April 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 April 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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April 3, 1980

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

Ladies and Gentlemen:

Your Personnel Committee met with Gary Walker, Prosecuting Attorney, on April 3, 1980 to discuss staffing in the Prosecuting Attorney's Office. Mr. Walker asked that a position of Chief Civil Counsel be created in his department and that one Assistant Prosecuting Attorney position be deleted. Thus, the actual staffing level would remain the same and the change would involve only the promotion of a current Assistant to that position.

Mr. Walker also proposed that the Chief Civil Counsel receive additional compensation in the amount of $3,000 per year in the same manner as that received by the Chief Prosecuting Attorney. The stipend will not necessitate a budget amendment this year as there are sufficient funds in the Prosecutor's salary line item to cover the cost because of staffing changes that have occurred in that office during the year.

The title change, according to Mr. Walker, will bring the office organization into compliance with its current operating procedure in terms of job assignments. The Prosecuting Attorney submitted a chart indicating the organization of the office should a Chief Civil Counsel position be established. A copy of that chart is attached to this communication.

It is the recommendation of the Personnel Committee that the County Board approve the establishment of a Chief Civil Counsel position in the Marquette County Prosecuting Attorney's Office, as proposed by the Prosecuting Attorney; that the County Board amend the county's authorized staffing level by subtracting one Assistant Prosecuting Attorney position and adding the position of Chief Civil Counsel; and, further, that the County Board adopt the organization chart for the Prosecuting Attorney's Office attached to this recommendation.

Respectfully submitted,

PERSONNEL COMMITTEE

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Chairperson
April 3, 1980

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

Ladies and Gentlemen:

You will recall, at the March 19, 1980 meeting of the County Board a
recommendation from the Finance Committee to approve an application to fund
one radio operator position at central dispatch through the CETA On-The-
Job Training Program was referred to the Personnel Committee. The Board asked
the committee to obtain information on staffing levels of other central
dispatch systems in the state.

On April 3, 1980 the Personnel Committee met with Sgt. Ronald Ulvila, State
Police - Negaunee Post. Sgt. Ulvila reiterated the request previously
made to the committee by Lt. Ron Lewis, State Police, for additional county
dispatch radio operators because of the workload and their desire to initiate
a training program for the dispatch system. Sgt. Ulvila requested that two
additional positions be established. He mentioned that part of the increase
in workload is due to the fact that emergency services, other than police
services, have been added to the system by various county units.

The committee also reviewed data provided by Ben Hill, Personnel Director,
and Sgt. Ulvila on systems in counties comparable in population to Marquette
County.

The committee recommends that the County Board approve one additional radio
operator position for central dispatch at this time, and, because of the
workload, that no additional emergency services be added to the system at
this time. The committee intends to evaluate the need for a second additional
dispatcher for the system by August, 1980 based on information to be supplied
by the State Police Post, and a study conducted by the Personnel Department
on systems in other counties.

Respectfully submitted,

PERSONNEL COMMITTEE

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Chairperson
April 3, 1980

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

Ladies and Gentlemen:

At the Personnel Committee meeting of April 3, 1980 a question came up as to whether the Personnel Director or Controller should sign CETA employee contracts for the county.

Your Personnel Committee recommends that the County Board authorize the Controller to sign CETA contracts for Marquette County employees.

Respectfully submitted,

PERSONNEL COMMITTEE

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April 3, 1980

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

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

Absent: None.

In Attendance: Harold VanOverloop, Friend of the Court; Ben Hill, Personnel Director; Duane Beard, Controller; and Gary Walker, Prosecuting Attorney.

The meeting was called to order by Chairperson Judici. The first item of business was approval of the minutes of the March 6, 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.

A memo from Ben Hill on the Coalition to Save Our FICA Taxes was read. In his memo, Mr. Hill stated he has spoken with a representative of the organization and has requested additional information from them by letter. Mr. Hill said it is his understanding that state and local units of government may pay employees’ portion of FICA taxes and that a portion of an employee’s scheduled increase would be deleted or a portion of their gross wage reduced in the amount equal to the FICA taxes that would have been withheld from the employee’s pay. Benefits to this are a slight increase in take home pay because of reduced state and federal income taxes paid under the smaller salary and savings in social security because it would be based on a lower level of pay. He felt no action should be taken on this until he has received further information on it.

