

Kalkaska County Board of Commissioners  
Personnel Special Committee Meeting Minutes  
June 29, 2016  
(UNAPPROVED)

Meeting called to order by Committee Chair Cox at 6:00 PM, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Patty Cox, Craig Crambell, Kohn Fisher and County Clerk Deborah Hill.

**Public Input:** None

**Purpose of Meeting:**

Chari Cox called for review of Equalization Director Job Description and Ad preparation. Discussion and review of other county Equalization Director Job Description and Advertisements. Consensus to prepare Ad, following discussion and revision of comparable AD,s, for review at Personnel Committee 7-6-2016 and schedule a Special Meeting 7-6-2016 at 3:45 PM for approval. Cox to prepare Equalization Director Job Description as discussed for approval.

Non-Union employee policy manual discussed, review of other county sample policies. Consensus to review and bring back to Committee for recommendations.

Sheriff request for review of Undersheriff buyout, table to review with past practice and COAM contract.

Appointed Department Heads and Elected Official wage reviews tabled pending requested calculations from accountant.

Meeting adjourned at 8:45 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.