approved and ordered paid subject to a check by the Controller's office.

The Committee then reviewed the estimated balances of the construction funds being handled by the Committee. The Jail construction fund should have after all costs and expenses have been paid, a balance of \$160,000. The Annex construction project at this point in time has a contingency fund of about \$25,600. This project should be earning additional monies from interest. The Youth Home project should have after all bills have been paid, an overdraft of about \$64,000.

The Committee then reviewed information presented by the Sheriff regarding the meat slicer for the Jail. The last meeting of this Committee, the Sheriff was asked to investigate the different makes and types of slicers. His report at this time shows that the best price he can get for good equipment is \$350.00. This slicer will be adequate for the job, and will over the long run save the County money. After discussion, it was moved by Commissioner Doucette, supported by Commissioner Leadbetter and unanimously adopted that the Sheriff be allowed to proceed with the purchasing of a meat slicer for the Jail.

The Committee then reviewed two billings submitted by Selins for the Youth Home furnishings. One billing is for the total amount of their bid or \$8,028.55. The other is for a mirror in the amount of \$25.00. The mirror is for use in the master bedroom as there is none in that room. The mirror could be sent back if the Board does not desire to have it there. The mirror is covered under the grant for furnishings. After discussion, it was moved by Commissioner Leadbetter, supported by Commissioner Coombs and unanimously adopted that this Committee recommends to the Board that the mirror be purchased for the Home for \$25.00.

In discussing the billing for the furnishings, it was mentioned that Selins had requested a partial payment. Some of the furnishings have not been delivered yet. It was felt that a partial payment could be made after a review of those items which have been delivered. After discussion, it was moved by Commissioner Leadbetter, supported by Commissioner Alderton and unanimously adopted that a partial payment be made after a review of the furnishings delivered by the Controller.

It was moved by Commissioner Coombs, supported by Commissioner Agnoli that the Committee recommend to the Board that the sum of \$3,011.76 be retained from the final payment to Caspian Construction for consideration for the time and money costs in delay of construction of the Annex. In discussing the motion, it was felt that this matter should not be run by the Board, but should be checked into further before any decision is made. The Prosecutor should review

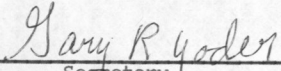
the situation and the Controller should also check into other costs involved in the delay in the Jail construction.

After discussion of the motion, a vote was taken showing Commissioner Coombs voting Aye, and all others voting nay.

The Committee then discussed the matter of the sewer line in the Jail. It was felt that more than enough time has been given to Caspian to have the line cleaned out. After discussion, it was moved by Commissioner Leadbetter, supported by Commissioner Agnoli and unanimously adopted that if the Jail contractors have not had the sewer line cleaned out, the County will hire and have the work done and the contractors be back-charged for the cost.

The Committee then briefly discussed the need for curtains and draperies in the Youth Home. These items were not supplied in the contract and were also not covered under the grant. The Youth Home superintendent mentioned that he will purchase the materials himself, but he has asked that the County purchase the traverse rods. The cost of these rods is \$51.50. It was moved by Commissioner Leadbetter, supported by Commissioner Agnoli and unanimously adopted that these items be purchased and the cost thereof be taken from the \$1700 already appropriated.

There being no further business, the meeting adjourned.


Secretary

March 4, 1976

A regular meeting of the Personnel Committee was duly called and held on Thursday, March 4, 1976, at 7 p.m. at the Courthouse.

Present: Commissioners Alderton, Anderson, Gaboury, Goldsworthy, Leadbetter and Trapp.

Absent: Commissioner Cheatham.

In Attendance: Probate Judge DeFant, District Judge Easton, Circuit Judges Davidson and Quinnell, Prosecutor Walker, Planner Johnson, Sheriff Lasich, Clerk Skewis, Treasurer Sodergren, and Tax Equalization Director Schneider.

The meeting was called to order by Chairman Leadbetter.

Chairman Leadbetter mentioned that there were a few items in the contract that had been cleared up. The overtime provision has been reworked. Under the original contract overtime was paid for hours over 8 in one day and 40 in one week. The hours between 7 and 8 and between 35 and 40 were to be paid at straight time. This has been changed so that the over-8-in-a-day provision has been deleted and all hours between 35 and 40 can be taken either as straight time pay or as comp time. Hours over 40 in one week can be taken either as comp time on an hour-by-hour basis or can be paid at time-and-one-half. It will be up to the department head's discretion as to when employees may take their comp time hours. It must be taken within the payroll period following its accumulation. If it cannot be taken, the employee will be paid for hours worked.

Another change was made in the contract in the grievance procedure. It is now set up so that any grievance will go directly to the department head rather than to a supervisor.

It was stated that there is now a union in the Courthouse and all department heads should be on the management team. Department heads and the Board should work together in implementing the contract. Department heads should get over the feelings of protecting the employees in their office; the employees have a bargaining unit to go to if they have any problems or questions. It is essential that good records be maintained for sick leave, vacation, etc, with no special favors being given to any employees. The contract has been signed and department heads should work as management to see that all articles are followed.

The Committee then discussed with department heads their views on the job groupings as established by the Board and the Union Negotiating Committee. These groupings are basically set except for Groups 3 and 4. There has been much discussion on these two groups as they include the account clerks and most of the secretarial positions. It was mentioned that the title of Deputy in each department is made and revoked at the sole discretion of the department head. It was felt that for these positions a certain sum of money should be associated. In this way, the title of Deputy in the department would not be tied down to any one job but could be switched if the department head desired.

In discussing the arrangement of Groups 3 and 4, Mr. Sodergren mentioned that he feels the account clerks should be in a higher category than the secretaries. He feels that the consequence of errors for these people would be higher than for secretarial positions.

County Clerk Skewis mentioned that each department has its own accounting to do while his department takes care of the whole county. He also mentioned that it is a big system to operate and the consequence of errors should be higher, placing the account clerks in a higher group than secretaries. The Committee then discussed the position of secretarial-assignment clerk, or judicial secretary, or secretary II. (the position at various times has been referred to by all of these titles.) Judge Quinnell mentioned that the person in this job functions as a legal secretary to the Judge. They help in scheduling and assign cases subject to approval of the Judge. They screen phone calls, handle visitors, and, in general, use considerable discretion in the job. He feels the job is at least as demanding as the Controller's Administrative Secretary and feels the job of judicial secretary should be moved up or the Controller's Secretary lowered to the same classification. It was mentioned that the Circuit Court Recorders were not included in the proposed groupings.

District Judge Easton mentioned that he feels two of his employees have been placed in the wrong grouping. Two department clerks have been placed in Group 2. He feels the job is similar to the account clerk's position and should be in the same grouping. Judge Easton mentioned also that the District Court Magistrate

should either be moved up to Group 9 or other positions within Group 8 be lowered to Group 7. The magistrate makes judicial decisions and should be in a higher grouping than the others in Group 8.

The Committee then read and discussed a communication signed by 12 of the elected officials and appointed department heads. The communication requests the County Board to consider four requests. These are: 1) granting of the same cost of living to department heads as was granted to Union employees, this to be retroactive to April 1, 1975; 2) granting longevity pay to those who have worked the required number of years; 3) provide them with the same amount and kind of life insurance; 4) continue to consider salary adjustments with thoughts of a wage increase for all department heads for both 1975 and 1976.

The communication points out that in the past the County Board has granted the same benefits to department heads as they have to other employees. The communication requests that the first three items be granted at this time. The department heads feel that if these items were granted, it would have no ill effect on Union negotiations. All department heads, with the exception of the Sheriff, then left the meeting.

The Committee then discussed with the Sheriff the matter of food for the deputies. The Sheriff mentioned that the last figure he had on cost of food was \$1.80 per day. He has set up and is collecting fees for meals on the rate of 50¢ for breakfast, 50¢ for lunch, and \$1.00 for dinner. If the deputies desire to have a meal, they are added to the inmate count for that meal. The sergeant on duty collects the money and this is turned over to the County Treasurer. The Sheriff feels that the feeding of deputies on duty is a good idea and is a nice fringe benefit. An inventory is being taken to determine the actual cost of food for the month of February. In discussing the matter it was mentioned that there were a few questions on the part of the Committee. It was wondered whether the County should be in the food business and also how the feeding of the deputies would be policed. It was mentioned that the program should have been started only when approved by the Committee. If the service is provided, the cost of meals should include all costs incurred in preparing the meal. It was mentioned that the program would probably have to be continued, although a more reasonable fee should be charged. It was felt that a decision should not be made until the actual cost figures are obtained for the month of February. The Sheriff then left the meeting.

The Committee then discussed the communication from the department heads. In reviewing the four requests it was determined that if cost of living was given, it would cost about \$2,000. It was felt that longevity should not be granted. Life insurance, if granted in the amount of \$15,000 per department head, would cost about \$1,200 per year. It was generally felt that cost of living and salary increases should be considered at the same time. After discussion it was moved by Commissioner Alderton, supported by Commissioner Trapp and unanimously adopted that this Committee recommend to the Board that life insurance be purchased for elected officials and other non-Union employees in the amount of \$15,000. The Controller was directed to send a communication from this Committee to all department heads informing them that there would be no payment for longevity, life insurance will be issued in the amount of \$15,000, pending approval by the Board, and that cost of living and salary increases will be considered together at a later date.

In another matter, the Controller mentioned that the Board should consider the cost of establishing the position of Administrative Secretary to the Board. This person could go to the meetings, get the minutes out, write recommendations to the Board, send notices of meetings, and take care of other Board questions and communications. If this was done, it would free quite a bit of time for the Controller to work on other matters. With the Union contract to manage, the Controller was directed to review the personnel in his office and work up a report defining the duties of each person in the office for the next meeting of this Committee.

The Committee briefly reviewed a copy of a communication from the Michigan Employment Relations Commission to the secretary of the Commission on Aging. The communication gives Administrative Law Judge Bixler's views on whether or not this employee should be in the Courthouse Union. The Controller was directed to obtain a copy of the communication sent to Senator Hart to see what questions were asked of Judge Bixler.

There being no further business, the meeting adjourned.

Darryl R. Hoden
Secretary

April 1, 1976

A regular meeting of the Personnel Committee was duly called and held on Thursday, April 1, 1976, at 7 p.m. at the Courthouse.

Present: Commissioners Alderton, Anderson, Cheatham, Goldsworthy, Leadbetter and Trapp.

Absent: Commissioner Gaboury

The meeting was called to order by Chairman Leadbetter.

Cooperative-Extension Services Director Nyquist joined the meeting to discuss the position of 4-H Program Assistant. This position is presently funded under CETA, which will end June 30, 1976. The County has budgeted the sum of \$3,562.00 to carry this position full-time for the remainder of the year. Michigan State University has started their program since the budget was submitted. Whereas before, there were only two 4-H agents in the U.P. It is now proposed that there be one agent in each county. This person would be a program assistant and would be under the direction of the 4-H Program Director, who will cover 4 or 5 counties. MSU has proposed that the County enter an agreement whereby the County would pay to MSU half of the person's salary. MSU will then pay the person their full salary and all fringe benefits. If the County were to enter such an agreement for 1976, it would cost about \$2,000.00. This would be a savings to the County in 1976 of \$1,562.00. This would be an on-going agreement and would be discontinued only upon his 60 day notice given by either the County or MSU. This program for Marquette County has been approved by MSU for implementation.

This person would no longer be a County employee, which could cause a problem with the Union if they do not wish to let the position go. Some discussion has been held with the Union representative, who feels that the Union would probably allow the position to be withdrawn from the Union.

Mr. Nyquist mentioned that if the agreement is signed, he would have to open up the position and contact MESCC. This should be a very good agreement for the County to enter. Mr. Nyquist gave the Committee a copy of the job description for the position and a copy of the agreement between the County and MSU and left the meeting.

