

December 2, 1980

Honorable Chairperson and Members of the
Marquette County Board of Commissioners
Marquette, Michigan

Ladies and Gentlemen:

A meeting of your Personnel Committee was duly called and held on December 2, 1980 and copies of the minutes of that meeting have been furnished to all members of the Board of Commissioners and a copy of the minutes is attached hereto and made a part of this report.

Respectfully submitted,

PERSONNEL COMMITTEE

Chairperson

December 2, 1980

Honorable Chairperson and Members of the
Marquette County Board of Commissioners
Marquette, Michigan

Ladies and Gentlemen:

Duane Beard, Controller, brought to the attention of the Personnel Committee the affect of the transfer of Emergency Services to the Health Department on county staff. He noted he had been contacted by Pamela Engman, Acting Health Officer, concerning the transfer of the department, and she had requested concurrence of the County Board that the positions affected by the transfer be designated Health Department employees.

Mr. Beard noted the secretarial position operating from Emergency Services is actually an employee of the Controller's Office and that that position has been terminated as a result of the transfer. The employee presently in the position has been notified of the pending lay off. The Controller recommended that the Director position be transferred to the Health Department.

Thus, it is the recommendation of the Personnel Committee that the County Board communicate with the Health Board on the transfer of the position of Director of Emergency Services to the authority of the Health Board, as suggested by the Health Department; that the position be transferred with the original date of hire; that accrued benefits be maintained; and that such a transfer become effective January 1, 1981.

Respectfully submitted,

PERSONNEL COMMITTEE

Chairperson

December 2, 1980

The Personnel Committee meeting was duly called and held on December 2, 1980 at 7:00 p.m. in the Courthouse Annex.

Present: Commissioners Steele, Juidici, Leone, Krook, Farrell.

Absent: Commissioner Cheatham.

In Attendance: Ben Hill, Personnel Director; Duane Beard, Controller; Gary Walker, Prosecuting Attorney; and Jamie Guth, WLUC TV.

The meeting was called to order by Chairperson Juidici.

The first item of business was approval of the minutes of the November 6, 1980 meeting.

It was moved by Commissioner Leone, supported by Commissioner Steele and carried unanimously to approve the minutes as presented.

There was no public comment.

Duane Beard informed the committee Commissioner Cheatham contacted his office to state she would not be at the meeting due to illness.

Commissioner Juidici noted a letter from Judges Quinnell and McDonald stating they will not conduct an investigation of the Friend of the Court (FOC) as requested by the County Board, for various reasons, had been referred to the committee by the Board.

Commissioner Juidici mentioned the possibility of contacting the Governor regarding this matter and asking him who is the supervisor for the Friend of the Court; and who should investigate the complaint. She stated by doing this it would clarify the process for other counties that may find themselves in the same situation.

Gary Walker said in recent court cases in Roscommon County and Gogebic County on removal of the Friend of the Court the Circuit Court Judges had initiated the proceedings.

Gary Walker stated after court proceedings were conducted, the Circuit Court of Roscommon County recommended to the Governor the removal of the FOC. Following proceedings in Gogebic County, the Circuit Court Judge recommended to the Governor that the FOC not be removed. In both cases the Court's recommendation was adhered to by the Governor's Office.

Gary Walker noted two hearings were held in Roscommon County on the removal of the FOC because the first one was held by the Judge filing the complaint and was invalidated. The second was conducted by a visiting Judge.

Commissioner Farrell stated he believes the County Board must hire an attorney to handle the matter if it is their intent to follow the it through.

Commissioner Leone noted discussions were held with the FOC on additional staff he requested. He noted Dick Powell, Child Support Services, State of Michigan, indicated the present county FOC staff had a full workload.

The Controller noted the FOC did not provide documentation of the need for a new staff position as requested by the committee. It was noted he later he withdrew his request for the additional position.

The committee discussed conducting an investigation to determine whether sufficient grounds exist to initiate removal proceedings. Commissioner Leone questioned whether the records available are sufficient to substantiate any complaints. Commissioner Farrell noted an investigation would determine that point.

It was noted the Governmental Support Division would be able to do fact finding to a limited extent.

Following discussion, it was moved by Commissioner Farrell and supported by Commissioner Leone to ask the Finance Committee to recommend that the County Board retain private counsel which will, in conjunction with the Governmental Support Division, conduct an investigation to determine whether grounds exist to initiate a removal hearing of the Friend of the Court; and that \$4,000 be allocated from the Contingency Account for the above investigation.

Commissioner Farrell stated the Board may be criticized for spending the funds but he believes it should be determined whether a problem exists. He said a government that takes no action is not a government.

Commissioner Juidici said if an investigation determines the FOC is doing his job they will be able to answer people complaining about the FOC, ADC system, etc. She said the Board should address issues brought to them.

Duane Beard said the Governmental Support Division could do fact finding if provided guidelines to follow in its investigation.

Following discussion, the motion carried unanimously.

Commissioner Farrell left the meeting.

A report from the Personnel Director on specifications for a deferred compensation plan was read. Mr. Hill stated he has asked Ken Beres of The Wyatt Company to research the matter of developing specifications for deferred compensation. He said he will present the information to the committee once it is received. The communication was placed on file.

Ben Hill submitted proposed language for Standard Travel Regulations, Section V, Paragraph 3, as requested by the committee. He suggested the following language:

3. Employees will be reimbursed for meals while on official County business provided such meals are consumed within

the time period as listed below. Department Heads, when approving travel advances, will ensure that employees include in the travel advance form a list of meals to be consumed.