It was moved by Commissioner Farrell, supported by Commissioner Leone and carried unanimously to table the topic.

Duane Beard stated Dave Hillier will not attend the meeting as scheduled to discuss staffing for the Service Center as it is still under research.

Gary Walker, Prosecuting Attorney, and Harold VanOverloop, Friend of the Court, were present to discuss the Cooperative Reimbursement Grant for the Friend of the Court’s Office. Mr. VanOverloop asked that an additional departmental clerk be partially funded under the grant. The additional clerk would handle non-ADC cases. Mr. VanOverloop explained why he needed the additional staff person.

Gary Walker stated the grant has been in operation in some form since 1972 in the county. It is a national program in which Title IV-D funds are used to augment state or local efforts in the collection of child support payments. The older grants aided in the collection of child support payments for people on welfare; the new grants attempt to assist in collections for everyone.

In the past the Prosecuting Attorney and the Friend of the Court have filed for a combined Cooperative Reimbursement Grant. The grant was filed by the Prosecuting Attorney’s Office. Through 1978, a part-time attorney was funded under the grant. Now one attorney (plus) is funded as well as the special investigator and a portion of a secretary’s salary. A portion of Mr. VanOverloop’s salary is also funded by the grant, one secretary and recently a child support investigator. This year Mr. VanOverloop has indicated a desire to separate the grant.

Harold stated he currently does not have anyone in the office to monitor non-ADC files to be sure payments are made. The additional clerk would be responsible for this, and for filing quarterly reports. The filing of such reports would qualify them to receive funds for administrative expenses.
Personnel Committee
April 3, 1980
Page 2

A percentage of child support payments collected by the county is returned through this program as an incentive payment. At the beginning of the program the county received an amount equal to 25% of the amount collected but this amount has been reduced to 15%.

If the staff person is approved, one half of the cost of the position will be paid by the grant. Mr. VanOverloop believes the program will be as successful as the ADC collection program has been. Mr. VanOverloop will be requesting a budget amendment to increase his budget from $65,000 to $78,000 if the additional person is approved. Commissioner Judici stated the funding aspect would have to be considered by the Finance Committee.

Gary Walker believes monitoring of non-ADC files is important. Gary Walker believes when people are continually reminded to pay they are more likely to get in the habit of doing so, but when payments are not pursued they may not pay at all.

VanOverloop believes $25,000 to $30,000 should be generated in revenues for the county from the program. There are 700 non-ADC files in his office. It would cost the county $6,250 for half the cost of the additional position.

It was moved by Commissioner Leone and supported by Commissioner Steele to approve the request for a departmental clerk for the Friend of the Court and recommend to the Finance Committee that funding be provided for the county’s portion of the position. The grant is a one year grant. Revenues will be generated from the position through incentive payments as a result of increased child support payments. Thus it should not be a financial burden on the county. The possibility of a part-time person being able to handle the work was mentioned by the Controller. Harold did not believe the grant would pay 100% funding for a part-time position. Following discussion the motion carried. Ayes: Commissioners Steele, Farrell, Judici, Leone and Krook. Nays: Commissioner Cheatham.

Harold VanOverloop left the meeting.

Gary Walker discussed staff re-organization in his department in regard to a Chief Civil Counsel. Mr. Walker submitted a memo asking that the position of Chief Civil Counsel be created in the Prosecuting Attorney’s Office. This would not require additional staffing but he would request that a $3,000 stipend be added to the position, similar to that given to the Chief Assistant Prosecuting Attorney. An amendment would not be necessary for 1980 for the supplement due to staffing changes in his office resulting in paying replacement attorneys at a lower rate than budgeted. Mr. Walker also provided a recommended salary step scale for assistants for 1980 which is based on years of employment and qualifications. Also provided was a flow chart for the office’s staff and a chart on current operating procedure as to job assignments. Gary Walker reviewed these materials with the committee.

