

August 26, 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  
August 26, 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

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August 26, 1980

The Personnel Committee meeting was duly called and held on August 26, 1980 at 7:00 p.m. in the Courthouse Annex.

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

Absent: Commissioners Cheatham and Leone.

In Attendance: Ben Hill, Personnel Director; Harold Plattenberg, Sheriff's Department; Gary Yoder, Chief Accountant; Undersheriff Quayle; James Sodergren, County Treasurer; Duane Beard, Controller; and Gary Walker, Prosecuting Attorney.

The meeting was called to order by Chairperson Juidici.

The first item of business was approval of the minutes of the August 7, 1980 meeting. It was moved by Commissioner Krook, supported by Commissioner Steele and carried unanimously to approve the minutes as presented.

The public comment section was opened. James Sodergren, Treasurer, was present to discuss his salary. He questioned the applicability of the market survey data used for a basis for salaries of elected officials. He believes the minimum salary figure in the survey results dilutes the average salary paid to Treasurers because there is not much of a turn over of Treasurers in the state and most Treasurers receive a salary in the area of the maximum figure. He believes fringe benefits enjoyed by the bargaining unit should also be enjoyed by non-bargaining unit personnel.

Jim distributed information to the committee on department expenses for county general fund departments showing the budget increases for each department for the years 1973 through 1979. The Treasurer's Department showed one of the lowest budget increases for the years indicated.

Jim said he is a full-time Treasurer and that has not been the case with past Treasurers.

Jim also provided information on interest earned on funds invested by his department for the years 1973 through 1979 which indicated a large increase during that time. The amount of different funds his department maintains has also increased drastically.

Jim stated he does not believe his deputy treasurer should be in the union and he believes the salary should be set by October 1 according to an Attorney General Opinion on that subject. He noted his deputy has a lot of responsibility and the salary should be the same as a senior account clerk plus the \$2,000 deputy supplement. Jim Sodergren left the meeting.

A communication from Sheriff Maino on economic benefits for non-union personnel in the Sheriff's Department for 1980 was read. A communication was also received and read from the Sheriff on 1981 salary options being considered by the Personnel Committee for non-union personnel.

Ben Hill stated he did not take into account union vs non-union wages when making his recommendations for 1981 non-union salaries. According to Undersheriff Quayle there is a narrowing gap between the highest paid sergeant and the non-union lieutenant salary. The highest paid sergeant earns \$9.00 per hour (averaging out to \$18,017 per year) while a lieutenant earns a salary of \$19,226. Effective January 1, 1981 sergeants will earn \$9.69 per hour.

Gary Yoder stated an adjustment for non-union personnel was made at one time after negotiations for union personnel in the Sheriff's Department.

A memo from the Finance Committee asking the Personnel Committee to conduct an investigation of the procedures for removal of the FOC to determine if grounds exist to recommend to the County Board that removal procedures of the FOC be instituted was read. An opinion was also received from Chief Civil Counsel on the Friend of the Court salary.

Gary Walker, Prosecuting Attorney, said raising and lowering of a position's salary should be tied to the Board's assessment of the value of services received. He noted the Finance Committee asked and received an opinion on removal procedures of the Friend of the Court. He said the salary should not be used as a substitute for removal procedures of the Friend of the Court. The salary should not be set at a level that could not be justified.

Gary stated the Board should have a basis for lowering or not increasing a salary but they have a fair amount of latitude in setting a salary.

Commissioner Juidici said she received a call from the Clerk regarding his 1981 salary. The Clerk said he will lose \$506 next year because of a change in the law where the Clerk will no longer receive fees for registering public statistics with the State and he also said many County Clerks do not work on a full time basis. The Clerk will also lose funds he earned as Clerk of the Tax Allocation Board if the separate tax limitation ballot proposal is approved.

Ben stated there are three positions which he did not recommend a salary for that will probably be taken out of the bargaining unit. The positions are Friend of the Court; Director of Juvenile Services; and Magistrate.

It was moved by Commissioner Farrell, supported by Commissioner Krook and carried unanimously to ask the Prosecuting Attorney to: 1) Determine if the salary of the deputy treasurer must be set by October 1; and 2) Determine whether the position may appropriately be in the bargaining unit.

The Controller said in setting basic compensation two things should be considered: 1) Internal alignment, i.e., worth of a job to the organization; and 2) Market place.

He also believes the committee may want to consider whether a person holding a job performs the job.

Commissioner Farrell said salaries should be set based on a market survey and the ranking of the job within the entire structure. He suggested setting aside a certain amount of money for merit raises during the year. He noted merit raises are subjective decisions. At this time, of the three points the Controller recommended to be used in setting a salary the market survey is the only one available.

Commissioner Farrell proposed using Option III in most cases for 1981 non-union salaries. Option III does not attempt to insulate employees against inflation. It provides a 10% increase minus the 6.75% for paid retirement. The proposal would grant paid retirement plus an increase based on the market modification factor, which is a multiplier used to adjust salaries based on the relationship between the current rate of pay and the labor market average.

Gary Walker stated his assistants receive a higher percentage increase per year with the graduated scale system than would be received under an annual increase.

Gary Walker said salaries of elected officials and other non-union personnel tend to be set after contract negotiations or based on the amount of money left over. Over the last few years there has been an erosion of non-union salaries in comparison to union salaries. He believes non-union benefits should equal or be better than the benefits received by union personnel.



In regard to his salary he would like parity with Circuit Court Judges. He suggested they adopt that concept and gradually increase the salary to that amount over a period of five years, starting with 90% of the Circuit Court Judges' salary for 1981.

Undersheriff Quayle stated they are concerned about falling behind union salaries. He noted at the June 5, 1980 meeting of the committee the Sheriff provided data on the difference between union and non-union salaries. There is little difference in the base salary of a sergeant and lieutenant. Sergeants also receive COLA, longevity and cleaning of uniforms. He also noted there are more workers compensation benefits enjoyed by the union personnel.