Breakfast	6:00 a.m. to 8:00 a.m.
Lunch	11:00 a.m. to 2:00 p.m.
Dinner	5:00 p.m. to 7:00 p.m.

The committee noted such language mandates that an individual eat during specific hours in order to receive reimbursement and it may not always be convenient to the individual to do so.

The Controller proposed that the policy be stated as follows:

3. Employees will be reimbursed for meals while on official County business provided said employee will be absent from his/her duty station and out of the county during the time period listed below. Department Heads, when approving travel advances, will ensure that employees include in the travel advance form a list of meals to be consumed.

Breakfast	6:00 a.m. to 8:00 a.m.
Lunch	11:00 a.m. to 2:00 p.m.
Dinner	5:00 p.m. to 7:00 p.m.

It was moved by Commissioner Leone, supported by Commissioner Krook and carried unanimously to recommend to the Executive Committee that the above language be included in the Standard Travel Regulations, Section V, Paragraph 3, of the personnel policy manual.

A copy of a letter from the County Clerk to the Board withdrawing his application for Road Commission appointment was read and placed on file.

Gary Walker reported on contract negotiations. He said a second ratification vote was held by the union today. He noted they had gone back to the table with the union last Monday and a couple of changes in the proposed contract were made as a result of the negotiations.

The Controller stated he received a letter from Pamela Engman about transferring the Emergency Services to the Health Department. The letter dealt with Personnel Management; Budgeting; and Authority of the Health Board.

Pam Engman noted they are considering reducing the full time clerical position in EMS to half time. She requested Board concurrence in designating the positions as Health Department positions.

The Controller stated when EMS was placed under the Health Department budget the secretarial position was eliminated. The position was a Controller's Office position but the employee worked out of the EMS Office. The employee in the position has been informed of the pending lay off and will receive an immediate recall after her lay off as there is a steno pool position open.

The Controller also noted the structural inspector in the Planning Commission has been given notice of his pending lay off. One position in the Register of Deeds Office is being reduced from full time to half time and the individual affected has also been notified of that fact.

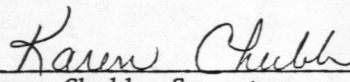
Following discussion, it was moved by Commissioner Leone, supported by Commissioner Steele and carried unanimously to recommend to the Board that they communicate with the Health Board on the transfer of the position of Director of Emergency Services to the authority of the Health Board, as suggested by the Health Department; that the position be transferred with the original date of hire; that accrued benefits be maintained; and that such a transfer become effective January 1, 1980.

Ben Hill said he had requested a legal opinion from Chief Civil Counsel on submission of time sheets by elected officials. This was requested as a result of a request made by Commissioner Farrell.

Ms. Micklow stated County elected officials may not be required by the Board or a personnel policy manual to submit time sheets recording their hours of attendance.

The meeting adjourned at 9:00 p.m.

Respectfully submitted,



Karen Chubb, Secretary

November 6, 1980

Honorable Chairperson and Members of the
Marquette County Board of Commissioners
Marquette, Michigan

Ladies and Gentlemen:

A meeting of your Personnel Committee was duly called and held on November 6, 1980 and copies of the minutes of that meeting have been furnished to all members of the Board of Commissioners and a copy of the minutes is attached hereto and made a part of this report.

Respectfully submitted,

PERSONNEL COMMITTEE

Chairperson

November 6, 1980

Honorable Chairperson and Members of the
Marquette County Board of Commissioners
Marquette, Michigan

Ladies and Gentlemen:

As you know, the Marquette County Health Board recommended to the Marquette County Board of Commissioners that Dr. Richard J. Potter be appointed Marquette County Health Officer/Medical Director. As a result of subsequent discussions by the Board on that recommendation, the County Board directed the Personnel Committee to determine the salary and fringe benefits the Health Board felt should be offered to Dr. Potter for the position.

On November 6, 1980 the Personnel Committee received a communication from Ms. Pamela Engman, Acting Health Officer, on behalf of the Health Board, stating the Health Board recommended that Dr. Potter be offered the same salary (\$58,600) he was receiving at the time he resigned from the position of Health Officer/Medical Director earlier this year. Ms. Engman also provided the committee with a list of the fringe benefits Dr. Potter would be eligible to receive as an administrative employee of the Health Department.

Following review and discussion of this matter, your Personnel Committee acted to recommend to the County Board that Dr. Richard J. Potter be hired as the Marquette County Health Officer/Medical Director at a salary of \$58,600 and that an adjustment to that salary be allowed as of January 1, 1982.

Respectfully submitted,

PERSONNEL COMMITTEE

Chairperson

November 6, 1980

The Personnel Committee meeting was duly called and held on November 6, 1980 at 7:00 p.m. in the Courthouse Annex.

Present: Commissioners Juidici, Steele, Cheatham, Krook, Leone and Farrell.

Absent: None.

The meeting was called to order by Chairperson Juidici.

The first item of business was approval of the minutes of the October 2, 1980 meeting. It was moved by Commissioner Leone, supported by Commissioner Farrell and carried unanimously to approve the minutes as presented.

There was no public comment.

A communication from the Department of Labor on withdrawal of charges by AFSCME, Council 25, in Case No. C80 F-165, Marquette County Board of Commissioners and AFSCME, Council 25, was read. The communication was informational and was placed on file.

A memo from Benhard Hill, Personnel Director, on a deferred compensation plan for the county was presented to the committee. Mr. Hill conducted a poll of county employees to determine if they were interested in a deferred compensation plan. In his memo he stated 11% of the employees indicated an interest in such a plan and he recommended that the committee make a recommendation to the County Board that a deferred compensation plan be offered to employees.

