

January 20, 1977

The Personnel Committee was duly called and held January 20, 1977 at 7:00 p.m. at the County Courthouse.

Present: Commissioners Alderton, Bollero, Cheatham, Carlson, Racine and Anderson.

Absent: None.

In Attendance: Judge Anderegg, Lee Ruehle, Shari Platt, Michael Madden and Commissioner May.

Shari Platt, Judge Anderegg and Lee Ruehle were present to discuss a pay increase for the part-time shift supervisor. Material listing the duties of a shift supervisor at the Youth Home was distributed.

Shari and Judge Anderegg requested the pay be increased from \$3.00 per hour to \$4.50 per hour. It was noted Don Merckx and Ted Haara are full-time shift supervisors.

There are a total of 14 shifts covered by the supervisors per week. Those shifts not covered by Don Merckx or Ted Haara are covered by Lee Ruehle. Judge Anderegg stated Mr. Ruehle meets the qualifications of the position and has been employed about three years. Mr. Ruehle stated he has been shift supervisor since the middle of the summer.

It was noted child care workers do not belong to the union. Shari stated 21 child care workers are on call and normally there are two child care workers on duty. She stated the average number of children at the Youth Home is six.

Mr. Ruehle stated he typically works 32 hours per week. The additional cost for the requested pay increase would be approximately \$50.00 per week. The county would pay half of the increase as the State reimburses the county for all expenses at the Youth Home.

It was moved by Commissioner Carlson and supported by Commissioner Bollero to recommend to the Board that the shift supervisor salary be increased from \$3.00 per hour to \$4.50 per hour.

A discussion was held on the responsibilities of a shift supervisor. Mr. Ruehle is not on call as the other shift supervisors are. Commissioner May stated fringe benefits, including food, utilities, and rent, are provided the staff.

Michael Anderegg, Shari Platt and Lee Ruehle then left the meeting. Commissioner Carlson's motion was tabled for discussion later during the meeting.

Sheriff Maino then entered the meeting to discuss his request for a full-time secretarial position in the Sheriff's Department. Duties now handled by Sergeant Korte would be delegated to the secretary thus freeing Sergeant Korte for field work.

It was noted the secretary would not be deputized and that both males and females would be considered for the position.

Sheriff Maino then left the meeting.

Gary Walker entered the meeting. He discussed the function of the Prosecutor's Office, which includes handling legal questions for the Board.

According to Gary, the criminal caseload has increased from 1,048 in 1974 to approximately 2,745 in 1976. The District Court caseload has increase 30% and the office is handling appeal cases which they did not do in the past. 80% of court time is spent in Probate Court and one third of their total time is spent on civil matters.

Gary requested that salaries of assistant prosecuting attorneys be increased to \$22,500.00, with the Chief Assistant Prosecuting Attorney receiving an additional \$3,000.00. Gary stated the assistants would not start at \$22,500.00 but would be given \$500.00 salary increases every six months, with a beginning salary of \$16,000.00, hence the total salary budget would not be spent. Gary requested that the salary of Prosecuting Attorney be level with that of the District Court Judge.

He noted two secretaries and a special investigator are employed by his department. A new assistant prosecutor will begin February 1, 1977 to replace Michael Anderegg. Gary Walker then left the meeting.

Discussion returned to the salary increase request for Mr. Ruehle. It was noted Don Merckx receives a yearly salary of \$12,000.00; Ted Haara, \$10,000.00 and Edrie Merckx, \$8,000.00.

Commissioner Anderson stated Mr. Ruehle is a senior child care worker and should not be designated as a shift supervisor.

Commissioner Carlson withdrew his original motion with the approval of his second, Commissioner Bollero. It was then moved by Commissioner Anderson and supported by Commissioner Cheatham to recommend to the Board that the wage of senior child care worker be increased from \$3.00 to \$4.50 per hour. The motion was amended to include that the salary be retroactive to January 1, 1977.

Commissioner Anderson stated the judge should be informed that a shift supervisor position was not created but the increase was given for the senior child care worker position. Following discussion the motion carried unanimously.

Commissioner Carlson felt the committee should meet with the judge and Shari Platt to discuss the Youth Home.

The subject of the Sheriff's request for a secretarial position was reintroduced. It was moved by Commissioner Carlson and supported by Commissioner Bollero to recommend to the Board that a position of Secretary II be established in the Sheriff's Department and that the Sheriff's Department's budget be amended by \$11,350.00, which will be off-set by funds on hand in the general fund.

A letter was read from Judge DeFant requesting the reclassification of Deputy Probate Register and Court Reporter positions in Probate Court. Commissioner Alderton stated a job classification study was done on all positions within the last year.

A communication from Mel Nyquist was noted requesting reclassification of the secretary and clerk positions in his department.

Commissioner Alderton stated the Friend of the Court secretary had filed a grievance concerning the classification of her position but it has been withdrawn pending union negotiations.

A communication from Judge Easton concerning the classification of the District Court bailiff was read. Included was a list of the bailiff's duties.

It was moved by Commissioner Carlson and supported by Commissioner Cheatham that Judge DeFant's request for the reclassification of the Probate Court positions of Court Reporter and Deputy Court Register be denied.

It was moved by Commissioner Anderson, supported by Commissioner Cheatham and carried unanimously that the request from Mel Nyquist regarding reclassification of the secretary and clerk positions in the Cooperative Extension Office be denied.



It was moved by Commissioner Bollero and supported by Commissioner Racine that Judge Easton's request that the position of District Court bailiff be reclassified be denied. The motion was carried unanimously.

A letter from Bruce Graham concerning the plumbing inspector's job classification was read. It was moved by Commissioner Carlson, supported by Commissioner Cheatham and unanimously carried to deny his request for further evaluation of his position.

A letter from Judge Easton requesting an additional staff member to work in both the Marquette and Ishpeming District Courts was read. The communication noted the caseload has increased 20% since 1974 and money transmitted from that department to the general fund in 1976 was \$146,238.04.

Michael Madden stated a request may be received from Ishpeming District Court for a bailiff because the Ishpeming Police Department is moving to new headquarters and may no longer be available to act in that capacity for the Ishpeming District Court.

Commissioner Anderson mentioned entering into an agreement with the Ishpeming City Police to provide protection while the court is in session.

Commissioner Carlson moved to table this request as additional staffing requests may be received for this department. The motion was supported by Commissioner Anderson and carried unanimously.

A communication from Gerald Sherbinow requesting the time he was an undersheriff be included in his seniority ranking as he did not receive a leave of absence, hence he was actually transferred from one position to another. The contract states seniority will accumulate in such a situation.

According to the contract the Board and Sheriff would have granted the leave of absence. Michael Madden stated to their recollection a leave of absence was granted verbally but nothing was done in writing. The union had granted a leave of absence to Sherbinow.

It was noted seniority is not accumulated during a leave of absence.

As there was some question as to whether a time limit is involved in a transferred position and accumulation of seniority, it was moved by Commissioner Anderson, supported by Commissioner Bollero and carried unanimously to table the matter for the February meeting so that the Controller's Office can get additional information concerning this problem.

A discussion was held on honoring long time employees. It was noted several counties were polled as well as Marquette County out-departments and this practice is not very common. Commissioner Carlson felt employees should be honored within their department.

Commissioner Alderton stated longevity payments for a given number of years of employment are provided in the contract. Commissioner Bollero expressed support for honoring long time employees. Commissioner Anderson stated the Board often presents a plaque or token of appreciation upon retirement or long time employment.

It was moved by Commissioner Carlson, supported by Commissioner Cheatham and carried unanimously to table the subject of longevity awards for long time employees.

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A discussion was held on honoring Deputy Moore and Eili Demaray upon their retirement. A request had been received from the Sheriff's Department that a certificate of appreciation be presented to Deputy Moore during a dinner in his honor.

It was moved by Commissioner Cheatham and supported by Commissioner Carlson to recommend to the Board that Eili Demaray and Deputy Moore receive a certificate of appreciation and that the Chairman of the Board present them. The motion carried unanimously.

A memo from Richard Normand, Union President, requesting that negotiations for a new contract begin was noted.

Commissioner Anderson stated in the past the Negotiating Committee has been a sub-committee of the Personnel Committee in addition to the Prosecuting Attorney and a representative from the Controller's Office. Those not on the Negotiating Committee are members of the Grievance Committee.

Chairman Alderton designated Commissioner Anderson and Commissioner Carlson in addition to himself to act as the Negotiating Committee. It was noted that the Chairman of Personnel sits on both the Negotiating and Grievance Committees.

Jack LaSalle will be contacted concerning negotiating meetings for January 25th and January 31st to discuss the Sheriff's union contract. Members of the committee will meet at 6:30 p.m. and union representatives will be invited to attend at 7:30 p.m.

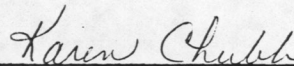
Discussion was held on salaries for non-union personnel. It was noted that the cost of living increase for 1977 will be \$582.00 if the cost of living increase remains at the current percentage.

It was noted information concerning the judges' salaries has not yet been received from the State.

It was moved by Commissioner Anderson and supported by Commissioner Bollero to table the subject until the next meeting. The motion was carried unanimously. Information will be compiled for the next meeting on this subject.

It was moved by Commissioner Carlson, supported by Commissioner Racine and carried unanimously to adjourn.

Respectfully submitted,



Secretary

February 3, 1977

The Personnel Committee was duly called and held on February 3, 1977 at 7:00 p.m. in the County Courthouse.

Present: Commissioners Bollero, Carlson, Racine, Cheatham, Anderson and Alderton.

Absent: None.

In Attendance: Judges Easton and Catel; Lyn Johnson, County Planner; Sheriff Maino; and Gary Yoder, County Controller.

Chairman Alderton called the meeting to order.

Commissioner Alderton stated Lyn Johnson would like to make the committee aware that the letter from Bruce Graham concerning reclassification of the plumbing inspector position had been directed to him and not the committee. Action had been taken on this communication at the last meeting.

Commissioner Alderton read a letter from Judge Easton regarding the caseload in the two District Courts. Judge Easton is requesting an additional person who would work in both courts. An accompanying letter from Ben Pascoe, Magistrate, noted there has been only one staff member added to the District Court system in eight years.

It was noted that the Ishpeming District Court's request for a bailiff has been withdrawn.

Judge Easton attended the meeting to discuss the request. Judge Easton stated he does not feel both courts need a full-time position but the situation warrants additional help as records are not being kept up to date. Also, the amount of in-coming telephone calls has increased, and during times when an employee is on sick leave or vacation there is no one available to cover for them.

Gary informed the committee the clerks in District Court are classified in Group I for their first year of employment and then advance to Group II. The salary for Group I positions is \$7,312.00.

It was noted the court in Ishpeming has two clerks, one of which also acts as magistrate, and there are three clerks in the Marquette District Court.

Judge Catel believes the proportion of record keeping, etc. between the two courts is 2½ to 1, with the Marquette court having the heavier load. Judge Catel stated he will provide the committee a report on the amount of time Lynn Ketchum spends as magistrate, and the Ishpeming District Court's activities.

In regard to a communication from Judge Easton requesting reclassification of the magistrate-administrator position, Commissioner Anderson felt the matter should be dealt with by the union and not the department head.

Judge Easton believes the duties of magistrate-administrator are similar to those of the juvenile division director, who is in a higher job classification. It was noted the juvenile division director received about 200 more points on the job study rating conducted by CUPPAD than that of magistrate.

Judges Catel and Easton then left the meeting.

Lyn Johnson entered the meeting. A communication had been received from Lyn in which he requested authorization to submit applications for three CETA funded positions: a cartographer and associate planner for the County Planning Commission, and an electrical inspector for the Building Code Department.



Lyn Johnson stated within the next three to four months the Building Code Department will add three cities, multi-family dwellings, and commercial buildings to their current load, and will need an additional electrical inspector. He added, within the next twelve months the state will turn over the enforcement of the basic mechanical code to the county.

He would like to add an electrical or plumbing inspector as these individuals can also do structural inspections, whereas a structural inspector cannot conduct electrical or plumbing inspections.

He stated a secretary, structural and plumbing inspector in the Planning Commission and Building Code Department are currently funded by CETA.

It was noted the county sets the rates for permit fees. Lyn stated their fee schedule for building permits is basically the same as the state's fee schedule.

Lyn believes an additional electrical or plumbing inspector will be needed by June, 1977. It was noted, however, that these positions would not qualify for CETA funding. Lyn then requested the cartographer and associate planner positions be funded under CETA.

Should the committee approve the projects, Lyn would then submit the requests to CETA. Lyn Johnson then left the meeting.

Sheriff Maino then entered the meeting. Commissioner Anderson noted there is a possibility of funding the Secretary II position in the Sheriff's Department under CETA. A CETA slot has been allotted to the county and the Personnel Committee must decide whether to fund the proposed assistant cook position in the county jail or the secretarial position in the Sheriff's Department.

Commissioner Carlson stated the person hired must meet the qualifications set up by the CETA Act. The Sheriff passed out a letter concerning his request for a secretarial position. He believes the qualifications necessary for CETA hiring would not enable him to hire the most qualified applicant.

Gary stated Norma Schoonover has informed him that CETA positions will be awarded to heads of households; they will not be given to people for the purpose of bringing in a second income.

It was moved by Commissioner Anderson, supported by Commissioner Carlson and carried unanimously to recommend to the Board that the Secretary II position in the Sheriff's Department be funded as originally anticipated, with funds on hand in the general fund.

Sheriff Maino stated the assistant cook would receive \$2.75 per hour. It was moved by Commissioner Carlson to recommend to the Board that an assistant cook position in the Sheriff's Department be funded by CETA funds available to the county, supported by Commissioner Bollero and carried unanimously.

Sheriff Maino then submitted a written request and rationale for a salary increase for his position.

A discussion was held on the serving of process papers. Sheriff Maino stated para-professionals serve process papers, are deputized, and are not an expense to the county. They are paid by the private attorneys requesting the service. The Sheriff's Department still serves papers for the Friend of the Court, Prosecuting Attorney and Probate Court, however.

Sheriff Maino then left the meeting.

The committee then discussed Gerald Sherbinow's request for accumulation of seniority while an undersheriff for the Sheriff's Department. He had requested a leave of absence upon accepting the undersheriff position. The union stated they had granted him a leave of absence, and a verbal leave of absence was granted from the county.

Gary Walker had been requested to give an opinion on whether or not he was entitled to the accumulation of seniority according to the contract. The prosecuting attorney felt he was entitled to this seniority.

Gary Yoder stated personnel files are kept on courthouse employees, however, they have only partial records of the Sheriff's Department's employees. The Sheriff's Department has been requested to keep the Controller's Office up to date on these records.

Commissioner Anderson requested that the Controller's Office find out what is deficient in the current personnel files and then set up a policy to obtain adequate records for report at the next meeting.

It was then moved by Commissioner Anderson, supported by Commissioner Cheatham and carried unanimously to grant the accumulation of seniority to Gerald Sherbinow for the time spent as undersheriff in the Sheriff's Department.

Discussion was held on the switchboard operator position. Gary stated money is in the budget for this position, and the job classification has to be negotiated with the union.

He stated if this is a full-time position someone must be available to fill in during the employee's coffee breaks and lunch hours. Sick leave and vacation time must also be considered.

It was noted having part-time people to fill two four-hour shifts had been mentioned previously.

The Personnel Committee requested the Controller to supply suggestions on how this matter can be best handled for presentation at the next meeting.

The committee returned to Judge Easton's request for reclassification of the magistrate-administrator position in District Court. It was moved by Commissioner Carlson, supported by Commissioner Cheatham and carried unanimously to deny the request.

Discussion returned to the subject of an additional person for the District Court. The committee felt that in view of the fact the caseload in the two courts has increased by 20% since 1974, and there is a back log of work to be done, the additional position was necessary. It was noted the District Court contributed \$146,238.04 to the general fund in 1976 as compared to \$102,002.91 in 1974.