Harold Plattenberg noted some non-union personnel submitted a petition a couple of years ago asking for the same benefits as union personnel.

The committee then reviewed each position for the purpose of setting 1981 salaries.

It was the consensus of the committee that the Circuit Court, District Court and Probate Court Judges' county supplements remain at the 1980 level.

Commissioner Farrell suggested a step scale for lieutenant positions similar to that for Assistant Prosecuting Attorneys be set up. Concern was expressed regarding the salaries for Sheriff, Undersheriff and Lieutenants in terms of their relationship to the entire county structure.

Harold Plattenberg questioned whether the \$350 clothing allowance for non-union personnel in the Sheriff's Department recommended by the Personnel Director will be concurred with by the committee. The Controller noted the Personnel Director also recommended five personal leave days for each non-bargaining unit employee, non-accumulative, not to be deducted from sick leave or paid upon termination. The Controller felt the clothing allowance should be on a reimbursement basis.

The Prosecutor said he can sign a waiver of the fee he receives for divorce reports should the committee decide to include that amount (approximately \$1,500) in his salary.

By consensus of the committee some positions' salaries were set based on Option III and others were determined based on the committee's discussion.

It was moved by Commissioner Farrell and supported by Commissioner Krook to approve the following salaries for non-union personnel for 1981 plus a \$350 per year clothing allowance for non-union personnel in the Sheriff's Department to be paid on a reimbursement basis, and three personal leave days for all non-union personnel, non-accumulative, not to be deducted from sick leave or paid upon termination. The salary figures under Option III will be rounded off to the nearest \$1.00. Commissioner Farrell stated he would like to see a merit system for salaries. Commissioner Juidici said she would like to see the salary structure developed so that a salary given is commensurate to the job performed and that jobs should be discussed in terms of entire county operations before dealing with salaries. Following discussion the motion carried unanimously.

#### Proposed 1981 Non-Union Salaries

##### ELECTED:

Register of Deeds	\$20,300.00
Treasurer	21,500.00
Clerk	23,500.00
Sheriff	24,500.00



Prosecuting Attorney	\$42,500.00 (plus \$1,500 for divorce reports)
Mine Inspector	16,000.00
Circuit Judge (2)	15,280.00
District Judge (2)	10,210.00
Probate Judge	12,386.00

Appointed Department Heads:

Emergency Services Director	\$19,030.00
Equalization Director	21,492.00
Undersheriff	22,822.00
Personnel Director	20,892.00
Chief Accountant	21,950.00
Planning Director	22,825.00
Controller	29,240.00

Others:

Maintenance Supervisor	\$19,217.00
Lieutenant (3)	20,731.00
Secretary - Sheriff's Dept.	12,881.00
Secretary - Confidential Admin.	16,706.00
Secretary - Board of Commissioners	17,000.00
Dispatcher (6)	12,418.00
Assistant Prosecuting Attorney <sup>1,2</sup>	

	<u>Base</u>	<u>6 Months</u>	<u>1 Year</u>	<u>18 Months</u>	<u>2 Years</u>
Level I	\$18,509.00	\$19,021.00	\$20,045.00	\$20,557.00	\$21,069.00
Level II	\$23,629.00	\$24,141.00	\$24,653.00	\$25,165.00	\$25,677.00
Level III	\$27,213.00	\$27,725.00	\$28,749.00	\$29,261.00	\$29,773.00

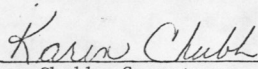
<sup>1</sup>Chief Assistant Prosecuting Attorney, \$3,500 supplement

<sup>2</sup>Chief Civil Counsel, \$3,000 supplement

There was no public comment.

The meeting adjourned at 11:35 p.m.

Respectfully submitted,

  
Karen Chubb, Secretary

August 7, 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 August 7, 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

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August 7, 1980

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

Ladies and Gentlemen:

At their August 7, 1980 meeting the County Board's Personnel Committee discussed ways in which the County Board could recognize the service of county employees upon their retirement. Several options for such recognition were presented to the committee by Benhard Hill, Personnel Director, and these, as well as other options, were reviewed by your committee.

Based on their discussion, your committee recommends that the County Board present certificates of appreciation to retiring employees in recognition of their service to the county. For the purpose of this recommendation a retiree is defined as an employee who is retiring from the county after ten or more years of service with the county.

Respectfully submitted,

PERSONNEL COMMITTEE

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Chairperson

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August 7, 1980

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

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

Absent: Commissioner Cheatham.

In Attendance: Duane Beard, Controller; Dave Hillier, Maintenance Engineer; Terry Yoder; Undersheriff Quayle; Lt. Plattenberg; Gary Yoder, Chief Accountant; 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 July 3 meeting. It was moved by Commissioner Leone, supported by Commissioner Krook and carried unanimously to approve the minutes as presented.

Terry Yoder was present for public comment. He noted he works for the county but was attending the meeting as a member of the public. He stated materials were submitted on a plan for custodial work at the Service Center and he understands the plan is being reviewed at this time. He noted they had tried to get this to the attention of the Personnel and Finance Committees. He stated they were interested in maintenance of the building and keeping it in the hands of the county so that the county would have more control over it. He stated he decided to drop the entire thing but it brought up other points. He said it is hard to get into the meetings. If someone has a good suggestion there is a roadblock in presenting it if you are county personnel. He proposed that a personnel policy be set up to provide a method whereby people who happen to work for the county and believe something could be done a better way could bring the idea to the attention of the Board or a committee of the Board. He noted sometimes a long time passes before any action can be taken on an item because of the process that must be followed.

He noted longevity of a building depends on care given to it. He believes a maintenance plan should be devised well in advance of occupancy of a new building.