A letter from James Sodergren, Treasurer, on this topic was also read. Mr. Sodergren supported the offering of a deferred compensation plan to county employees.

Commissioner Juidici stated if a plan is offered a meeting should be held to explain the total plan to the employees.

Commissioner Farrell believes the committee should decide what type of plan should be offered before a recommendation is made to the Board.

It was moved by Commissioner Farrell, supported by Commissioner Cheatham and carried unanimously that at some future time the committee will recommend to the Board a deferred compensation plan, but at this time the committee requests that the Personnel Director, in conjunction with the Chief Accountant, Controller, and Chairperson of the Personnel Committee, develop specifications for a deferred compensation plan for presentation to the Personnel Committee at their next meeting.

A memo was received from Ben Hill on recommended language for the personnel policy regarding Standard Travel Regulations, Section V, Paragraph 3. He suggested that the following language be used in place of the present language:

3. Employees will be reimbursed for meals while on official County business provided such meals are consumed within the time period between departure and return.

The committee believed the definition was too general. Commissioner Juidici felt an employee's supervisor should approve travel forms which include a list of meals that are expected to be consumed by the employee while on county business.

It was moved by Commissioner Cheatham, supported by Commissioner Farrell and carried unanimously to return this matter to Benhard Hill requesting that alternative measures be made to the committee.

A communication was received from Pamela Engman, Acting Health Officer, on behalf of the Marquette County Health Board, regarding compensation for Dr. Potter should he be offered the position of County Health Officer/Medical Director. The Health Board took action to recommend that Dr. Potter be "offered the same salary he had when he left with the same fringe benefits".

A list of the fringe benefits Dr. Potter would receive as an administrative employee of the Health Department was supplied to the committee. It was noted Dr. Potter was receiving \$58,600 per year in the position of Health Officer/Medical Director at the time he left the county.

Commissioner Juidici called Pamela Engman on the phone to obtain further information. Ms. Engman informed Commissioner Juidici that employees are on a six month probation period when they are hired and receive no pay increase after that probationary period. She said all raises are made January 1st of each year and that it was the intent of the Health Board that Dr. Potter's salary would remain at \$58,600 throughout 1981.

Following discussion, it was moved by Commissioner Farrell, supported by Commissioner Leone and carried unanimously to recommend to the Board that Dr. Richard J. Potter be hired as the Marquette County Health Officer/Medical Director at a salary of \$58,600 and that an adjustment to that salary may be made January 1, 1982.

A communication will be sent to the Health Board stating the committee will be submitting the above recommendation to the County Board at their November 19, 1980 meeting.

The committee reviewed their 1981-82 goals and objectives.

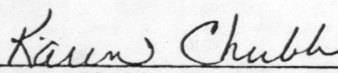
It was then moved by Commissioner Leone, supported by Commissioner Farrell and carried unanimously by a roll call vote to move into closed session, pursuant to the Open Meetings Act, to discuss the state of labor negotiations. Ayes: Commissioners Leone, Farrell, Juidici, Steele, Cheatham and Krook. Nays: None.

Following discussion, it was moved by Commissioner Farrell, supported by Commissioner Krook and carried by a roll call vote to move out of closed session. Ayes: Commissioners Leone, Farrell, Juidici, Steele, Cheatham and Krook. Nays: None.

There was no public comment.

It was moved by Commissioner Farrell, supported by Commissioner Steele and carried unanimously to adjourn at 8:50 p.m.

Respectfully submitted,



Karen Chubb, Secretary

October 2, 1980

Honorable Chairperson and Members of the
Marquette County Board of Commissioners
Marquette, Michigan

Ladies and Gentlemen:

A meeting of your Personnel Committee was duly called and held on
October 2, 1980 and copies of the minutes of that meeting have been furnished
to all members of the Board of Commissioners and a copy of the minutes is
attached hereto and made a part of this report.

Respectfully submitted,

PERSONNEL COMMITTEE

Chairperson

October 2, 1980

Honorable Chairperson and Members of the
Marquette County Board of Commissioners
Marquette, Michigan

Ladies and Gentlemen:

As you will recall a September 4, 1980 recommendation of the Personnel Committee on removal procedures of the Friend of the Court was referred back to the committee for further discussion. This matter was discussed at the committee's October 2, 1980 meeting.

Following discussion it was moved by Commissioner Farrell and supported by Commissioner Cheatham that, as the Personnel Committee is concerned about the current operation of the Friend of the Court's Office and wishes to determine whether a removal hearing should be initiated, the committee recommends to the County Board that the Board communicate with the Circuit Court Judges requesting that they conduct an investigation to determine whether grounds exist to initiate a removal hearing of the Friend of the Court. The motion carried unanimously.

Respectfully submitted,

PERSONNEL COMMITTEE

Chairperson

October 2, 1980

Honorable Chairperson and Members of the
Marquette County Board of Commissioners
Marquette, Michigan

Ladies and Gentlemen:

Attached is a resolution to exclude temporary county employees from membership in the Michigan Municipal Employees' Retirement System for the first six months of their employment.

It is the recommendation of your Personnel Committee that the County Board adopt the resolution.