It was moved by Commissioner Anderson that a deputy clerk position be established in the District Court and the budget be amended by the necessary amount for salary and fringe benefits, and the amount be off-set by funds on hand in the general fund. The motion was supported by Commissioner Bollero and carried unanimously.

The committee then discussed the request from Lyn Johnson for CETA positions in the Planning Commission and Building Code Department.

Commissioner Anderson felt there is a need for a cartographer as the county maps need to be updated. It was moved by Commissioner Carlson, supported by Commissioner Anderson and carried unanimously to authorize the County Planner to submit an application for a CETA position for a cartographer.

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Discussion turned to salaries of non-union personnel. The Prosecuting Attorney had submitted a letter concerning his salary requests for non-union personnel in his department.

The committee discussed making a general adjustment and then equalizing inequities. Gary Yoder stated department heads have expressed concern for cost of living expenses.

Commissioner Carlson stated the cost of living was 4.8% in 1976 and 9.1% in 1975. Since 1970 the cost of living has increased 39%.

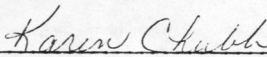
Increasing fringe benefits for non-union employees was discussed. Gary stated medical benefits and retirement benefits are the same for non-union personnel and union personnel. Non-union personnel receive \$15,000.00 in life insurance as compared to \$7,500.00 for non-union. The Probate Judge pays into his own retirement plan and Circuit and District Court judges contribute to state and county retirement plans.

Providing longevity payments to non-union personnel was mentioned as a possibility. Also, the committee considered allowing employees the chance to purchase more life insurance on their own through the county.

The controller was requested to check on the cost of additional life insurance, the option for employees' to buy additional life insurance, and to provide figures on cost of living and longevity.

The committee then adjourned.

Respectfully submitted,

  
Secretary



March 3, 1977

The Personnel Committee was duly called and held on March 3, 1977 at 7:00 p.m. at the County Courthouse.

Present: Commissioners Bollero, Carlson, Alderton and Anderson.

Absent: Commissioners Cheatham and Racine.

In Attendance: Gary Yoder.

Gary presented his recommendation on the switchboard staffing. He stated some offices are open at 8:30 a.m. and the Planning Commission is open from 8:00 a.m. to 5:00 p.m. To cover everyone and allow some overlap Gary suggested that someone be at the switchboard from 8:00 a.m. to 5:30 p.m. Gary stated this can be done with 1½ positions on the switchboard using three different people. One person would cover from 8:00 a.m. to 11:00 a.m.; the second person would cover 11:00 a.m. to 2:30 p.m.; and the third person would cover from 2:30 p.m. to 5:30 p.m. Three people would then be trained and could cover sick leaves and vacations by re-scheduling hours.

Two of the employees would be full-time working half-time in the Accounting Division (at a higher pay scale) or as clerical help. The 11:00 a.m. to 2:30 p.m. shift would be a half-time position. Gary stated this arrangement would not increase the budget for this year because one person is already budgeted for the switchboard and a half-time account clerk and half-time clerical person are also budgeted.

The telephone system will be installed about the middle of May, 1977 according to Gary.

Of the two full-time people involved in the plan, one would work 8:00 a.m. to 4:00 p.m. and the other would work 9:30 a.m. to 5:30 p.m. The Account Division person would split her/his time between two different salary groups.

It was moved by Commissioner Carlson to accept the recommendation of the Controller on the switchboard staffing and supported by Commissioner Anderson. It was noted these are union positions. Gary will check with the union as to whether they have objections to a person being paid at two different rates. The regularly scheduled half-time person would also be a union position. Following discussion the motion carried unanimously.

The Controller reported on the personnel records. He stated these are currently being updated. The Sheriff is keeping his own personnel records, however, Sheriff Maino has stated the records in the Sheriff's Department can be copied and given to the Controller and copies of any further personnel records will be sent to the Controller.

Gary stated a memo should be sent to all department heads asking them to keep written records on disciplinary action, etc., and that these be placed on file in the Controller's Office. The committee directed the Controller to send such a memo listing types of information that should be sent to the Controller for the employees' personnel files.

Gary stated a monthly time sheet is turned in by each department, and sick leave and vacation slips are turned in with it. He added he is receiving copies of requests and grants for leaves of absence.

It was noted the official personnel records for the County will be those in the Controller's Office.

Commissioner Bollero asked if there is a clause in the contract stating an employee can see their personnel file upon written request. He stated he understood anyone getting federal funds under Title IX must have this provision.

Additional information requested by the Personnel Committee on the Planning Commission's request for a CETA funded associate planner position was received and reviewed.

Commissioner Anderson stated the Planner's request would not qualify for CETA funding as he is not asking for funding for a special project which his budget does not permit the department to do at this time.

It was suggested that the materials be sent back to the Planner and that he be informed the application does not meet CETA qualifications.

It was moved by Commissioner Anderson that the committee not approve the application for associate planner at this time as the current proposal does not meet the necessary CETA qualifications, and that the Planner's Office consider an additional position in the Building Code Department thereby freeing the Planner's time for duties in the Planning Commission. The motion was supported by Commissioner Bollero and carried unanimously.

Commissioner Anderson noted that the CETA Committee requested that all county CETA applications be funneled through the Personnel Committee before being submitted.

A communication from Jack LaSalle requesting negotiations for the courthouse contract be initiated was read. The following dates will be offered: March 21, 1977; March 23, 1977; March 28 - 31, 1977. Jack LaSalle will be notified of the available dates via certified mail and copies will be sent to Richard Normand, Local President, and the Michigan Employment Relations Commission.

The committee then discussed changing their meeting dates to fall after the third Wednesday of each month. It was moved by Commissioner Anderson, supported by Commissioner Carlson and carried unanimously to recommend to the Board that the Personnel Committee meet on the third Thursday of each month beginning with the April, 1977 meeting. The schedule would be as follows.

Thursday, April 21, 1977, 7:00 p.m.  
Thursday, May 19, 1977, 7:00 p.m.  
Thursday, June 16, 1977, 7:00 p.m.  
Thursday, July 21, 1977, 7:00 p.m.  
Thursday, August 18, 1977, 7:00 p.m.  
Thursday, September 15, 1977, 7:00 p.m.  
Thursday, October 20, 1977, 7:00 p.m.  
Thursday, November 17, 1977, 7:00 p.m.  
Thursday, December 15, 1977, 7:00 p.m.

Communications from the Department of Labor stating Walter Quillico will be available as mediator for the courthouse employees and courthouse supervisors contract negotiations were noted.

Materials from the American Arbitration Association on an arbitration case involving a Sheriff's Department deputy were noted. The arbitrator awarded the case to the county and the disciplinary action will stand. The Controller stated the Prosecuting Attorney has been given a copy of the disposition for his records.

The Harbor Commission vacancy was discussed. This is an unexpired term ending December 31, 1977. Stan Uitto of Ishpeming was mentioned as a possibility and his name will be given to the Board when nominations are made.

The committee then discussed the Tax Allocation Board appointment to be made at the March 16, 1977 Board meeting. James Dompierre, Hope Trapp, Robert DeRoache, Carl Pellonpaa, Jack Leadbetter and Ken Goldsworthy were all mentioned as possibilities. The Prosecuting Attorney will be asked to check if James Dompierre and Hope Trapp pose a conflict of interest as the individual must be "not officially connected or employed by any local or county unit" according to the act relevant to this appointment.

A communication was received from Judge Quinnell suggesting the Circuit Court bailiff's job classification be placed in a higher category.

It was moved by Commissioner Carlson, supported by Commissioner Bollero and unanimously carried to deny the request as it should be handled by the union.

Communications were received from James Sodergren, County Treasurer; Henry A. Skewis, County Clerk; Dave Hillier, Maintenance Engineer; and Michael Zorza, Emergency Services Director, concerning 1977 salaries for their positions.

Commissioner Anderson suggested granting the major portion of the salary increases at this time, making final salary adjustments at a later date. All final adjustments would be retroactive to January 1, 1977, as well as the interim increase.

It was moved by Commissioner Anderson, and supported by Commissioner Carlson to recommend to the Board that a 5% increase, retroactive to January 1, 1977, be granted to the following non-union employees as an interim increase pending the completion of the committee's consideration of the total adjustment of non-union personnel salaries: Treasurer, Clerk, Register of Deeds, Equalization Director, Controller, Ass't. Controller, Prosecutor, Ass't. Prosecutors, County Planner, Sheriff, Undersheriff, Emergency Services Director, Maintenance Director, Mine Inspector, Drain Commissioner, Jail Cook and Board Secretary. The motion carried unanimously.

Gary Yoder will draft a letter informing non-union personnel of the Board's action should the committee's recommendation be approved.

As there was no further business to attend to the committee adjourned.

Respectfully submitted,

Karen Chubb  
Secretary



May 3, 1977

The Personnel Committee was duly called and held on May 3, 1977 at 7:00 p.m. at the County Courthouse.

Present: Commissioners Bollero, Cheatham, Alderton, Anderson and Racine.

Absent: Commissioner Carlson.

In Attendance: Mike Madden, Assistant Controller; Lyn Johnson, County Planner; Commissioner Farrell; and Frank Molinare, District Supervisor, Cooperative Extension Service.

Lyn Johnson stated the county will start issuing building permits and doing inspections for the City of Marquette beginning May 9, 1977. He noted the City of Marquette issues 250-300 building permits a year and the county will obtain \$20,000 to \$25,000 in revenues through issuance of city building permits. Also, on June 22, 1977, the State Energy Code goes into effect, which will increase the length of the review process and will require two additional inspections. Lyn believes the Building Code Department will be short two people as a result of this additional work.

Lyn passed out a job description sheet for a Local Development Coordinator for the committee's information. Salaries for this individual and an additional Structural Inspector would be \$10,695 each. Commissioner Alderton read a related communication from the Budget and Executive Committee which stated there are funds available for the two positions should the Personnel Committee see fit to establish them.

Lyn would like to hire the Structural Inspector as soon as possible to do the inspections and would like to hire the Development Coordinator before June 16, 1977. Mike Madden stated the positions have to be posted for union members for seven days. It was noted, Marquette and Sands Townships still handle their own inspections.

It was moved by Commissioner Anderson and supported by Commissioner Cheatham to recommend to the Board that the positions of Structural Inspector and Local Development Coordinator be added to the Building Code Department, both at the rate of \$10,695 per year. Funds on hand in the general fund and increased revenues from the Building Code Department will be used to cover the \$17,385 costs involved for 1977. Mike Madden stated should the recommendation be approved a letter will be sent to the union notifying them of such, and of the salary rates. It was noted, the Development Coordinator would not be a management type position. Following discussion, the motion carried unanimously.

A communication was received from Mel Nyquist, Cooperative Extension Service, submitting an application for a position of Family Living Program Assistant. This person would organize educational programs for senior citizens and low-income people. An information sheet on the duties of this position, along with a CETA Title VI application for the position, were included also. It was noted the salary for the position would be \$7,280, with fringe benefits bringing the total of the position to \$8,500. This would be a one year program.

It was moved by Commissioner Anderson, supported by Commissioner Cheatham to recommend that the Board approve the Cooperative Extension Department's CETA request for the position of Family Living Program Assistant. It was noted in discussion that the position will be discussed with Mary Pierce, Family Living Agent, at the next meeting. The motion carried unanimously.

It was noted all county CETA applications should come to the Personnel Committee before being submitted by the departments. This does not include out-departments however. It was moved by Commissioner Anderson and supported by Commissioner Cheatham to recommend to the Board that any applications for additional personnel funded under Federal and State grant programs be approved by the Personnel Committee prior to submission. Following discussion, the motion carried unanimously.

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May 3, 1977

Mike Madden stated the Humane Society intends to request that the county do their bookkeeping. It was noted such a request would go to the Budget and Executive Committee. Commissioner Bollero felt there should be a charge for such services.

Mike Madden informed the committee that the county has an opportunity to obtain a 100% funded position under the Neighborhood Youth Corps Program for a janitorial position at the Jail Building. Presently trustees clean the Jail and the Prosecuting Attorney's Office and an extra deputy is needed to supervise their work. Commissioner Racine felt such positions should be advertised publicly. It was noted, positions often are not advertised as they are posted and bid by the union.

It was moved by Commissioner Anderson, supported by Commissioner Bollero and carried unanimously to recommend to the Board that the Sheriff's Department be authorized to apply for a person under the Neighborhood Youth Corps Program to do janitorial work.

A discussion was held on the possibility of using Neighborhood Youth Corps employees to clean up and landscape the courthouse area.

Mike Madden stated county employees have been solicited at work by various groups. There is a city ordinance which states private companies can prohibit such solicitations but a public operation must pass a resolution to establish a policy on this.

It was moved by Commissioner Racine and supported by Commissioner Cheatham to recommend to the Board that a policy be established that no solicitation of county employees be allowed except with prior approval of the Controller's Office. Commissioner Bollero felt solicitations should be prohibited completely. Following discussion the motion carried unanimously.

The Controller's Office will send a memo to departments requesting that they notify the Controller's Office should they be solicited during office hours by any of the various charity organizations.

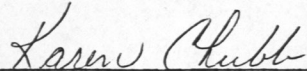
Mr. Molinare, District Supervisor for the Cooperative Extension Service, entered the meeting and supplied the committee with information on the process of replacing Mr. Nyquist as director. He stated the position has been advertised and interviews conducted. Mr. Molinare would like their candidate and Mr. Nyquist to meet with a committee of the Board. Mr. Molinare stated should the county not approve of their selection another candidate will be chosen. He would like a recommendation to the Board from a committee on the person selected to fill the position vacated by Mr. Nyquist's retirement. Mr. Molinare then left the meeting.

Commissioner Alderton passed out an information sheet on the status of the negotiations with the unions for the committee's information.

Commissioner Racine stated he received a call from a spokesman of the Road Commission to discuss management relations and the county's policy on the same. The committee felt such matters should be discussed as specified in the contract, although they can attend a Board meeting if they so wish.

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

Respectfully submitted,

  
Secretary

May 19, 1977

The Personnel Committee was duly called and held on May 19, 1977 at the County Courthouse at 7:00 p.m.

Present: Commissioners Alderton, Anderson, Bollero, Cheatham and Racine.

Absent: Commissioner Carlson.

In Attendance: Gary Yoder, County Controller; and Gary Walker, Prosecuting Attorney.

The committee discussed a grievance submitted by William LaMora, Sheriff's Department, concerning seniority. Letters exchanged between the Assistant Controller and Deputy LaMora on this matter were presented to the committee. The committee felt that under the conditions of union contract Article 14, Loss of Seniority, the grievance was unfounded. It was moved by Commissioner Racine that the grievance be denied as the request violates the conditions of the contract. The motion was supported by Commissioner Cheatham and carried unanimously.

Gary Walker was present to discuss hiring an additional assistant prosecutor for his staff. He stated the last increase in his staff was in the Fall of 1974. There are currently three assistant prosecutors. He noted the workload for his office has increased. Also, his staff must do all appellate work which was not the case in the past.

Walker stated an additional assistant for the remainder of 1977 can be covered by his current budget. The primary responsibilities of the new assistant would involve civil work for the county in areas such as the Plat Board, Health Board, Townships and the County Board. The Prosecutor would like to fill the position by July 1, 1977.

It was moved by Commissioner Bollero and supported by Commissioner Anderson to recommend to the Board that the Prosecutor be authorized to hire an additional assistant prosecutor for his staff using funds currently in his 1977 budget. Commissioner Racine stated the Prosecutor should be aware that the continuance of the additional assistant would be dependent on the mills received by the county from the Allocation Board. Following discussion, the motion carried unanimously.

Gary Walker then left the meeting.

A memo from the County Lands and Buildings Committee was read which stated that committee felt the newly approved janitorial position for the Jail Building should be under the Maintenance Engineer. There had been some confusion as to whether the position would be under the Sheriff or the Maintenance Engineer. The committee noted it had been their intent that the position would be under the Maintenance Engineer as the responsibility for janitorial services belongs to him. A memo will be sent to Dave Hillier and Sheriff Maino stating the committee's views on this issue, with a copy to the County Lands and Buildings Committee. It was noted the Sheriff should be involved in the screening of the individual for security purposes.

