

Kalkaska County Board of Commissioners  
Personnel Committee Special Meeting Minutes  
Reconvene from March 2, 2018  
March 6, 2018  
(UNAPPROVED)

Committee Chair Crambell called for reconvene of Personnel Meeting at 5:36 PM, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Craig Crambell, Kohn Fisher, Patty Cox and County Clerk Deborah Hill.

**Public Input:** None

**Purpose of Meeting:**

Chair Crambell called for continued review of Non-Union Employee Manual. Sheriff Whiteford addressed Committee noting concerns with longevity for non-union effects on those employees who leave the union and then do not qualify for period of years. Discussion, Committee noted previous review of "hired" changed to 'employed'; noted intent of longevity vs lump sum payments/raises; review of full-time vs part-time; review of application of other benefits including retirement in the current policy; consensus to propose language to clarify language as discussed in committee.

Sheriff Whiteford noted review of daily coverage adjustments with night shift staff adjustments with the schools due to recent concerns with school safety, for the balance of the school year; Whiteford noted he will be approaching the schools with options and will review of budget, looking for financial support from local support group, SOS (Secure Our Schools).

Chair Crambell noted concerns from Housekeeping Supervisor Daniels regarding the Kaliseum cleaning requesting 10 more hours; Crambell noted Director advised Daniels of cleaning items needing attention. Discussion, Daniels was to temporarily train employee to clean and then her time there would end; concern with Daniels ability to oversee accountability of current employee; also noted all Kaliseum employees are required to assist with cleaning needs if necessary, need for oversight of all staff. Consensus to table to DPW for review.

Chair Crambell called for review of COA Director salary increase. Discussion, review of materials provided by COA for basis or recommendations from COA Advisory Board, noted review of other counties within the Area Agency on Aging. Committee reviewed past COA Director wages/increases from 2015. Consensus for Clerk to send memo to counsel with inquiry of any concerns with negotiations if wage increase due to merit increase and funding falls under a separate budget. Discussion regarding county comparisons, number of employees, etc., review of performance. **Consensus to Motion to approve \$5,000.00 increase in annual salary to COA Director wage, based on merit pending review by counsel.**

Commissioner Cox noted concern of confrontation by ex-employee (employed now by the school) while Cox was at the school. Discussion.

Committee noted need for clarification of retirement and other benefits for employees leaving a union position and going to a non-union position. Discussion regarding 'continuous' in the longevity qualification wording; should read 'continuous employment' and non-union status as of 1-1-2018'. Discussion regarding non-union wage scale; noted non-union positions need to be clarified, ie: Treasurer Deputy states contingent upon union increase, consensus this should not be compared to union; other wage scales to be clarified for starting wage vs current wage.

Chair Crambell called for continued review of Kaliseum Director job description and non-union handbook. Commissioner Cox noted review of job description with noted changes. Discussion regarding oversight of county recreational properties with revised job title and recommended revised job description.

Consensus to recess to continue review of non-union employee manual and job description.

**Public Input:** None

Chair Crambell called for recess at 8:30 PM to reconvene March 9, 2018 at 5:30 PM.

Respectfully submitted:

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

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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.