In discussing the information presented, it was generally felt that entering into an agreement with MSU would be advantageous for the County. It was moved by Commissioner Trapp, supported by Commissioner Alderton, and unanimously adopted that the position of 4-H Program Assistant for the County be terminated June 30, 1976, and Michigan State University be allowed to pick up the position. The motion further authorizing the expenditure of money to MSU to cover the position for the remainder of 1976.

The Committee then discussed the communication from Register of Deeds Nykanen. The communication requests the Committee's permission to authorize the establishment of an Assistant Deputy's position. It was felt that establishment of such a position implies a salary increase. The financial position of the County does not allow for any increased salaries. It was felt that for this reason, the Committee should deny the request. It was moved by Commissioner Alderton, supported by Commissioner Cheatham and unanimously adopted that a communication be sent from this Committee to Mr. Nykanen explaining that they could not allow establishment of the position for the reason stated.

The Committee then discussed a communication from the County Clerk and Treasurer. The communication mentions that consideration should be given to the hiring of a Personnel Director for the County. Such a position would relieve the Controller from the burden of policing and enforcing the County labor agreements, having to interpret the agreements, and other related personnel decisions and problems. With their expansion in labor Union employee agreements, they feel that it is important to establish the Personnel Director's position as soon as possible.

In discussing the communication, it was felt that there should be enough work to keep a person in this position very busy. There are now five Union contracts to work with in the Courthouse and Jail group. It was felt that such a position merits further discussion by the County Board. After discussion, it was moved by Commissioner Cheatham, supported by Commissioner Anderson and unanimously adopted that this Committee recommend to the Budget and Executive Committee that they discuss and review the possibility of funding the position of Personnel Director.

The Committee then read and briefly discussed a communication from the County Clerk. The communication discusses the budgeted half-time Clerk's position in

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Page 2

the Clerk's office, Register of Deeds, and Controller's office. The communication mentioned that the present set up of allowing his half-time to work in the Controller's office would be discontinued. Starting in May, he will need the use of the half-time position. After discussion of this and other points brought out in the communication, it was ordered placed on file.

The Committee then read and discussed a communication from the Circuit Judge Quinnell. The communication again relates the Judge's feelings on the differential in salaries between the two Circuit Court Reporters. In discussing the communication, it was mentioned that salaries for these positions are to be negotiated with the Union. These salary negotiations have not been completed. After discussion, the Controller was directed to contact Judge Quinnell and explain to him that the salaries are still in the process of being negotiated.

The Committee then discussed the practice of closing the Courthouse on days when the weather is bad. It is felt that the Controller should be given a policy to follow in this regard. In discussing the matter, it was felt that the Courthouse should remain open all scheduled hours. If the weather is bad, employees could be given the opportunity to leave work early, but if they did, they should not be paid for any hours not worked. The decision whether to allow the employees to leave or not would be left up to the discretion of the Department Head.

After discussion, it was moved by Commissioner Trapp, supported by Commissioner Alderton, and unanimously adopted that the County Courthouse and related operations would be open from 9 to 5 Monday through Friday; if weather conditions are bad, employees may leave early with the Department Head's permission with no pay for the hours not worked.

There being no further business, the meeting adjourned.

Dary R. Gordin
Secretary

May 10, 1976

A regular meeting of the Personnel Committee was duly called and held on Monday, May 10, 1976, at 7:30 p.m. at the Courthouse

Present: Commissioners Alderton, Anderson, Cheatham, Gaboury, Goldsworthy, Leadbetter and Trapp.

Absent: None.

In Attendance: Commissioner Doucette.

The meeting was called to order by Chairman Leadbetter.

Chairperson Priuska and Director Stoddard of the Commission on Aging joined the meeting to discuss the matter of a secretarial position for the Commission on Aging. Two communications on the subject were first read, one was from the Commission of Aging pointing out that their Executive Committee had decided that the union service fees would not be deducted when the payroll was prepared. The communication pointed out that the secretary had signed an authorization card under duress. Since the Commission on Aging has started preparing their own payroll, the secretary has written a letter to the Commission stating that there is no signed authorization and, therefore, the union service fee could not be deducted from her payroll. The Commission on Aging, therefore, has not withheld the service fee.

The second communication is from the President of the Courthouse union employees. This communication notes that the secretary, while preferring not to be a member of the union, was paying a service fee as prescribed in the union contract. The communication points out that if the job position has been eliminated from the union, the union would consider it an erosion of the bargaining unit and as such would be in violation of the contract because a special conference was not called.

In discussing the matter it was mentioned that the problem is whether or not the position belongs in the union. If it does, then an authorization card is needed as having a card is a condition of employment. The authorization card was signed under duress but it was legal duress as a signed card is required.

Director Stoddard reported that there are a few differences in the fringe benefits being allowed for Commission on Aging staff then are allowed for Courthouse employees. Their vacation policy calls for two weeks after one year, this remains the same. The Commission on Aging also works from 8:30 to 5:00. He mentioned that the Commission is concerned about the rigidity of the job descriptions and feels that the Commission should have the bargaining rights for their employees.

It was generally felt that a special conference should be held with the union and after discussion it was moved by Commissioner Cheatham, supported by Commissioner Trapp and unanimously adopted that this committee request a special conference with the union to clarify the situation. Commission on Aging representatives then left the meeting.

For the information of the rest of the committee, the union negotiations subcommittee reviewed where they stand in the present union negotiations. With the completion of the CUPPAD study all employees have been placed in groups. The negotiation committee arrived at a mathematical solution in setting base rates for the ten groups of employees. The Board's proposal would have placed the county employees near the top of the group of counties of similar size in the state. It has been learned that the union has voted down the Board's proposal at a meeting held earlier this evening.

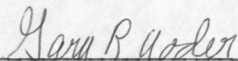
The committee then discussed a proposal submitted by the Controller's Office for the establishment of the position of personnel director. A prospectus giving the Controller's Office suggestions on format and duties was handed out and reviewed by the committee. It was mentioned that this committee has previously recommended that the B&E Committee consider funding such a position. The B&E Committee has acted and their recommendation was referred back to the committee by the Board. It was mentioned that the new proposal submitted by the Controller's Office would call for an additional position and a half. In discussing the proposal it was generally felt that the purchasing should remain under the Controller, with the personnel director handling only personnel related matters.

One portion of the Controller's proposal would be the addition of the position of secretary to the Board of Commissioners. It was felt that such a position is needed and if approved by the Board, would free up a considerable amount of the Controller's time for other duties. It was moved by Commissioner Alderton, supported by Commissioner Trapp and unanimously adopted that this committee recommend to the B&E Committee that they try to fund a secretary to the Board's position as soon as possible.

After further discussion of the personnel director's position, it was moved by Commissioner Goldsworthy, supported by Commissioner Trapp and unanimously adopted that this committee recommend to the B&E Committee that the tentative proposal as submitted by the Controller's Office be accepted with the exception that the purchasing remain with the position of Controller.

The committee then briefly discussed the matter of accumulated compensation time for the County Planner, Controller and Assistant Controller. The Controller and Planner have suggested the possibility of these positions being able to accumulate a certain number of days of comp time (ten or fifteen) and if this number is exceeded that these employees involved be paid for the extra hours. It was mentioned that as far as the Controller is concerned, the addition of a Board secretary should substantially reduce the number of hours accumulated. These positions should be compensated in wages for any extra hours incurred. It was suggested that if the Planner wishes to discuss the matter, he should come to a meeting of this committee.

There being no further business, the meeting adjourned.



Secretary

June 3, 1976

A regular meeting of the Personnel Committee was duly called and held on Thursday, June 3, 1976, at 7 p.m. at the Courthouse.

Present: Commissioners Alderton, Anderson, Cheatham, Gaboury, Goldsworthy, Leadbetter and Trapp.

Absent: None.

The meeting was called to order by Chairman Leadbetter.

Committee members first discussed the matter of salary increases for department heads. It was originally felt that increases for these people would be made after the Union negotiations are completed. The negotiations have dragged on quite a bit and now it appears that a settlement is quite a ways off. It was noted that these employees have received no increases in salary for the period of a year and a half. Employees have received cost of living increases. In discussing this matter it was felt that across the board increases should not be made. The jobs should be looked at individually. In this regard the Controller's Office was directed to prepare information on the present salary of non-union employees, together with any other information he feels would be helpful in setting these salaries.

The committee then discussed the position of Administrative Secretary to the Board. It was felt that a job description and salary should be set before any applicants are interviewed. It was felt that this position should be somewhat higher than the other secretarial positions in the Courthouse. Using the Board's proposal to the Union, in Group 6 the salary for the position after the 2% and 7% increases would be about \$9,100. It was felt that the position should be strictly a salary position with no overtime. It was noted that all new employees start at 90% of the wage and after completion of a probationary period receive the full pay. The Controller's Office was directed to prepare a preliminary description for review by the committee members. After further discussion of the position, it was moved by Commissioner Trapp, supported by Commissioner Anderson and unanimously adopted that a Board secretary be hired at an annual salary of \$9,100.00.

The committee then discussed the position of Administrative Secretary to the County Controller. It was felt that this position should not be in the Union and request should be made at this time to have it removed from the Union. A special conference is being scheduled with the Union to discuss other matters and this could also be discussed at that meeting. After discussion, it was moved by Commissioner Trapp, supported by Commissioner Alderton and unanimously adopted that on the basis of confidentiality of material and other reasons the committee requests that the secretary in the Controller's Office be removed from the Union.

The committee then briefly discussed the matter of the Personnel Director. The B&E Committee has requested information on how this position will fit into the existing setup of Courthouse personnel. In discussing this matter, proposed State legislation which would establish County Personnel Departments was reviewed. It was mentioned that this proposed act is similar to the Controller's act except that it relates to Personnel Directors and duties. In discussing the Director's position, it was felt that this position should be responsible to the Controller. The Controller's Office was directed to prepare a tentative job description for the Personnel Director's position to be reviewed by this committee. After discussion, it was moved by Commissioner Trapp, supported by Commissioner Cheatham and unanimously adopted that the Personnel Director be responsible to the County Controller and perform personnel related duties in that office.

The committee then discussed the matter of the salary for the Controller. In 1975 he was appointed to the position with a probationary period to run through December 1975. If performance was satisfactory at that time, the salary was to be increased to that which the previous Controller was making or \$17,655. It was noted that this increase was not made in January as it should have been and after discussion, it was moved by Commissioner Trapp, supported by Commissioner Alderton and unanimously adopted that the Controller's salary be raised to \$17,655 retroactive to January 1, 1976.

The committee then discussed the setting of a date to hold a special conference with the Union. It was learned that Union representatives are available next week. After discussion of which day to hold the meeting, it was decided that the special conference would be held on Wednesday, June 9th at 7 p.m.

There being no further business, the meeting adjourned.

Harry R. Godes
Secretary

June 9, 1976

A special meeting of the Personnel Committee was duly called and held on Wednesday, June 9, 1976, at 7 p.m. at the Courthouse.

Present: Commissioners Alderton, Anderson, Cheatham, Gaboury, Goldsworthy and Leadbetter.

Absent: Commissioner Trapp.

The meeting was called to order by Chairman Leadbetter.

Union representatives Helberg, Kauppila, O'Brien and Pascoe joined the meeting for a special conference. Committee members mentioned that the conference was called to inform the Union that the Board was interested in pulling two present positions and one new position out of the Union. These three positions are the Commission on Aging Secretary, the Controller's Secretary and the new position of Secretary to the Board. It was felt by Board members that these positions should not be in the Union. In discussing the Commission on Aging Secretary, Union representatives asked if the Commission on Aging was officially an out-department. When informed that it was, they stated they saw no problem with removal of the position from the Union. In discussing the Secretary to the Board, it was noted that this employee will have unusual hours and will be dealing with the Board in contract negotiations and personnel matters. The Union had no real objection to this position not being in the Union. In discussing the Secretary to the Controller, Union representatives mentioned that this employee feels the position should be in the Union for various reasons. Union representatives stated that they feel the position should remain in the Union for the time being. It was felt that if a Personnel Director and Personnel Secretary are hired, Union representatives will have no objection to allowing the Personnel Secretary to be non-Union but feel the Controller's Secretary should remain in the Union until the final office setup is established. Committee members also felt that some further review and discussion should be made before the Controller's Secretary position is removed from the Union. Union representatives then left the meeting.