A letter from Mel Nyquist was read concerning employing Marcia Bowers, a college student, in his office, for the summer, under a work study program. It will cost \$277.20, plus social security, to employ the student and the expense can be covered under the Cooperative Extension's current budget. Ms. Bowers will work with 4-H club members.

Mary Pierce, Cooperative Extension Office, submitted materials to the committee, which she had been asked to supply, on the duties of an assistant family living agent position. Mrs. Pierce could not attend the meeting as she had a prior commitment.



Personnel Committee  
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May 19, 1977

The means in which to honor Mel Nyquist upon his retirement was discussed. A plaque with the proper wording inscribed will be ordered to be presented at Mr. Nyquist's retirement dinner.

Commissioner Alderton stated fringe benefits for elected officials must be considered by the committee. The Controller's Office will compile information on this matter for discussion at future meetings. Gary Yoder stated the Probate Court Judge received a \$2,000 increase as of April 1, 1977 due to changes in state law.

The National Corporation Cancer Plan was mentioned. Gary stated the organization wants authorization to approach the employees on purchasing cancer insurance and that 100% of the employees need not be interested in the program for the county to be involved. Keith Brown will be invited to attend the next Personnel Committee meeting to discuss the cancer insurance plan.

It was then moved by Commissioner Racine, supported by Commissioner Anderson and carried unanimously to adjourn.

Respectfully submitted,

Karen Chubb  
Secretary

June 16, 1977

The Personnel Committee was duly called and held on June 16, 1977 at 7:00 p.m. at the Courthouse Annex.

Present: Commissioners Bollero, Alderton, Cheatham and Carlson.

Absent: Commissioners Anderson and Racine.

In Attendance: Keith Brown, Ed Palka and Carl Lesley, representatives of the National Cancer Corporation; Gary Yoder and Mike Madden, Controller's Office; Deputy William LaMora; and Gary Walker, Prosecuting Attorney.

Representatives from the National Cancer Corporation attended to discuss their cancer insurance program. Mr. Brown requested permission to contact county employees on the program and for consideration of a payroll deduction to cover the cost of the insurance for those participating in the program. Mr. Brown stated there is no group rate for the insurance program. Brochures on the program were provided for the committee's information. Deduction for the cancer insurance are done on a monthly basis. Bookkeeping would be the only expense to the county.

Because this insurance coverage is not a group insurance plan an individual can receive benefits from another insurance company in addition to the cancer insurance, according to Mr. Brown. Mr. Brown stated payment for transportation to a hospital which is not the nearest to offer the needed service would rely on a doctor's recommendation.

Gary stated the payroll deduction could be put on the computer and made a routine deduction. Mr. Brown stated they would like to deal with department heads in setting up conferences with the employees. It was noted county commissioners would also be eligible for this type of insurance. Mr. Brown would prefer meeting with employees on a one to one basis, or in small groups to discuss the policy. There is a choice between two programs: one with a return of premium and one with coverage only. For coverage only the plan costs \$60 per family and \$36 per individual per year.

This insurance plan has been on the market for 27 years, according to Mr. Brown, and rates have been increased only when benefits have increased. Those eligible for care at veterans' hospitals are covered by this insurance plan.

The waiting periods for coverage are being waived by MAC for this policy. Claims would be filed by the concerned employee not by the county.

It was moved by Commissioner Carlson and supported by Commissioner Bollero to recommend to the Board that representatives from the National Cancer Corporation be given permission to contact individuals on this type of insurance and to allow a payroll deduction from the employees who enroll in the program. Mike Madden requested that the representatives contact the Controller's Office before presentations are made to employees. Following discussion, the motion carried unanimously.

The representatives will contact the Controller's Office July 7, 1977, the day following the next Board meeting. The representatives then left the meeting.

Deputy William LaMora was present to discuss his request for reinstatement of his seniority for the time he was previously employed by the Sheriff's Department. Commissioner Alderton read a letter from Deputy LaMora to Mike Madden on his request stating he was not represented by the union as a probationary employee and was advised by the union to contact the Personnel Committee or Sheriff on this matter.

Bill stated he had worked 2.8 years with the Sheriff's Department before quitting to continue his education. He would like to pay back his pension fund and have

his seniority reinstated for payroll purposes, vacation time and job posting rights. He stated he would not use his seniority as a bumping factor to obtain a position currently held by any employee of the Sheriff's Department.

There would be some additional cost to the county in allowing the deputy to reimburse his pension fund, according to Gary Yoder, which could not be included in the employee's repayment. The deputy would also have to pay interest on the amount repaid.

Following discussion, it was moved by Commissioner Carlson to table the matter until the next meeting of the Negotiating Committee when it can be discussed with the union. The motion was supported by Commissioner Bollero and carried unanimously. Deputy LaMora then left the meeting.

Gary Walker noted that while formal settlement with the union has not been made, all items are agreed upon outside of job classifications and he requested that the committee act on salaries for non-union personnel.

He is requesting \$22,500 for Assistant Prosecutors with a \$3,000 increment for the Chief Assistant. This would not mean the assistants would get the full amount allocated for the position, however, as the salaries are based on length of employment.

Gary Walker stated an Attorney II in a civil service position, which requires two years of legal experience, receives a \$26,600 maximum salary. The minimum salary is expected to increase to \$23,000; it is currently at \$21,000.

He requested previously that the Prosecutor's salary be set at \$32,000, which is comparable to some of the judges in the county. Probate Judge receives \$33,000; District Judge receives \$32,080 (which will be going up in the near future); and Circuit Judges receive \$39,200. Gary stated he is now requesting a salary of \$33,000 and that the salary remain automatically at the same level as the Probate and District Court Judges. He stated a civil service Attorney V, which is a department head type position, receives \$28,000 starting salary, with a maximum of \$34,150 after four years. He also provided information on Prosecuting Attorney salaries in other Michigan Counties as follows: Washtenaw (part-time), \$30,000; Wayne, \$39,000; Macomb (part-time), \$29,000; Lenawee (part-time), \$24,000; Livingston (part-time), \$27,000; Delta, \$21,000; Midland, \$32,000; and Shiawassee (part-time), \$25,000.

Commissioner Carlson noted the committee had discussed holding a special meeting to discuss salaries and fringe benefits for non-union personnel. Gary stated there is \$120,000 in the contingency fund for salary increases. This is for both union and non-union salary increases.

A special meeting of the committee will be held June 22, 1977 at 7:00 p.m. to discuss non-union personnel salaries and fringe benefits. Gary Walker then left the meeting.

Commissioner Alderton read a communication to Mike Madden from Sheriff Maino requesting that two sergeant positions be established for the Road Patrol, to be filled by current Road Patrol staff. Mike stated this would cost \$1,622 for the remainder of the year, beginning July 1st. Mike felt the supervisory positions may increase efficiency.

Commissioner Carlson felt the request should be included in the Sheriff's Department's budget for 1978. Commissioner Carlson moved that the request be denied. The motion was supported by Commissioner Bollero. It was felt the Sheriff should take steps available to him in establishing greater efficiency. The motion carried unanimously. The Sheriff will be informed of the committee's action by the Controller's Office.



Gary Yoder stated, besides himself, Mike Madden, Dave Hillier, Mike Zorza, and Lyn Johnson have accumulated more "comp" time then can be used by them and would like the committee to consider setting up a provision for payment of "comp" time that cannot be taken. Commissioner Bollero stated the City of Negaunee's Manager works on a salary and takes "comp" time when his schedule and duties permit. He also felt the extra time put in should be considered in setting up salaries. Commissioner Carlson felt there would be less committee meetings as a result of the findings of the Government Study Committee and perhaps the matter could be discussed by them.

As there was no further business to come before the committee, it was moved by Commissioner Carlson, supported by Commissioner Bollero and carried unanimously to adjourn.

Respectfully submitted,

*Karen Chubb*  
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Secretary

June 27, 1977

The Personnel Committee was duly called and held June 27, 1977 at 2:30 p.m. in the Courthouse Annex.

Present: Commissioners Alderton, Bollero, Cheatham, Carlson and Racine.

Absent: Commissioner Anderson.

The purpose of the meeting was to establish 1977 salaries for non-union personnel. Various letters from personnel on salaries were reviewed by members of the committee.

It was noted the judges did not receive a 5% salary increase when the other non-union personnel did because of pending legislation concerning their salaries.

Commissioner Carlson noted that salaries should be part of the budgetary process so that raises can be received at the beginning of the year. It was mentioned that the Personnel Committee had worked on inequities concerning salaries in 1976. As contract negotiations stand now, 1977 wages, including a roll-in for cost of living, are up 8.8% for union personnel over 1976.

A discussion was held on "comp" time for salaried personnel. It was felt that the personnel should take time off when possible. Commissioner Carlson suggested that the Personnel Committee recommend to the Government Study Committee that the subject be studied and specific recommendations on "comp" time be made.

Commissioner Alderton stated both union and non-union personnel received a 7% increase in salaries in 1976. In 1976 the union employees received \$432.27 through cost of living increases.

It was moved by Commissioner Carlson and supported by Commissioner Cheatham that non-union personnel receive a 9.5% increase for 1977 over the 1976 salaries. Commissioner Carlson stated this is not for purposes of a recommendation to the Board but for committee action only. Judges are not included in the 9.5% overall increase as their salaries are set by law.

A 9.5 increase of the Treasurer's 1976 salary would bring the salary to \$15,603.75. A letter of request from the Treasurer was read stating Marquette County's Treasurer's salary is lower than comparable Michigan counties. The committee recommended a salary of \$15,650.00 for 1977 for the Treasurer, which is a 9.8% increase over 1976.

A letter from the County Clerk was read which compared his salary with counties similar to Marquette County. A 9.5% increase for this position would set the salary at \$16,972.50. The committee recommended the salary be set at \$17,000, which is an increase of 9.6% over 1976.

The Register of Deeds salary with a 9.5% increase would amount to \$14,782. The committee set it at \$14,800, which is an increase of 9.6%.

The Equalization Director's salary was then discussed, and set at \$16,150 for 1977, which represents a 9.5% increase over 1976.

A letter from Mike Zorza concerning his salary and noting the county is being reimbursed 50% for expenses of the Emergency Services Department was read. An increase of 9.4% was added to the director's present salary bringing the 1977 salary to \$13,400.

It was noted by Commissioner Bollero that the Maintenance Director has increased responsibilities with the new Annex. A letter of request was read from Dave Hillier concerning his salary. The committee set the recommended salary at 18% above the 1976 salary bringing it to \$14,500.

The Mine Inspector's salary was then discussed. According to statute the minimum payment for this position is \$15.00 per day for no more than five days per week. The committee's recommended salary for this position for 1977 is \$12,480 which is a 9.5% increase over 1976 and amounts to \$48.00 per day.

The Drain Commissioner's salary was set at \$1,650.00; a 9.5% increase over 1976.

The Jail Cook's salary was then discussed. She is currently getting \$3.41 per hour including the 5% increase. The committee set her salary at \$3.50 per hour which is a 9.5% increase over 1976.

The Board's secretary's salary was recommended at 13.7% above the 1976 salary bringing it to \$11,500 for 1977.

Commissioner Alderton stated salaries for District, Circuit and Probate Court judges are set by the State. The State stipulates what the salary will be and how much the county must pay.

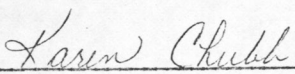
The Prosecuting Attorney's salary was then discussed. A memo on his salary and that of the assistants was received and reviewed by the committee. The committee's recommended salary for the Prosecuting Attorney for 1977 is \$30,000, which is 11.3% increase over 1976. The Assistant Prosecutors' salaries were set at a maximum amount of \$21,500.

Commissioner Alderton will submit a report with the salary recommendation presented to the Board as he will not be present when this matter is considered by the Board.

It was moved by Commissioner Carlson, and supported by Commissioner Bollero to recommend that the Board approve the above salary recommendations for non-union positions for 1977, that the judges' salaries be set as established by State law, and that the salaries be retroactive to January 1, 1977. The increase in salaries will be covered by funds on hand in the Contingency Fund. The motion carried unanimously.

It was moved by Commissioner Carlson, supported by Commissioner Racine and carried unanimously to adjourn.

Respectfully submitted,

  
Secretary



ADDENDUM TO MINUTES  
Personnel Committee  
June 27, 1977

A letter from the Assistant Controller was read concerning his salary request for 1977. The committee recommended a 14% increase for the Assistant Controller in order to bring the salary more in line with that of the Controller. This increase brings the salary for 1977 for this position to \$16,000. A 10% increase for the Controller over his 1976 salary was recommended, bringing the salary for that position for 1977 to \$20,900.

The County Planner's salary for 1977 was set at \$17,800 which is a 9.5% increase over 1976.

The Sheriff's salary was then discussed. The committee increased the salary for this position by 9.0% bringing the 1977 total to \$18,000. The committee felt as the Undersheriff had received his position in 1977 an increase above the 5% already received was not warranted. They also left the Sheriff's secretary's salary at its current rate as the position had just recently been established.

July 21, 1977

The Personnel Committee was duly called and held July 21, 1977 at 7:00 p.m. in the Courthouse Annex.

Present: Commissioners Alderton, Bollero, Carlson, Cheatham and Anderson.

Absent: Commissioner Racine.

In Attendance: Commissioner Farrell and John Hess, Assistant County Planner; Judges Quinnell and McDonald; Sheriff Maino; Henry Skewis, County Clerk; and Mike Madden, Assistant Controller.

Commissioner Alderton called the meeting to order.

John Hess submitted three positions for the committee's review in which he would like to apply for CETA funding. He stated he would like to apply for Title VI funding for a position to upgrade the County Comprehensive Plan and someone to develop a County Recreational Plan. He also would like to submit an application for Title II funding for a secretary who would work with both the Building Code Department and the Planning Commission.

Mr. Hess stated the workload has increased in the Planner's Office since picking up the building permit issuances for the City of Marquette; also construction has increased in the county. According to Commissioner Farrell, the department is getting behind in issuing permits because of the workload and an additional secretary could help alleviate this problem. There are currently two secretaries in the department.

The Planner and Planning Commission believe more people are needed also because of the Zoning Ordinance. Commissioner Alderton stated a Recreational Planner could develop a plan which the Planning Commission has not had time to do because of their other duties. Commissioner Farrell stated the Planning Commission will be presenting a recommendation to the Board on establishing a Recreation Commission in the county.

Commissioner Anderson stated Title VI funds cannot be used to expand an existing service but are for projects with a definite beginning and end. To be employed under Title VI a person must be unemployed for several weeks. John Hess and Commissioner Farrell then left the meeting.

Judges Quinnell and McDonald were present to discuss the 1977 salaries for Circuit Court Judges as they did not receive increases from the county at the time other non-union employees did. Commissioner Alderton stated the committee was under the impression that legislation was being considered concerning these salaries hence action was not taken. The state raised Circuit Court Judges salaries by \$1,200, effective January 1, 1977, according to a memo from the Controller. Commissioner Carlson stated the committee had not turned down raises for the judges for 1977 but had waited for information on state action and relevant laws before the matter was discussed.

Judge Quinnell provided the following information on Circuit Court Judges' salaries in the state for counties comparable to Marquette County.

Shiawasse	\$43,700
Van Buren	37,522
Lenawee	41,200
Midland	42,950
Allegan	37,700

Judge Quinnell stated Marquette County's term life insurance is one of the best in the state. Judges Quinnell and McDonald then left the meeting.