Respectfully submitted,

PERSONNEL COMMITTEE

Chairperson

RESOLUTION TO EXCLUDE TEMPORARY EMPLOYEES
FROM MEMBERSHIP IN
MICHIGAN MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM

WHEREAS, the County of Marquette is a participating municipality of the Michigan Municipal Employees' Retirement System established by Act No. 135, Public Acts of 1945, as amended; and

WHEREAS, Act No. 373 of Public Acts of 1974 amended the said Act No. 135 to permit a participating municipality to exclude temporary employees from membership with Michigan Municipal Employees' Retirement System, providing the employees are notified in writing and are not employed in a position normally requiring six or more months of work;

THEREFORE, be it resolved that the County Board of Commissioners of the County of Marquette does hereby elect to exclude temporary employees from membership with Michigan Municipal Employees' Retirement System;

BE IT FURTHER RESOLVED that the County Clerk shall file a certified copy of this Resolution with the Michigan Municipal Retirement Board within ten (10) days after its adoption.

Ayes:

Nays:

I hereby certify that the above is a true copy of a resolution adopted by the Board of Commissioners of Marquette County at its regular meeting held

Henry A. Skewis, County Clerk

October 2, 1980

The Personnel Committee meeting was duly called and held on October 2, 1980 at 7:00 p.m. in the Courthouse Annex.

Present: Commissioners Juidici, Steele, Leone, Cheatham, Krook and Farrell.

Absent: None.

In Attendance: Ben Hill, Personnel Director; Gary Walker, Prosecuting Attorney; and Duane Beard, Controller.

The meeting was called to order by Chairperson Juidici.

The first item of business was approval of the minutes of the September 4, 1980 meeting. It was moved by Commissioner Leone, supported by Commissioner Cheatham and carried unanimously to approve the minutes as presented.

There was no public comment.

A letter from Undersheriff Quayle thanking the committee for allowing him time to comment on 1981 salaries was read.

An opinion from Patricia Micklow, Chief Civil Counsel, on compensation for Board of Commissioners, was read. According to the law the Board has the authority to fix by resolutions and/or to change both per diem compensation and mileage reimbursement. Change in compensation excluding mileage becomes effective only at the time that the members of the Board commence their terms of office after a general election. Mileage reimbursement may be automatically adjusted to that of the state rate changes provided the reimbursement does not exceed the rate determined by the State Officers Compensation Commission.

Following discussion, it was moved by Commissioner Leone and supported by Commissioner Steele to recommend to the Finance Committee that they recommend to the Finance Committee that a resolution to raise the County Board members mileage reimbursement rate to the state's rate be approved and that the Board rate be tied in with the state's rate, effective upon Board action. Commissioner Juidici noted this will affect the Board's mileage budget for 1981. Following discussion the motion carried unanimously.

A memo from MAC stating the state standardized travel rate has been increased to \$.2325 as of October 1, 1980 was noted and filed.

A draft resolution from the Prosecuting Attorney to exempt temporary employees from the county retirement system for the first six months of their employment was reviewed.

It was moved by Commissioner Cheatham, supported by Commissioner Leone and carried unanimously to recommend to the Board to adopt the resolution to exclude temporary employees from the county retirement system.

A communication from Ben Hill on deferred compensation was received. Ben said this is the same plan the committee reviewed in the beginning of the year. He believes a poll of employees should be conducted to determine if there is sufficient interest in this program and that he should work with the Chief Accountant/Purchasing Agent to see if the current payroll system can handle payroll deductions for deferred compensation.

Commissioner Leone felt the committee should delay action until Ben Hill obtains information he wishes to obtain on this matter. It was moved by Commissioner Leone, supported by Commissioner Krook and carried unanimously to table until it is determined if there is any accounting problem involved in payroll deductions for deferred compensation, and to determine interest of employees in the system.

A copy of the personnel roster for the county was presented to the committee. Also received was a communication from Ben Hill recommending a change in the authorized staffing level for a departmental clerk in the Friend of the Court's Office. The position will not be filled until the county receives a signed Cooperative Reimbursement Program contract.

It was moved by Commissioner Leone, supported by Commissioner Krook and carried unanimously to concur with the recommendation to change the staffing level to include a departmental clerk in the Friend of the Court when the county receives a signed contract for their Cooperative Reimbursement Program grant for the Friend of the Court's Office.

A communication was received from Ben Hill on a request from Harold Connors concerning retirement. Mr. Connors requested that the county portion for his retirement benefits through MERS be paid to him rather than to MERS. This would be in the amount of \$1,439 if paid in a lump sum or \$100 per year for 31 years.

Commissioner Leone stated Harold Connors called him about this and he informed him he felt the county should not set such a precedent.

Mr. Connors has been offered an opportunity to join the county retirement plan by paying his share of the cost to MERS according to Ben Hill.

Commissioner Juidici questioned whether Mr. Connors was advised of his right to join the retirement system when it was first set up. The committee believed it was not possible to determine whether he had been or not.

It was moved by Commissioner Farrell, supported by Commissioner Krook to recommend to the Finance Committee that Mr. Connors be offered an opportunity to pay his portion of retirement to MERS and that he be asked to notify the Personnel Director by December 1, 1980 if he wishes to do so. If he intends to pay his share the county will then pay their share. The motion carried unanimously.

Recommendations from the Personnel Policy Advisory Board to make changes in the Personnel Policy Manual in the areas of sick leave, leave of absence and standard travel regulations were presented.

The committee reviewed the proposed changes with Ben Hill.

Commissioner Cheatham suggested that wording be added to the sick leave policy to the effect that when an employee is ill more than three days a doctor's certificate is required. The committee agreed on the following wording: "A doctor's certificate will be required as proof of illness if absence is in excess of three days".

Under Appendix B - County of Marquette Standard Travel Regulations, Section III - Travel Expense Voucher, the parenthetical statement "(except when flat rate is used for meals as per Section V)" will be deleted.

Appendix B, Section V - Lodging Meals, Other Expenses, #4, the phrase "...actually paid or..." will be deleted so the sentence reads "Gratuities may be added to receipts not to exceed 15% and only when added to charge".