The Controller then distributed to committee members a listing showing the present salaries and CUPPAD recommendations for all Courthouse elected and non-Union positions. The CUPPAD figures used were based on the number of years of service of the various employees. It was felt that these figures could not really be used as the years of service for elected department heads should not be considered in setting salaries. It was noted that the total salaries for all 20 of these positions was \$385,592.00. After considerable discussion of salaries for these employees, it was moved by Commissioner Alderton, supported by Commissioner Cheatham and unanimously adopted that this committee recommend to the Board that the salaries for Courthouse elected and appointed non-Union employees be as follows:

<u>Position</u>	<u>Present Salary</u>	<u>Recommended Salary</u>
Treasurer	\$11,770.00	\$13,000.00
Clerk	12,840.00	14,500.00
Register of Deeds	11,770.00	13,000.00
Director - Tax. Equal.	12,840.00	14,000.00
Controller	17,655.00	19,000.00
Asst. Controller	13,000.00	14,000.00
District Ct. Judge	29,614.00	31,000.00
District Ct. Judge	29,614.00	31,000.00
Circuit Ct. Judge	36,500.00	38,000.00
Circuit Ct. Judge	36,500.00	38,000.00
Probate Ct. Judge	29,209.00	31,000.00
Prosecutor	25,000.00	26,500.00
Asst. Prosecutor	18,000.00	19,250.00
Asst. Prosecutor	18,000.00	19,250.00
Asst. Prosecutor	18,000.00	19,250.00
Director - Planners		
Office	14,980.00	16,250.00
Sheriff	16,000.00	17,250.00
Under Sheriff	14,300.00	16,000.00
Director - Emergency		
Services	10,000.00	12,250.00
Director - Maintenance		
Engineer	<u>10,000.00</u>	<u>12,250.00</u>
	\$385,592.00	\$414,750.00

Salary Increases will cost \$29,158.00

The committee then reviewed and discussed the various job applications received for the Secretary to the Board's position. The applications received to date were received by all committee members. After reviewing the applications, it was felt by members that seven showed very good qualifications and should be invited for an interview. The Controller's Office was directed to contact these people and explain to them the hours that will be incurred in the job and if they are still interested, to invite them for an interview Monday evening, June 14th.

The committee then briefly reviewed job descriptions for the Board Secretary's position and the Personnel Director's position. These job descriptions were from Calhoun County and with minor changes should fit Marquette County needs. It was felt that committee members should review these descriptions over the next few days and be ready to further discuss them at the meeting to be held Monday night.

The committee then discussed a note received from the Sheriff's Department's Union. The note requests that a meeting be scheduled to discuss the Clerk Matrons contract. It was felt that this contract was pretty much set and should not take very long to decide. The Controller's Office was directed to inform the deputies that the Boards Negotiating Committee could meet with them at about 9 p.m. on Monday the 14th.

There being no further business, the meeting adjourned.

Gary R. Godes
Secretary

June 14, 1976

A special meeting of the Personnel Committee was duly called and held on Monday, June 14, 1976, at 7 p.m. at the Courthouse.

Present: Commissioners Anderson, Gaboury, Goldsworthy and Leadbetter.
Absent: Commissioners Alderton, Cheatham and Trapp.

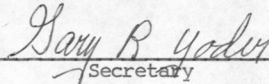
The meeting was called to order by Chairman Leadbetter.

The meeting was called for the purpose of interviewing applicants for the position of Secretary to the Board of Commissioners. At the last meeting of the Personnel Committee the Controller was authorized to call seven of the applicants for an interview. Of the seven there were three that decided they were not interested in the job when they were informed of the hours to be worked.

Each of the four individuals interviewed were told what the job would entail. It was explained that they would be working with the twelve members of the County Board of Commissioners. They would be attending committee meetings of the Board which generally occur at night and average about two meetings a week. It was explained that the main duties of the job would be taking and transcribing minutes of the meetings, sending notices for the meetings, writing any letters or other communications which come from either the committee meetings or County Board members and various other duties. It was explained that the starting salary for the position would be about \$9,100. Each of the four applicants interviewed stated that they felt the work hours, including the evening hours, would be no problem for them. They all felt it would be a very good job and the wide range of duties would keep them interested.

After the four applicants had been interviewed, committee members discussed the applicants and their qualifications. It was mentioned in discussion that one of the applicants, Karen Chubb, is presently employed by the County and would have a knowledge of the workings of the County and would know a majority of the Commissioners. It was felt that this would be an asset to the Board of Commissioners and after discussion, it was moved by Commissioner Anderson, supported by Commissioners Goldsworthy and unanimously adopted that the committee hire Miss Karen Chubb as the Executive Secretary to the Board of Commissioners.

There being no further business, the meeting adjourned.


Secretary

July 1, 1976

The Personnel Committee meeting was duly called and held on July 1, 1976 at 7:00 p.m. at the Courthouse.

Present: Commissioners Alderton, Cheatham, Gaboury, Goldsworthy, Leadbetter, Trapp and Anderson.

Absent: None

A communication from MAC regarding the status of legislature concerning the creation of county personnel departments was read and placed on file.

A communication received from Judge William Easton concerning funeral leave in relation to the death of a department member or his/her spouse was read and placed on file.

The question of how vacation and sick leave should be calculated for Edrie Merckx, employed at the Marquette County Juvenile Detention Facility, was discussed. In the past Mrs. Merckx had received matron's fees but is now included on the regular payroll. It was felt that sick leave and vacation should be determined from time of hire, as per the contract, and it was so moved by Commissioner Trapp, supported by Commissioner Alderton, and unanimously carried.

The question of whether Karen Chubb should be on union or non-union life insurance was discussed. It was felt that since she is no longer a member of the union her life insurance should be transferred to non-union.

The Order from Probate Court, signed by Judge DeFant, reinstating Donald Merckx as Supervisor of the Marquette County Juvenile Detention Facility was read and placed on file.

The job description for the position of Executive Secretary to the County Board of Commissioners was read. The description was accepted on a trial basis. A copy will be sent to each of the Personnel Committee members.

Representatives of the Sheriff's union to discuss the Clerk-Matron contract then entered the meeting. In attendance: Jack LaSalle, Ernest Grasso, Michael Quayle, and Harold Plattenberg.

The following items pertaining to the aforementioned contract were read and discussed between the union and Personnel Committee.

Article 28, Item C: Shift Hours. The union representatives suggested the wording under First Shift be changed from "8:00 a.m. to 4:00 p.m. with one half hour unpaid lunch period" to read "8:00 a.m. to 4:00 p.m. with one half hour paid lunch period".

Article 28, Item E: To coincide with the change in Article 28, Item C, it was suggested that "except for first shift employees who will have one hour unpaid lunch hour" be deleted.

Article 31: This article concerns time and one-half for hours worked in excess of regular working time. Union representatives felt some stipulation be made in regard to overtime distribution on the basis of seniority or equalization. Grasso stated at the present time it is done on the basis of seniority in other divisions.

Jack LaSalle suggested the wording "To apply to full-time employees" be added to the article.

Article 15: This article relates to Shift Preference on the basis of seniority in filling open shifts. Jack LaSalle stated overtime hours could be equally distributed among employees in the same classification. Those with the least amount of hours for a given pay period could be called first.

Michael Quayle asked if the extra eight hour night shift, not covered by a full-time matron, is classified as overtime since a full-time matron is not assigned, and would it be possible for a full-time matron to work a night shift and get time and one-half.

Grasso felt the open weekend and night shifts, covered by three part-time workers, should be spread among them evenly. At present this was not being done.

Appendix F: LaSalle mentioned there is a need for two pair of slacks to be provided as part of the uniform equipment; none are made available as the contract now reads. Slacks would be more comfortable and convenient during vehicle inspection, which involves matching title numbers, and trips with mental patients.

LaSalle also stated that currently part-time matrons are not being supplied any uniforms but are told they must meet certain dress requirements. The union believes since this is required uniforms should be provided. They are presently being asked to dress similarly to the full-time matrons.

LaSalle turned the committee's attention to Article 20: Job Positions and Bidding Procedures. In the bargaining unit, full-time positions which become vacant, would be posted and bidden. The union would like bidding provisions for part-time people to be provided in the contract so that they would have priority over someone off the street for any available full-time positions.

Union representatives left the meeting for a short time, and discussion was held among the commissioners on the union requests.

The changing of the wording from "unpaid lunch" to "paid lunch", under Article 28, was approved. The Personnel Committee was also agreeable to the addition of two pair of slacks under Appendix F, and equalization of over-time.

It was felt that requiring part-time workers to meet dress requirements cannot be forced since uniforms are not provided. A letter to this effect will be sent to the Sheriff and a copy will be forwarded to the union.

Union representatives rejoined the committee and the acceptable changes were presented to them by Commissioner Leadbetter.

The union reiterated their request for equalization of time among part-time workers and Commissioner Leadbetter stated the provision was not made in the original contract, which both sides agreed upon.

The union representatives left for a caucus. Upon their return LaSalle stated the alterations agreed upon by the Personnel Committee will be taken to the bargaining unit for a vote. He asked when job descriptions will be made available on the Clerk/Matron positions. Commissioner Leadbetter stated these must be provided by the union using information from CUPPAD, the Sheriff, etc.

Union representatives then left the meeting.

Discussion turned to letters submitted by various elected and non-union department heads in regard to salaries. These letters were sent, upon the request of the Controllers Office, by those department heads whose salaries were to be discussed and who wished to present their opinions. Communications were received from the following department heads: Henry Schneider, Tax Equalization; Paul Nykanen, Register of Deeds; Michael Zorza, Emergency Preparedness; Henry Skewis, County Clerk; James Sodergren, County Treasurer; and Gary Walker, Prosecuting Attorney.

During discussion, the fact was mentioned that many of the counties where comparison studies were made work a 40 hour week.

Following discussion on possible changes on the previous salary recommendations, Commissioner Trapp moved that a recommendation be made by the Personnel Committee to the Board that the Treasurer's, Clerk's, Register's of Deeds, and Tax Equalization Director's salaries be changed and the remainder of the salaries remain as previously set. The submitted recommended list of salaries will then read as follows:

<u>Position</u>	<u>Present Salary</u>	<u>Recommended Salary</u>
Treasurer	\$11,770.00	\$14,250.00
Clerk	12,840.00	15,500.00
Register of Deeds	11,770.00	13,500.00
Director - Tax Equal.	12,840.00	14,750.00
Controller	17,655.00	19,000.00
Ass't. Controller	15,000.00	14,000.00
District Court Judge	29,614.00	31,000.00
District Court Judge	29,614.00	31,000.00
Circuit Court Judge	36,500.00	38,000.00
Circuit Court Judge	36,500.00	38,000.00
Probate Court Judge	29,209.00	31,000.00
Prosecutor	25,000.00	26,500.00
Ass't. Prosecutor	18,000.00	19,250.00
Ass't. Prosecutor	18,000.00	19,250.00
Ass't. Prosecutor	18,000.00	19,250.00
Director - Planners		
Office	14,980.00	16,250.00
Sheriff	16,000.00	17,250.00
Under Sheriff	14,300.00	16,000.00
Director - Emergency		
Services	10,000.00	12,250.00
Director - Maintenance		
Engineer	10,000.00	12,250.00

The motion was supported by Commissioner Goldsworthy and carried unanimously. Letters will be sent to all department heads who submitted written communications advising them of the Personnel Committee's decision in this issue.