Sheriff Maino was present to discuss the 1977 salary for the Undersheriff. The Sheriff provided an information sheet to the committee on the qualifications of the Undersheriff and the duties of that position. The current salary is

\$16,800 and the salary was \$16,000 for 1976. Commissioner Alderton stated this salary is higher than many of the elected officials in Marquette County. Commissioner Bollero stated the position is an appointed position and he was concerned that the next Undersheriff may not be as qualified as the current Undersheriff yet would receive the same salary. Sheriff Maino stated because of the insecure status of the position the salary should be higher. Also, there is a demand for expertise, and there are liability factors attached with the position. Sheriff Maino stated to get qualified men a sufficient salary must be provided.

Commissioner Carlson said as the Undersheriff was new to the position in January, 1977 an additional increase above the 5% was not given. The Board's action on the salary is not a reflection on the Undersheriff. The Sheriff then left the meeting.

Henry Skewis was present to discuss the salary of County Clerk for 1977. He informed the committee that he sent out questionnaires to 75 County Clerks around the state asking for the county population, if the Clerk had to attend night meetings, and the salaries of Controller, Assistant Controller, Prosecuting Attorney, Assistant Prosecuting Attorneys, County Clerk and County Treasurer. The Clerk provided the questionnaires for study by the committee.

Mr. Skewis stated 72 of the 75 counties applied to responded. In 63 of the 72 counties responding the Clerk has a larger salary than the Undersheriff, which is not the case in Marquette County, and in some counties he has a higher salary than the Sheriff. Ten of the counties responding stated the Clerk is compensated for attending night meetings and one Clerk for being Clerk of the Circuit Court.

Mr. Skewis stated the County Clerk's position is complex with 287 duties set by statute. He asked the committee to consider the information provided in the questionnaires in relation to his salary and stated he will draw up a resume of the questionnaires. Mr. Skewis then left the meeting.

A letter from Mike Zorza, Director, Emergency Services, concerning his 1977 salary was noted. Commissioner Bollero would like an independent firm to do a job study of all positions. The committee discussed developing a questionnaire to send to counties on salaries for different positions.

It was moved by Commissioner Carlson and supported by Commissioner Cheatham that individuals whose salaries were designated at the July 6, 1977 meeting of the Board remain as approved by the Board. Commissioner Anderson stated compensation should be considered for the Clerk for night meetings. Following discussion, the motion carried unanimously.

A discussion on per diem will be held at the next meeting. The Controller's Office will report on which department heads are required by law to attend meetings.

The Circuit Court Judges' salaries were again discussed. Commissioner Anderson felt the county's supplement to the salaries should be increased by the same percentage as other salaried employees.

It was moved by Commissioner Carlson, and supported by Commissioner Anderson to recommend to the Board that the county's supplement for the Circuit, District and Probate Court Judges be increased by 9.5% over the 1976 county supplement and that this increase be retroactive to January 1, 1977. The \$4,417.70 increase will be covered by funds in the Contingency Fund. The motion carried unanimously.



Following is a list of the 1977 salaries for Marquette County judges.

		<u>Recommended 1977 Salary</u>
Circuit Court Judges (2)	State Base	\$27,700.00
	County Supplement	<u>12,592.50</u>
		\$40,292.50
District Court Judges (2)	State Base	\$24,930.00
	County Supplement	<u>7,829.25</u>
		\$32,759.25
Probate Court Judge (1)	State Base	\$18,000.00
	County Base	6,000.00
	County Supplement	<u>10,076.20</u>
		\$34,076.20

Commissioner Bollero was then excused from the meeting.

A discussion was held on a request by Mr. Merckx, Supervisor of the Youth Home, to live outside the Youth Home and for group classification. His union position is currently unclassified. It was moved by Commissioner Carlson, supported by Commissioner Anderson and carried unanimously to table the request.

A letter from Harold VanOverloop, Friend of the Court, to Norma Schoonover on a CETA application for a clerk-typist in his office was read. Commissioner Carlson stated Marquette County is below the state average in collecting support payments and Mr. VanOverloop had stated this is because of bookkeeping problems. In the March 22, 1977 Welfare Contact Committee minutes it was stated that Lyle Trombley, DSS; Harold VanOverloop; the Prosecutor's Office; and Commissioner Potvin would "work out a preliminary plan in terms of budgeting and developing a continuing program to keep records up to date".

Commissioner Carlson moved that this be tabled. The motion was supported by Commissioner Cheatham and carried unanimously. Commissioner Carlson mentioned the possibility of asking the Friend of the Court to attend a meeting to discuss the responsibilities of the position, if necessary.

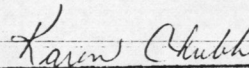
The request by the Planner's Office to apply for CETA funds for two projects and one secretarial position was re-discussed. It was moved by Commissioner Anderson, supported by Commissioner Carlson and carried unanimously to recommend to the Board that they approve the submission for CETA funding for Title VI funds for a project to upgrade the County Comprehensive Plan and a project to draw up a Recreational Plan, and for a secretarial position under Title II funding.

A memo from Thomas Thomas was noted requesting additional people in the Misdemeanor Probation Department to be funded under Title II. It was moved by Commissioner Anderson, supported by Commissioner Carlson and carried unanimously to table the request from the Probation Supervisor.

A letter from Judge Catel on a job re-classification study for the Magistrate and Chief Deputy Clerk in the Ishpeming District Court was noted. It was moved by Commissioner Anderson, supported by Commissioner Carlson and carried unanimously to table for further information.

It was then moved by Commissioner Carlson, supported by Commissioner Cheatham and carried unanimously to adjourn.

Respectfully submitted,

  
Secretary

August 18, 1977

The Personnel Committee was duly called and held on August 18, 1977 at 7:00 p.m. in the Courthouse Annex.

Present: Commissioners Alderton, Bollero, Cheatham, Racine, Anderson and Carlson.

Absent: None.

In Attendance: Judge Anderegg, Probate Court; Mike Madden, Assistant Controller; and Judge Catel, District Court.

Judge Anderegg was present to discuss retaining Deborah Cherrette in his department; she is currently filling in for an employee on leave of absence. The Judge stated the employee is interested in staying in the department and he would like to have her fill a position of Probate Clerk which he hopes to establish. He stated he has intended to request an additional person for next year.

Commissioner Racine stated that openings should be advertised in the paper. Commissioner Carlson suggested advertising periodically in the paper for people to submit job applications. It was noted most of the openings within the county are filled by current employees, either full-time or part-time.

A budget amendment of \$2,500 would be necessary if a new position is established. It was moved by Commissioner Anderson, supported by Commissioner Carlson and carried unanimously to recommend to the Board that a position of Probate Clerk in the Probate Court Office be established and that the department's budget be amended by \$2,500 to cover the expenses for the new position with the money coming from funds on hand in the General Fund.

Mike Madden stated the matron of the Youth Home has requested to be classified. The positions of matron and supervisor for the Youth Home presently are unclassified because of the benefits involved with the positions. The Judge felt Mr. Merckx would have to live in the facility to retain his current position and that it is not feasible for him to live outside the home as he has requested. The Judge will submit a written recommendation concerning this matter. Mike stated there is a job description for the position of supervisor and he is paid on a yearly salary. Judge Anderegg left the meeting.

Judge Catel was present to discuss a reclassification request for the Ishpeming Court Magistrate. He noted there is a four group classification difference between the two county magistrates. Judge Catel listed the magistrate's various functions in the department which include court clerk; director of personnel; assignment clerk; and administrative officer. He stated her responsibilities have recently enlarged.

Mike Madden stated a reclassification hearing will have to be held. He stated the position was classified in Group V on the basis of the CUPPAD point system. It was the consensus of the committee that a reclassification hearing be done on the position by the Controller's Office. Judge Catel left the meeting.

A communication from the Equalization Department Director was read requesting two additional property appraisers in his office. He stated additional people are needed because of the increased load resulting from legislation requiring that equalization studies be done yearly. Mike stated the director is now interested in applying for Title VI funding for these positions and the present request may be withdrawn. The possibility of the Equalization Committee discussing this issue was mentioned.

It was moved by Commissioner Bollero and supported by Commissioner Carlson that the Equalization Director be authorized to apply for CETA Title VI funding to increase his appraisal staff. Mr. Schneider will be invited to attend the next Personnel Committee meeting to discuss his staffing situation, and program to enable the committee to become more familiar with his concerns, views, etc. The motion carried unanimously.

A memo from the Equalization Director was read requesting that the requirements for property appraisers be changed to require Level I certification at date of hire. Currently, the requirement is that the individual must receive Level I certification prior to completing one year of employment. Mike Madden stated this change would not affect the group classification for the position.

It was noted to change this requirement the union would have to be involved. Mike will check on this aspect. It was moved by Commissioner Bollero, supported by Commissioner Carlson and carried unanimously to table the matter until the next meeting.

A grievance was submitted concerning altering the county pay schedule. Mike stated the change was a result of going over to the computer, and a positive payroll system, and the change was discussed with the union president. Mike noted the State auditors recommended in their annual report that the county go on a positive payroll system.

It was moved by Commissioner Carlson and supported by Commissioner Racine that the Prosecuting Attorney's Office be requested to submit an opinion on the legal status of the grievance. Following discussion, the motion was withdrawn by mutual consent of the first and second. It was then moved by Commissioner Anderson, supported by Commissioner Cheatham and carried unanimously to hold a special conference with the union on this matter and to get the Prosecuting Attorney's opinion.

A letter from Dave Hillier requesting that Don Bell, custodian, be raised to a higher group classification was read. Mr. Hillier stated Don has been assigned duties above those in his job description, such as mailman; secretary; courier; and supply person. Commissioner Racine stated changes in duties of employees' positions should go through the Controller's Office prior to being put into effect. He requested that a memo be sent out in this regard.

It was moved by Commissioner Anderson and supported by Commissioner Cheatham that all job classification requests be initially referred to the Controller's Office for recommendation on the merit of the request. Following discussion, the motion carried unanimously.

A memo from Thomas Thomas requesting additional personnel under CETA was discussed. It was moved by Commissioner Racine, supported by Commissioner Anderson and carried to deny the request. Nays: Commissioners Carlson and Bollero. The committee felt the request should come from the Judge and more information is needed on the reasons for the increased probation load.

A memo from the Controller's Office requesting Title II funding for a steno pool was discussed. Mike stated with a steno pool the need for part-time and temporary help would be eliminated. The individuals would also fill in for employees on vacations in the group classifications of Secretary I, II and Department Clerk. The positions would be in Group II and the openings would be advertised. It was moved by Commissioner Carlson, supported by Commissioner Anderson and carried unanimously to recommend to the Board that they approve the Controller's Office's request to apply for Title II funds for the positions.



Discussion was held on the Friend of the Court's request for CETA funding for a Clerk/Typist in his department. Commissioner Carlson stated this had been discussed at the Welfare Contact Committee meeting and Commissioner Potvin was to get together with Norma Schoonover and the Friend of the Court and submit a project on this. It was moved by Commissioner Carlson, supported by Commissioner Cheatham and carried unanimously to table the discussion. It will be discussed at the next Welfare Contact Committee meeting.

The telephone listing for Central Dispatch was discussed. A single number (475-9911) can be published in the telephone book for all county emergency calls, however, the Sheriff has requested that his department's number be listed also. The telephone company has indicated they must publish one emergency number or all of them. It was moved by Commissioner Carlson and supported by Commissioner Anderson to publish the Central Dispatch number and exclude all other emergency numbers currently published in the Michigan Bell telephone book. The motion carried unanimously.

The Annual Meeting of the Municipal Employees' Retirement System was discussed. It was noted employees must select their delegate by secret ballot. It was moved by Commissioner Carlson, supported by Commissioner Cheatham and carried unanimously to recommend to the Board that Gary Yoder, Controller, be designated as delegate to the meeting with Michael Madden as alternate. The letter will be referred to the union for their action.

A communication from Blue Cross/Blue Shield concerning not reelecting an insurance commissioner's nominee to the Corporate Membership was noted and filed on a motion by Commissioner Carlson, supported by Commissioner Anderson and carried unanimously.

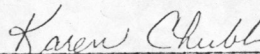
A survey conducted by the County Clerk on the 1977 salaries of various department heads in Michigan counties was presented. Copies will be sent to all committee members.

1978 salaries for non-union personnel was discussed. It was moved by Commissioner Carlson, supported by Commissioner Bollero and carried unanimously that a memo be sent to all non-union personnel requesting that written reasons be submitted to the committee by August 26, 1977 if they believe an increase, other than a general increase, is warranted for their position. A special Personnel Committee meeting will be held September 1, 1977 to discuss non-union salaries for 1978. Personnel interested in attending the meeting will be scheduled at 15 minute intervals.

An opinion from the Prosecuting Attorney's Office concerning per diem for the County Clerk when attending Board meetings at night was read. It was his opinion that the Clerk cannot claim per diem but that the Board can increase his salary to compensate for attendance at such meetings.

It was moved by Commissioner Carlson, supported by Commissioner Bollero and carried unanimously to adjourn.

Respectfully submitted,

  
Secretary

September 1, 1977

A special Personnel Committee meeting to discuss non-union salaries for 1978 was duly called and held September 1, 1977 at 7:00 p.m. in the Courthouse Annex.

Present: Commissioners Alderton, Cheatham, Carlson, Bollero and Racine.

Absent: Commissioner Anderson.

In Attendance: Frank Molinare, State Cooperative Extension Office; Mary Pierce, Acting Director of the Marquette County Extension Office; Commissioner May; Henry Skewis, County Clerk; Larry Johnson, Undersheriff; Mike Zorza, Emergency Preparedness Director; James Sodergren, County Treasurer; Dave Hillier, Maintenance Engineer; Gary Walker, Prosecuting Attorney; Judge Stephen Catel; and Gary Yoder, County Controller.

The meeting was called to order. Frank Molinare from the State Cooperative Extension Office was present with Mary Pierce, Acting Director of the County Cooperative Extension Office, concerning the open Director's position for Marquette County.

Mr. Molinare discussed the responsibilities of Director, which include budget planning, staffing and public relations. He proposed that Ms. Pierce be appointed as County Extension Director and that a full-time person in the area of agriculture and resource development be hired for the department. Mr. Molinare stated Mary Pierce has been Acting Director for one month and has been with the county seven years.

If the Board approves the proposal it would be implemented as soon as possible. Ms. Pierce would be responsible for the Family Living Program in the county as she is now. Extra help would be hired for Alger County to relieve her of some duties in that county. Mr. Molinare believes it would be a practical solution to the problem. Ms. Pierce discussed her professional and education background with the committee and some of the duties she's taken over as Acting Director.

Should the Board approve the proposal, Mr. Molinare will contact Lansing so the position of agricultural agent can be posted and interviews conducted. Mr. Molinare noted salaries for Cooperative Extension staff are paid by Michigan State University.

Commissioner Bollero moved that the Personnel Committee recommend to the Board to concur with Mr. Molinare's recommendation on staffing for the Cooperative Extension Office in Marquette County. The motion was supported by Commissioner Carlson and carried. Nays: Commissioner Racine. Mary Pierce, Frank Molinare and Commissioner Racine then left the meeting.

Mr. Skewis entered the meeting. The Clerk submitted a letter to the committee on the responsibilities of his position. Commissioner Carlson requested information on the supplement received by the Clerk as Clerk of the Board of Canvassers. This has amounted to \$600.00 for the year to date, according to Mr. Skewis. He noted an Attorney General's Opinion permits the Board of Commissioners to compensate the Clerk for his duties as Clerk of the Board of Canvassers if desired.

Mr. Skewis provided a summary sheet on the budgets under his control through September, 1977. Discussion was held on setting a base rate for the salaries of elected officials with additional compensation for experience, etc. Mr. Skewis left the meeting.

Undersheriff Larry Johnson entered the meeting. He noted the responsibilities of an Undersheriff are designated by the Sheriff. He is in charge of improving and development the department. He noted other responsibilities he has and informed the committee of his educational background in the area of law enforcement. He stated in the absence of the Sheriff he acts as such.

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Should the Board approve the proposal, Mr. Molinare will contact Lansing so the position of agricultural agent can be posted and interviews conducted. Mr. Molinare noted salaries for Cooperative Extension staff are paid by Michigan State University.