Appendix B, Section V, #3 lists hours when meals may be charged to the county for out-of-town travel. It was moved by Commissioner Farrell, supported by Commissioner Steele and carried unanimously to refer this back to the Personnel Director for clarification.

Appendix B, Section VII - Special Regulations, #2, concerns employees compensation while on the road. Ben Hill recommended that employees be paid for an eight hour day when travelling, and not overtime. The present wording was deleted and replaced with the sentence, "Employees will be paid for normally scheduled work day".

It was moved by Commissioner Farrell, supported by Commissioner Steele and carried unanimously to accept the changes to the Personnel Policy Manual recommended by the Personnel Policy Advisory Committee with additional changes made by the committee, with the exception of Section V, #3, which has been referred to Ben Hill for action.

It was moved by Commissioner Farrell, supported by Commissioner Cheatham and carried unanimously to table until the next meeting.

Gary Walker and Duane Beard were present for a discussion of the committee's recommendation on removal of the Friend of the Court from office. The committee's recommendation on this issue was referred back to the committee by the County Board with the following charges:

1. Determine if reasons exist to initiate an investigation on this matter; and
2. If the answer to #1 is "Yes", to determine how this should be done.

Gary Walker said according to the law the grounds for removal are incompetence, misconduct, neglect of duties, and refusal to carry out order of the court.

Commissioner Juidici noted the Friend of the Court did not attempt to answer any questions of the committee regarding need for an additional staff member in the Friend of the Court's Office. Nor did he process the grant application for the Cooperative Reimbursement Program after withdrawing his request for the additional person. He did not attempt to investigate other ways to deal with his office's needs as requested by the committee.

Commissioner Farrell believes an investigation should be conducted. He noted if the committee had not taken action on the grant application it would have been lost. Also, an investigation is needed to verify or disprove information received regarding the Friend of the Court.

Commissioner Leone questioned who is the Friend of the Court's supervisor. Gary Walker stated he believes the Friend of the Court is an employee of the courts. It was noted that the Circuit Court Judges maintain that they are not in a supervisory capacity over the Friend of the Court.

The Controller read a letter sent to Judge Quinnell by the Finance Committee on August 1 concerning the grant application for the Cooperative Reimbursement Program. He also read a letter Commissioner May sent to Judge Quinnell on August 11 on this matter. Commissioner Juidici read a letter of August 4 received by the Finance Committee from Judge Quinnell in response to the committee's letter of August 1.

Commissioner Cheatham believes an investigation would at least clarify issues concerning that office. Commissioner Farrell believes the people of Marquette County are not getting a fair shake from that office. Commissioner Leone questioned if there are sufficient grounds for removal procedures.

It was moved by Commissioner Farrell and supported by Commissioner Steele to commence an investigation to determine if sufficient grounds exist to initiate proceedings to remove the Friend of the Court from office. The motion carried unanimously.

Gary Walker stated the Prosecuting Attorney's Office is tied in with this process through its child support activities. A full-time employee in the Prosecuting Attorney's Office handles child support matters. He also believes his office may be called as a witness in conjunction with the FOC investigation. Further, under canon five of the code of professional responsibility a lawyer may not bring a legal action in which he/she or a member of his/her firm may be a witness.

Gary Walker said a meeting was held between himself, Ben Hill and Duane Beard on who should conduct an investigation. Three alternatives are available: 1) The Governmental Support Division; 2) Outside Counsel; and 3) Circuit Court Judges.

Following discussion it was moved by Commissioner Farrell and supported by Commissioner Cheatham that as the Personnel Committee is concerned about the current operation of the Friend of the Court's Office and wishes to determine whether a removal hearing should be initiated, the committee recommends to the County Board that the Board communicate with the Circuit Court Judges requesting that they conduct an investigation to determine whether grounds exist to initiate a removal hearing of the Friend of the Court. The motion carried unanimously.

Gary Walker and Duane Beard left the meeting.

The committee reviewed policies referred to them by the Executive Committee. The committee must determine whether the policies should be revised, remain "as is" or deleted from the Board policy manual.

The committee felt the Affirmative Action Plan adopted June 20, 1979 should be left as is.

The policy on part-time positions adopted on April 20, 1966 was deleted as it is covered by the Personnel Policy Manual.

It was the consensus of the committee that the Personnel Policy Manual be part of the Board's policy manual.

A severe weather policy was adopted on March 15, 1978. This is contained in the Personnel Policy Manual and thus was deleted.

A sick leave policy was adopted on November 20, 1974 and was deleted as it has been incorporated into the Personnel Policy Manual.

A travel policy of November 2, 1977 was deleted as it, too, is included in the Personnel Policy Manual.

Sick leave policies of November 17, 1977 and October 2, 1975 were deleted.

A travel allowance policy of June 5, 1974 was deleted.

A policy on discrimination adopted in December 1, 1975 was deleted as it is covered in the Affirmative Action Plan.

The solicitation policy of May 4, 1977 was deleted as it is covered by the Personnel Policy Manual.

It was moved by Commissioner Farrell, supported by Commissioner Krook and carried unanimously to report to the Executive Committee the action taken by the Personnel Committee on the policies referred to them for review.

Commissioner Juidici said she was called by a member of the custodial staff today and asked about the way in which custodial operations would be handled at the new building. He said they had been given the understanding that the county would be contracting for that service and apparently this has not been done.