It was moved by Commissioner Goldsworthy, supported by Commissioner Gaboury, and unanimously carried that the meeting be adjourned.

Respectfully submitted,

Karen Chubb
Secretary

July 8, 1976

A special meeting of the Personnel Committee was duly called and held on July 8, 1976 at 7:00 p.m. at the Courthouse.

Present: Commissioners Alderton, Cheatham, Gaboury, Goldsworthy, and Leadbetter.

Absent: Commissioners Anderson and Trapp.

In Attendance: Paul Nykanen, Register of Deeds.

The purpose of the meeting was to allow Mr. Nykanen to express his views on the salary recommendations made by the Personnel Committee during their July 1, 1976 meeting, as per his request.

Mr. Nykanen pointed out that salaries for the Register of Deeds in counties of comparable size to Marquette County are higher than that which was recommended by the Personnel Committee, and feels his salary should be adjusted accordingly.

Mr. Nykanen brought the committee's attention to the fact that the Treasurer's salary is set higher than that of the Register of Deeds. In the past these two salaries had always been equal.

Commissioner Leadbetter stated the salaries recommended by the Personnel Committee were based on studies by MAC and CUFPAD. Both of these agencies showed a ranking between the offices of Clerk, Treasurer, and Register of Deeds. The ranking of these offices were consistently in the order of Clerk; Treasurer; Register of Deeds in both studies. The Personnel Committee followed this trend when setting up the salary schedules.

Commissioner Leadbetter said the salary schedule was not a reflection of the quality or quantity of work done by any department, but was based on the relationships seen in all studies used to determine the schedule.

Commissioner Goldsworthy mentioned the reason why salaries for Marquette County are lower than those salaries in counties of comparable population to Marquette County is that the State Equalized Value for those counties is much higher than that of Marquette County.

Mr. Nykanen then left the meeting. After a discussion among the committee, it was moved by Commissioner Alderton, supported by Commissioner Cheatham, and unanimously carried that the salary recommendation remain the same for the position of Register of Deeds.

Commissioner Goldsworthy made a motion to adjourn, supported by Commissioner Gaboury, and unanimously carried.

Respectfully submitted,

Karen Chubb
Secretary

July 28, 1976

A special meeting of the Personnel Committee was duly called and held on July 28, 1976 at 7:00 p.m. in the County Courthouse.

Present: Commissioners Alderton, Anderson, Gaboury, Goldsworthy, Leadbetter, and Trapp.

Absent: Commissioner Cheatham.

In Attendance: Jack LaSalle, Union Representative; Robert O'Brien, Courthouse Steward; Don Kauppila, Union Chapter President; and Michael Madden, Assistant Controller.

Purpose of the meeting was to discuss a union grievance regarding holiday pay for County employees who worked on May 18, 1976, a State Primary Election Day. The contract reads State and Federal Election days will be holidays. Employees were requested by the Board to work that day as the intent of the Board in negotiating holidays was not to have Primary Election Days off, although the Primary Election was a State Election Day.

The policy in the past was that General Election Days were allowed off. No other Federal building closed on May 18th for the Primary which normally close for General Elections. The wording is wrong in the contract and has to be cleared up.

The union representatives then entered the meeting. The union has taken the position that the May Primary Election Day was a holiday. Jack LaSalle referred to memos from the Controllers Office to Department Heads stating May 18th was to be a regular work day, and holidays were to be the same as those taken in the past.

The Board's position during negotiating holidays was to maintain only those holidays traditionally given. Election days, other than General Election Day, were not holidays in the past. The intent was for General Election Days to be given only, although contract language does not carry this out. Hence, the August 3, 1976 primary would not be recognized as a holiday although the November 3, 1976 General Election Day would.

LaSalle asked if the Board would pass the grievance and was informed they would not. Leadbetter stated he had talked to members of the union negotiating team who stated they did not believe that it was their intent to have the primary considered a holiday.

Jack LaSalle asked how much it would cost the County if the day was declared a holiday. He was informed it would cost between \$10,000.00 and \$11,000.00 at holiday pay rates.

Jack LaSalle stated discussion would be held with the bargaining committee regarding the situation. The next step in the grievance procedure is to call in an arbitrator. He also asked if the Board would be willing to meet on this matter again before a formal grievance is filed. The Board is willing to do so.

Don Kauppila stated the County Clerk informed him that half days were given on past Primary Election Days and asked the Controllers Office to check into this.

Union representatives then left the meeting.

A brief discussion was held where it was decided past minutes should be checked relative to holiday negotiations. Michael Madden had checked various departments in the Courthouse and had found records were taken and dated on the previous Michigan Primary.

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Discussion then turned to County positions that were inadvertently omitted during salary discussions. These positions are County Drain Commissioner, County Mine Inspector, and the Sheriff Department's Cook.

It was stated the Mine Inspector's salary during recent years have been as follows: 1973, \$8,900.00; 1974, \$10,136.00; 1975, \$10,700.00. A limitation for the salary of Mine Inspector had been set at \$41.20 a day, not to exceed five days per week, by the Board. The Mine Inspector receives no additional fees from other sources outside his salary.

After discussing the salary for the position of Mine Inspector it was moved by Commissioner Alderton, supported by Commissioner Goldsworthy, and unanimously carried that a salary of \$11,440.00 for that position will be recommended to the Board.

Discussion turned to the salary for the Cook at the Sheriff's Department. The wage is currently set at \$2.50 per hour. It was mentioned the cook receives an additional \$10.00 per meal she prepares for senior citizens. Currently, one meal per week is provided for senior citizens.

The hourly wage was compared to those received for comparable jobs in other counties and local establishments. As a result of the discussion, it was moved by Commissioner Anderson, supported by Commissioner Trapp, and unanimously carried that the salary for the Cook be set at \$3.25 per hour, and such a recommendation be presented to the Board.

The Drain Commissioner's salary had been previously set at \$1,500.00 for 1976. It was \$1070.00 in 1975. As an increase for that position had already been established no further action was taken.

There being no further business to come before the Committee it was moved by Commissioner Anderson, supported by Commissioner Gaboury, and unanimously carried that the meeting be adjourned.

Respectfully submitted,

Karen Chubb
Secretary

August 5, 1976

The Personnel Committee meeting was duly called and held on August 5, 1976 at 7:00 p.m. in the County Courthouse.

Present: Commissioners Leadbetter, Alderton, Anderson, Goldsworthy and Trapp.

Absent: Commissioner Cheatham.

In Attendance: Lyn Johnson, County Planner.

Lyn Johnson was present to discuss the salary for the position of plumbing inspector in his department. The position had been filled after negotiations began with the union and subsequently was omitted. Lyn stated the salary is currently set at \$9,500.00 per year. The position requires a similar level of training as the electrical inspector whose salary is \$11,500.00 and will be elevated to \$12,551.00 if the proposed salaries are passed by the union membership at their coming election. Both positions demand that the person be licensed to practice in the State of Michigan.

Commissioner Leadbetter stated the matter will be dealt with following the union election and when more data is accumulated regarding the position. Mr. Johnson will be notified as soon as a decision is made.

Mr. Johnson briefly mentioned the Mead Corporation park proposal in Wells Township, stating the corporation will handle the maintenance of the park area.

Mr. Johnson then left the meeting.

A communication from Bart Bourque, Circuit Court Bailiff, was then read requesting information and immediate action regarding the "red-lining" of his salary during negotiations. No formal action was taken by the committee.

A letter from Willard Martin was read and discussed by the committee in which Mr. Martin requested back pay from January 1, 1976 to June 1, 1976, the period he was employed by the County as an Assistant Prosecuting Attorney and which is covered by the retroactive salary adjustments passed by the Board. It was moved by Commissioner Goldsworthy, supported by Commissioner Anderson and unanimously carried that he receive back pay entitled to him.

Diane Vasquez' communication was read inquiring about retroactive pay she is entitled to subsequent to the passage of the salary proposal by the union membership. Mrs. Vasquez was employed as Administrative Secretary to the Controller from August 19, 1974 to April 9, 1976. A letter of response from Gary Yoder, County Controller, was also read informing Mrs. Vasquez that negotiations were still going on and she would be informed of the results of those negotiations, and her case in particular, as soon as possible.

It was moved by Commissioner Goldsworthy that when a decision is made concerning back pay she be reimbursed. The motion was supported by Commissioner Trapp and unanimously carried.

Communication from Michael Zorza, Director of Emergency Preparedness, was read. Mr. Zorza requested the Board pass a resolution expressing the County's appreciation for the time and efforts of area doctors during the past five month Emergency Medical Technician Training Program.

Commissioner Trapp moved that Mr. Zorza's request be recommended to the Board by the committee. The motion was supported by Commissioner Alderton and unanimously carried.

A booklet and registration materials from the Michigan Assessors Association regarding "Short Courses for Assessing Personnel" and a Mortgage Equity Technique Workshop to be held in the Fall was presented. The committee stated assessing personnel have traditionally attended such workshops independent of committee action.

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A communication regarding the 8th Annual Distinguished Public Employees Awards was discussed in regard to the nominating requirements and possible candidates were named. It was moved by Commissioner Anderson, supported by Commissioner Trapp and unanimously carried that Ben Pascoe and Robert DeRoche be nominated for the awards as a result of their past and present services to the County.

Communication from Jack LaSalle dated July 19, 1976 regarding waiving time limits of the grievance procedure was read and filed as the issue has been tentatively settled.

A notice of Henry A. Skewis was read notifying the Committee his department has hired Jackie Parrish as departmental clerk.

The matter of closing the Courthouse during the Jail Dedication on Tuesday, August 10, 1976 was discussed. It was moved by Commissioner Trapp, supported by Commissioner Goldsworthy and unanimously carried that the Courthouse will maintain regular working hours.

There being no further business to come before the committee, it was moved by Commissioner Goldsworthy that the meeting be adjourned. Commissioner Alderton supported the motion and it was unanimously carried.

Respectfully submitted,

Lorne Chubb
Secretary

September 2, 1976

The Personnel Committee was duly called and held at 7:00 p.m., September 2, 1976 at the County Courthouse.

Present: Commissioners Cheatham, Gaboury, Anderson, Alderton, Leadbetter and Trapp.

Absent: None.

In Attendance: Gary Yoder and Michael Madden, Controller's Office; Joseph Maino and Keith Roberts, candidates for the office of Sheriff.

Mr. Madden presented a study he conducted regarding the Sheriff's Department. Information was gathered from seven county Sheriff Departments in Michigan, two members of the Criminal Justice Department at Northern Michigan University, and the Marquette City Police Chief.

Mr. Madden stated, currently, deputy sheriffs serve civil and criminal papers in Marquette County. Fees received for service are turned over to the General Fund. Based on the time it takes to serve these papers versus the amount of money received for doing so, Mr. Madden believes the County is losing \$6,700.00 per year. At least 75% of the time a person is not home when a deputy arrives to serve a paper. Also, many of these papers are to be served in one of the three cities, which the Sheriff's Department does not ordinarily patrol.

One alternative is to divide the County into five areas. Five individuals outside the Sheriff's Department could be trained in regard to procedures involved in serving papers. Papers to be served in one of the five areas would be slipped into a container or slot designated for that region. The individual who is employed to deliver in a given region, ideally where he also resides, would check with the Sheriff's Department periodically to see if papers are to be served in his area. If so, he picks them up and delivers them, getting paid for mileage and also receiving the attorney's fee for delivering. The initial training would be the only cost to the County.

Commissioner Trapp suggested that if there is no immediate pressure in delivering a paper a Sheriff's officer could drop it off when he is in the area.