Commissioner Farrell stated at no time has the Board of Commissioners said that employees cannot attend a meeting as a member of the public. He believed certain things have to be taken up by means of the process set up for them. He noted that negotiations are going on right now and suggested Mr. Yoder ask the union negotiations committee to make his suggestion part of the negotiations. He noted unfortunately by nature unionizing creates an adversary relationship between employer and the bargaining unit. Commissioner Farrell noted the materials submitted by employees on maintenance of the Service Center were brought up at a special conference and have been discussed. He stated the Personnel Director informed the bargaining unit president of the means of communication available to union members to the Board. Terry Yoder then left the meeting.

A copy of a memo received from Ben Hill, Personnel Director, on deferred compensation was received. Ben Hill said the deferred compensation program involves administrative requirements by the county and he does not believe the county is prepared at this time to take on an additional workload. He stated the plans do look good however. He stated he reviewed plans from NACo which was submitted to the county and a plan of the Professional Compensation Group, Inc.

Following discussion, it was moved by Commissioner Farrell, supported by Commissioner Leone and carried unanimously to table.

A memo from the Intergovernmental Relations Committee on their actions on the Task Force report for nursing care needs in the county was read by Chairperson Juidici. It was moved by Commissioner Farrell, supported by Commissioner Leone and carried unanimously to table.

A memo was received from Ben Hill, Personnel Director, on 1981 salaries for non-bargaining unit employees. In his cover memo he stated several wage options were developed and he recommends granting of full payment of retirement and five personal leave days per year, non-accumulative, not to be deducted from sick leave or paid upon termination. He further recommended that Sheriff Department non-union personnel receive \$350 yearly as a clothing allowance.

A summary of a wage and salary survey conducted by Ben Hill was presented and reviewed by the committee. Salaries used in the survey are all 1980 salaries. Ben said one district court surveyed covers two counties and one of those counties was not included in the survey.

He also stated a "market modification factor" was used in recognition of differences between salaries of Marquette County and the labor market. The factor is a "multiplier used to adjust salaries based on the relationship between the current rate of pay and the labor market average".

The committee then reviewed the options presented by the Personnel Director and Chief Accountant for salaries for non-bargaining unit personnel.

Option I: This option attempts to insulate employees from inflation and used an inflation rate of 14% based on March 1979 to March 1980 CPI. It proposes paid retirement, which is 6.75% of gross pay, be deducted from the inflation rate which provides an across the board increase of 7.25% wage increase plus paid retirement.

Option II: This option used a market modification factor. The formula is 14% inflation factor minus paid retirement and an increase or decrease of the balance (7.25%) by the percentage amount over or under the market. The option also recommends paid retirement.

Option III: Option III does not attempt to insulate employees against inflation. It provides a 10% increase minus the 6.75% for paid retirement. The proposal would grant paid retirement plus an increase based on the market modification factor.

Option IV: Same as Option III but assumes an 8% increase of wages rather than a 10% increase.

The Controller remarked on various problems encountered in regard to salaries because of the market. The survey used ten counties, five with a greater SEV than Marquette County, and five with an SEV directly below that of Marquette County.

The Controller noted other compensation methods such as setting a base for a particular job and giving a bonus at the end of the year if the employee performed the job well. Commissioner Juidici suggested looking at a base salary system and when a job becomes vacant the base salary system could be implemented when it is refilled.

Commissioner Juidici read a communication received by the committee from Henry Skewis, James Sodergren, Joseph Maino, Paul Nykanen and Gary Walker asking that they table consideration of salaries and fringes for elected officials until they have had a chance to review the recommendations.

It was noted a recommendation of the committee must go to the Finance Committee for consideration in the budget process. The recommended budget provides for a 7% increase for non-bargaining unit employee which amounts to \$50,000. Option I costs \$85,000; Option II, \$79,000; Option III, \$51,000 and Option IV, \$37,000. This includes both the wage increase and paid retirement costs.

Gary Yoder stated the Probate Judge is in a different retirement system than other county employees. His retirement costs \$960 per year.

Commissioner Farrell suggested the possibility of setting a minimum salary increase. The Controller noted those positions paid high above the labor market would receive the smallest salary increase because of their relationship to the job market.

Lt. Plattenberg believes \$500 should be provided for a clothing allowance for Sheriff Department non-bargaining unit personnel.

Undersheriff Quayle stated the department's non-union personnel was looking for financial relief in 1980 when they met with the committee in June on non-union personnel benefits.

Commissioner Juidici does not believe the county can insulate employees against inflation. She stated the county may be in a bad position if such a plan was adopted because inflation may become worse.

Commissioner Farrell requested figures on total compensation for positions for Option I.

The committee felt there should be a special meeting of the committee to study the salaries further. It was moved by Commissioner Farrell, supported by Commissioner Krook and carried unanimously to table until August 26.

A letter will be sent to the Clerk, Treasurer, Sheriff, Register of Deeds and Prosecuting Attorney asking for any recommendations that they may wish to submit regarding salaries and fringes for 1981.

A spread-out sheet on the amount of actual dollars the various options would result in for non-bargaining unit positions was requested by the committee. Commissioner Farrell also requested a fifth option falling between figures for Option II and Option III. The committee also requested that the market survey data be submitted to them prior to the special meeting.

A memo was read from Ben Hill to the committee on recognition of service to employees upon retirement. The following options were presented:

Option I: Employees retiring with more than ten years and less than twenty-five years would be presented with a certificate of appreciation. Those with twenty-five or more years would be presented with an appropriate plaque.

Option II: For all employees upon retirement a certificate of appreciation. For females with more than twenty-five years of service a necklace with the county seal, for males with more than twenty-five years of service a tie clasp or cuff links with the county seal.

Option III: Present all retirees with a certificate of appreciation.

Ben Hill said the cost of the certificate of appreciation purchased by Probate Court recently was \$15. Various other means of recognizing employees upon retirement were discussed. It was noted departments usually have a reception for retiring employees. Commissioner Farrell suggested use of script writing on certificates of appreciation presented to employees.

