

Kalkaska County Board of Commissioners
Personnel Committee Special Meeting Minutes
April 8, 2016
(UNAPPROVED)

Meeting called to order by Committee Chair Cox at 4:05 PM, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioner Patty Cox, Craig Crambell, Kohn Fisher and County Clerk Deborah Hill.

Public Input:

Prosecutor Michael Perreault: Perreault requested Committee to re-evaluate the Prosecutor's wage from the 2012 wage adjustments. Discussion regarding Prosecutor duties, funding, benefits, resources and comparable counties. Discussion regarding Assistant wage reviews. Consensus to review all elected and non-union wages with the conclusion of the union contracts.

Chair Cox called for review of Commission on Aging wage requests and Sheriff Dept Administrative staff wage request.

Commission on Aging Director Julia Rzepecki: Rzepecki provided packet with wage request for COA employees, noted comparison with other county departments and 15 county comparison study with COA employees. Discussion regarding position responsibilities, budgets and resources. Discussion regarding future projects, benefits, projected costs and upcoming millage request; noted county employment/wage discrepancies, relative to job responsibilities. Review of each employee wage request as provide by Rzepecki.

Chair called for recess at 5:50 PM. Meeting reconvened at 6:10 PM.

Continued discussion regarding COA wage request, administrative wages and classifications. Consensus Committee is looking at comparable wage request with current Teamster's wage scale, with review of position job description. Consensus Rzepecki to provide wage spread sheet similar to the Teamsters with classifications, starting wage, to present to the Board, with the administrative salaried positions to be reviewed with appointed Department Heads and other non-union staff. Wage scale may be presented to BOC at 4-12-2016 meeting if received in time for review prior.

Sheriff Pat Whiteford: Whiteford requested Committee address the Undersheriff and Administrative Assistance positions consistent with the increase received by the COAM agreement. Discussion. Consensus to **Motion to approve 1.5% wage increase for the Undersheriff and Sheriff's Administrative Assistance positions retroactive to 1-1-2016 at the 4-12-2016 meeting**. Whiteford requested that the other non-union Sheriff Department staff be reviewed upon approval of the POAM contract.

Whiteford requested consideration for Undersheriff Shipp's sick pay buy-out at retirement for 75% given years of service. Discussion. Clerk to forward request including cost to counsel for review to verify: if request can be agreed, what the cost will be and if agreed what process is recommended to assure approval. (Whiteford to provide Clerk with figures.)

Discussion regarding appointed Department Heads, review of positions with contracts/agreements.

Discussion regarding departments with restricted budgets, Clerk to email Kaliseum Director to request input. **Consensus to Motion to approve 1.5% wage increase of non-union employees who fall under the direction of the Teamsters contract, excluding appointed Department Heads for further review.** Consensus to continue review of appointed Department Heads and Elected Officials. Clerk to prepare information for Committee of appointed Department Heads and Elected officials; Committee request analysis of cost to include benefits.

Discussion regarding agreements and/or polices regarding non-union employees for payroll direction with clarification of which contract directs benefits, etc.

Meeting adjourned at 8:07 PM.

Respectfully submitted:

Deborah Hill, Kalkaska County Clerk and
Board of Commissioners

Stuart McKinnon, Chair of
Kalkaska County Board of Commissioners

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