Keith Roberts felt hiring civilians to serve papers was a good idea. Joseph Maino feels less people could do the job, and if proper planning was made before attempting to serve papers the success rate would increase. Mr. Madden said the idea behind hiring five was because it would be designed only as a part-time job; something a retired person might do to earn extra money.

Continuing on with another facet of the study, Mr. Madden stated presently the union contract calls for a set base pay rate for each deputy following a probationary period, no matter how long he has been employed. Mr. Madden stated when salary stages are not available there is no room to advance. One possibility for correcting this would be to create more supervisory positions, filling them with current employees. Additional staff would not be hired.

Many counties give additional pay to the senior officer on duty on any given shift; this accounts for the additional responsibility a senior officer is given. Mr. Madden stated he has received comments from deputies in the Marquette department regarding lack of compensation for the additional responsibility a senior officer bears.

Mr. Madden stated there should be a lieutenant in charge of all field operations. Also, in Madden's proposal, the under sheriff would be an administrative position.

Keith Roberts believes increments in salaries would have to be bargained for by the deputies.

Commissioner Alderton stated management should decide senior officers on merit. Mr. Madden said these positions would be based on oral and written tests, and an individual's past record.

Mr. Madden stated a sergeant in the office area currently does payroll and record keeping. This man could be transferred into the jail area and an account clerk could be hired to keep the records. An account clerk's salary is approximately \$6,000.00 less than a sergeant's, according to Mr. Madden. Currently matrons do secretarial work; there is not a full-time secretary per se.

In discussion with Mike DeLeeuw, Mr. Madden learned there is \$40,000.00 left from a communication grant. Mr. Madden suggested using these funds to purchase portable radios. A select group of deputies would be given the equipment which would enable them to answer emergency calls during their off-duty hours in the event an on-duty deputy is not in the area. The cost would simply be overtime pay for the officers and the initial cost of the radios. It was mentioned that it would be necessary to keep the radios on at all times if this program was to work efficiently.

Keith Roberts asked if new vehicles are to be purchased for the Sheriff's Department. Commissioner Trapp stated two are budgeted. Mr. Roberts mentioned that the lease on the blazer is expiring. This could be purchased for use as a patrol car in rough areas.

Joseph Maino requested a copy of the Sheriff's union contract, which will be provided him.

Keith Roberts and Joseph Maino then left the meeting.

It was stated that Bruce Graham, plumbing inspector, has suffered a massive heart attack and will be out of work for an extended period of time. He has been employed by the County since April, 1976 and has accumulated only five sick days. Apparently he suffered some chest pains while at work; this may enable him to be covered by Workmen's Compensation. It was moved by Commissioner Alderton and supported by Commissioner Gaboury that he be put on leave of absence during his recovery period. The motion was carried unanimously.

The matter of establishing a job description for Animal Control Officer was then discussed. It was decided to contact Commissioner Coombs as he had obtained various counties' job descriptions for this position which can be used to establish one for Marquette County.

A letter was read from the Township Association requesting the County set up an Animal Control Officer. Commissioner Alderton stated it is the County's responsibility to set up this type of program. It was the committee's understanding that the County agreed to furnish property for a shelter and provide a dog warden, and the Humane Society would construct the shelter.

Commissioner Trapp mentioned what had been discussed at a Budget and Executive Committee meeting on the possibility of keeping township wardens through CETA funding.

Commissioner Leadbetter read letters regarding the job classification for District Court Bailiff from Judge Easton and Robert Cardoni. Judge Easton described the duties of District Court Bailiff stating the position is wrongly classified. It is currently in Group V, which is the same as Circuit Court Bailiff. Commissioner Goldsworthy noted that according to the MAC 1976 report on Wages and Salaries the Marquette County District Court Bailiff's salary is high in comparison to other counties in Michigan.

It was moved by Commissioner Alderton and supported by Commissioner Trapp that a letter be sent to Judge Easton informing him the job will remain as it is currently classified. The motion was carried unanimously.

A letter was then read, which both Judges Quinnell and Davison had signed, concerning the classification of Bart Bourque, Circuit Court Bailiff. The letter stated the title of Circuit Court Bailiff is a misnomer as duties are greater than that of bailiff only. The letter stated the salary was to be equal to that of a deputy sheriff and suggested he be reclassified to Group VII.

Commissioner Goldsworthy stated deputies work a 40 hour week while the bailiff works a 35 hour week. The committee believes duties between District Court Bailiff and Circuit Court Bailiff are similar.

It was moved by Commissioner Trapp, and supported by Commissioner Anderson that a letter be sent to Judges Davidson and Quinnell stating the committee believes the position is fairly and correctly classified, and is a result of union and management negotiations. The motion was carried unanimously.

A letter from Al Trudgeon, retired custodian for the Courthouse, was read requesting back pay for the period he was employed while the union contract was in effect.

As Mr. Trudgeon's position was non-union, it was moved by Commissioner Cheatham, supported by Commissioner Gaboury and unanimously carried that a letter be sent to Mr. Trudgeon that it is the committee's belief that no back pay is entitled to him because it was not included in union negotiations.

A memo from the Controller's Office regarding housing prisoners from outside the county was read. There is no policy concerning this at present. According to Mr. Madden the Controller's Office has been contacted by other counties and the State to house prisoners.

Commissioner Goldsworthy asked what the cost is for keeping one prisoner for one day. This was not known at the time.

It was moved by Commissioner Anderson and supported by Commissioner Goldsworthy that the memo be referred to the Budget and Executive Committee for action. The motion was carried unanimously.

A letter from David Hollister, Fifty-Seventh District, requesting suggestions on whether or not elected officials and department heads should be included under the provisions of an employee contract, was read and directed to be filed.

A letter from Henry Skewis, regarding the position of departmental clerk in the County Clerk's Office, was read. It was mentioned that Mr. Skewis did not post the job a second time as there had been no other applications from County employees when the job was first posted, and he had hired the one County employee who had applied.

The subject of overtime pay for Florence LeMay was discussed for the time she was employed as Deputy Treasurer in the Treasurer's Office under the union contract. It was noted, she is not entitled to back pay as the Deputy Treasurer's position is classified at a lower rate of pay than she had been receiving. It was mentioned the overtime was not requested by the Treasurer but 'put in' on Mrs. LeMay's own accord. The current Deputy Treasurer is also working overtime occasionally and taking some comp time.

It was mentioned by Commissioner Goldsworthy that the reason Florence LeMay had received a higher salary for her position than other deputies was to compensate for her extra time. He said this could be found in the minutes of past Personnel Committee meetings. This will be looked into. A communication from the Treasurer, James Sodergren, was also read concerning Mrs. LeMay's request.

It was then moved by Commissioner Anderson, supported by Commissioner Trapp and unanimously carried that the meeting be adjourned.

Respectfully submitted,

Karen Chubb
Secretary

September 21, 1976

A Personnel Committee meeting was duly called and held on September 21, 1976 in which a Special Conference was conducted concerning job classifications.

Present: Commissioners Leadbetter, Anderson, Goldsworthy, Alderton, Cheatham and Gaboury.

Absent: Commissioner Trapp.

In Attendance: Don Kauppila, Robert Cardoni and Bart Bourque.

Commissioner Leadbetter reviewed letters received from Don Kauppila on September 15, 1976 and September 17, 1976 regarding Bart Bourque's and Robert Cardoni's request for reclassification, which stated the letters were in compliance with Step 3, Article 10 "Grievance Procedure" of the union contract. Mr. Kauppila felt the jobs should be re-negotiated as an error may have been made in the original classifications.

It was noted that the two bailiffs are not making the same salary; Mr. Bourque's is higher than Mr. Cardoni's. Bart Bourque's job has been red-lined and Robert Cardoni is earning what he should according to the job study. Commissioner Leadbetter stated Bart is making more than the classification designated as the proper salary.

Mr. Bourque, Mr. Cardoni and Mr. Kauppila then joined the meeting.

Commissioner Leadbetter referred to the letters read previously from Mr. Kauppila regarding the job classifications. Mr. Kauppila stated he erred when referring to a grievance procedure as this was not actually the case.

Mr. Kauppila is aware the classifications were agreed by the union but has been made aware in conversations that as a result of insufficient information errors may have been made in the classifications.

Mr. Bourque stated he was originally hired as Court Security Officer, not as Bailiff. Hence, his job technically has not been classified by the union and he feels the title of Judicial Aid would be more appropriate as he has been doing investigative work for the judges and more coordinating work. Mr. Bourque stated the classification was a blow to his pride as he was one of the few people who did not get a raise.

Mr. Cardoni then presented his views. He presented copies of a job description he was given when originally hired by Judge Hill and the CUPPAD job description form he had filled out for the classification study. He also verbally listed additional duties he had been delegated or assumed since the job study was done.

1. Granting excuses to jurors, which the Judge had done in the past.
2. Maintenance and review of the Court calendar. This used to be a function of the Prosecuting Attorney's Office according to Mr. Cardoni.
3. Resolves problems before trials commence.
4. Advises Prosecuting Attorney if reductions should be made in the event a case will not hold up in Court.
5. Handles correspondence from the Court Administrator, DNR, Air Force, etc.
6. When Mr. Thomas is not available many calls are referred to him.
7. Handles correspondence from County Jail inmates who plead not guilty.
8. Works with Small Claims Court.
9. Civil and criminal motions are filed with him. He reviews files in civil cases.
10. News media requests are filed with him.
11. Advises Judge of defendants' history and any other available information.
12. City Ordinance violations have been assigned to him for scheduling and overseeing.

Mr. Cardoni stated he is a sworn deputy with jurisdiction in the District Court area and Jail with respect to prisoners.

Mr. Cardoni stated a Deputy Sheriff earns \$10,600.00 and has one-tenth of his duties. Mr. Cardoni transports prisoners to Court by himself and feels he is more responsible for security than deputy sheriffs. He believes the title of Bailiff is not a correct label for his duties and stated he would be more correctly titled Administrative Assistant to the Judge.

The additional duties have occurred in the last year. He does not directly handle resolution of City Ordinance violations but schedules cases and makes sure people are present.

Don Kauppila stated decisions made by Mr. Cardoni are administrative and feels the Negotiating Committee was not fully appraised of his duties.

Mr. Cardoni stated he takes care of Judge Catel's jury list and works in the Ishpeming Court during jury trials.

Commissioner Goldsworthy asked how often Mr. Bourque works over 35 hours; he replied this is done rarely, and only during jury cases.

Commissioner Goldsworthy stated deputies worked a 40 hour week. That includes a half hour paid lunch according to Mr. Cardoni.

Mr. Cardoni stated no one talked to individual employees when the job study was being done. Commissioner Goldsworthy stated administrators were interviewed.

Commissioner Leadbetter stated he disagreed that Mr. Bourque should get the 2% and 7% increases.

Mr. Bourque currently interviews each application for a court appointed attorney and has individuals sign an agreement to repay if and when they are able to. He stated he set the program up.

Mr. Kauppila stated they do have additional duties above those when CUPPAD conducted its job study and asked to be advised of the committee's decision as soon as possible.

Mr. Bourque, Mr. Kauppila and Mr. Cardoni then left the meeting.

A discussion was held on the requests made by Mr. Bourque and Mr. Cardoni for reclassification.

It was noted that additional duties do not mean the consequence of error is greater or educational qualifications are higher. The committee briefly studied the grading system used to classify the jobs.

Mr. Cardoni's job is classified as District Court Bailiff-Assignment Clerk. The CUPPAD study more or less includes what he mentioned his duties are.

It was moved by Commissioner Anderson, supported by Commissioner Alderton and carried unanimously that a letter be directed to Don Kauppila that after consideration on the duties submitted at the Special Personnel Committee it was determined the jobs fall within the scope of the job descriptions negotiated.

Respectfully submitted,

Karen Chubb
Secretary

September 21, 1976

A special Personnel Committee meeting was duly called and held on September 21, 1976 at the Courthouse at 7:00 p.m.