It was moved by Commissioner Krook, supported by Commissioner Steele and carried unanimously to recommend Option III to the Board. A retiree is defined as an employee who has been with the county for at least ten years.

The committee then reviewed the sick leave policy in the Personnel Policy Manual. Ben Hill said a variety of policies are used by employers, ranging from allowing employees sick leave whenever they want and without a doctor's certificate to the City of Marquette's which requires an employee to call his/her supervisor when they will be absent, and to present a doctor's certificate when absent for three days or more. If a pattern of abuse of sick leave is shown the employee is required to present a doctor's certificate for all absences.



In most instances an employee is required to call in to his/her supervisor when they will be absent and present a doctor's certificate when they are absent for three or more days.

Commissioner Leone noted the employees would have to pay for a doctor's appointment to get a doctor's certificate.

Maternity leave was discussed. Ben Hill said because of an amendment to the civil rights act to treat pregnancy as a disability changes are occurring with maternity policies. One employer surveyed requires employees to work close to their delivery date and return shortly after.

Ben Hill stated the sick leave policy is not being abused by non-bargaining unit employees. Commissioner Farrell felt it was not necessary to change the policy if it is not being abused.

Ben Hill believes maternity and any medical leave of absence should be addressed. He questioned if an employee must use accumulated sick leave prior to going on a leave of absence or if they have a choice of not using accrued sick leave when going on a leave of absence. The committee felt sick leave should be used as well as vacation time prior to the commencement of a leave of absence.

Ben Hill was requested to present policies used by other employers for maternity leaves to the committee. It was moved by Commissioner Krook, supported by Commissioner Steele and carried unanimously to table.

A letter from Patricia Micklow, Chief Civil Counsel, was read. She stated she has requested a copy of Act 187 of 1980 dealing with mileage compensation for commissioners and will submit an opinion after she has received it.

Commissioner Krook left the meeting.

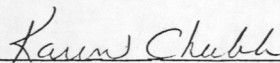
Ben Hill stated there have been questions by employees concerning the travel policy in the Personnel Policy Manual. Commissioner Farrell asked for recommended changes in the policy from the Personnel Director.

Ben informed the committee he will be meeting with Lt. Lewis, Commander of the Negaunee State Police Post, on disciplinary actions of a central dispatch employee.

Commissioner Juidici stated they were to get additional information from central dispatch on their staffing needs this month. Ben was asked to inquire in writing on the status of the item.

It was then moved by Commissioner Farrell, supported by Commissioner Steele and carried unanimously to adjourn at 9:25 p.m.

Respectfully submitted,

  
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Karen Chubb, Secretary

July 3, 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 July 3, 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

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July 3, 1980

The Personnel Committee meeting was duly called and held on July 3, 1980 at 7:00 p.m. in the Courthouse Annex.

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

Absent: Commissioner Cheatham.

The meeting was called to order by Chairperson Juidici. The first item of business was approval of the minutes of the June 5, 1980 meeting. It was moved by Commissioner Krook, supported by Commissioner Steele and carried unanimously to approve the minutes as presented.

There was no public comment.

It was noted the Committee of the Whole referred the Task Force Report on Nursing Care Needs to each standing committee for discussion. A memo was received from the Environment, Lands and Buildings Committee on their action on the report. That committee had acted to request that the Controller determine the amount of millage needed to cover the cost of constructing a \$2 million facility based on the Task Force Report plus operating and maintenance costs. The Environment, Lands and Buildings Committee felt the voters of the county should have an opportunity to determine whether or not the facility should be continued.

Commissioner Krook believed the people should decide whether to continue the Acocks Facility. Commissioner Farrell believed the only way to find out how the people feel about continuing the facility is to place a millage proposal on the ballot.

Commissioner Farrell stated if a ballot proposal is defeated an agreement should be made with a private nursing care facility for a certain amount of beds for people coming out of Newberry State Hospital and a certain type of patient that Acocks takes care of before the Acocks Facility is phased out.

Commissioner Krook does not believe people get the individual care at private facilities that is received at Acocks. Commissioner Leone state private nursing homes often refuse to accept those individuals that need a lot of care and want to be sure an individual is able to pay for their care.

It was noted the county appropriates between \$300,000 to \$400,000 to Acocks per year to take care of 96 individuals.

Commissioner Farrell stated if the private sector can provide the care the public sector should get out of the business. Commissioner Leone stated it is his personal opinion that such care should be provided by the private sector but if the people decide the county should be involved then the county should continue the service.

It was moved by Commissioner Krook, supported by Commissioner Leone and carried unanimously to state that the Personnel Committee feels that the issue should be placed before the voters of Marquette County for whatever millage is deemed necessary to construct and operate and maintain a medical facility. A memo will be sent to each standing committee on the Personnel Committee's action on this matter.

A copy of a communication from James Terrian, Director, Eastern Upper Peninsula Associated Health Departments, to Carl Corneliussen, Chairperson, Marquette County Health Board, asking for consideration for the Health Officer/Medical Director position at the Marquette County Health Department was read. The communication was placed on file.

A memo was received from Ben Hill, Personnel Director, recommending that the Personnel Committee recognize Anna Marie DeRocher's more than 16 years of service with the county upon her retirement with the presentation of an appropriate plaque.



Commissioner Farrell believes long term employees should be recognized and the committee should determine how this will be done. He stated the Board has presented certificates of appreciation to members of appointed commissions and boards when they resign or their terms expire. It was noted plaques were presented to Richard Stoddard and Dr. Richard Potter upon their resignations from employment with the county.

Following discussion it was moved by Commissioner Farrell, supported by Commissioner Steele and carried unanimously to place an item on the agenda of the next meeting on recognition of employees upon retirement and have Ben Hill recommend a type of program for this recognition.

The committee discussed a grievance that had been settled with the Sheriff's Department's union regarding the promotion of two sergeants to lieutenants. Lieutenant positions are non-union and the union wanted them reverted back to sergeants. The grievance had been discussed at the June 5 meeting of the committee.