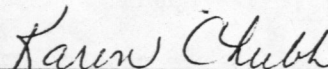
Commissioner Farrell stated he was called regarding this also. The Board acted to contract for the service. Specifications for bidding should have been out earlier but were not and hence some custodians have been taken off a shift at the Courthouse Annex to do work at the Service Center. Commissioner Farrell said he talked to Duane about this and the Finance Committee should receive bids for this work at their next meeting.

Commissioner Farrell noted Commissioner Leone mentioned the possibility of time sheets for elected officials at the last Board meeting. He said he has talked to some elected department heads and they have indicated they would have no problem doing this. It was moved by Commissioner Farrell, supported by Commissioner Leone and carried unanimously to ask the Personnel Director to determine a way this could be done.

There was no public comment.

The meeting adjourned at 10:00 p.m.

Respectfully submitted,



Karen Chubb, Secretary

September 4, 1980

Honorable Chairperson and Members of the
Marquette County Board of Commissioners
Marquette, Michigan

Ladies and Gentlemen:

A meeting of your Personnel Committee was duly called and held on
September 4, 1980 and copies of the minutes of that meeting have been
furnished to all members of the Board of Commissioners and a copy of the
minutes is attached hereto and made a part of this report.

Respectfully submitted,

PERSONNEL COMMITTEE

Chairperson

September 4, 1980

Honorable Chairperson and Members of the
Marquette County Board of Commissioners
Marquette, Michigan

Ladies and Gentlemen:

Currently, pursuant to a Letter of Agreement with AFSCME #25 Local 2941, the county reimburses bargaining unit employees for mileage at the same rate reimbursed by the State of Michigan for their employees. As of July 9, 1980 the State of Michigan reimbursement rate increased to \$.205 per mile.

Your Personnel Committee believes the non-bargaining unit employees should receive the same reimbursement rate and recommends that the County Board approve an increase of the mileage reimbursement rate paid to non-bargaining unit employees to \$.205 and that future increases be tied in with the State of Michigan reimbursement rate for mileage.

Respectfully submitted,

PERSONNEL COMMITTEE

Chairperson

September 4, 1980

Honorable Chairperson and Members of the
Marquette County Board of Commissioners
Marquette, Michigan

Ladies and Gentlemen:

The Finance Committee asked the Personnel Committee to conduct an investigation to determine if grounds exist to recommend to the County Board that removal procedures for Marquette County's Friend of the Court be instituted. The Personnel Committee, however, believes this issue should be dealt with by the entire County Board. Therefore, it is the recommendation of your Personnel Committee that the County Board begin a procedure for removal of the Friend of the Court from office.

Respectfully submitted,

PERSONNEL COMMITTEE

Chairperson

September 4, 1980

The Personnel Committee meeting was duly called and held on September 4, 1980 at 7:00 p.m. in the Courthouse Annex.

Present: Commissioners Farrell, Leone, Krook, Cheatham and Steele.

Absent: None.

In Attendance: Judge Anderegg; Gary Yoder, Chief Accountant; Undersheriff Quayle; Judge McDonald; Judge Easton; Judge Quinnell; and Ben Hill, Personnel Director.

The meeting was called to order by Chairperson Juidici. The first item of business was approval of the minutes of the August 26 meeting. It was moved by Commissioner Krook, supported by Commissioner Cheatham and carried unanimously to approve the minutes as presented.

There was no public comment.

A communication from the Michigan Employment Relations Commission on a hearing on the case of the County Board and Probate Court vs AFSCME #25 was noted. An agreement has been reached between the County Board, Probate Court and AFSCME so no action was necessary on the communication.

H.B. 5466 on mileage compensation for members of the Board of Commissioners was presented. A memo was received from Ben Hill on a mileage increase for non-bargaining unit employees. He recommended that the mileage rate be increased to \$.205 per mile for non-bargaining employees and that future increases be tied in with the State of Michigan mileage reimbursement rate.

It was moved by Commissioner Leone, supported by Commissioner Farrell and carried unanimously to recommend to the Board to concur with the Personnel Director's recommendation and approve an increase of the mileage reimbursement rate for non-bargaining unit employees to \$.205 and that future increases be tied in with the State of Michigan reimbursement rate for mileage.

H.B. 5466 was read. It was moved by Commissioner Farrell, supported by Commissioner Krook and carried unanimously to table until the next meeting.

A recommendation from the Personnel Director on crediting employees' temporary service for retirement purposes was read. The employees that would be affected by this are Diane Prast, Lori Kivikko and Mary Bourque. Commissioner Juidici asked if the present temporary employees are eligible for retirement benefits. Ben Hill stated all employees are currently in the system. Ben stated a resolution to exclude temporary employees for a period of six months may be adopted by the County Board. The county would then not have to pick them up for that period of time.

It was moved by Commissioner Leone, supported by Commissioner Farrell and carried unanimously to recommend to the Finance Committee that they recommend to the Board that Lori Kivikko, Diane Prast and Mary Bourque be given an opportunity to have their service as temporary employees credited to them for retirement purposes; that the employees be requested to indicate to the Personnel Director within 30 days of Board action on this issue whether they wish to pay their share of the cost in order to be credited for their temporary service for retirement purposes; and that the Finance Committee find funds to pay the county's share of the cost for the crediting of the temporary service for retirement purposes.

It was then moved by Commissioner Cheatham, supported by Commissioner Krook and carried unanimously to request the Prosecuting Attorney's Office to draft a resolution to exclude temporary employees from retirement benefits for the first six months of their employment.