Present: Commissioners Leadbetter, Alderton, Cheatham, Gaboury, Goldsworthy and Anderson.

Absent: Commissioner Trapp.

In Attendance: Don Kauppila, Robert Cardoni, Bart Bourque, Michael Madden, Gary Yoder, and Sheriff Lasich.

Gary Yoder informed the committee that Mr. Trudgeon had called him in regard to his request for back pay. and the letter he had received from the committee stating back pay was not due. Mr. Trudgeon has talked to Labor Relations Board representatives, and if necessary he will appeal to that Board for aid.

Mr. Trudgeon stated in the phone conversation with Mr. Yoder that he had voted in the union election. Gary stated his position was not included in union negotiations, however.

Commissioner Leadbetter said the committee should be advised by Mr. Trudgeon as to how he computes the back pay he believes is due him. The Controller will check into this matter.

A discussion was held on which day the Courthouse should close to celebrate Veterans' Day and it was decided November 11th is the best option as the State courts will be closed that day. Gary will send out a memo to the various offices to that affect.

The committee held a special conference regarding job classifications.

Sheriff Lasich then joined the meeting to discuss procedures for serving civil process papers. Commissioner Leadbetter stated this subject had been discussed at a recent Personnel Committee meeting and asked for the Sheriff's views on the current procedure.

Sheriff Lasich stated the current policy requires that the serving of legal papers be done during regular working hours, as County business, and fees collected are turned over to the County Treasurer. Some problems have been encountered with this policy, according to the Sheriff.

Sheriff Lasich stated civilians could be hired to serve these papers. However, he believes someone cannot be hired for fees and mileage only, but should be given a monthly salary in addition. Some papers do not have fees and mileage attached and a monthly salary would make up for these situations.

Sheriff Lasich stated the usual fee for delivery is \$3.00 although this varies. The fees are set by statute and mileage is usually paid for one way travel only.

It was moved by Commissioner Goldsworthy and supported by Commissioner Cheatham that the committee recommend to the Board that the service of civil papers be left to the discretion of the Sheriff, however, all legal fees collected during working hours by County employees shall be turned over to the County Treasurer. The motion was unanimously carried.

Commissioner Leadbetter stated the grievance filed by Deputy Boase in regard to his five day suspension has been taken to arbitration.

It was noted by Sheriff Lasich that the written communication sent to Deputy Boase stating the reasons for suspension were no different then the verbal ones given in the presence of his steward.

It was moved by Commissioner Alderton and supported by Commissioner Anderson that the County arbitrate the grievance filed by Deputy Boase. The motion was carried unanimously.

Commissioner Leadbetter stated a policy for travel expenses is necessary. He mentioned setting up a meals allowance of \$2.50 for breakfast; \$3.50 for lunch; and \$6.00 for supper when County employees are traveling on County business. Receipts would not be required under this policy.

Commissioner Goldsworthy questioned if such a policy would include overnight lodging. The committee felt that since problems have not arisen in this area the current practice should remain in affect.

The subject of travel advance for such trips was discussed briefly and the Sheriff suggested a cash fund be established for this purpose.

It was moved by Commissioner Cheatham, supported by Commissioner Anderson and unanimously carried that the Controller be instructed to circulate a letter indicating a new policy for County travel expense has been established allowing \$2.50 for breakfast; \$3.50 for lunch; and \$6.00 for supper.

The committee studied Personnel Committee minutes dated August 26, 1974 which dealt with the salary of Florence LeMay, Deputy Treasurer. The minutes stated a discussion was held and a motion carried that the salary of Deputy Treasurer be increased in addition to the across the board increase given to all employees in view of the "tremendous and complicated expansion of her duties".

It was moved by Commissioner Anderson and supported by Commissioner Cheatham that a letter be sent to Mrs. LeMay stating the Personnel Committee on August 26, 1974 had taken action to compensate for the additional time she worked while Deputy Treasurer. The motion was carried unanimously.

There being no further business to discuss the meeting was adjourned on a motion by Commissioner Gaboury, support by Commissioner Goldsworthy, and an unanimous vote.

Respectfully submitted,

Karen Chubb
Secretary

October 7, 1976

The Personnel Committee meeting was duly called and held on October 7, 1976 at 7:00 p.m. at the County Courthouse.

Present: Commissioners Leadbetter, Gaboury, Goldsworthy, Trapp, Anderson, Cheatham and Alderton.

Absent: None.

A letter from Jack LaSalle, Staff Representative, Michigan Council #11, AFSCME requesting possible dates to begin contract negotiations for the Sheriff's union was read by Commissioner Leadbetter. It was noted that the contract expires at the end of the year.

After some discussion it was decided a letter will be forwarded to Jack LaSalle indicating either Monday, October 18th or Wednesday, October 20th would be acceptable for the initial meeting.

Commissioner Leadbetter read a memo from the Controller's Office regarding a back pay request by Al Trudgeon. Gary Yoder provided the various possibilities in which Mr. Trudgeon felt back pay could be tabulated for the committee's study.

It was noted that at one time Mr. Trudgeon had been deputized because he worked with inmates. However, during the period under discussion he no longer had deputy duties.

Following discussion, it was moved by Commissioner Trapp that the request for back pay be denied, supported by Commissioner Anderson and carried unanimously. It was felt that Mr. Trudgeon should be notified that the position would have been red-lined.

The committee then studied an Animal Control Officer job description provided by MAC. Houghton County had sent a communication saying they did not have a job description but their Animal Control Officer would be available to meet with the committee, or his operation could be observed.

After review and discussion of the description provided by MAC the committee made various modifications to the description to read as follows:

ANIMAL CONTROL OFFICER

General Summary: Under the general direction of Sheriff and/or Prosecuting Attorney, serves as an enforcement officer of state and county animal control laws. Oversees the maintenance and operation of the animal shelter.

Typical Duties

1. Captures and impounds stray, unlicensed, or uncontrolled animals, utilizing tranquilizer guns, traps, and other devices. May entail hunting and destroying vicious animals.
2. Responsible for the overseeing of the operation of the County Animal Shelter.
3. Oversees the maintenance of all dogs brought to the shelter, and disposes of dogs after prescribed time limits.
4. Responsible for the inspection of the Animal Shelter.
5. Animal Control Officer will be responsible for the operation and maintenance of the Animal Control vehicle.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

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It was moved by Commissioner Anderson to accept the job description of Animal Control Officer as discussed by the committee, supported by Commissioner Goldsworthy and carried unanimously.

It was noted that some departments will lose positions should the 1977 budget be approved at the next Board meeting. The Controller will notify these departments after approval of the budget.

The position of Personnel Director was briefly discussed. It was noted that this had been tabled in the Budget and Executive Committee.

It was noted a list of arbitrators for a grievance filed by a County employee will be arriving in the near future.

Various job descriptions for a switchboard operator will be obtained for the committee's study in establishing a description for Marquette County.

There being no further business to come before the committee it was moved by Commissioner Trapp, supported by Commissioner Goldsworthy and carried unanimously to adjourn.

Respectfully submitted,

Loren Chubb
Secretary

November 4, 1976

The Personnel Committee was duly called and held November 4, 1976 at 7:00 p.m. at the County Courthouse.

Present: Commissioners Leadbetter, Alderton, Cheatham, Gaboury, Goldsworthy, and Anderson.

Absent: Commissioner Trapp.

In Attendance: Gary Yoder.

Commissioner Leadbetter read a memo to Judge DeFant from the Controller dated October 26, 1976 regarding Edrie Merckx' vacation time. The memo stated that Mrs. Merckx would have earned five days of vacation time on February 1, 1977 and took ten days in April of 1976 which necessitates a salary deduction. According to the Controller's records Mrs. Merckx became a full-time employee February 1, 1976.

A memo from Judge DeFant dated October 28, 1976 to the Controller regarding the same subject was also read by Commissioner Leadbetter stating that the acceptance of Mrs. Merckx' delayed retirement fund deductions indicated she was a full-time employee.

Gary Yoder stated there is nothing in the union contract that an employee must be full-time to pay into the retirement fund. He noted that Mrs. Merckx' back retirement was paid this summer and was done through the Juvenile Division and Clerk's Office. Gary has checked with the Retirement Board who informed him that the law does not include people paid wholly on a fee basis. Up to February 1976 Mrs. Merckx was paid on a fee basis. He stated the County can go through the Retirement Board and get the money returned if so desired.

Gary also talked to Robert DeRoche regarding this subject. Mr. DeRoche stated if Mrs. Merckx had been considered full-time vacation, etc. would have been started long ago. Mr. DeRoche believes the money should be returned because the situation was dealt with improperly. Gary added the Retirement Board will not take any action if the County does not.

The Committee felt the Controller had made the right decision. Commissioner Leadbetter stated she worked on a fee basis prior to February 1976. Mrs. Merckx was asking for recognition from time hired. She has been working since 1969.

It was moved by Commissioner Cheatham, supported by Commissioner Alderton and carried unanimously that the Controller's decision was proper and should be sustained.

Gary stated that County employees pay 3% of the first \$4,200.00 they earn per year toward retirement and 5% after that. The County pays 6% and 9% respectively.

It was moved by Commissioner Alderton and supported by Commissioner Goldsworthy to notify the Michigan State Municipal Retirement System to make the corrections regarding Mrs. Merckx.

Commissioner Alderton asked if similar situations exist. Gary stated this is the only case on a fee basis payment schedule as far as he knows.

A communication from the Environmental Quality Committee regarding the Animal Control Officer job description was read. The letter stated the Animal Control Officer, in the opinion of the Environmental Quality Committee, was not intended to be in charge of items 2 and 3 of the description which states the officer oversees the maintenance of the shelter and dogs brought to the shelter and disposes of the dogs after prescribed time limits.

Commissioner Goldsworthy stated overseeing is not the same as operating the facility and if these duties were turned over to the Humane Society the County would have no responsibility. He added the agreement between the Humane Society and the County was that the County would provide \$10,000.00 and the Humane Society would build the shelter and operate it. He noted the County has now allocated \$20,000.00 for the shelter. The Humane Society has stated there will be no problem in operating the shelter.

The Personnel Committee felt the officer should have authority to inspect and oversee the facility. Commissioner Leadbetter stated the description should remain as is for now and if problems come up in the future they can be discussed with the Humane Society.

Commissioner Alderton stated the officer would be a go-between person between the shelter and the Board. The Environmental Quality Committee will be notified that the committee does not see any need to change the description at this time and their intent in using the word oversee is that the Animal Control Officer will be responsible for reporting to the County Board on the operation and condition of the shelter. It is not intended that the officer have authority over the Humane Society.

A grievance has been filed by Members of Local #2914 stating the fence on Spring Street is unsafe. The grievance stated that on October 25, 1976 Robert O'Brien met with Gary regarding this and had been informed the matter would be taken care of by November 1, 1976, however, no action has been taken.

Gary stated Tom Shaw has said he will send a letter to the union stating as soon as the black topping is done the fence will be taken down. He mentioned this will take a week or two.

Commissioner Leadbetter felt the grievance should be denied but the fence should be maintained properly. A letter will be forwarded to Robert O'Brien stating the fence will be removed in two or three weeks and Tom Shaw has been informed of the situation.

A letter from Judge DeFant was read requesting that Child Care Workers' salaries be increased from \$2.50 to \$3.00 per hour, to be effective as soon as possible, for those working more than one year. A memo from Don Merckx was also read stating all Child Care Workers are on the same salary and as several have worked more than one year he does not feel they should be earning the same amount of those just beginning. It was noted Child Care Workers are not members of the union.

Commissioner Anderson stated increases should be effective after 90 days of employment, not one year, to coincide with other County employees.

These positions are part-time and one-half of the salaries are paid by the County. It was noted that new employees start at 90% whether part-time or full-time.