It was moved by Commissioner Leone, supported by Commissioner Krook and carried unanimously that as the minutes of the June 5 Personnel Committee meeting do not reflect the committee's action on the grievance to hereby state that the grievance was settled and the committee agreed with the union that the two lieutenant positions in question would revert back to sergeant positions, and that Ben Hill was directed to study the command structure of the Sheriff's Department with Sheriff Maino and to come back to the committee with a recommendation on the command structure.

Commissioner Juidici stated at the last meeting it was decided that the Personnel Policy Manual would be studied at this meeting. Commissioner Juidici stated the committee, in particular, was going to look at the sick leave policy.

The committee noted there is a variety of sick leave programs practiced by various employing agencies.

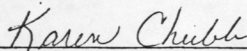
There is a \$400,000 unbudgeted sick leave liability from accumulated sick leave of county employees.

Commissioner Farrell believes a portion of the manual should be reviewed each month by the committee with the Personnel Director. The committee determined that at the next meeting sick leave will be discussed. Ben Hill will be asked to bring some data on different sick leave policies that are available.

Commissioner Juidici noted the committee had discussed deferred compensation at the last meeting and nothing has been presented to the committee on this so fare.

It was then moved by Commissioner Krook, supported by Commissioner Farrell and carried unanimously to adjourn at 8:30 p.m.

Respectfully submitted,

  
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Karen Chubb, Secretary

June 5, 1980

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

Ladies and Gentlemen:

Ladies and Gentlemen:

A meeting of your Personnel Committee was duly called and held on June 5, 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

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Chairperson

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June 5, 1980

The Personnel Committee meeting was duly called and held on June 5, 1980 at 7:00 p.m. in the Courthouse Annex.

Present: Commissioners Juidici, Krook, Steele and Leone.

Absent: Commissioners Farrell and Cheatham.

In Attendance: Alan Chase, Planning Director; Ben Hill, Personnel Director; Sheriff Maino; Lt. Mike Quayle, Jail Administrator; and Lt. Harold Plattenburg.

The meeting was called to order by Chairperson Juidici.

The first item of business was approval of the minutes of the May 8, 1980 meeting. It was moved by Commissioner Leone, supported by Commissioner Krook and carried unanimously to approve the minutes as presented.

There was no public comment.

Alan Chase, Planning Director, was present to discuss staffing levels in the Planning Commission/Building Code Department. Mr. Chase stated the level of building activities has declined and has been decreasing steadily since 1977. During the first five months of this year 177 permits were issued compared to 269 during the first five months of last year. The value of construction during that same period is \$6.4 million this year compared to \$5.0 million last year.

Mr. Chase stated there is a backlog of 2,000 cases in the Building Code Department, dating from 1975, where building permits were issued and no final inspections were made. Since a final inspection was not conducted a certificate of occupancy for those buildings has not been issued. He believes this is a bad situation.

Mr. Chase stated he has assigned one building inspector full-time to reduce the backlog. He noted much of this backlog is due to people doing their own building and never finishing the work, thus certificates of occupancy cannot be issued. He also stated one-third of both the plumbing inspector's and electrical inspector's time is being spent to reduce the backlog.

Mr. Chase believes it will take two years to clear up the backlog. This leaves two full-time building inspectors and 2/3 of the time of the plumbing and electrical inspector to do the remaining inspections.

It is necessary to have qualified electrical and plumbing inspectors in order to discharge the responsibilities of the department. He believes it benefits everyone in the county to be sure the buildings constructed meet Code. He projected that revenues received from permits will cover 2/3 of the cost of operating the department.

When the backlog is cleared up the department must begin to administer the Zoning Ordinance. He stated there has never been a comprehensive survey of the county to determine what construction is not conforming to the Zoning Ordinance. Also, there should be a survey on set backs and making sure buildings are constructed properly in terms of the Zoning Ordinance. He believes there is a lot of work to be done.

He believes the staff is highly qualified and if it is reduced at this time as a cost saving measure he will have to start over again in establishing a staff at a later date.

Mr. Chase stated that even though building activity is down there is still work that should be done and will be of benefit to the county.

Commissioner Juidici stated she was not aware of the backlog. She also stated she has received comments from the public that inspectors have simply placed notices on buildings and have not conducted inspections. Mr. Chase stated he would like the public to address their comments to him regarding his staff.



He stated there are five inspectors and one secretary in the Building Code portion of the department and five planners, including himself, and one secretary in the Planning portion of the department. He noted one housing referral officer is grant funded and he will be requesting that the county fund that position next year.

The current project in the Planning section is revising the county comprehensive plan, which was adopted in 1974. He also outlined other responsibilities of the planning staff for the committee's information. Mr. Chase then left the meeting.

It was moved by Commissioner Leone, supported by Commissioner Krook and carried unanimously by a roll call vote to move into closed session pursuant to Section 85 (c) of the Open Meetings Act, for the purpose of discussing a Sheriff's Department arbitration. Ayes: Commissioners Juidici, Krook, Leone and Steele. Nays: None.

Following discussion, it was then moved by Commissioner Krook, supported by Commissioner Steele and carried unanimously to move out of closed session. Ayes: Commissioners Juidici, Krook, Leone, and Steele. Nays: None.

Sheriff Maino, Lieutenant Plattenberg and Lieutenant Quayle entered the meeting. Sheriff Maino presented a letter to the committee on economic benefits received by the bargaining unit in the Sheriff's Department that non-union personnel do not receive. It was the Sheriff's opinion that benefits for non-union personnel have been overlooked. The Sheriff also provided a list of benefits received by the bargaining unit compared to those received by non-union personnel, which he reviewed with the committee.