A memo was received from the Personnel Director on proposed changes to the sick leave and travel leave policies of the Personnel Policy Manual. A copy of a letter from Ben Hill to department heads, commissioners and employees regarding setting up an Advisory Committee to review the Personnel Policy Manual pursuant to Section 1.6 of the manual was provided to the committee for their information. It was noted the Advisory Committee is responsible for recommending changes to the manual to the Personnel Committee.

It was moved by Commissioner Leone, supported by Commissioner Steele and carried unanimously to table until further information is received.

A communication from the Finance Committee on salaries for non-union personnel for 1981 was read. The Finance Committee asked the Personnel Committee to consider the following:

1. Reconsider elected officials salaries with the idea of increasing them because of the responsibilities of elected officials;
2. Reconsider salaries of appointed department heads with staff under them; the Finance Committee believes they should not be paid less than lieutenants in the Sheriff's Dept.;
3. Consider the Drain Commissioner-Elect's requested salary of \$12,000 for 1981;
4. Determine salaries for Friend of the Court; Director of Juvenile Services and Magistrate in the event those positions are withdrawn from the bargaining unit; and
5. Reconsider the clothing allowance for non-union personnel in the Sheriff's Department in terms of whether the clothing worn by non-union personnel in that department may be worn outside of the work environment.

The committee considered the Finance Committee's suggestions one at a time.

The committee discussed the proposed salaries for Register of Deeds (\$20,300); Treasurer (\$21,500); Clerk (\$23,500); and Sheriff (\$24,500).

It was moved by Commissioner Farrell and supported by Commissioner Cheatham to leave the proposed salaries for Register of Deeds, Treasurer, Clerk and Sheriff as previously set by the committee. During discussion it was noted these salaries are above the market survey results. It was noted the Register of Deeds requested the same salary as that of Treasurer. Commissioner Leone believed elected officials should receive more than appointed department heads because they have more responsibilities and have to run for office. Following discussion a vote was taken and the motion carried. Ayes: Commissioners Farrell, Juidici, Krook and Steele. Nays: Commissioners Leone and Cheatham.

Commissioner Cheatham commended the work of the current Treasurer and felt he should receive a higher salary. She believed his salary should be set at \$22,000.

It was moved by Commissioner Farrell, supported by Commissioner Cheatham and carried unanimously to reconsider the salaries of Clerk, Register of Deeds, Treasurer and Sheriff.

It was moved by Commissioner Cheatham and supported by Commissioner Farrell to change the proposed salary for Treasurer from \$21,500 to \$22,000 and leave the salaries of Clerk, Register of Deeds and Sheriff the same as previously set by the committee.

Commissioner Leone moved to amend the motion to recommend a salary of \$23,750 for the Clerk and \$20,550 for the Register of Deeds. As there was no support for the motion it died.

A vote was taken on the main motion and the motion carried Ayes: Commissioners Steele, Juidici, Farrell, Cheatham and Leone. Nays: Commissioner Krook.

The committee considered the salaries of the Prosecuting Attorney; Circuit Court, District Court and Probate Court Judges; Mine Inspector; and Drain Commissioner.

Judge Quinnell noted the Personnel Committee recommended that the Judges' county supplements to their salaries remain at the 1980 level for 1981 and that their retirement be paid by the county.

Commissioner Farrell said paid retirement is a benefit to employees because it increases take home pay.

Judge Quinnell noted retirement payments made by employees amount to 3% to 5% of their gross pay. He noted also that 2/3 of the counties in Michigan pay their Judges' state bar dues and Marquette County does not. He said the state bar dues are \$150 per year.

The county supplement paid to Circuit Court Judges by Marquette County is below the average paid in the State of Michigan according to Judge Quinnell. The average salary received by Circuit Court Judges in Michigan is \$48,805 and Marquette County Circuit Court Judges are receiving \$48,555. He said it seems unfair to single out Judges for no increase for 1981.

Judge McDonald questioned the basis for the action by the committee. Commissioner Farrell stated he believes the Judges are doing a good job but he felt they were making enough money already. Commissioner Juidici noted the proposed budget for 1981 will eliminate three positions from the county payroll and she concurred with Commissioner Farrell's opinion that the Judges are making enough money.

Judge McDonald said he would not object if everyone was treated the same in terms of 1981 salaries but he disagreed with singling out the Judges.

Judge Quinnell stated the District Court Judges in Marquette County are underpaid based on the state average. He felt employees receiving higher salaries than others should not be penalized.

Judge Anderegg stated he called the State Court Administrator's Office about increases to the state supplements for Judges' salaries and he was told there are no pending increases for Judges' state supplements at this time. He noted one of the reasons the committee did not increase the county supplement to their salaries was because of the assumption that the state would provide an increase.

Judge Quinnell said the courts have been told by the Legislature that cuts have to occur. He believes it unlikely that the state will increase its supplement to Judges' salaries.

Judge Easton said the cost of getting elected is becoming more expensive and that they, as elected officials, have additional responsibilities outside of their jobs. Judge Easton pointed out that the market survey conducted by Ben Hill indicated the District Court Judges in Marquette County receive a lower salary than the market average.

Judge Anderegg spoke of his concern with the committee's action. He said the Probate Court in Marquette County has a large enough caseload to justify seeking another Probate Court Judge. It is almost twice as much as the average Probate Court caseload according to a study by the State Court Administrator's Office.

Judge Anderegg noted the committee's recommendation that non-bargaining unit employees receive three personal leave days. He said this is not a particular benefit for elected officials since they are not on set hours. He noted he is on a different retirement system than the county and there is a cap on his allowed contribution to his retirement system of 5%.

Judge Anderegg questioned why U.P. counties were not included in the salary survey. He said the Delta Probate Judge receives \$47,000 and Chippewa County, which has a lower population than Marquette County, receives \$39,270. The 1980 salary for the Probate Court Judge for Marquette County is about \$42,300.