The Prosecuting Attorney spoke on the availability of funding for computerizing records and the possibility of placing records on a computer system some time in the future.

The committee commended Pat Micklow in the manner in which she carries out her responsibilities as civil counsel for the county.

It was moved by Commissioner Cheatham and supported by Commissioner Leone to recommend to the Board that a position of Chief Civil Counsel be established in the Marquette County Prosecuting Attorney’s Office, and that the Finance Committee be informed of the $3,000 stipend for the position, and that the Board also be recommended to change the authorized staffing level by subtracting one Assistant Prosecuting Attorney and adding a Chief Civil Counsel position, and to adopt the organization chart for the Prosecuting Attorney’s Office developed by Gary Walker.
Commissioner Krook and Gary Walker left the meeting.

Sgt. Ron Ulvila was present to discuss central dispatch. The Finance Committee recommendation on central dispatch staffing had been referred to the committee by the Board with the request that they obtain information on central dispatch staffing in other counties.

A memo was received from the Personnel Director on staffing in Grand Traverse, Chippewa, Genesee, Jackson, Ingham, Kent and Muskegon counties as to the number of dispatchers in those counties, type of funding and type of dispatcher in the system.

Ben suggested Mike Zorza be asked for his assistance in compiling data on central dispatch units in the state.

Sgt. Ulvila noted central dispatch had asked for three additional dispatchers and one was recommended to the Board. He would appreciate receiving one additional dispatcher for the system to augment the current county staff of five. Additional help would be used on the night shift and would enable dispatchers to work only 40 hours per week. Many work numerous 12 hour shifts and on their days off.

Sgt. Ulvila stated they would also like to initiate a training program.

Commissioner Judidi noted a total of 740 overtime hours were worked by dispatchers over a period of a year and that one additional person would more than cover the overtime worked. The Controller mentioned the possibility of training officers from other jurisdictions to help during busy periods.

Commissioner Judidi stated the committee had originally recommended two additional dispatchers but this was reduced to one because of the county’s economic situation. Commissioner Farrell suggested they work with one additional dispatcher to see how it will work.

Commissioner Leone asked Sgt. Ulvila to keep the committee informed on central dispatch activities.

Sgt. Ulvila provided information to the committee on amount of messages received by the system compared to other counties.

February, 1978:
- Marquette County (5 dispatchers): 33 messages per hour
- Grand Traverse County (3 dispatchers): 13.7 messages per hour

March, 1979:
- Marquette County: 23.1 messages per hour
- Grand Traverse: 16.0 messages per hour

June, 1979:
- Marquette County: 25.4 messages per hour
- Grand Traverse County: 17.9 messages per hour
- Ingham County (5 dispatchers): 21.8 messages per hour
- Kent County (5 dispatchers): 38.4 messages per hour (have high speed ilein terminal which cuts response time by 50% of what it is in Marquette County).

It was moved by Commissioner Cheatham and supported by Commissioner Farrell to recommend to the Board to go ahead with one person for central dispatch and evaluate the need for a second dispatcher by August, 1980. Commissioner Farrell asked Sgt. Ulvila to keep a record of each time a state police officer must be pulled off the road to replace a county dispatcher. Following discussion the motion carried unanimously. Sgt. Ulvila left the meeting.
The committee requested that Ben Hill work with Mike Zorza to complete a review of central dispatch systems in the state.

A memo from Ben Hill on central dispatch radio operators funded under the On-The-Job Training Program (CETA) was read. Employees under the program must be eligible for the program as determined by the Consortium. He/she must be unemployed for 15 weeks or in a low income bracket. If it is found that CETA eligible applicants do not meet qualifications for the position the county may hire off the street.

It was noted the Board already took action for the Personnel Director to draw up an agreement for an On-The-Job Training Program funded radio dispatcher.

There was some question as to whether the Controller or Personnel Director should sign CETA employee contracts. It was moved by Commissioner Farrell, supported by Commissioner Cheatham and carried unanimously to recommend to the Board that CETA contracts be signed by the Controller for county CETA employees.