He requested that the committee review benefits and make them more equitable between bargaining unit and non-union employees. Commissioner Leone stated he personally believes non-union employees should get the same fringes as union members, unless they already receive greater benefits. Commissioner Juidici believes the financial aspects of the matter must be addressed by the Finance Committee. Ben Hill stated research on this should be done and a recommendation submitted. Ben stated overtime hours should be taken into consideration when a salary is set for non-union personnel. Ben believes there should be distinct benefits for non-union personnel.

Commissioner Juidici felt a recommendation should be submitted by Ben and the committee should meet again with the Sheriff on this matter.

Commissioner Juidici asked what benefits they would be interested in receiving that are not enjoyed by the bargaining unit. Lt. Plattenburg stated they are interested in receiving the same benefits and receiving a slightly higher salary than the non-union employees. He stated some deputies receive more pay through overtime than he does as a lieutenant.

Sheriff Maino, Lt. Plattenburg and Lt. Quayle then left the meeting.

A memo was received from Ben Hill, Personnel Director, on retirement benefits for temporary employees. In his memo he stated he discovered that four employees who were in temporary status were not enrolled in the retirement program. He contacted the Municipal Employee Retirement System who advised him the employees could have their temporary service credited to them but they would have to pay the portion they would have contributed if they had been in the system from the beginning. He stated the cost to the employees and to the county for crediting these employees for retirement benefits from the start of their temporary employment is not available. He suggested this matter be tabled until the cost information is received. It was moved by Commissioner Leone, supported by Commissioner Steele and carried unanimously to table this subject until more information is received.

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A report was received from Ben Hill on criteria for evaluation of staff level. He listed a variety of factors that may influence staffing levels and felt staff reduction should be dealt with during the early stages of the budget process. He recommended that Department Heads be asked to review their staff level for possible reduction during the budget process. He also felt review of positions should be made when vacancies occur.

Commissioner Juidici noted Department Heads are often unwilling to reduce staff level and she questioned how procedures would be monitored.

Ben believes that Department Heads should determine whenever a vacancy occurs whether or not the position is necessary.

A memo from Ben Hill on sick leave and leaves of absence was presented. Ben provided the committee with a copy of a communication he directed to the Finance Committee in response to their request that he research the sick leave policy.

Ben stated the Personnel Policy Manual does not require submission of a Doctor's certificate when an employee takes sick leave, nor does it address sick leave for extended periods of time. He felt leaves of absence should be granted only after sick leave is exhausted in situations when an employee takes a sick leave of absence, and only after vacation time is exhausted when an employee takes a leave of absence for some other reason. He also felt that a Doctor's statement stating how long the employee will be absent should be required when sick leave is used for a period longer than five days.

Ben stated under the current policy a non-union employee on leave of absence would only have their hospital insurance premiums paid for 30 days but union employees have premiums paid up to one year. Ben stated he believes the sick leave and leave of absence policy should be reviewed.

Commissioner Krook was excused from the meeting.

Commissioner Juidici was in favor of requiring that sick leave and vacation be exhausted before an employee was able to take a leave of absence. Commissioner Juidici stated an attempt should be made to change the personnel policy manual in this regard. Ben Hill stated he has not had time to call the Personnel Policy Manual Advisory Committee together to review the manual. It was noted review of the manual is one of the committee's goals.

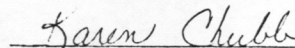
It was noted there are provisions in the manual for employees to suggest changes in it.

Criteria for evaluation of staff level was again reviewed. Commissioner Juidici stated the committee could ask that Department Heads meet with the Personnel Director to review a vacant position prior to its posting.

Ben felt the Personnel Committee should review departments' preliminary budgets in terms of personnel matters. He believes review of positions should be an on-going practice even if financial conditions are stable. It was noted that action will have to be taken at the next meeting on the criteria for review of staff level since a quorum is no longer present. Commissioner Juidici felt the personnel policy manual should be reviewed at the next meeting.

The meeting adjourned at 9:40 p.m.

Respectfully submitted,

  
Karen Chubb, Secretary

May 8, 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 May 8, 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

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



May 8, 1980

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

Ladies and Gentlemen:

You will recall, at its April 16, 1980 meeting the Marquette County Board of Commissioners referred a recommendation from the Personnel Committee on Central Dispatch staffing back to the committee for clarification. There was some question by the County Board as to whether the Personnel Committee was recommending that an additional radio operator position be approved for Central Dispatch, or whether the committee was simply reaffirming the Board's action of March 19, 1980 to approve only one position for Central Dispatch.

This matter was discussed by the Personnel Committee at its May 8, 1980 meeting and minutes of the committee's meeting on this topic were reviewed. Following discussion, the committee acted to report to the County Board the following sequence of events concerning Central Dispatch staffing in order to clarify the situation.

The Personnel Committee at its March 6, 1980 meeting formulated a recommendation to the Finance Committee that two additional Central Dispatch positions be approved.

The Finance Committee at its March 12, 1980 meeting reviewed the recommendation, and recommended to the County Board at the Board's March 19, 1980 meeting that one additional position be approved under the CETA On-The-Job-Training Program.

The Board approved the Finance Committee's recommendation and referred the Finance Committee's recommendation to the Personnel Committee for reconsideration of a second Central Dispatch position.

At its April 3 meeting the Personnel Committee reaffirmed that one position be approved, as recommended by the Finance Committee at its March 12, 1980 meeting, and recommended to the Board on April 16, 1980 that the one position be approved for now and that an evaluation on the need for additional positions be conducted and a determination of need be made by August, 1980, based on data from Ben Hill, Personnel Director, and Michael Zorza, Emergency Services Director.

Respectfully submitted,

PERSONNEL COMMITTEE

\_\_\_\_\_  
Chairperson  
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May 8, 1980

The Personnel Committee meeting was duly called and held on May 8, 1980 at 7:00 p.m. in the Courthouse Annex.

Present: Commissioners Leone, Farrell, Juidici and Krook.

Absent: Commissioners Cheatham and Steele.

In Attendance: Ben Hill, Personnel Director; and Harold VanOverloop, Friend of the Court.