Judge Anderegg provided information on comparable Probate Court Judges' salaries and a publication entitled "Recommendation Concerning Additional Judgeships" prepared by the State Court Administrator.

Judge Quinnell stated the Judges do not want to be treated any differently than the other employees.

Judge Anderegg left the meeting.

It was moved by Commissioner Farrell, supported by Commissioner Leone and carried unanimously to leave the salaries of the Judges at the same level set at the August 26 meeting of the committee including paid retirement and three personal leave days. Gary Yoder noted paid retirement amounts to a 6.75% increase in take home pay. A discussion was held on retirement benefits.

Judges Quinnell and McDonald left the meeting.

It was moved by Commissioner Farrell, supported by Commissioner Cheatham and carried unanimously to leave the salaries of the Mine Inspector and Prosecuting Attorney as determined at the August 26 meeting of the committee.

It was moved by Commissioner Farrell, supported by Commissioner Leone and carried unanimously to recommend a \$12,000 salary for the Drain Commissioner for 1981. It was noted the Drain Commission-Elect is an engineer and will do a lot of the professional services himself.

Appointed department head salaries were then discussed. The Finance Committee stated appointed department heads with staff under them should not be paid less than lieutenants in the Sheriff's Department. It was noted although the maintenance supervisor is not appointed he has staff under him and his proposed salary is lower than the lieutenants' proposed salaries. Commissioner Leone did not agree with comparing the maintenance supervisor with the lieutenants as the responsibilities of the two are different.

It was moved by Commissioner Farrell and supported by Commissioner Leone to leave the salaries of all appointed department heads and other non-bargaining unit personnel at the same level set on August 26 by the committee. Commissioner Juidici said she believes the maintenance supervisor should receive more. Ayes: Commissioners Farrell, Leone, Steele, Krook and Cheatham. Nays: Commissioner Juidici.

Information was received from Ben Hill on the Friend of the Court, Magistrate and Director of Children Services salaries in the event they are pulled from the union. Formal notice has not been received at this time to that effect. The Magistrate and Director of Children Services will be affected the most by being taken out of the union since they have been receiving overtime as union employees.

Commissioner Juidici suggested that the 1981 salary for the Friend of the Court remain at the same level as the 1980 salary. The base pay for the Friend of the Court is currently \$18,034.

It was moved by Commissioner Farrell and supported by Commissioner Cheatham to set the Friend of the Court's 1981 salary at \$18,034 with paid retirement and three personal leave days, non-accumulative, not to be deducted from sick leave and not paid upon termination. Following discussion the motion carried unanimously.

Judge Easton said the Magistrate should not be penalized for being taken out of the union. Loss of COLA, overtime and longevity will result in a loss of a lot of money. Judge Easton noted the Magistrate does all week-end bonding and issues search warrants during the night.

Gary Yoder noted as non-union employees they will receive comp time for time put in over 40 hours per week.

The committee determined they would set the salaries for Magistrate and Director of Children Services based on Option III using their 1980 gross salaries. For the Magistrate the formula works out to a gross salary of \$21,983, which is 2.12% more than his current, anticipated gross salary but is a 9.27% increase of net take home pay because of paid retirement. Using the same formula, the Director of Children Services' salary will be \$22,016, which is an increase of 2.28% on the current gross salary but 9.65% on the net take home pay because of paid retirement.

It was moved by Commissioner Farrell, supported by Commissioner Leone and carried unanimously to use this year's base plus overtime, longevity and COLA plus Option III to determine salaries for the Magistrate and Director of Children Services, which is \$21,983 and \$22,016 respectively.

Commissioner Juidici stated the Finance Committee felt the clothing allowance for non-bargaining unit Sheriff's Department employees should not be allowed. Under IRS standards the clothing could not be deducted from their taxes as it may be worn outside of the work environment. The committee had proposed a \$350 clothing allowance on a reimbursement basis for non-union Sheriff's Department personnel.

The Undersheriff concurred with the fact that the clothing may be worn places other than work but he said they are told to wear suits thus it is necessary for them to purchase suits for the job.

Undersheriff Quayle said \$20,731 will be received by lieutenants in 1981 and sergeants will be getting \$9.69 per hour or a base of \$20,155. The sergeants' base does not include the overtime, COLA and longevity they will receive.

It was moved by Commissioner Cheatham, supported by Commissioner Farrell and carried unanimously to disallow the clothing allowance for non-union personnel in the Sheriff's Department. Gary Yoder noted the net pay for lieutenants will increase because of the paid retirement benefit. The Undersheriff believed they should be compensated in another manner if the clothing allowance is disallowed.

The committee then discussed removal procedures for the Friend of the Court. A memo from the Finance Committee asking the committee to investigate this matter was read. An opinion from Chief Civil Counsel on removal procedures and grounds for removal was received.

Commissioner Farrell believes the entire Board must vote on this matter. It was moved by Commissioner Farrell, supported by Commissioner Cheatham and carried unanimously to recommend to the Board that they begin a procedure for removal of the Friend of the Court from office.

It was moved by Commissioner Farrell, supported by Commissioner Juidici and carried unanimously to correct Page 3, last paragraph, of the August 26 meeting minutes to add the following phrase to the first sentence "...and that all non-union personnel's contribution to the retirement system be paid by the county".

There was no public comment.

It was moved by Commissioner Leone, supported by Commissioner Cheatham and carried unanimously to adjourn at 10:30 p.m.

Respectfully submitted,


Karen Chubb, Secretary