Commissioner Bollero moved that the Personnel Committee recommend to the Board to concur with Mr. Molinare's recommendation on staffing for the Cooperative Extension Office in Marquette County. The motion was supported by Commissioner Carlson and carried. Nays: Commissioner Racine. Mary Pierce, Frank Molinare and Commissioner Racine then left the meeting.

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Commissioner Bollero noted the Undersheriff received a smaller percentage increase than other non-union personnel for 1977 because he was a new employee, not because he lacked qualifications. The Undersheriff left the meeting.

Judge Catel entered. He stated the state-wide base for District Court judges' county supplements are on an average \$3,000 more than that received by Marquette County judges. Following discussion with the committee on his position, the Judge left the meeting.

Dave Hillier entered the meeting to discuss his salary as Maintenance Engineer. He stated his department is expanding and as a result he has more responsibility. He is in charge of the Annex, Old Courthouse, and Jail Building.

Commissioner Bollero mentioned hiring students for part-time maintenance work after school hours. According to Dave, under a formula which compares the amount of staff to square feet of building space his department is understaffed. Dave then left the meeting.

James Sodergren was present to discuss his salary as County Treasurer. The Treasurer provided a letter on his position, as well as the county's financial report, for the committee's information.

Jim stated his Deputy Treasurer, Marilyn Hult, must keep account of forty-one different funds. He highly commended her, stating she is a real asset to the county. He felt her salary is not equitable. Jim left the meeting.

Gary Walker entered. He submitted a civil service pay scale for attorneys which he discussed in terms of his department's staff. He said it is difficult to retain good assistant prosecuting attorneys as it is possible to advance at a faster rate in the private sector. He noted there is a possibility that a state-wide union for assistant prosecuting attorneys may be formed.

In regard to his salary, he felt it should be comparable to county judges as the positions are similar in the areas of responsibility, work load and qualifications to hold the office. In discussing salaries, Gary stated minimum and maximum salaries can not be set for elected officials. He then left the meeting.

Mike Zorza was present to discuss his position as Director of the Emergency Services Office. He felt the salary for his position does not reflect the number of hours he must put in. It was noted the county is receiving a grant that pays for 50% of his department's expenses including salaries and fringe benefits. A degree is not necessary for his position but a background in defence preparedness is required. He noted appointment to his position must be approved by the State. Mike stated a CUPPAD job study was never done on his position. Mike then left the meeting.

The committee discussed the affect the establishment of a Government Support Division will have on current administrative positions and salaries. This matter was also discussed with Gary Yoder, County Controller, and will be further discussed at the next Personnel Committee meeting.

Gary stated the cook at the Jail is earning less than Group I union employees and felt her salary should be increased. He stated she keeps track of bills and buys all the food for the Jail. He noted she is staying well within the budget. Commissioner Cheatham was excused from the meeting.

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A letter from Frank O'Pourke, Hartford Life Insurance, concerning deferred taxation was read. The subject was tabled for the present. A letter from Lyn Johnson, County Planner, on staffing in the County Planner's Office was also tabled.

It was moved by Commissioner Carlson, supported by Commissioner Bollero and carried unanimously to adjourn.

Respectfully submitted,

Karen Chubb  
Secretary

September 15, 1977

The Personnel Committee meeting was duly called and held on September 15, 1977 at 7:00 p.m. in the Courthouse Annex.

Present: Commissioners Anderson, Alderton, Bollero, Carlson, Cheatham and Racine.

Absent: None.

In Attendance: Henry Schneider, Equalization Director; Gary Walker, Prosecuting Attorney; and Mike Madden, Assistant Controller.

The meeting was called to order.

Henry Schneider was invited to attend to discuss his department. The Director stated he would like to have the qualifications for beginning property appraisers state that a person must be certified at Level I upon employment rather than after one year of employment. He stated this will eliminate some training necessary for beginning appraisers. The changing of the requirements will not alter the classification or point total of the position.

It was moved by Commissioner Bollero, supported by Commissioner Cheatham and carried unanimously to concur with the Director's request that item 3(c) of the job description for property appraisers read "...must have Level I certification from date of hire..."

Henry stated he hopes to hire two people under the CETA program and would like these positions to become permanent in the future. New legislation mandates equalization by class, which will mean studying each class each year. This will increase his department's workload.

He would like to hire one person with clerical ability to deal with correspondence, such as questionnaires which must be sent out, and which involve a great deal of typing. Additional staff would also enable him to work more with local assessors. He noted his current employees are putting in over-time.

It was moved by Commissioner Racine and supported by Commissioner Cheatham to approve the Equalization Director's request to apply for two CETA positions under Title VI for his department. The motion carried unanimously. Mr. Schneider left the meeting.

Gary Walker was present. He requested that his new assistant, Thomas Solka, be funded for next year. The committee stated this has been done. He also requested a Clerk/Typist, which is a Level I position, and a \$12,000 budget increase to contract with a West end county attorney to act as a prosecutor in that area.

The Clerk/Typist would do typing, filing and handle overflow work. This is not a request for another secretary. Currently, his two secretaries are doing work for six people in the office.

He stated a West end county prosecutor would be more accessible to law enforcement agencies in that area and believes there is a sufficient workload to warrant the position. Following discussion, it was moved by Commissioner Racine and supported by Commissioner Anderson to recommend to the Board that a West end county attorney be contracted with to act as a part-time prosecutor at a cost of \$12,000 for 1978. The Budget and Executive Committee will be informed of the committee's recommendation. The motion carried unanimously.

It was moved by Commissioner Anderson, supported by Commissioner Bollero and carried unanimously to recommend to the Board that a Clerk/Typist position be approved for the Prosecutor's Office.



Mike Madden was present and submitted a letter of application for the position of Controller, which the current Controller has indicated he is not interested in as of January 1, 1978. Mike discussed his experience and qualifications for the position with the committee. Commissioner Alderton stated the decision for the position would be made by the Committee of the Whole. Commissioner Bollero stated he has been satisfied with the work done by Mike. Mike left the meeting.

Gary Walker advised the committee that the union contract passed, but the vote on the 35 vs 40 hour work week was tied. Another vote will be held September 22, 1977 on the 35 vs 40 hour work week.

In regard to the committee's question on a scale for elected officials, Gary Walker stated a sliding scale can be used based on the length an individual has been in office. Gary provided an example of such a scale which involved various levels and length of service increments. Entry into the different levels is discretionary. The possibility of awarding longevity payments to elected officials was mentioned but it was not certain whether this would be legal. Gary then left the meeting.

A letter from the Clerk was read stating he has received \$560 through September 12, 1977 as Clerk for the Board of Canvassers. This information had been requested by Commissioner Carlson.

A letter was received from Harry Miron announcing his resignation from the Alger-Marquette Community Mental Services Board. It was moved by Commissioner Carlson, supported by Commissioner Bollero and carried unanimously to recommend to the Board that they accept the resignation and express their thanks for services rendered to the county by Mr. Miron.

Historically, the Mental Health Board has been asked to make recommendations for filling openings on their board. Commissioner Carlson noted the Board has established a policy to accept nominations for board openings at one meeting and discuss and vote at the next Board meeting. It was moved by Commissioner Anderson, supported by Commissioner Carlson and carried unanimously to send a letter to the Community Mental Health Board informing them the Board is in receipt of Mr. Miron's resignation and ask them to make recommendations to the Board on persons to replace Mr. Miron.

A letter from the County Planner was read stating he wishes to restructure the personnel in his office and would like to eliminate the union position of Assistant Planner and establish a non-union Associate Planner position. It was moved by Commissioner Racine, supported by Commissioner Carlson and carried unanimously to eliminate the position of Assistant Planner in the Planner's Office as of September 30, 1977, and that the Assistant Controller notify the union of this by letter. It was noted the Assistant Planner's position is supervisory.

A letter will be sent to the Planning Commission asking them to make a recommendation on the restructuring of personnel in the Planner's Office.

Salaries for non-union personnel for 1978 were discussed for recommendation to the Budget and Executive Committee. Letters received from non-union personnel were reviewed in discussing their salaries.

Discussion was held on the responsibilities of various elected officials. Salaries received by the Treasurer and Register of Deeds in counties comparable to Marquette County were noted. The Treasurer usually receives a salary larger than that of Register of Deeds. Commissioner Anderson stated the Treasurer has a great responsibility in handling county funds. The committee also felt the Clerk's attendance at Board meetings should be considered in setting his salary.

In some counties the Clerk is given a higher salary than the Sheriff and in others it is the opposite, according to the MAC Wage and Salary Study for 1977. It was noted the Treasurer, Register of Deeds and Clerk receive about \$1,680 per year as Plat Board members, and the Clerk about \$1,200 as Clerk of the Board of Canvassers.

After reviewing the responsibilities of the above mentioned elected positions, it was moved by Commissioner Carlson, supported by Commissioner Bollero and carried unanimously to establish the salary for the Register of Deeds for 1978 at \$17,058.50; the Clerk at \$19,550; the Treasurer at \$17,621.90 and the Sheriff at \$20,492.00.

It was moved by Commissioner Anderson, supported by Commissioner Cheatham and carried unanimously to grant a \$18,000 salary for the Equalization Director for 1978.

The Controller and Assistant Controller positions were not discussed as the Assistant Controller's position will be eliminated as of January 1, 1978 and the responsibilities of the Controller will alter.

The County Planner's salary was set at \$19,402. It was moved by Commissioner Racine, supported by Commissioner Bollero and carried unanimously to set the Planner's salary at that amount. It was moved by Commissioner Bollero, supported by Commissioner Anderson and carried unanimously to set the Emergency Services' Director's salary for 1978 at \$16,000.

Commissioner Cheatham was excused from the meeting.

It was moved by Commissioner Bollero, supported by Commissioner Carlson and carried unanimously to set the 1978 salary for the Undersheriff at \$18,500. Commissioner Anderson felt the current salary for the Maintenance Director does not reflect the responsibilities of the position. It was moved by Commissioner Bollero, supported by Commissioner Anderson and carried unanimously to set the Maintenance Director's salary at \$16,240 for 1978.

It was moved by Commissioner Carlson, supported by Commissioner Racine and carried unanimously to pay the Mine Inspector \$52.00 per day or \$13,520 for 1978. Discussion on the Drain Commissioner's salary was tabled for the present.

Commissioner Carlson stated the Jail Cook is doing more than simply preparing meals, and the Controller felt her salary should be higher. It was moved by Commissioner Carlson, supported by Commissioner Racine and carried unanimously to set the Jail Cook's salary at \$4.00 per hour or \$8,320 per year for 1978. It was moved by Commissioner Bollero, supported by Commissioner Carlson and carried unanimously to set the Board Secretary's salary for 1978 at \$14,145.

The salaries for the Prosecuting Attorney's staff will be discussed at a later meeting. It was moved by Commissioner Carlson, supported by Commissioner Bollero and carried unanimously to adjourn.

Respectfully submitted,

Karen Chebb  
Secretary

September 16, 1977

A special Personnel Committee meeting was duly called and held September 16, 1977 at 6:00 p.m. in the Courthouse Annex.

Present: Commissioners Alderton, Anderson, Cheatham, Racine, Carlson and Bollero.

Absent: None.

In Attendance: Dave Hillier, Maintenance Director; James Sodergren, Treasurer; Gary Yoder, Controller; Sheriff Maino and Undersheriff Johnson.

Dave Hillier was present to discuss his request for additional personnel. He requested that the county pick up the funding for the custodian for the Jail now paid under Neighborhood Youth Corps. He also requested an additional custodian for the Courthouse complex and \$7,500 for part-time secretarial help and a custodian for cyclical cleaning. Further, he would like to create a position of Head Custodian which would involve a salary increase for one of the custodians. Dave Hillier then left the meeting.

It was moved by Commissioner Anderson, supported by Commissioner Bollero and carried unanimously to recommend to the Budget and Executive Committee that a position be allowed for Buildings and Grounds for a janitor for the Courthouse and that the position for one in the Jail be retained using county funds.

The committee discussed the Prosecuting Attorney's staff's salaries. It was moved by Commissioner Carlson, supported by Commissioner Racine and carried unanimously to set the 1978 salary for the Prosecuting Attorney at \$35,000. It was moved by Commissioner Carlson and supported by Commissioner Anderson to set the supplement for the Chief Assistant Prosecuting Attorney at \$3,500 for 1978. The motion carried unanimously.

It was moved by Commissioner Carlson, supported by Commissioner Cheatham and carried unanimously to set the maximum salary for Assistant Prosecuting Attorneys at \$23,650 for 1978. It was noted the maximum salary possible for the Chief Assistant Prosecuting Attorney for 1978 is \$27,150.

The Drain Commissioner position was discussed. It was moved by Commissioner Anderson, supported by Commissioner Carlson and carried unanimously to set the 1978 salary for this position at \$1,800.

James Sodergren stated he had received calls from land surveyors concerning the Auditors report which noted plat inspection fees have not been approved by the Board. They are waiting for Board action to give the Drain Commissioner direction on this matter. The law states that the Board may set inspection fees for plats. James Sodergren suggested contacting Mr. J. Wassie, member of the State Planning Board, on this matter as he has some background in this area.

The Treasurer discussed staffing in his department. He stated he has not posted the job of Account Clerk awarded to him in January 1, 1977. He stated there is a need for this position; the workload has increased in the Treasurer's Office greatly since 1974. The Treasurer has been using part-time help during the year and has delayed hiring an Account Clerk until the contract is signed to see if temporary help would be given any job posting rights. He felt a method of testing should be required for this position. Mr. Sodergren informed the committee he intends to post the position January 19, 1977.



The Treasurer stated his previous Deputy Treasurer received \$12,500. Under the union contract, his current Deputy's salary is approximately \$10,700. He noted the Deputy Treasurer deals with Michigan laws, along with accounting matters. Mr. Sodergren believes the Deputy Treasurer should not be in the union as it is a supervisory position.

It was moved by Commissioner Carlson and supported by Commissioner Bollero to request the Prosecuting Attorney's Office to look into the laws relating to elected officials' rights to appoint their deputies and if elected officials have the right to request they not be in the union. The only way this individual can get an increase at this time is if the position is reclassified.

The Treasurer has requested a budget amendment of \$2,000 for overtime in 1978. This will be discussed by the Budget and Executive Committee. James Sodergren left the meeting.

Gary Yoder stated two full-time and one half-time people cover the switchboard at this time, and are budgeted under his department. The two full-time people divide their time between the switchboard and Accounting Division or Emergency Services Office. The Emergency Services Director would like a full-time secretary for 1978. Gary requested that the two and one-half positions be increased to three. A classification change would be necessary for one of the positions involved. The full-time secretary and account clerk would fill in for the switchboard operator on breaks and vacations, etc.

The Controller stated he may request a clerk for his department to do overload work such as typing reports, checking telephone logs and overtime sheets. He believes action on this should be delayed at this time, however.

It was moved by Commissioner Racine, supported by Commissioner Carlson and carried unanimously to recommend to the Budget and Executive Committee that the Controller's budget be increased from two and one-half positions to three positions with one classification change from Group II to Group III.

Sheriff Maino and Undersheriff Johnson were present to discuss staffing and rank structure in the Sheriff's Department. They would like to provide the county with 24-hour road coverage. Sheriff Maino is concerned with the amount of time needed to respond to calls because of the geographical size of the county; he wants one car in the West end of the county and another covering the South and North sections of the county.

The command structure is their first priority and involves additional personnel. They would like to create two lieutenant positions; one would be filled immediately. The lieutenant for the Jail would be responsible for administration.

In order to have 24-hour coverage on the road, four shifts would be necessary. Undersheriff Johnson stated they are requesting eight sergeant positions; four in the Jail and four on the road for the command structure. They also requested a Detective Sergeant position for a Detective Bureau and a Narcotics Detective Sergeant. Sheriff Maino stated there is a need for a Narcotics Unit as this is not handled by the State Police. They also requested a sergeant position be created for the Marine Division. The Undersheriff stated currently deputies are giving order to other deputies.