The meeting was called to order by Chairperson Juidici. The first item of business was approval of the minutes of the April 3, 1980 meeting. On Page 3, last paragraph, the phrase "... and recommend that additional emergency services not be placed on the system at this time" should be added to the first sentence. On page 2, last paragraph, the sentence "The motion carried" should be added to the end of the paragraph.

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

There was no public comment.

A communication from the Finance Committee was read regarding the Friend of the Court's Cooperative Reimbursement Program Grant application. The application includes a request for partial county funding for an additional person in the Friend of the Court's Office to monitor Non-ADC files.

The Finance Committee requested additional information from the Personnel Committee before taking action on the financial aspect of the application. They requested information on the cost to the Prosecutor, Courts, and Friend of the Court for bringing individuals delinquent in payments to trial; amount of revenues anticipated to be generated under the incentive system of the Cooperative Reimbursement Program through increased Non-ADC child support collections; and the impact of placement of ADC and Non-ADC child support payment records on the accounting machine in terms of staff time and cost.

Harold VanOverloop, Friend of the Court, was present for the discussion. Harold stated an additional person will generate revenues for the county but he is uncertain as to the amount. He had mentioned \$25,000 as an estimated figure at past meetings based on information he received from the State. He believed the demand on the Prosecutor would not be great, nor would show cause hearings involve much court time. He believes there would only be about 20 to 25 show cause hearings per month for Non-ADC cases.

There are 500 ADC cases filed with the Friend of the Court and 700 Non-ADC cases according to Harold. Commissioner Leone stated he was advised by the Social Services Department that there are 5,000 ADC cases in the county.

Harold stated by going after Non-ADC payers of child support it may be possible to keep some people off of ADC.

It had been suggested by the Finance Committee that the Friend of the Court's Non-ADC record files be reviewed to determine what type of records were there. Harold stated such a review was not conducted.

Harold believes revenues will exceed the cost of the grant funded position to the county. The cost to the county for the position would be \$6,000 per year. The person employed under the grant would have all the rights of a union member in the courthouse, including the ability to post for other positions. It was noted a new policy has been adopted by the Board which states that when a grant runs out grant funded positions will terminate.

Commissioner Juidici stated it is difficult to answer the Finance Committee's memo since information for their questions is not available. Harold VanOverloop believes the accounting machine could not handle the Friend of the Court program. He felt it would be a big process to transfer information on cards for the accounting machine.

It was noted the Personnel Committee is attempting to keep the staffing level for the county from increasing. This is one of the committee's goals for this year.

Commissioner Juidici feels more exact estimates are needed from the Friend of the Court on the program. Harold stated he has had no experience with Non-ADC collections to make an exact projection on the amount of revenues that can be anticipated. Collections for ADC cases increased by \$150,000 between 1977 and 1978 when a new person was added to his staff. Between 1978 and 1979 the amount increased by \$28,000.

Under the incentive program the county will receive 15% of the amount of payments collected for child support.

Commissioner Farrell asked if it was possible to have one grant document to include both the Prosecutor and Friend of the Court Cooperative Reimbursement Program Grants. This would cut down on paper work. Harold believed he would receive more service with a separate grant.

Commissioner Juidici asked Harold to meet with Gary Yoder regarding placing Friend of the Court records on the accounting machine in order to come up with some idea of what possibilities exist for putting the records on the machine. Commissioner Farrell stated once a system is developed for the Friend of the Court's Non-ADC records retrieval of information on delinquent payments would be an easy job.

Harold VanOverloop stated he is willing to delete the request for an additional person from his grant application and questioned what he should provide for the remaining portion of the grant application. He stated he is not willing to investigate this matter further, however, he will check up on the placement of records on the machine.

It was moved by Commissioner Farrell, supported by Commissioner Krook and carried unanimously to report back to the Finance Committee that at the request of the Friend of the Court the Cooperative Reimbursement Program Grant application be reviewed without the additional position as the Friend of the Court has stated he no longer wishes to have the position. Harold VanOverloop then left the meeting.

A recommendation submitted by the committee to the Board on Central Dispatch personnel was reviewed. It had been referred back to the committee for clarification by the County Board. The recommendation stated that the committee recommended that the "...Board approve one additional radio operator position for Central Dispatch at this time". The County Board had approved a new position for Central Dispatch at its March 19 and it was unclear whether the committee was reaffirming the one position or recommending approval of a second position. Minutes of the committee's April 3 meeting regarding this matter were reviewed. The minutes state the Finance Committee's recommendation on Central Dispatch staffing had been referred to the Personnel Committee by the Board with the request that they obtain information on Central Dispatch staffing levels in other counties. This data was provided by Sgt. Ulvila, State Police, and Ben Hill and they will be doing additional research on this topic.

The minutes of April 3 state the committee moved that they "...recommend to the Board to go ahead with one person for Central Dispatch and evaluate the need for a second dispatcher by August, 1980". The County Board had already approve the one position at its March 19, 1980 meeting and the committee was simply reaffirming that only one position be approve prior to additional study of the staffing level.

Ben Hill stated he is working with Mike Zorza and Sgt. Ulvila on evaluating the need for a second position. The one position referred to in the committee's motion was one which was hired under the CETA On-The-Job-Training Program.



It was moved by Commissioner Farrell and supported by Commissioner Leone to report to the Board the following information: The Personnel Committee at its March 6, 1980 meeting formulated a recommendation to the Finance Committee that two additional central dispatch positions be approved. The Finance Committee at its March 12, 1980 meeting reviewed the recommendation and recommended to the County Board at the Board's March 19, 1980 meeting that one additional position be approved under CETA On-The-Job-Training Program. The Board approved the Finance Committee's recommendation and referred the Finance Committee's recommendation to the Personnel Committee for reconsideration of a second radio operator position. At its April 3 meeting, the Personnel Committee reaffirmed that one position be approved, as recommended by the Finance Committee at its March 12, 1980 meeting, and recommended to the Board on April 16, 1980 that the one position be approved for now and that an evaluation on the need for additional positions be conducted and a determination of need be made by August, 1980, based on data from Ben Hill and Mike Zorza. The motion carried.