The committee discussed deferred compensation. This was tabled at the last meeting. Ben Hill stated he just received information on a deferred compensation program offered by NACo.

Under deferred compensation a portion of an employee's income would be placed in a savings program before taxes, thus reducing the amount of income taxes. Its purpose is to let a person defer part of their earnings from current income tax liability to a future time, usually upon retirement or separation from employment.

A certain group of employees may take part in the plan or they may all take part. Commissioner Judici stated some firms in the area have indicated an interest in meeting with the committee on this. Ben Hill will provide further information on the program to the committee at the next meeting.

Ben Hill stated he would like to have the item on sick leave credit, and service date of a county employee tabled until the next meeting. It was moved by Commissioner Cheatham, supported by Commissioner Steele and carried unanimously to table until the next meeting.

There was no public comment.

The meeting adjourned at 9:50 p.m.

Respectfully submitted,

[Signature]

Karen Chubb, Secretary
March 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 March 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
March 6, 1980

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

Present: Commissioners Leone, Cheatham, Krock, Steele, Farrell and Judici.

Absent: None.

In Attendance: Ben Hill, Personnel Director.

The meeting was called to order by Chairperson Judici.

The first item of business was approval of the minutes of the January 24, 1980 meeting. It was moved by Commissioner Leone, supported by Commissioner Krock and carried unanimously to approve the minutes as presented.

There was no public comment.

A memo from Ben Hill to the committee was received on deferred compensation. Mr. Hill supplied information on this subject to the committee for their review. This item will be discussed at the committee’s April 3 meeting.

For the purpose of discussing a Sheriff’s Department grievance, it was moved by Commissioner Leone, supported by Commissioner Farrell and carried unanimously to move into closed session pursuant to Section 85 (c) of the Open Meetings Act. A roll call vote was taken. Ayes: Commissioners Leone, Cheatham, Krock, Steele, Farrell and Judici. Nays: None.

Following discussion on the Sheriff’s Department grievance, it was moved by Commissioner Farrell, supported by Commissioner Steele and carried unanimously by a roll call vote to move out of closed session. Ayes: Commissioners Cheatham, Steele, Leone, Judici, Farrell and Krock.

A letter from Lt. Ron Lewis, State Police Department, Negaunee Post, requesting three additional personnel for Central Dispatch, was received. The letter had been referred by the Board.

Commissioner Judici stated she contacted Ron Cardone, City of Negaunee, on what he thought of Central Dispatch in terms of efficiency, effectiveness, cost savings, and what problems he had encountered with the system. He had felt the service was good. He felt there was no cost savings in terms of personnel. He believes the dispatchers need more knowledge of the area served in terms of fire departments. He also stated if the City of Negaunee had to provide personnel for the system they would have to review the system carefully.

Commissioner Judici had thought it might be possible to have the Cities of Negaunee and Ishpeming provide personnel for Central Dispatch.

Commissioner Krock stated he attended a meeting of Central Dispatch. He stated central dispatchers received instruction on how to handle fire calls.

Commissioner Farrell noted a proposal will be coming from Mike Zorza for equipment for Central Dispatch to include all services.

It was noted five dispatchers worked a total of 730 hours in overtime last year. That amounts to about three hours per man per week.

The committee questioned whether three additional people were needed. Commissioner Farrell believes one or two new dispatchers would be enough. Commissioner Farrell also suggested finding out if it is possible to apply for CETA funds for the positions. Commissioner Judici noted one of the committee’s goals for 1980 was not to increase personnel above the 1979 level if possible.

Commissioner Farrell stated it may be necessary to increase custodial staff when the new service center opens.
Following discussion, it was moved by Commissioner Cheatham, supported by Commissioner Farrell and carried unanimously to recommend to the Finance Committee that they find funds for two people for Central Dispatch and explore the possibility of CETA funding for the positions.

A memo was presented from Intergovernmental Relations Committee on personnel needs of Central Dispatch. The memo was placed on file.