Their request involves five additional deputies for the Road Patrol. They would like to have two more matrons; one to cover each jail shift, which would enable them to cut down on part-time help. Also, an Animal Control Officer is needed, which would be a deputy position. The proposed command structure involves sixteen additional people, not including an Account Clerk for the Sheriff's Department. The lieutenant position would be non-union.

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A discussion was held on problems encountered by the Sheriff's Department because of the lack of needed staff. The committee felt it is necessary to set up a public information program to inform the public of the need for an expanded Sheriff's Department. Commissioner Anderson suggested that they make slide presentations to service clubs in the area.

The proposed staffing plan would bring the total Jail staffing to sixteen; a sergeant, matron and two deputies on each shift. The Road Patrol, under the proposed plan, would have a sergeant and three deputies on each shift. This matter will be discussed further at a Personnel Committee meeting to be held Friday, September 23, 1977 at 4:00 p.m. The meeting adjourned.

Respectfully submitted,

*Karins Chubb*

Secretary

September 23, 1977

A special meeting of the Personnel Committee was duly called and held September 23, 1977 at 4:00 p.m. in the Courthouse Annex.

Present: Commissioners Bollero, Racine, Cheatham, Carlson, Alderton and Anderson.

Absent: None.

In Attendance: Mike Madden, Assistant Controller; Sheriff Maino and Undersheriff Johnson.

The Chairman called the meeting to order. The committee received an information sheet on recommendations from the Sheriff and Controller's Office on 1978 Sheriff Department and Jail staffing. The requested Sheriff Department budget for 1978 is \$448,220, and the Jail's is \$298,730. The 1977 Sheriff Department budget is \$241,230, and the Jail budget is \$278,182.

The Controller's Office's recommendation on Sheriff Department staffing allows 20 hour road patrol coverage seven days a week and the Sheriff's would provide 24 hour coverage seven days a week. Staff increases will enable the Sheriff Department to better patrol the outlying areas of the county. In addition to increased Road Patrol personnel, the Sheriff Department is requesting a Detective for investigations, a Narcotics Detective, and an office clerk.

The Undersheriff stated current narcotics enforcement is sporadic. Sheriff Maino stated cocaine and opium are growing problems in the county, and they are concerned with young children using drugs.

Commissioner Anderson requested that the Sheriff provide information on road coverage throughout the county; traffic problems; and agencies covering the drug problem, and the extent of the problem.

According to Sheriff Maino, the Office of Criminal Justice is establishing roles for various police agencies. Under their present proposal, State Police would not do investigative work; this would fall to the Sheriff Department. Also, patrolling of secondary roads would be the responsibility of the Sheriff Department.

Commissioner Bollero expressed concern that approval of an increased budget for the Sheriff Department would be at the expense of other county departments.

The committee discussed the various positions in the Sheriff Department requested by the Sheriff. The committee felt both detective positions should be lieutenants; these would be supervisory and non-union. The committee preferred that a rank of corporal be established in the Road Patrol structure rather than the rank of sergeant suggested by the Sheriff.

The Jail staff recommendation submitted by the Sheriff and Controller's Office were discussed. A lieutenant was requested in the Jail budget for purposes of establishing a command structure. It was moved by Commissioner Anderson and supported by Commissioner Cheatham to recommend the following staffing proposal to the Budget and Executive Committee for 1978 budget purposes.

Sheriff Department

One (1) Sheriff	Four (4) Corporal (Road Patrol)
One (1) Undersheriff	Eleven (11) Deputy (Road Patrol)
One (1) Detective Lieut. (Investigator)	One (1) Deputy (Animal Control)
One (1) Detective Lieut. (Narcotics)	One (1) Secretary (Office)
One (1) Sergeant (Office/Road)	One (1) Clerk I (Office)



Jail

One (1) Sergeant  
Four (4) Corporal  
Eight (8) Deputy

Four (4) Matron  
One (1) Cook

Marine Safety and Snowmobile Division

One (1) Sergeant  
One (1) Deputy

The motion carried. Nays: Commissioners Carlson and Bollero.  
The Sheriff and Undersheriff left the meeting.

Commissioner Alderton stated a special conference has been requested by the Courthouse union on establishing a non-union Associate Planner position, and temporary help employees. Also, the committee should review the new contract before recommending it to the Board. Commissioner Racine stated he has been asked several times about getting the Sheriff's union contract written up for review. Mike left the meeting.

The county's supplements for the judges' salaries were discussed. A memo was sent to the committee from the Controller on legislation that affects the judges' salaries. All judges will be receiving raises on their State Base effective October 1, 1977.

The Probate Court Judge requested that he not be given an increase on his county supplement in 1978. Commissioner Bollero felt they should all be given similar raises. It was moved by Commissioner Racine, supported by Commissioner Anderson and carried that the following salaries be recommended to the Budget and Executive Committee for the judges in 1978, and that the committee concur with the Probate Court Judge's request concerning his county supplement. Nays: Commissioner Bollero.

Circuit Court Judges	State Base	\$29,100.00
	County Supplement	<u>13,600.00</u>
		\$42,700.00
District Court Judges	State Base	\$26,190.00
	County Supplement	<u>8,455.00</u>
		\$34,645.00
Probate Court Judge	State Base	\$20,190.00
	County Base	6,000.00
	County Supplement	<u>10,076.20</u>
		\$36,266.20

The Controller submitted a note stating he felt the salary for the Jail Cook is too low. The Controller felt the Cook should receive the same rate of pay as Courthouse Group I employees, which is \$9,360.00. Commissioner Carlson noted the Budget and Executive Committee set the Cook's salary at \$8,320 as recommended by the Personnel Committee.

The Sheriff's secretary is a non-union employee. The Controller suggested a salary of \$10,244 for this position for 1978. It was moved by Commissioner Carlson, supported by Commissioner Bollero and carried unanimously to adopt the salary of \$10,244 for the Sheriff's secretary for 1978.

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A letter from Lyn Johnson regarding necessary qualifications and a suggested salary for the Associate Planner's position was read. Mr. Johnson suggested a starting salary of \$15,500 for the position, to be increased to \$16,500 after six months experience. It was moved by Commissioner Carlson, supported by Commissioner Racine and carried unanimously to adopt the salary schedule as recommended by the County Planner for the Associate Planner for 1978.

A meeting was set for Friday, September 30, 1977 at 3:00 p.m. to discuss the Planning Commission Office's personnel structure recommendation and to hold a special conference with the union. Commissioner Anderson felt long range restructuring of the Planning Commission's Office will have to be done after the budget process. A Committee of the Whole meeting was set for 6:30 p.m., Wednesday, September 28, 1977, prior to the Budget and Executive Committee meeting.

The salaries for the administrative positions were discussed. It was moved by Commissioner Carlson, supported by Commissioner Anderson and carried unanimously to recommend the following salaries to the Committee of the Whole for 1978: Controller, \$22,000; Accountant/Purchasing Agent, \$19,500; Personnel Director, \$19,500; and Personnel Director's Secretary's salary, \$11,500. Should these positions be filled by individuals who are not currently employed with the county they will receive 90% of the listed salary for a six month period.

The meeting then adjourned.

Respectfully submitted,

Karen Kubb  
Secretary

September 30, 1977

A special Personnel Committee meeting was duly called and held September 30, 1977 at 3:00 p.m. in the Courthouse Annex.

Present: Commissioners Alderton, Carlson, Racine, Bollero, and Anderson.

Absent: Commissioner Cheatham.

In Attendance: Gary Walker, Prosecuting Attorney; Henry Schneider, Equalization Director; James Sodergren, Treasurer; Mike Madden, Assistant Controller; and union representatives Howard Robare, Thomas Thomas, Ann Marie DeRoacher and Robert Cardoni.

Chairman Alderton called the meeting to order. Mr. Sodergren, Mr. Walker and Mr. Schneider were present to represent non-union personnel regarding the new contract and ramifications of the contract to non-union personnel. The contract provides increased fringe benefits and a 40 hour workweek. The consensus of non-union personnel is that they would like the same fringe benefits given to the union. This includes health insurance and an increase in life insurance. With the implementation of a 40 hour week department heads will be expected to keep offices open forty hours per week and they would like the same percentage adjustment considered for non-union personnel as was given to the union. Gary Walker felt a 40 hour workweek increases the supervisory responsibilities of department heads. It was noted the union members receive longevity payments and cost of living payments not enjoyed by non-union personnel.

Mr. Sodergren stated an increase in hours will increase the hours necessary for him to be on the job. Commissioner Anderson stated consideration of a possible increase in hours was discussed at the time non-union salaries were set.

James Sodergren asked for information on the salary of Account Clerk he is posting. In the old contract this position was in Group I for one year and after that period the individual was placed in Group III. Under the new contract the change in group will not take place. Mr. Sodergren felt this will not work in his office because his employees do the same type work. Mr. Sodergren and Mr. Schneider left the meeting.

Restructuring personnel in the Planning Commission was discussed. The non-union Associate Planner will act as department head in the Planner's absence. The County Planner will be asked to attend the next regular Personnel Committee meeting to discuss his personnel proposal.

Union representatives entered the meeting to discuss several union matters with the committee. Mr. Thomas believes the Assistant Planner position should remain in the union. The union's Executive Committee felt it would be an erosion of union membership to have this position removed from the union. According to Mr. Thomas, the Planner did not have objections to having it a union position but he felt it should be in the supervisory category of the union. Mike stated the Assistant Planner position was removed from the union as it is a managerial position. The Associate Planner will be required to attend meetings in which he will represent Marquette County and must make decisions on behalf of the county. Mr. Cardoni stated many positions in the union have decision-making responsibilities and he feels the removal of this position from the union would set a precedent for similar positions. No decision on this matter was made.

The posting of CETA positions was discussed. The union would like to know how long CETA positions will be maintained. Commissioner Anderson stated the type of CETA position, and available funds affect the length of the job.



Commissioner Anderson explained the difference between types of CETA positions. Under Title II the county is obligated to pick up the position when funding runs out. Under Title VI-Continuing the county is not obligated to pick up the position when funding runs out. Title VI projects are funded for a specific time only. Gary Walker stated Title II personnel are union members upon employment and these positions are posted now. Title VI-Continuing would be posted for union members should the county pick up the position.

Mr. Thomas state the union would like to have a part in deciding what group the CETA positions would be placed. It was noted this has been done in the past.

Unionizing temporary help was discussed. Mr. Thomas felt the union cannot protect two people for the same position in situations when an individual is hired to replace someone on leave of absence. Gary Walker stated the contract stipulates that employees on leave of absence will continue to receive fringe benefits. Temporary help have not been in the union as the contract states union members are regularly scheduled, full-time personnel. Union representatives left the meeting.

The committee discussed the non-union personnel's request for compensation for the 40 hour workweek. Commissioner Anderson stated salaries for these positions are based on the responsibilities of the jobs and not the hours worked.

The committee received copies of the Courthouse union contract for their review. Gary Walker stated major changes are in the areas of wages, fringe benefits, cost of living, and some language changes, such as the Recognition Clause. Commissioner Carlson said copies of the contract should be sent to the Board.

A meeting was set for Friday, October 7, 1977 at 3:00 p.m. Commissioner Anderson was excused from the meeting. Mike Madden and Gary Walker left the meeting.

Commissioner Bollero stated the interviews for the position of Controller must be conducted at a public meeting. Administrative positions will be discussed at the Friday meeting.

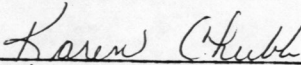
Non-union personnel requests were again discussed. Commissioner Alderton stated fringe benefits for non-union personnel are automatic. It was moved by Commissioner Carlson and supported by Commissioner Cheatham to recommend to the Board that non-union employees be granted all fringe benefits granted to the union under the contract at the time the union contract takes affect. The motion carried unanimously.

A discussion was held on the salaries of non-union personnel in relationship to the forty hour workweek. At the time non-union salaries were set the possibility of going to a forty hour workweek was taken into consideration.

Compensatory time for non-union personnel was discussed. It was noted the committee was given the responsibility of recommending a policy on this matter. It was moved by Commissioner Carlson and supported by Commissioner Racine that, as a survey of past Board minutes indicates that the Board has never formally recognized compensatory time, and in reaffirming this practice, the Personnel Committee recommends that the Board not recognize compensatory time unless it is officially granted to a position by Board action. The motion carried unanimously.

The meeting then adjourned.

Respectfully submitted,

  
Secretary

October 7, 1977

The Personnel Committee was duly called and held at 3:00 p.m. October 7, 1977 in the Courthouse Annex.

Present: Commissioners Alderton, Bollero, Carlson, Cheatham and Anderson.

Absent: Commissioner Racine.

Chairman Alderton called the meeting to order. A job description for an Associate Planner position, provided by the Planner, was reviewed by the committee. Lyn Johnson is anxious to fill the position and would like the position to be non-union. There has been a special conference with the union concerning establishing the position as a non-union one. The increased job qualifications drawn up by the Planner would not change the classification of the position should it remain in the union.

It was moved by Commissioner Carlson, supported by Commissioner Cheatham and carried unanimously that the Associate Planner position be a non-union managerial position, and that the job description be accepted as presented by the County Planner. A letter will be sent to Thomas Thomas, President of the local union, notifying him that the Associate Planner position is non-union.

The committee reviewed the Courthouse employees' contract. Mike Madden presented an information sheet on changes in the present contract over the old contract. The only difference between the supervisory and regular employees' contracts are the Recognition Clauses.

It was moved by Commissioner Anderson and supported by Commissioner Carlson to recommend to the Board that the contracts be approved and ratified for the supervisory and regular Courthouse employees. The motion carried unanimously.

A letter from Judge Easton concerning various articles in the contract was discussed by the committee. The Judge expressed concern over clauses dealing with temporary help, call-out of employees after the work day, funeral leave, and the work day. A letter of response will be sent by Mike Madden.

A letter from Paul Nykanen was noted stating he felt the salary for Register of Deeds should be equal to that of the Treasurer's salary. It was moved by Commissioner Anderson, supported by Commissioner Carlson and carried unanimously to file the letter.

The committee discussed their recommendation on granting the same fringe benefits to non-union personnel as granted to union personnel under the contract. The committee felt specific fringe benefits should be written out. A discussion was held on the various fringe benefits received by the union. Mike Madden stated life insurance for non-union personnel, in the past, has been double that of union members.

It was moved by Commissioner Bollero, supported by Commissioner Anderson and carried unanimously to rescind the prior recommendation to the Board on fringe benefits for appointed and elected personnel.

It was moved by Commissioner Cheatham, supported by Commissioner Carlson and carried unanimously to recommend to the Board that all appointed and elected personnel shall receive, in addition to all benefits previously authorized, the following.

1. Holiday Provisions: Friday after Thanksgiving, effective 1977.
2. Vacation/Eligibility: Effective January 1, 1978, after one (1) full year of service - ten (10) working days vacation, with a maximum accumulation of twenty-five (25) days.

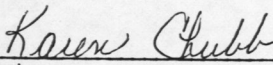
3. Hospitalization/Medical Coverage:
  - a) Effective April 1, 1977 prescription drug rider (\$2.00 co-pay) will be added to the Blue Cross-Blue Shield plan.
  - b) Effective April 1, 1978 optometric rider coverage shall be added.
  - c) Effective April 1, 1979 the employer will pay the full premium for dental insurance for the employee and his/her family, the plan to be a 50/50 co-pay on Class I and II benefits only.
4. Term life insurance with a face value of \$25,000.00 effective January 1, 1978.

Commissioner Alderton provided a CUPPAD job description for Controller, which was reviewed by the committee. Commissioner Anderson suggested checking out what the law prescribes for the Controller regarding responsibilities of accounting, purchasing and labor negotiating. A job description for Personnel Director was also reviewed by the committee.