It was moved by Commissioner Anderson that the committee recommend to the Board that part-time employees of the Youth Home get \$3.00 per hour after 90 days of hire and that new employees, working part-time at the Youth Home, receive 90% of that amount. *+ supported by Commissioner Cheatham*

Gary informed the committee the Child Care Workers had received a raise from \$2.25 to \$2.50 in January, 1975. The motion was then carried unanimously.

A job description for switchboard operator was then discussed. Commissioner Leadbetter read a 1965 job description from the Michigan Employment Security Commission listing the duties of the position. Job descriptions from Branch and Jackson Counties listing the general description and typical duties were also read.

Gary stated a person from the Social Services Department will be meeting with the County Lands and Buildings Committee this month regarding the telephone system in the Annex. Gary also noted a few phones will be connected with the Sheriff's Department but they will not be included in the switchboard set-up.

Discussion was held on the description of switchboard operator. It was felt the Branch County description could be used by eliminating items 3 and 6 which state the individual would do general typing for the Controller and other offices and that the duties would include sorting and delivering mail.

It was moved by Commissioner Goldsworthy to do the above, supported by Commissioner Anderson and carried unanimously.

The description is as follows:

TITLE: Receptionist - Switchboard Operator

General Summary: Under supervision of the Controller, operates a centralized switchboard facility, receiving all incoming calls and referring them to appropriate office. Greets visitors, provides them with information and/or directs them to the proper person of office. Does general typing.

Typical Duties

1. Assists callers by providing them with information or referring their calls to the appropriate office.
2. Receives visitors, ascertains their wants, and directs them accordingly.
3. May assist employees in placing outgoing calls, and transfers calls at their request.
4. May take and relay messages for employees.
5. Breaks out monthly phone bill and charges appropriate department.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

A letter from Michael Zorza to Sgt. Dean Van Natter, Emergency Services Division, E. Lansing, MI was read stating Major Charles H. Carlson USAR is interested in participating in the Defence Civil Preparedness Mobilization Designee Program and has been interviewed by Mr. Zorza. Mr. Zorza stated in the letter Major Carlson would be a welcome addition to the staff.

Commissioner Anderson will discuss the situation with Mr. Zorza so that additional information can be obtained.

As there was no further business to attend to, it was moved by Commissioner Alderton, supported by Commissioner Anderson and unanimously carried to adjourn.

Respectfully submitted,

Karen Chubb
Secretary

November 23, 1976

A special meeting of the Personnel Committee was duly called and held on November 23, 1976 at the County Courthouse.

Present: Commissioners Anderson, Cheatham, Farrell, Gaboury, Goldsworthy and Leadbetter.

In Attendance: Commissioners Doucette and May.

The meeting was called to order by Commissioner Leadbetter.

Chairman Leadbetter explained to the committee that a special meeting was called for the purpose of holding a special conference with the union. The union contract calls for a special conference whenever there is an elimination or lay off of any job.

The 1977 budget calls for the elimination of 2½ positions: A Juvenile Division officer, clerk in the Register of Deeds Office and a half-time clerk in the Friend of the Court's Office.

It was explained that the decision to eliminate these jobs is a management decision and was based on a lack of funds to maintain the positions. Of the three positions there has been a lot of discussion and information received on the Juvenile Division and Register of Deeds positions with no information or discussion being held on the Friend of the Court's position.

The chairman then read communications received regarding the various positions. a) Communication from the County Bar Association regarding the Register of Deeds position explained that the Register of Deeds Office maintains a Tract Index. The tract index provides easy access to deeds and mortgages. At the present time tract index entries are about 1500 behind. The Bar Association feels this tract index is very important and if the position is eliminated the tract index would not be kept up at all. b) Communication from the Assistant Principal at Ishpeming High School regarding the Juvenile Division position explained that the Juvenile Division is very helpful in working with truancy and truancy related matters in high schools in the area. The communication requests that the Board take a hard look at this job before it is eliminated. c) Communication from the Principal of C.L. Phelps Intermediate School in Ishpeming expressed the same sentiment as related in the communication from Ishpeming High School.

The committee then briefly discussed the Budget and Executive Committee's decisions which were reached in arriving at the elimination of these three positions. The Budget and Executive Committee had been told that Mr. Merckx was working half-time as a Probation Officer and half-time at the Youth Home. When he became the full-time Youth Home Supervisor his half-time position was replaced with a full-time one. The Budget and Executive Committee felt that when this position was cut from the budget they were eliminating a half-time position.

The Budget and Executive Committee decision to eliminate the half-time clerk in the Friend of the Court's Office was based on a recommendation made by the department head involved.

The decision to eliminate the position in the Register of Deeds Office was based on similar reasons to that of the elimination in the Juvenile Division. The Register of Deeds was given a half-time position in the 1976 budget. The department head waited until July and hired a full-time person for the remainder of the year. The Budget and Executive Committee assumed that in cutting the position they were cutting a half-time position.

At this point union representatives Bart Bourque, Donald Kauppila, Richard Normand, Jack LaSalle and Robert O'Brien together with Juvenile Division Director Shari Platt and Probate Judge-Elect Michael Anderegg joined the meeting for a special conference.

Chairman Leadbetter then explained to all present that the contract calls for a meeting when lay offs occur. He stated that at this time there is no money in the budget to cover these position and that a lack of funds was the reason they were eliminated. He explained the Budget and Executive Committee's reasoning behind the eliminating of the jobs.

The union representatives then passed out to the committee members information regarding the Juvenile Division. The information included a brief listing of the duties of each Probation Officer, information on case load, and other information from the department. This same communication explained that Mr. Merckx was a full-time Probation Officer and worked at the Youth Home in his off time.

An information sheet was passed out showing the number of Probation Officers in the department from 1969 through 1975. This sheet showed in 1969, 1970 and 1971 there were three Probation Officers. This was increased to four in 1972 and has remained that way through 1976.

After relaying this information to the Board the union held a brief caucus, during which time the Board talked to Mr. Anderegg.

Mr. Anderegg gave his views and comments on the need for retaining the position in the Juvenile Division. He stated that one of the reasons he was elected was the concern of the electorate about juvenile problems. If there is a decrease in the Juvenile Division staff the juvenile problems will increase rather than decrease. He mentioned that the Director, Mrs. Platt, does not have any case load. All cases are handled by the Probation Officers. He noted that if because of the lay-off even one juvenile has to be institutionalized this would cost in the neighborhood of \$14,000 to \$15,000 for a year, which is more than the County would save in the salary.

He also stated that the average case load per Probation Officer is 46. At this point the union representatives rejoined the meeting and gave their response to the proposed lay offs.

The union representatives stated that they do not oppose the lay off of the half-time clerk in the Friend of the Court's Office. They feel this is a legitimate and justifiable lay off. They are opposed to the lay offs of the other two positions. They feel that there may not have been sufficient information and study done before reaching a decision to lay these positions off.

They feel that the information presented deals very clearly with the fact that the position is needed in the Register of Deeds Office; there is work that is getting behind. They feel that they have presented sufficient information to show that the Juvenile Division officer position is needed. It was mentioned that they would have copies of payroll information that Mr. Merckx was a full-time Probation Officer.

Board representatives mentioned to the union the tract index in the Register of Deeds Office, which seems to be the major problem area, is not required by law to be maintained.

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Board members mentioned that they would review the information and will have a recommendation forthcoming at their December 2, 1976 meeting. If the committee decides that the positions should be maintained their recommendation would go to the Budget and Executive Committee who would then have to find the money to maintain the positions.

The union representatives then left the meeting.

The Controller was directed to invite Register of Deeds Nykanen to the December 2, 1976 meeting to discuss the work load of his office. The Controller was further directed to work out the information on the Juvenile Division and the Register of Deeds Office for presentation at their December 2, 1976 meeting.

There being no further business to discuss, it was moved by Commissioner Gaboury, supported by Commissioner Goldsworthy and carried unanimously to adjourn.

Respectfully submitted,

Larry R. Godin
Secretary

December 2, 1976

The Personnel Committee was duly called and held on December 2, 1976 at 7:00 p.m. in the County Courthouse.

Present: Commissioners Leadbetter, Cheatham, Goldsworthy, Alderton, Gaboury, Farrell and Anderson.

Absent: None.

In Attendance: Henry Skewis, County Clerk; James Sodergren, County Treasurer; Gary Yoder and Michael Madden of the Controller's Office; Commissioner May; Dave Hillier, Maintenance Supervisor; Paul Nykanen, Register of Deeds; and Sheriff William G. Lasich.

Chairman Leadbetter called the meeting to order.

James Sodergren noted the Treasurer's budget allows for an additional Account Clerk in 1977 and he will be posting the new position in January. He stated a competency test indicating ability or training in accounting should be considered and suggested contacting NMU for such a test.

Henry Skewis felt with a 90 day probationary period time would be wasted finding a qualified person to fill the position and that a competency test would decrease the possibility of this occurring.

It was noted by Commissioner Alderton that the subject would have to be included in the union negotiations.

Mr. Sodergren passed around a sheet regarding sick leave in the Treasurer's Office for the committee's information.

Discussion was then held on the Accounting Division. In maintaining the general ledger in the Accounting Division, Mr. Sodergren felt the Deputy Treasurer should do this three to four days a month on an extra time basis. He cannot dispense with the Deputy Treasurer during regular hours and she has indicated she will do it on an extra time basis.

Mr. Sodergren informed the committee H.B. 4674 will affect the Treasurer's Office and tax sale. More work will be created as under the bill the Treasurer's Office must notify anyone who might have an interest in the property, in addition to the owner, 120 days prior to the sale.

Mr. Sodergren stated part-time money for his department has been exhausted and would like to transfer money for this part-time position from Printing and Binding for the remainder of the year.

Mr. Sodergren informed the committee he is making binders he has available for use by other departments since his department cannot use them. Mr. Sodergren then left the meeting.

It was moved by Commissioner Alderton that the Personnel Committee recommend to the Budget and Executive Committee that they authorize a line transfer of \$600.00 from Printing and Binding to Part-Time Salaries for the month of December, 1976, supported by Commissioner Cheatham and carried unanimously.

Mr. Skewis submitted a list of Board appointments which will be expiring in the near future for the committee's information. He stated some out-going commissioners also sit on different committees for the Board.

Mr. Skewis stated a person in his department is interested in the Accounting Division. He informed the committee that two people in his department now work 150% of their combined time on accounting type activities. Mr. Skewis then left the meeting.

Gary felt the Accounting Division should be a separate entity and that there should not be a person from the Treasurer's Office working three or four days on the general ledger. By establishing 2½ positions the Treasurer's Office could have a half-time position and the same person could then work half-time in the Accounting Division.

The Accounting Division will be set up as soon as the Annex is opened. The general ledger, distribution book, etc. will be handled as they are now until they are put on the machine. Programming the computer will be done gradually.

According to Gary, the machine should arrive by the end of December and the company will train personnel to use the machine.

The Controller's Office will still over-see the operation. Gary stated all duties currently done in the Controller's Office will not be turned over to the Accounting Division, nor will their office spend a specific portion of time in the Accounting Division. He added the Senior Account Clerk would be responsible for the efficient operation of the office.

Gary stated once the machine is in full commission account standings will be known two to three days after the end of the month.

Gary noted there is no money budgeted for personnel in the Accounting Division and over-time money will be necessary should the Deputy Treasurer work in the division three or four days per month.

It was noted by Michael Madden that job descriptions for the positions were received from CUPPAD.

It was moved by Commissioner Anderson, supported by Commissioner Gaboury to recommend to the Budget and Executive Committee that 2½ positions be created for the Accounting Division. The motion was carried unanimously.

It was noted that there will not be 2½ new positions established for the division as one position will be transferred from an existing department to fill one of available positions in the Accounting Division.

