

Kalkaska County Board of Commissioners
Special Meeting Minutes
April 19, 2016
(UNAPPROVED)

Meeting called to order at 5:30 PM by Chair McKinnon, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Michael Buchanan, Patty Cox, Craig Crambell, Kohn Fisher, Alan Hart, Stuart McKinnon, Kevin Stein and County Clerk Deborah Hill. Also present Commission on Aging Director Julia Rzepecki. Pledge of Allegiance by all.

Approval of Agenda:

Motion by Hart to approved Agenda as amended (add Approval of Agenda). Supported by Cox. 7 yeas. 0 nays. **Carried.**

Chair called for purpose of meeting:

Review and/or approval of proposed Commissioner on Aging wages. Discussion and review of proposed wage scale presented by Personnel Committee. Wage Scale provided Groups 1,2,3 &4 and wage steps at Start, 1 year, 2 year, 3 year and 7 year. Scale also noted salary for Bookkeeper and Director. Following discussion wage scale was followed with adjustments to start wage of Group 1 to \$10.00 and Group 2 to \$10.41 (copy filed with Clerk) **Motion** by Cox to approved the Commission on Aging proposed wage scale as presented for the Bookkeeper and Groups 1,2 3 & 4 with the change of Group 1 start at \$10.00 and Group 2 start at \$10.41. Supported by Crambell. Roll call vote: Cox, yes; Crambell, yes; Buchanan, yes; Fisher, yes; Hart, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Cox to approve the Commission on Aging Director wage of \$43,465.00. Supported by Crambell. Discussion. Roll call vote: Cox, yes; Crambell, yes; Buchanan, yes; Fisher, yes; Hart, no; Stein, no; McKinnon, yes. 5 yeas. 2 nays. **Carried.** **Motion** by Fisher to make the effective date of raises for COA 4-20-2016. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Crambell, yes; Hart, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Discussion regarding request made to COA Advisory Board Director of items needed for Board review of COA fund balance, projects and 5 year plan. Chair McKinnon requested Director Rzepecki send a reminder email to COA Advisory Board Chair Otto for information.

County Clerk's Office Personnel matter: Clerk Hill advised Board of the vacancy of the Deputy County Clerk/Accounting Clerk. **Motion** by Hart to approve Resolution 2016-21 to lift the hiring freeze to fill the vacancy of Deputy County Clerk/Accounting Clerk. Supported by Crambell. Roll call vote: Hart, yes; Crambell, yes; Buchanan, yes; Cox, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to authorize the Clerk to continue temporary part-time employment of Lisa Leach without benefits, to assist with training of transition in Clerks office. Supported by Crambell. Roll call vote: Fisher, yes; Crambell, yes; Buchanan, yes; Cox, yes; Hart, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Motion by Cox to allow Clerk to hire contractual assistance with Baird, Cotter & Bishop for accounting, payroll and human resources up to \$5,000.00 from contingency to be transferred to Clerk's contractual line item, or as determined by BCB. Supported by Hart. Roll call vote: Cox, yes; Hart, yes; Buchanan, yes; Crambell, yes; Fisher, yes; Stein, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Motion by Hart to adjourn at 6:53 PM. Supported by Cox. 7 yeas. 0 nays. **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.