The committee drew up advertisements for the two positions. It was moved by Commissioner Anderson, supported by Commissioner Cheatham and carried unanimously to place the ads for Personnel Director and Controller once in the MAC newspaper; once a week for three weeks in the Mining Journal; once in the Municipal Review; and once in the Sunday editions of the Detroit Free Press and Milwaukee Journal.

As there was no further business to come before the committee, it was moved by Commissioner Carlson, supported by Commissioner Bollero and carried unanimously to adjourn.

Respectfully submitted,

  
\_\_\_\_\_  
Secretary



October 20, 1977

The Personnel Committee was duly called and held at 7:00 p.m. October 20, 1977 in the Courthouse Annex.

Present: Commissioners Alderton, Bollero, Carlson, Cheatham, Anderson and Racine.

Absent: None.

In Attendance: Ray Gummerson, Acting Regional Extension Supervisor; August Blome, candidate for Agriculture Resource position; Mary Pierce, Extension Director; Michael Madden, Assistant Controller; Lyn Johnson, County Planner; Sally May, Commissioner.

Chairman Alderton called the meeting to order.

Ray Gummerson, Acting Regional Extension Supervisor, introduced August Blome, Michigan State's recommendation for Agriculture Resource person for Marquette County. Mr. Gummerson apologized to the committee for the delay in filling the position and informed the committee that should Mr. Blome be approved for the position that he could begin December 1st. August Blome briefly summarized his credentials and background to the committee. The committee was asked to notify the Extension Director of their decision.

It was moved by Commissioner Bollero, supported by Commissioner Cheatham and carried unanimously that the Personnel Committee recommend to the Board that August Blome be appointed Agriculture Resource person for Marquette County in concurrence with Michigan State's recommendation.

The committee then reviewed the ads in the Mining Journal for Personnel Director and County Controller. It was felt that the ad should be printed again in a larger size and that the word "applicants" be substituted for the word "applications" in the first sentence.

It was moved by Commissioner Carlson, supported by Commissioner Racine and carried unanimously that the ads for Personnel Director and County Controller be advertised three more times in the Mining Journal on October 25th, 26th and 27th with the word "applicants" instead of "applications" in the first sentence and that the size of the ad be increased to a two inch two-column ad.

Lyn Johnson, County Planner, was present to discuss the re-structuring of the Planning Commission and Building Code Department. He explained that the department had been experiencing problems due to the large increase in building permits and the complexity of buildings. He felt that union resentment had generated a division of authority and power and that re-organization would enable them to provide better and faster service. Mr. Johnson suggested two methods with regard to re-organization: 1) Assign each employee to a certain geographical area and have all requirements issued within that given area or 2) Have different types of building permits. He suggested that instead of having a chief inspector that they have a geographic area leader or industrial coordinator leader. Mr. Johnson advised the committee that he would attempt to complete the re-organization by the next regular meeting in November and have it drawn up and presented beforehand.

Michael Madden, Assistant Controller, then provided the committee with information pertaining to the removal of the Associate Planner position from the union. He explained that he had discussed the situation with Thomas Thomas, Union President, and Dennis Knauss, District Representative for Council #11, AFSCME, and that they were not in agreement with removing the position from the union and felt it should be put on hold as far as having applicants apply. The County has received no grievance on the issue as of this date.

The Assistant Controller presented his job classification study regarding the position of Custodian - Courthouse. He recommended that the request be denied.

It was moved by Commissioner Cheatham, supported by Commissioner Carlson and carried unanimously that the request for re-classification for Courthouse Custodian be denied on the basis of total points of the classification still falling below the next job increment.

Assistant Controller presented his job classification study regarding the position of Probation Officer - District Court. He recommended that the request be approved for a job classification change from Group 7 to Group 8 and that it be retroactive to September 1, 1977, the date employee submitted his letter of request for a change. Mr. Madden explained that the position had been classified during the first contract negotiations.

It was moved by Commissioner Anderson, supported by Commissioner Cheatham and carried unanimously that the re-classification of the Probation Officer in District Court be allowed because of the increase in points and where total points fall in job classification and that the increase be retroactive to September 1, 1977.

Assistant Controller presented his job classification study regarding the position of Magistrate/Clerk - District Court. He recommended that the request be approved for a classification change from Group 5 to Group 7.

It was moved by Commissioner Carlson, supported by Commissioner Anderson and carried unanimously that the Magistrate/Clerk in District Court be re-classified from Group 5 to Group 7 on the basis of new point totals and that it be retroactive to July 21st.

Assistant Controller read a letter from the Register of Deeds regarding the re-classification of Janet Anderson. He requested that Janet Anderson be moved to Group 4. He suggested that if it would not be feasible to have both Janet Anderson and Loyola Downey in Group 4 that Loyola Downey be lowered to Group 3.

It was moved by Commissioner Carlson, supported by Commissioner Bollero and carried unanimously that the requests from the Register of Deeds for re-classification of Janet Anderson and Loyola Downey be denied.

A letter from William LaMora concerning his request for seniority, retirement, and other benefits was discussed. The committee was of the opinion that these requests had previously been denied. They requested that Mr. Madden review the minutes from previous meetings and inform Deputy LaMora of their final decision.

A letter from CUPPAD concerning technical assistance in the preparation of personnel policies and procedures manual was discussed.

It was moved by Commissioner Racine, supported by Commissioner Bollero and carried unanimously that a letter of intent be written to CUPPAD Regional Office requesting assistance in preparing a personnel policy and procedures manual.

A letter from Sheriff Maino regarding the custodian position held by Paul Martonen was discussed. The Sheriff recommended that he be retained in his present position.

It was moved by Commissioner Anderson, supported by Commissioner Bollero and carried unanimously that the committee recommend to the Board that the budget be amended by \$1,370.00 to maintain the position of custodian in the Jail for the remainder of 1977 and that the funds come from funds on hand in the general fund.

The committee then discussed the problem of the boiler room door being unlocked and the need for repair to some stair treads. Mr. Madden was asked to advise the Controller of these problems.

The committee discussed the Sheriff Department Union Contract. They felt a recommendation should be made to the Board for ratification of the contract at the next meeting. Mr. Madden distributed data on contract changes. A special personnel meeting was set for Tuesday, November 1st, at 7:00 to approve the contract and review applications for Controller and Personnel Director.

The committee discussed the job description of Personnel Director. The word "personnel" to be inserted in the last sentence of the general summary. The sentence to read, "Supervises and trains departmental staff and prepares personnel department requests." Commissioner Anderson asked that the phrase "chief labor negotiator" be stricken from the Controller job description and added to the Personnel Director job description. After discussion, it was decided that both descriptions should read as "Participates in labor negotiations."

It was moved by Commissioner Carlson, supported by Commissioner Cheatham and carried by a 5-1 vote with Commissioner Anderson voting nay, that the Personnel Director job classification study be accepted with the word "personnel" being included in the last sentence of the General Summary; that at the bottom of the job description the statement to be added, "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."; and further that the work "requests" be deleted from the last sentence in the General Summary.

The committee then discussed the job description of County Controller. Changes were made in the description as follows:

1. The last sentence in the General Summary changed to read, "Participates in labor negotiations and coordinates policy development throughout County Departments."
2. Under Typical Duties (6) the wording "...investment of County funds" to be added. The sentence to read as, "Oversees preparation of the County payroll, investment of County funds, related reports and financial records."
3. Under Typical Duties (5) delete the last sentence, "Evaluates vendors, prepares bid specifications, and recommends major purchase agreements to the Board."
4. Under Typical Duties (2) the sentence be changed to delete the words, "a six year" and add the words "the long range." The sentence to read, "Supervises the preparation, administration, and updating of the long range capital improvements program."
5. Under Typical Duties (8) the last sentence deleted.
6. Under Typical Duties (9) the word "grantsman" changed to read "grantsperson."
7. Under Typical Duties (14) delete the last phrase which reads "...such as the purchase of computer equipment." The sentence to read, "Conducts long-range planning on various matters such as courthouse and grounds improvement and prepares special feasibility studies."
8. Under Typical Duties (15) the letter "s" to be added to the word "department." Sentence to read, "Monitors development of policy for County departments: meets with department heads..."
9. Under Typical Duties (8) add a new sentence to beginning which reads as, "Recommends to the Board of Commissioners the hiring and dismissal of appointed department heads."

It was moved by Commissioner Cheatham, supported by Commissioner Anderson and carried unanimously that the County Controller job description be adopted with changes.

Commissioner Cheatham was excused from the meeting.



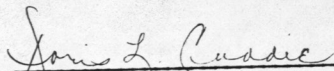
Applications for the positions of County Controller and Personnel Director were discussed. Commissioner Alderton suggested making a form which Commissioners can use while reviewing such applications. Commissioner Racine suggested each member set up a priority system and use the process of elimination in seeking qualified applicants.

The committee asked that copies be made of all applications for County Controller and Personnel Director for Personnel Committee members plus any other Commissioners who may request them. They felt all applications should be kept with strict confidentiality by these Commissioners, that the copies be hand delivered and not mailed, and that the applications be returned after the selections are made.

The committee asked that Assistant Prosecuting Attorney Thomas Solka be asked as to the legality of photocopying the applications and what procedures the Personnel Committee should follow regarding confidentiality and holding open meetings when interviewing applicants. Commissioner Alderton stated that since all applications were being sent in care of him, he would consult Thomas Solka about drawing up a form for Commissioners who want copies of the applications to sign. This form would state that the Commissioner accepts responsibility regarding confidentiality and that all copies would be returned to the Controller's Office when the jobs are finally filled.

There being no further business, it was moved by Commissioner Carlson, supported by Commissioner Racine and carried unanimously that the meeting be adjourned.

Respectfully submitted,

  
Doris L. Cuddie  
County Controller Secretary

November 1, 1977

A special Personnel Committee meeting was duly called and held November 1, 1977 at 7:00 p.m. in the Courthouse Annex.

Present: Commissioners Alderton, Carlson, Bollero, Racine and Cheatham.

Absent: Commissioner Anderson.

In Attendance: Michael Madden, Assistant Controller; WUUPY Radio staff member.

Chairman Alderton called the meeting to order. Various aspects of the Sheriff's Department's union contract was discussed. It was moved by Commissioner Carlson, supported by Commissioner Racine and carried unanimously to recommend to the Board that the Sheriff's Department's union contract be ratified by the County Board of Commissioners.

Discussion was held on job reclassification requests. Chairman Alderton stated the committee is receiving an increasing amount of requests and the contract does not state a policy on this matter. Mike Madden stated the Controller's Office has received several inquiries regarding procedures to follow in making reclassification requests. It was noted many of these requests are a result of department heads assigning additional duties to employees.

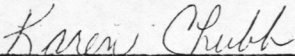
Mike Madden was directed to work up a recommendation for the committee's consideration at their next meeting. Employees who have reclassification requests pending will be informed that procedures in this matter will be discussed at the November 17, 1977 meeting and all reclassifications will be retroactive to date of the request if approved.

The committee reviewed applications submitted for the position of Controller.

A copy of a letter from Mike Madden to William LaMora, Sheriff's Department, on a grievance submitted by Mr. LaMora was read and filed. This matter had been acted upon at a previous committee meeting.

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

Respectfully submitted,

  
Secretary

November 17, 1977

The Personnel Committee meeting was duly called and held November 17, 1977 at 7:00 p.m. in the Courthouse Annex.

Present: Commissioners Bollero, Carlson, Anderson, Alderton and Cheatham.

Absent: None.

In Attendance: Michael Madden, Assistant Controller; Courthouse union representatives Gordon Uren; Thomas Thomas; Bob Cardoni; Les Ross; Janet Anderson and Dennis Knauss; Sheriff Department union representatives Thomas Hakes; James Wallace; Keith Roberts; Steve Lindquist; Prosecuting Attorney Gary Walker; Sheriff Maino; and Undersheriff Johnson.

Three grievances pending from the Courthouse union are in Step #3 of the Grievance Procedure. The grievances concern making the position of Associate Planner a non-union position; accumulation of sick leave and vacation time as a result of going from a 35 hour work week to a 40 hour work week; and the Deputy Register of Deeds group classification. The committee discussed their views on these issues.

Union representatives entered the meeting to discuss the grievances. The sick leave and vacation time grievance was discussed. It is the union's contention that all accumulated sick days and vacation days based on a seven hour work day should not be based on an eight hour day. Commissioner Alderton stated since the 40 hour work week began employees earn eight hours of sick leave per month, but prior to that sick leave was accumulated at seven hours per month because of the 35 hour work week.

In regard to vacation, Mr. Knauss suggested basing time earned on days and not on hours. He stated if this is agreeable for vacation time the union is willing to use the hourly basis for sick leave purposes.

The grievance on the Associate Planner position was discussed. Mr. Thomas stated establishing the position as non-union is contrary to contract articles 20a, 24, and 45. In regard to Article 45, Elimination and Consolidation of Jobs, Commissioner Alderton stated Mr. Thomas, local union president, was notified that the position had been pulled out of the union. It is the contention of the union that a person in this position and in the union could effectively do the duties of the position.

It was noted the Chairman of the Personnel Committee has 15 working days to respond to the grievance after the grievance has been signed for. The grievance was signed November 3, 1977.

The Register of Deeds grievance was discussed. Ms. Anderson stated she assumed all duties of the previous deputy but has not been placed in Group 4 which the previous deputy is in.

Gary Walker, Prosecuting Attorney, entered the meeting. Union representatives left to allow the committee to discuss the grievances further. Upon their return, Commissioner Alderton informed them of the committee's decisions.

The committee agreed to the sick leave proposal in which sick leave would be based on hours and not days. In regard to vacation eligibility, the committee agrees with the union but will not allow retroactivity for those employees that have already taken their vacations. This action applies to unused vacation only. Mr. Knauss agreed with the decision. The policy will be effective immediately.



No action was taken on the Associate Planner position grievance as restructuring is taking place in the Planning Commission which will affect the duties of the position.

The committee stated the grievance concerning the group classification of the Register of Deeds' deputy will be discussed with the deputy, Register of Deeds, Controller's Office staff, and Personnel Committee members. Union representatives left the meeting.

Materials were provided by the Assistant Controller on the grievance from the Sheriff's Department's union regarding the demotion of a Sheriff Department employee from sergeant to deputy. Sheriff Maino and Undersheriff Johnson was present to discuss this matter.

The Sheriff's Department's union representatives entered the meeting and Mr. Knauss provided materials on the grievance in response to incidents noted in the Sheriff's communication passed out by the Assistant Controller. Mr. Knauss requested that the Sheriff's Department employee be reinstated to the position of sergeant and that he be compensated for any losses incurred.

As the committee just received the materials on this grievance they stated they would like to review the information before discussing the matter further. Union representatives left the meeting. Mr. Knauss noted the grievance is in Step #2 of the Grievance Procedure. Commissioner Cheatham and Commissioner Racine left the meeting, as well as the Sheriff and Undersheriff.

Mike Madden presented a memo on reclassification request procedures which was discussed by the committee. Following discussion it was decided all pending reclassification requests will be turned back to the individuals who filed them and informed that these requests should come through their union. Gary Walker then left the meeting.

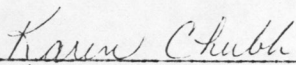
A letter from CUPPAD concerning the Personnel Committee's request for assistance in preparing a Personnel Policies and Procedures Manual was noted. The request has been placed on the priority list and the process of preparing a manual will begin about March 1, 1978 according to the letter.

A letter from Dave Hillier, Maintenance Engineer, was received concerning differential pay for custodial staff who begin working earlier than what is considered by the contract as "normal" shift. This matter was referred to the Assistant Controller.

A letter from the County Treasurer was noted stating the will be changing an account clerk's classification from Group I to Group III upon completion of one year of service. The employee began working full time on November 4, 1977. The Treasurer will be informed that account clerks are no longer elevated to Group III from Group I after one year of employment under the new contract.

A special committee meeting was scheduled for 3:00 p.m., November 21, 1977. As there was no further business to come before the committee the meeting adjourned.