Paul Nykanen then entered the meeting to discuss the proposed reduction of the staff in the Register of Deeds Office.

Commissioner Leadbetter stated that a letter had been received from the Bar Association regarding the possible reduction of the personnel.

Mr. Nykanen informed the committee that between January 1, 1976 and November 30, 1976 3,274 deeds were recorded; 4,190 mortgages were recorded; and 805 miscellaneous records were recorded, totalling 8,269. During the same period in 1975 6,849 instruments were recorded. According to Mr. Nykanen, more than \$95,600 in revenues have been received in the Register of Deeds Office during the past five years.

Mr. Nykanen stated the tract index has not been kept up and postings for mortgages and miscellaneous records are behind. He stated the public uses the tract index in addition to attorneys, bankers, realtors and the Equalization and Tax Roll Departments.

Commissioner Goldsworthy asked if the problem of posting would be eliminated by opening books to the public for specific hours each day. Mr. Nykanen stated this would help the situation.

The possibility of negotiating with the union to change hours of one employee so that she could have an uninterrupted hour of work in the early morning was mentioned.

It was noted that the Bar Association had stated an additional half-time person could be used, however, Mr. Nykanen feels the present staff will be sufficient for the time being. Mr. Nykanen then left the meeting.

Dave Hillier was present to discuss possible additions to his staff. He is interested in establishing a new position of half-time custodian and half-time maintenance person. Gary stated four new positions are in the budget for 1977 one of which could be used for this position. Michael Madden stated there is money in the budget to cover such a position.

Mr. Hillier noted he would like the position for the first of the year. Commissioner Leadbetter stated a preliminary job description is necessary and rate of pay must be established in conjunction with the union negotiating committee.

It was moved by Commissioner Alderton, supported by Commissioner Goldsworthy and carried unanimously to set up a job description for maintenance person.

Mr. Hillier then left the meeting and Sheriff Lasich entered to discuss a grievance filed by the Sergeant's union regarding a temporary position created in the Sheriff's Department.

It was moved by Commissioner Anderson, supported by Commissioner Alderton and carried unanimously that the grievance be denied on the basis of information provided and in that the position will terminate at the end of 1976.

The subject of the position of Register of Deeds Office was re-introduced.

It was moved by Commissioner Cheatham, supported by Commissioner Goldsworthy and carried unanimously to recommend to the Budget and Executive Committee that a position of full-time clerk in the Register of Deeds Office be established.

Communications from Thomas Casselman and Henry W. Sherry, Gwin Area Community Schools, regarding the proposed reduction of Juvenile Division staff and recommending that this person not be eliminated were read.

Information was submitted by the Controller's Office on the case load of six Michigan counties' Juvenile Divisions showing the amount of staff, cases, etc. for the committee's information. Discussion was held by the committee on the data provided in the report.

It was moved by Commissioner Gaboury and supported by Commissioner Cheatham to recommend to the Budget and Executive Committee to reinstate the position of Probation Officer in the Juvenile Division in the 1977 budget. The motion was unanimously carried.

A communication from Henry Skewis noting that Jeannette Erspamer's probation period has ended was read. Mrs. Erspamer is employed in the County Clerk's Office. The communication will be filed.

A letter from Judge DeFant concerning a wage increase for the senior child care worker in the Youth Home was read and discussed. It was moved by Commissioner Anderson and supported by Commissioner Goldsworthy to table the matter so that the new Probate Judge can be contacted regarding supervision of the Juvenile Division. The motion carried unanimously.

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A communication from Lyn Johnson concerning the salary of Bruce Graham, Plumbing Inspector, requesting that the position be given the same salary as that of Electrical Inspector, was read.

A special conference will be held with the union negotiating committee to discuss salary rates for the Account Clerk II position, Maintenance Person and Plumbing Inspector.

A communication from Blue Cross-Blue Shield regarding revisions made in the Master Medical Program was noted. The controller noted that the rates will increase by 25%.

Advertising for management and labor magazines were noted and referred to the Controller's Office.

The subject of honoring long time employees was discussed. Gary noted that he had received a call from Commissioner Coombs who recommended awards for 15 years and 25 years of service. This will be discussed at the January meeting.

In regard to the up-coming arbitration conference it was felt the department head involved and the Chairman of the Personnel Committee should attend. It was so moved by Commissioner Alderton, supported by Commissioner Goldsworthy and unanimously carried.

A brief discussion on raises for department heads and salaried personnel was held. Commissioner Leadbetter noted that this has been done following union negotiations. This subject will be tabled until January on a motion by Commissioner Goldsworthy, supported by Commissioner Gaboury and carried unanimously.

It was moved by Commissioner Anderson, supported by Commissioner Alderton and carried unanimously to recommend to the Budget and Executive Committee that the salary of the Board's secretary be set at \$10,111.00, retroactive as of 90 days after date of employment.

There being no further business before the committee, it was moved by Commissioner Anderson, supported by Commissioner Gaboury and carried unanimously to adjourn.

Respectfully submitted,

Korn Chubb
Secretary

December 28, 1976

The Personnel Committee was duly called and held on December 28, 1976 at the County Courthouse at 7:00 p.m.

Present: Commissioners Leadbetter, Alderton, Anderson and Farrell.

Absent: Commissioners Cheatham, Gaboury and Goldsworthy.

In Attendance: Sheriff Lasich, Joseph Maino, Gary Yoder, Ernest Grasso, Michael Quayle, Jack LaSalle, Keith Roberts and Harold Plattenberg.

The meeting was called to order by Commissioner Leadbetter. The committee discussed among themselves the Sheriff's Union grievance.

The Sheriff's Union representatives then entered the meeting. Jack LaSalle stated the grievance filed December 1, 1976 was based on the fact that an employee was denied a job that was posted.

LaSalle questioned why Keith Roberts was not given a four week trial period. Sheriff Lasich stated Keith Roberts was informed why the job was not awarded to him. The Sheriff added Keith Roberts expressed no desire for the job prior to posting the job.

Jack LaSalle asked if he may have changed his mind. Sheriff Lasich replied, "Evidently he did".

Jack LaSalle stated the desire for a job is usually determined during the trial period as stipulated in Article #20 on job postings in the contract.

Sheriff Lasich stated Roberts did not have the requirements for the job and he was furnished written reasons why he was not qualified.

Jack LaSalle stated he felt these charges were not accurate.

According to Sheriff Lasich's November 26, 1976 letter, Keith Roberts had been relieved of supervisory responsibilities prior to August, 1975. Jack LaSalle stated he was advised this was not the case.

Sheriff Lasich asked Keith Roberts what investigations he supervised between August 1, 1975 and August 22, 1975. Keith stated he was checking complaints during that period and contacting people by phone.

Jack LaSalle asked if the Sheriff was referring to the second job posting specifications when stating Keith Roberts did not meet the requirements. Sheriff Lasich stated this was the case.

Jack LaSalle asked how he can show he does not have investigative abilities if he is not given a four week trial. Sheriff Lasich stated he was removed from a position before because of his lack of investigative abilities and added the letter of November 26, 1976 clearly shows why he was not qualified.

Michael Quayle stated the reason given for denial of the grievance was that it was a temporary position, and added he does not understand why the job was denied for this reason. He also stated the grievance disposition did not state that Keith Roberts did not meet the minimum requirements.

Commissioner Leadbetter said it would be disruptive to shift people around for a four week position, plus the facts given in the letter were considered in denying the grievance.

Jack LaSalle stated the job posting did not state it was a temporary position. Michael Quayle stated he was not aware the job was temporary until he attended a County Board of Commissioners meeting. This was a day or two before the job was filled according to Michael Quayle.

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Ernest Grasso stated the ad in the paper announced it was a full-time position. Commissioner Leadbetter stated it was full-time, but only for 1976. Sheriff Lasich stated no one responded to the ad in the paper. Michael Quayle, Harold Plattenberg, Ernest Grasso stated they responded.

Ernest Grasso stated they attended a Budget and Executive Committee meeting to see if the job was full-time or temporary. The first indication that the job was temporary was when the grievance was returned, according to Ernest Grasso.

Jack LaSalle stated Sheriff Lasich's letter did not present hard facts and he requested more substantial evidence. Sheriff Lasich stated he is prepared to substantiate any of the facts listed in the letter.

Sheriff Lasich stated investigations were not being carried on and new investigations were not initiated by Keith Roberts between August 1, 1975 and August 22, 1975. Excuses were given when Sheriff Lasich pointed out situations that should be investigated. Keith Roberts did not discuss investigations with the Sheriff during that time, according to Sheriff Lasich.

Michael Quayle stated he feels this is a case of political patronage and the job specifications listed in the first posting indicated such. He added, before the job was posted the person who received the position had stated he had it.

Commissioner Leadbetter said others qualified for the job stated, prior to its posting, they were not interested in the job.

In response to Ernest Grasso's question concerning why it was posted when it had already been decided who would have the job, Commissioner Leadbetter stated posting is required by the contract.

Commissioner Leadbetter stated from what the job description specified and what Sheriff Lasich stated in his letter Keith Roberts was not qualified for the position.

No facts were presented in regard to why he did not get the job, only allegations, according to Michael Quayle.

Sheriff Lasich asked if Michael Quayle recalled a meeting in the multi-purpose room. He stated Ernest Grasso and Harold Plattenberg were also present. It was stated at that time that the shift supervisor did not know what his men did and did not respond to queries by his men.

Ernest Grasso stated at that time discussion was held on the lack of communication between Sergeants, deputies and so on.

Sheriff Lasich stated they were talking about Keith Roberts.

Michael Quayle stated it is the responsibility of the department head to take care of problems, hence it was Sheriff Lasich's responsibility to correct the situation.

Sheriff Lasich stated steps were taken to correct the problem. He had talked to the Sergeant in his office and informed him that his responsibilities as a supervisor were not being carried out. As a result of this meeting the shift supervisor "buckled down", according to Sheriff Lasich.

Jack LaSalle asked if a discussion was held with Keith Roberts after the meeting in the multi-purpose room. Sheriff Lasich stated this was done. Keith Roberts did not recall such a discussion.

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Commissioner Leadbetter asked if either side had further facts to present. Jack LaSalle stated he came to get facts and questioned if all facts had been given why Keith Roberts was not given the position.

Jack LaSalle asked if the job would be funded for 1977. Commissioner Leadbetter stated such action would be up to the Budget and Executive Committee and any decision as to whether the job was necessary would be up to the in-coming Sheriff. He added, money could not be appropriated until after the first of the year.

Commissioner Anderson stated no requests have been received to change the budget for 1977 and from all indications the Board is not inclined to budget this position. He added if a new position is created it will be posted.

Union representatives then left to caucus. It was moved by Commissioner Anderson, supported by Commissioner Alderton and unanimously carried to deny the grievance.

Union representatives then re-entered the meeting. Jack LaSalle stated they are going to assume that the grievance is going to remain denied. He said they are going to watch and see if the job is temporary. If the job no longer exists as of the first of the year the grievance is neutral. If the job is posted for next year they will go to arbitration. Keith Roberts then left the meeting.

The bargaining proposals for a new contract were then submitted by Jack LaSalle. He went through the article change suggestions one by one with the committee. Jack LaSalle stated proposals were formed with a multi-year contract in mind. He added an extension of the current agreement, until a new agreement is reached, should be approved.

Commissioner Anderson, in response to a question by Jack LaSalle, stated he does not see a problem in retroactivity for those whose contract expires December 31, 1976. It was noted that the Clerk-Matron contract would have expired December 31, 1976 had it been signed.

A termination clause, allowing for five working days notice, will be placed in the extension agreement. The extension agreement was drawn up by Jack LaSalle and signed by union and management representatives.

There being no further business to attend to it was moved by Commissioner Anderson, supported by Commissioner Alderton and unanimously carried to adjourn.

Respectfully submitted,

Karen Chubb
Secretary