A report from Ben Hill on the Coalition to Save Our FICA Taxes was read. Ben stated he has been advised that the issue has been dealt with and the Coalition to Save Our FICA Taxes is prevailing in their efforts in opposing the repeal of current law. The report was placed on file.

A memo from Ben Hill on NACo's deferred compensation program was reviewed. He stated the basic concept of a "...deferred compensation program is that an employee would set aside a portion of his gross wages in building a supplement retirement income...deferring the taxes on those There is a maximum an individual is allowed to take out of his earnings per year but there is no minimum. The cost to the county would involve processing payroll deductions and checks as NACo would administer the plan.

Commissioner Farrell mentioned providing the benefit to non-union employees. Commissioner Leone suggested making the information available to the union. Ben Hill said he was advised by Duane Beard that the City Management Association has a deferred compensation plan which covers only salaried personnel. The NACo plan is not selective.

It was moved by Commissioner Farrell, and supported by Commissioner Leone to refer the deferred compensation program for county employees to the Chief Civil Counsel to review the legal aspects of the program and report back to the committee at the next month's meeting, and to ask the Personnel Director for information on the City Management Association's deferred compensation program and the cost to the county if it was decided to establish a deferred compensation program in the county.

A memo was read from Ben Hill on a letter received from Mary Ann Bourque on benefits and her service date while a temporary employee with the county. Also supplied was a copy of Ms. Bourque's letter to Ben on this. She asked that her service date be listed at June 1, 1977, her date of hire as a temporary employee.

Ms. Bourque was a non-union member from June 1, 1977 to May 31, 1978 and was not entitled to benefits of union members. Tom Thomas, president of the local union at that time, had stated in a committee meeting that the union could not protect two people for the same position at the same time, meaning both the temporary person and the one on leave.

Under the MERS retirement system the county can exclude temporary employees from the retirement system for a six month period if a resolution is passed by the County Board to do so. Marquette County has not passed this resolution. Ben stated he has referred this matter to the Prosecuting Attorney's Office but has not received a response.

According to Ben two issues are involved. 1) Sick leave for employees for the period when they are temporary non-union help; and 2) Retirement. Since the Board never adopted a resolution to exclude temporary help for six months they are eligible at the date of hire to enroll in the retirement system. All temporary employees must be enrolled in the system.

Commissioner Juidici suggested employees that were hired as temporary help be advised of the possibility of enrolling in the system from date of their temporary hire. A one time opportunity for such employees to enroll in the retirement program should be provided. This would involve Courthouse employees only.

After getting a list of those interested in enrolling in the system information must be sent to MERS to determine the cost to the county and to the employees to enroll them from date of temporary hire. Employees who were hired as temporary help would have one date for retirement benefits and another date of hire as regular, bargaining unit employees used for determining sick leave, vacation, seniority, etc. It was noted Ms. Bourque requested that she be credited for sick leave from her date of hire as a temporary employee.

It was noted the Personnel Policy Manual covers temporary employees.

It was moved by Commissioner Farrell, supported by Commissioner Krook and carried unanimously to table the subject of retirement benefits for employees who had been hired as temporary employees until the next meeting when the Personnel Director can provide cost information to the committee.

It was moved by Commissioner Krook, and supported by Commissioner Leone for the Personnel Committee to agree on the issue of the date from which seniority with the county starts as that date a person becomes a regular, bargaining unit employee and no sick leave earned during temporary hire will be carried over to regular hire as a bargaining unit employee. The motion carried unanimously.

Criteria for evaluation of staffing level and the general fund staffing level for 1980 was received from Ben Hill. The current staffing level for the Planning Commission/Building Code Department was reviewed and discussed. It was moved by Commissioner Farrell, supported by Commissioner Leone and carried unanimously to invite the Planning Director/Building Official to the committee's next meeting to discuss the effect of the depression of the housing industry in Marquette County on the future staffing level within that department.

The information supplied by the Personnel Director on evaluating staffing levels concerned the present means of approving additional position and also a means in which to do so under program budgeting. Criteria for evaluating staffing level is needed for an interim period before program budgeting is established.

It was moved by Commissioner Farrell, supported by Commissioner Krook and carried unanimously that the Personnel Committee follow the procedures used at the present time in evaluating new position requests until program budgeting is more fully implemented, and ask the Personnel Director to develop some procedures for looking at reducing staffing levels.

A memo was received from Ben Hill on Service Credit - Delores DeWitt. Ms. DeWitt, Sheriff's Department, requested a transfer of service credit from the City of Marquette to Marquette County. She was employed with the City of Marquette for nine years and is currently filling a grant funded position with the county which is funded for twelve months.

Mr. Hill mentioned various options available to the county regarding the request and recommended that the county not assume any liability as the employee has earned nine years service credit with the City of Marquette and may combine service credit with two employers to become vested.

It was moved by Commissioner Leone, supported by Commissioner Farrell and carried unanimously to accept the option recommended by the Personnel Director regarding Ms. DeWitt's request to transfer service credit and to ask that the Personnel Director communicate that to Ms. DeWitt.

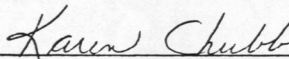
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Commissioner Juidici mentioned the scheduled May 17 Personnel Management/Labor Relations Workshop. An agenda has not yet been formulated for the Workshop. John Dean, expert in this area, is no longer able to be a resource person for the Workshop.

A lengthy discussion was held on various formats for the Workshop as well as the possibility of rescheduling the Workshop for a later date. It was determined that it will be decided prior to the end of the week whether or not the Workshop should be held so that policy makers may be informed of the cancellation.

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

  
Karen Chubb, Secretary