Ben Hill stated the county received a petition for election from the Cook and Assistant Cook in the Jail to join the union. A January 18 meeting was held on this matter with the Department of Labor, MERC mediator, AFSCME 25 staff representative, Sheriff Maino, Gary Walker, Duane Beard and himself. Ben said they did not object to the Cook and Assistant Cook holding an election to join the union but believed that they could not become members of the Sheriff's union because there is no common interest between the Cook positions and Sheriff Department deputies. Ben stated they did not object to an election provided that they accreted to the Courthouse union.

The county has received a letter from the Department of Labor stating that an election was held and it was unanimous to accrete to the Courthouse union. Ben stated he is waiting to hear from the union staff representative to discuss wages, hours, etc. The Assistant Cook cannot be placed in the bargaining unit until April 1 because it is a CETA position until that time.

Communications from the Coalition to Save Our FICA Taxes regarding their efforts to organize a more equitable social security system, and concerning FICA tax incentives under the Senate version of H.R. 3236 were presented.

It was moved by Commissioner Farrell, supported by Commissioner Krook and carried unanimously to ask the Personnel Director to review both communications and report on them at the next meeting.

A letter from Alan Chase, Planning Director, on a resolution on defense and indemnification of county officials, employees and officers, was read. It was noted by Commissioner Farrell that the Finance Committee had discussed this last year and had tabled action until the Controller checked up on risk management for the county.

It was moved by Commissioner Farrell, supported by Commissioner Krook and carried unanimously to refer this letter to the Controller and Personnel Director to report back on it in terms of the whole risk management study, and to send a letter to Mr. Chase on the action taken by the committee.

A letter from Duane Beard to Harold VanOverloop on a review of the Friend of the Court's Cooperative Reimbursement Grant application for 1980 was read. A letter was also received from Harold VanOverloop requesting an additional person to be funded, in part, under the Cooperative Reimbursement Program Grant.

Commissioner Farrell felt the request for a position should go through the Personnel Director so that he could determine a job description for it.

It was moved by Commissioner Farrell, supported by Commissioner Cheatham and carried unanimously to send a letter to Harold VanOverloop to ask that the demonstrate a need for the position requested; work with the Personnel Director on a job description for the position; and inform him of the committee's goal to keep the staff level at the 1979 level if possible.

The total of the grant application is $41,000. Gary Walker and Harold VanOverloop will be invited to the next meeting to discuss the grant application.
Ben Hill submitted a copy of an article appearing in the Government Employee Relations Report entitled "Public Sector Continues to Suffer Job Cuts In Budget Tightening Moves" for the committee’s information.

Commissioner Farrell stated when he came on the Commission he was informed he could receive Blue Cross/Blue Shield health insurance and he signed up for it. He questioned whether new commissioners were made aware of this fact. Commissioner Farrell asked Ben Hill to send a letter to all commissioners on the availability of Blue Cross/Blue Shield health insurance.

Commissioner Judici requested current staffing level information from Ben for the next meeting. She also questioned the progress of job descriptions for county employees. This is a goal of the committee. Ben stated progress on this has been delayed because of negotiations but he has completed the survey requesting data.

Ben informed the committee he received a booklet on fire safety from the University of Georgia and he will be studying it and developing a program for the committee’s review.

In regard to criteria for reviewing personnel, Ben stated he has been having difficulty in gathering information on the subject.

It was then moved by Commissioner Cheatham, supported by Commissioner Krook and carried unanimously to adjourn at 8:50 p.m.

Respectfully submitted,

Karen Chubb, Secretary
January 24, 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
January 24, 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
January 24, 1980

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

Ladies and Gentlemen:

Your Personnel Committee presents the following 1980-81 committee objectives and goals to the Committee of the Whole for recommendation to the County Board:

1. Complete updating of compensation system including job description, classification/pay structures and labor market analysis.

2. Obtain, through contract negotiations, a mutually acceptable bargaining agreement with the Courthouse and Sheriff employees bargaining units.

3. Conduct a training program for supervisory personnel in labor relations and other training programs as appropriate, partially funded with IPA (Intergovernmental Personnel Act) funds.