Respectfully submitted,

  
Secretary

November 21, 1977

A special meeting of the Personnel Committee was duly called and held November 21, 1977 at 3:00 p.m. in the Courthouse Annex.

Present: Commissioners Carlson, Racine, Cheatham, Anderson and Bollero. Commissioner Alderton arrived late..

Absent: None.

In Attendance: Commissioner May.

Vice-Chairman Carlson stated the purpose of the meeting was to narrow down the number of applicants for the positions of Controller and Personnel Director. A letter will be sent to each applicant not awarded the position they applied for to thank them for their interest.

Applications for the position of County Controller were reviewed by the committee. The committee felt that three to five individuals should be interviewed for each of the positions.

Following review of the Controller applications, the committee decided to invite the following people to interview for the position: Michael Madden, Marquette, MI; Richard Stoddard, Marquette, MI; Duane Beard, Escanaba, MI; Robert Chapla, Grand Rapids, MI; and John Wolenberg, Haslett, MI. Commissioner Cheatham was excused from the meeting.

Discussion was held on whether the expenses of those people coming from out of town for interviews should be paid by the county. It was noted a recommendation to pay them would have to be submitted to the Board for action. It was moved by Commissioner Bollero and supported by Commissioner Carlson that the county not pay expenses for individuals coming to Marquette for interviews. Commissioner Anderson suggested the committee consider recommending payment of travel expenses only. A roll call vote on the motion was taken. Ayes: Commissioner Racine. Nays: Commissioners Anderson, Bollero and Carlson. The motion failed.

It was moved by Commissioner Anderson to recommend to the Board that applicants from out of town be paid transportation expenses to and from Marquette for interviews. The motion was supported by Commissioner Carlson. In discussion it was noted payment of special transportation arrangements is not included in the recommendation. Following discussion the motion carried. Nays: Commissioner Bollero.

The interviews for the position of County Controller will be conducted on Friday, December 2, 1977 beginning at 3:00 p.m. in Annex Room 227. The Board Secretary will contact the designated applicants by phone on November 22, 1977 and follow-up letters will be sent.

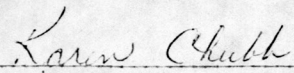
The committee adjourned for a short recess. Upon re-convening, Personnel Director applications were reviewed. Commissioner Alderton arrived at the meeting.

Following review and discussion of the applications the following individuals were chosen to be invited to interview for the position of Personnel Director on a motion by Commissioner Anderson, supported by Commissioner Bollero and carried unanimously: Michael Madden, Marquette, MI; Bruce Waananen, Ishpeming, MI; Donald Stanny, Milwaukee, WI; Shirley Teddy, Ishpeming, MI; and Ronald Schulz, Bowie, Maryland.

The interviews for the position of Personnel Director will be held Monday, December 5, 1977 beginning at 6:00 p.m.

As there was no further business to come before the committee the meeting adjourned.

Respectfully submitted,

  
Secretary

December 2, 1977

The Personnel Committee meeting was duly called and held at 3:30 p.m. December 2, 1977 in the Courthouse Annex.

Present: Commissioners Bollero, Carlson, Cheatham, Racine, Alderton and Anderson.

Absent: None.

In Attendance: Commissioners May, Steele, Leone and Potvin; Jack Leadbetter; County Controller applicants John Wolenberg, Robert Chapla, Duane Beard, Richard Stoddard and Michael Madden. Commissioner Krook was present later in the meeting.

Chairman Alderton called the meeting to order. He stated the purpose of the meeting was to interview applicants for the position of County Controller with the intent of recommending an individual to the Board for the position. It was noted approximately 40 applications had been received for the position.

John Wolenberg was present to interview for the position. Chairman Alderton stated the Board recently acted to adopt a Controller form of government. He stated the Board is looking for a head administrator for the County to supervise non-elected department heads and work closely and advise elected department heads.

Mr. Wolenberg discussed his work experience and qualifications for the position with the committee. Committee members and attending commissioners asked questions of the applicant. Interviews were also conducted with Mr. Robert Chapla, Mr. Duane Beard, Mr. Richard Stoddard and Mr. Michael Madden in regard to qualifications, work experience and responsibilities of the position.

It was noted that a letter has been received from Mr. Madden withdrawing his application for the position of Personnel Director. Letters were received from Judge Stephen Catel; Stephen Cowen, Union National Bank, Marquette; Donald Hagen, Dean of Business, NMU; Clifford Brin, Accounting & Finance Department, NMU; Jean Trombley, Marquette County Humane Society; Ralph Soffredine, Ishpeming Chief of Police; Gary Walker, Prosecuting Attorney; Carol Spitz, Department of Social Services; Reverend Louis C. Cappo; Joseph Maino, Sheriff; Timothy Lowe, Teacher; and Michael Zorza, Director, Emergency Services Office. Commissioner Cheatham left the meeting.

Following the interviews the position was discussed by those commissioners present. Commissioner Potvin felt a recommendation for the Controller's position should be made by the Committee of the Whole to the Board and that a simple majority should not be acceptable for filling the position of the Controller. Discussion was held on the procedure to be followed in hiring an individual for the position of Controller and in obtaining the applicants' personal references.

It was moved by Commissioner Anderson, supported by Commissioner Racine and carried to eliminate from consideration for the Controller's position Robert Chapla and John Wolenberg. Following discussion, the motion carried. Nays: Commissioner Alderton.

Commissioner Anderson moved to table consideration of the applicants for the Controller's position until the December 5, 1977 Personnel Committee meeting when the Personnel Director's position is considered. The motion was supported by Commissioner Racine and carried unanimously.

Commissioner Carlson moved that the recommendation to the Board for consideration of County Controller be made by the Committee of the Whole and that eight votes be required to approve the recommendation. As it was felt the Personnel Committee could not determine the amount of votes needed to approve a recommendation by the Board the motion was withdrawn.



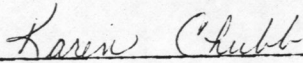
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It was moved by Commissioner Carlson and supported by Commissioner Bollero that the recommendation for the hiring of a County Controller be made by the Committee of the Whole. Commissioner Anderson expressed concern over delegating the authority of the Personnel Committee to the Committee of the Whole. Commissioner May questioned whether the Personnel Committee could decide whether the Committee of the Whole will take this action and felt this would have to be a recommendation to the Board. Following discussion the motion was withdrawn.

Commissioner Anderson suggested that commissioners be phoned concerning the December 5, 1977 Personnel Committee meeting. He noted that the Personnel Committee could go into executive session to discuss the positions if necessary. Commissioner Bollero stated the law should be checked to determine whether or not the Board can require that eight votes be necessary in hiring an individual for the Controller's position rather than a simple majority.

As there was no further business to come before the committee the meeting adjourned.

Respectfully submitted,

  
Secretary

December 5, 1977

The Personnel Committee was duly called and held December 5, 1977 in the Courthouse Annex. The meeting was called to order at 6:30 p.m.

Present: Commissioners Alderton, Bollero, Carlson, Anderson and Racine. Commissioner Cheatham arrived late.

Absent: None.

In Attendance: Commissioners Farrell, Leone, Steele, May, Krook and Potvin; Personnel Director applicants Ron Schultz, Bruce Waananen, and Shirley Teddy.

Commissioner Alderton called the meeting to order. Ron Schultz was present to discuss the position of Personnel Director with the committee. Commissioner Alderton stated the Personnel Director will be responsible for setting up a personnel policy manual; handling grievances; working with department heads on hiring; maintaining a list of job applicants; and handling the executive action aspect of employment. Commissioner Cheatham arrived at the meeting.

Also interviewed for the position of Personnel Director were Mr. Bruce Waananen and Ms. Shirley Teddy. Each applicant was made aware of the benefits county employees receive. Also discussed were the duties of the position. The commissioners had an opportunity to ask questions of the applicants.

Following the interviews, discussion was held on contacting individuals who applied for the two positions and were not interviewed. These people will be informed through a form letter that the position has been filled. Letters will be sent, also, to those who were interviewed for the position, and not awarded the job, thanking them for their interest.

The commissioners discussed the applicants for the Personnel Director position. The committee felt references should be obtained for out of town applicants. Commissioner Anderson suggested the possibility of recommending an individual for the position subject to the verification of credentials.

It was moved by Commissioner Anderson and supported by Commissioner Carlson that the Personnel Committee recommend to the Board the appointment of Ronald K. Schultz to the position of Personnel Director subject to the verification of his qualifications and references. Following discussion the motion carried. Nays: Commissioner Bollero.

The various applicants for the position of Controller were discussed. Following discussion on the applicants for the position, it was moved by Commissioner Carlson, supported by Commissioner Cheatham and carried that the Personnel Committee recommend to the Board that Duane Beard be offered the position of Controller in Marquette County. Nays: Commissioner Bollero.

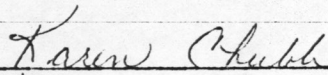
Commissioner Alderton stated the position of Accountant/Purchasing Agent was offered to Gary Yoder, however there was never any official Board action taken. This will be included on the December 7, 1977 agenda.

It was noted the Controller will receive 90% of the set salary during a six month probation period.

Commissioner Alderton noted an opinion from the Prosecuting Attorney's Office stating the position of Assistant Controller should be terminated as there is no funding in 1978 for the position. It was moved by Commissioner Anderson and supported by Commissioner Carlson to recommend to the Board that, as the position of Assistant Controller is not funded for 1978, the position will be eliminated as of January 1, 1978. Following discussion the motion carried unanimously.

It was moved by Commissioner Anderson, supported by Commissioner Racine and unanimously carried to adjourn as there was no further business to attend to.

Respectfully submitted,

  
Secretary

December 15, 1977

The Personnel Committee was duly called and held December 15, 1977 at 7:00 p.m. in the Courthouse Annex.

Present: Commissioners Alderton, Racine, Bollero, Carlson, Anderson and Cheatham.

Absent: None.

In Attendance: James Sodergren, Treasurer.

Chairman Alderton called the meeting to order. The County Treasurer was present to discuss an individual hired as an Account Clerk in his department in regard to advancing from Group I classification to Group III after one year of employment in the position. This advancement was written out of the new contract. The individual was awarded the position on November 4, 1977 but had worked previously part-time and half-time in the position.

The committee discussed two sick leave grievances filed by employees in the Treasurer's Office. Pat Day filed a grievance stating sick leave was not awarded after she had called in sick and submitted a doctor's receipt. A second employee, Josephine Thurston, filed a sick leave grievance as she was not awarded sick leave for a doctor's appointment.

It is the practice in some departments to use sick leave for doctor or dental appointments, however, the committee stated this is not the purpose of sick leave. The committee felt a policy outlining the purpose of sick leave should be prepared.

It was noted both the department head and the union waived Step #2 of the grievance procedure in regard to the sick leave grievances. James Sodergren left the meeting.

Following discussion on the grievance submitted by Josephine Thurston, it was moved by Commissioner Racine, supported by Commissioner Carlson to deny the grievance regarding sick leave for a doctor's appointment since it is not past practice to allow the use of sick leave in this manner, and no violation of Article 32 of the contract occurred as one cannot claim sick leave for a doctor or dental appointment. The motion carried unanimously.

The sick leave grievance filed by Pat Day of the Treasurer's Office was discussed. It was moved by Commissioner Racine, supported by Commissioner Anderson and carried unanimously that the grievance be granted.

The committee discussed a grievance submitted by Barry Sullivan in the Juvenile Division concerning vacation time he is eligible for under the current contract. The union has withdrawn this grievance for the present.

The Register of Deeds Department's grievance submitted by Deputy Register of Deeds, Janet Anderson, was discussed. Ms. Anderson has requested to be placed in Group IV as other Courthouse union deputies are placed in that classification. Commissioner Alderton stated Ms. Anderson has been assigned additional duties by the Register of Deeds which he had done himself in the past.

Following discussion, it was moved by Commissioner Carlson, supported by Commissioner Bollero and carried unanimously that the grievance be denied as Janet Anderson's current duties fall within the Group III classification and new responsibilities that have been assigned to her are assumed to be part of the duties and responsibilities of the deputy's position, a position for which she receives additional compensation.



Commissioner Alderton stated the committee had denied the union's grievance opposing the establishing of a non-union Associate Planner position in the Building Code Department on the basis of restructuring taking place in the Planning Commission. Lyn Johnson, County Planner, has submitted an outline of the restructuring. The job description of Associate Planner gives him direct responsibility for the Building Code Department.

The Sheriff Department grievance concerning Keith Roberts was discussed. It was noted the position previously held by Keith Roberts, as well as another position in the Sheriff's Department, has been eliminated for 1978.

Commissioner Alderton stated the union requested that Step #3 of the grievance procedure, concerning the union meeting with the Personnel Committee on the grievance, be waived. Mike Madden has written to the Sheriff's union's staff representative, Dennis Nauss, stating the committee will not waive Step #3.

Following discussion, it was moved by Commissioner Racine, supported by Commissioner Carlson and carried unanimously to authorize that a letter be written to settle the Robert's grievance in the Sheriff's Department on the basis of a conference held with Gary Walker, Prosecuting Attorney; Michael Madden, Assistant Controller; Undersheriff Johnson; Sheriff Maino; and Commissioner Alderton.

A letter was sent to the Controller from Judge Quinnell stating the law librarian receives a salary of \$300 per year and that this amount has not changed since 1965. The job involves handling bills for law library purchases. Commissioner Alderton stated the job description of the Judge's secretary who handles the law library accounts provides for this type of responsibility.

Following discussion, it was moved by Commissioner Anderson and supported by Commissioner Carlson to send a letter to Judge Quinnell stating that the maintenance of the law library should not require additional expenditures on the part of the County as the duties being performed fall within the classification of a Group II secretary position presently assigned to the Circuit Court Office. The motion carried unanimously.

Discussion on the Personnel Director position was held. Mr. Schultz had been offered the position but accepted a job elsewhere.

Commissioner Alderton stated Mike Madden requested that the committee consider the possibility of establishing a Personnel Director/Assistant Controller position. Mike had withdrawn his name as an applicant for the Personnel Director as he felt it would hinder his professional goals. The committee opposed establishing a Personnel Director/Assistant Controller position.

It was moved by Commissioner Bollero and supported by Commissioner Racine to recommend to the Board that Michael Madden be offered the position of Personnel Director. Commissioner Anderson felt additional interviews should be conducted and a decision based on the interviews. Following discussion the motion failed. Ayes: Commissioners Bollero and Racine. Nays: Commissioners Carlson, Anderson, Alderton and Cheatham.

Commissioner Racine stated it is generally agreed that the position of Personnel Director does not have to begin January 1, 1978, hence, he moved that the position be advertised again. The motion died for lack of support.

It was noted the minimum requirements for the position, as advertised, are a Bachelor's Degree in Business Administration, or a related field, and experience in labor negotiations, labor contract administration, and personnel management.

It was moved by Commissioner Bollero, and supported by Commissioner Carlson to recommend to the Board that Bruce Waananen, who interviewed for the position, be awarded the Personnel Director position. Commissioner Anderson stated the person in this position should act as a resource person for departments such as Acocks. Following discussion the motion failed. Ayes: Commissioner Bollero. Nays: Commissioners Anderson, Alderton, Cheatham, Carlson and Racine.

It was moved by Commissioner Racine and supported by Commissioner Anderson to review the applications submitted previously for the position of Personnel Director for possible candidates. The motion carried unanimously.

It was noted in the November 21, 1977 minutes of the Personnel Committee an error was made on a motion made by Commissioner Bollero as the minutes indicate he voted against the motion. The minutes should read, "It was moved by Commissioner Bollero and supported by Commissioner Carlson that the county not pay expenses for individuals coming to Marquette for interviews.... A roll call vote on the motion was taken. Ayes: Commissioners Racine and Bollero. Nays: Commissioners Anderson and Carlson. The motion failed".

As there was no further business to come before the committee the meeting adjourned at 11:00 p.m.

Respectfully submitted,

Karen Chubb  
Secretary