

Kalkaska County Board of Commissioners
County Affairs Special Committee Meeting of the Whole Minutes
July 24, 2017
(UNAPPROVED)

Meeting called to order by Committee Chair Fisher at 6:30 PM, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners David Comai, Patty Cox, Kohn Fisher, James Sweet, Stuart McKinnon and County Clerk Deborah Hill. Absent Commissioners Michael Buchanan and Craig Crambell.

Public Input: None

Purpose of Meeting:

Committee Chair Fisher called for review of County Policies:

Kaliseum policies called for review, present Kaliseum Director Krzysztof Oliwa. Oliwa addressed the Committee noting clarification needed for policy or procedure necessary for pool closure, including oversight of safety concerns when life guard not present. Discussion, Oliwa noted use when area has been closed; consensus Clerk to communicate with MMRMA and request and affirm recommendations of door locks/access with interior doors and main entrance regarding pool area, from pool side when closed for public use. Consensus of Committee Oliwa to assure security of facility for safety concerns. Review of approved gym equipment purchase and necessary information; consensus Oliwa to provide an invoice which includes the warranty and payment information. Oliwa was advised that he can proceed to advertise for the Kaliseum gym upgrade. Discussion regarding county policy for disposal of property; consensus for DPW to take old gym equipment for storage and county auction. Discussion regarding process for changes with gym layout; Oliwa to provide information.

Non-Union Employee Payment Request: Chair Fisher called for review of request for Non-Union staff to receive the same lump-sum payment as the POAM and COAM received, approved for the Sheriff Department. Discussion, review of approved County Personnel Policy and Non-Union Manual; noted approval date of 12-14-2016, with amendment of 12.9 on 2-15-2017. Discussion regarding court non-union payment relative to letter from Judiciary. Discussion noting concern with further consideration with upcoming negotiations and date of approved non-union policy. Discussion regarding review of date for longevity to be changed to 2012. Consensus not in agreement with compensation for other non-union staff due to longevity in new manual and upcoming negotiations or amend payments.

Proposed Sheriff Employee Manual review: Chair Fisher called for review of proposed Sheriff's Office Personnel Policy and Work Rules for Union and Non-Union Employees. Discussion, general discussion regarding financial section #4 through #8; 4.1 missing word 'not'; 4.2 ok; 4.3, discussion; 4.4 add "B" to last paragraph; 5.1 ok; 5.2 in excess of 80 hours, should read 'one pay period', not 'week'; 5.3 ok; 5.4 disagree x2; 5.5 discussed; 5.6 ok; 5.7 ok; 6.1 ok; 6.2 ok; 6.3 ok; 7.1 ok with 1 hour day; 7.2 ok with review of non-exempt for holiday pay; 7.3

discussed; 8.1, A ok; B, C and D ok; 8.2 with review of FMLA. Review of polices missing from County approved manual. Discussion regarding part-time and fulltime accrual of benefits and disparities; exempt and non-exempt employees, departmental compliance with county employment policies; to review policy regarding resolution for filling of vacancies; review of elected officials agreement with county policies, review with legal regarding human resources etc; compensatory time, accumulated time; noted prior approval/consideration of payout of accumulated time for employee moving from union position to non-union position. Discussion; consensus to table for further review, request Sheriff to attend and continue review of Sections 4 through 8 with Sheriff.

Public Input: None

Meeting adjourned at 8:58 PM, **Motion** by McKinnon, supported by Comai, 5 yeas. 0 nays. 2 absent. **Carried.**

Respectfully submitted:

Deborah Hill, Kalkaska County Clerk and
Clerk of Board of Commissioners

Stuart McKinnon, Chair of
Kalkaska County Board of Commissioners

These minutes are not official until they are approved at the next Regular Board of Commissioners meeting.