4. Recommend to the Board an update to the Personnel Policy Manual with advice from the Personnel Policy Advisory Committee.

5. Recommend to the Board compensation of non-bargaining unit employees for 1981 by August 1, 1980; and for 1982 by August 1, 1981.


7. Develop criteria for evaluating changes in authorized staffing level by May 1, 1980.

Respectfully submitted,

PERSONNEL COMMITTEE

Chairperson
January 24, 1980

The Personnel Committee meeting was duly called and held on January 24, 1980 at 7:00 p.m. in the Courthouse Annex.

Present: Commissioners Judici, Steele, Krook and Cheatham.

Absent: Commissioner Farrell.

In Attendance: Ben Hill, Personnel Director; and Duane Beard, Controller.

The meeting was called to order by Chairperson Judici. The first item of business was approval of the minutes of the December 19 meeting. It was moved by Commissioner Krook, supported by Commissioner Cheatham and carried unanimously to approve the minutes as presented.

The committee discussed goals and objectives for 1980-81. Ben Hill submitted objectives for the committee's consideration. 1979 goals and objectives were also reviewed. All were met with the exception of one on updating of the compensation system, job descriptions, job classification/pay structures and labor market analysis.

Following discussion it was moved by Commissioner Leone, supported by Commissioner Steele and carried unanimously to refer to the Committee of the Whole for recommendation to the Board the following goals and objectives for 1980-81:

1. Complete updating of compensation system including job description, classification/pay structures and labor market analysis.
2. Obtain, through contract negotiations, a mutually acceptable bargaining agreement with the Courthouse and Sheriff employees bargaining units.
3. Conduct a training program for supervisory personnel in labor relations and other training programs as appropriate, partially funded with IPA (Intergovernmental Personnel Act) funds.
4. Recommend to the Board an update to the Personnel Policy Manual with advice from the Personnel Policy Advisory Committee.
5. Recommend to the Board compensation of non-bargaining unit employees for 1981 by 1 August 1980; and for 1982 by 1 August 1981.
7. Develop criteria for evaluating changes in authorized staffing level by May 1, 1980.

For the purpose of discussing pending litigation it was moved by Commissioner Leone, supported by Commissioner Steele and carried unanimously to move into closed session pursuant to Section 85(c) of the Open Meetings Act. A roll call vote was taken. Ayes: Commissioners Cheatham, Judici, Krook, Leone, and Steele. Nays: None.

Following discussion of pending litigation, it was moved by Commissioner Cheatham, supported by Commissioner Krook and carried unanimously to move out of closed session.

It was moved by Commissioner Cheatham, supported by Commissioner Steele and carried unanimously to instruct the Personnel Director to communicate to local union 2914 that the settlement offer in the arbitration in question is declined and that the county will continue with the arbitration procedure.

The committee established a Grievance Sub-Committee for 1980. It was noted Commissioners Steele and Leone served on the committee during 1979 in addition to the Chairperson of the committee. Both commissioners indicated they were willing to serve on the Grievance Sub-Committee in 1980. Commissioner Judici appointed Commissioners Steele and Leone to serve on the Grievance Sub-Committee along with herself for 1980.
A communication from Les Ross, President, Local 2914, AFSCME, to Duane Beard on the 1980 officers, stewards and trustees of Local 2914 was read and placed on file.

The committee discussed the Personnel Policy Advisory Committee. The committee must select a representative to serve on the Advisory Committee. Commissioner Leone served on the committee last year and was willing to serve again in 1980. It was moved by Commissioner Krook, supported by Commissioner Steele and carried unanimously that Commissioner Leone serve as the committee's representative on the Personnel Policy Advisory Committee for 1980.

Commissioner Leone suggested that alternates for both the Grievance and Advisory Committee be selected in the event one of the members cannot attend a scheduled meeting. Commissioner Judici suggested that if one of the regular members cannot make a meeting that they contact another member of the committee to serve as a replacement.

It was moved by Commissioner Krook, supported by Commissioner Leone and carried unanimously to adjourn the meeting at 8:25 p.m.

Respectfully submitted,

Karen Chubb, Secretary