

Kalkaska County Board of Commissioners
Special Meeting
April 28, 2017
(UNAPPROVED)

Meeting called to order by Chair McKinnon at 5:30 PM, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Michael Buchanan, Dave Comai, Craig Crambell, Kohn Fisher, James Sweet, Stuart McKinnon and County Clerk Deborah Hill. Absent Commissioner Patty Cox. Pledge of Allegiance by all.

Public Input: None

Purpose of Meeting:

Chair McKinnon called for review, discussion and/or taking action regarding the Kaliseum vacancies and to interview and/or take action regarding the Equalization Office Manager position. Present Dawn Balhorn, who has temporary oversight of the Kaliseum. Balhorn noted that in addition to the vacancy of the Director, the Administrative Assistant has submitted her resignation, with her end date of 5-3-2017, along with 2 Front Desk Positions that were vacated before Mr. James left. Balhorn noted she was advised that James had begun the interview process on the Front Desk positions. Discussion, Board noted no request had been made by James allowing him to fill any vacancies in this budget year per county policy. Balhorn noted the difficulty covering the Front Desk with part-time staff. Balhorn provide an update of Kaliseum matters. Discussion, noted need for replacing vacant positions with concern that new Director should be involved. Consensus to begin process anticipating that a new Director will be in place before the other vacant positions are filled, Balhorn will fill in with hours outside of her regular hours in the clerk's office and Communicate with current part-time staff for assisting with additional hours. **Motion** by Fisher to approve Resolutions 2017-19 to lift the hiring freeze to fill the Kaliseum Administrative Assistant, Resolution 2017-20 to lift the hiring freeze to fill a Kaliseum Front Desk vacancy and Resolution 2017-21 to lift the hiring freeze to fill the Kaliseum Front Desk vacancy. Supported by Buchanan. Roll call vote for all 3 resolutions: Fisher, yes; Buchanan, yes; Comai, yes; Cox, absent; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to advertise internally and externally for all 3 vacant Kaliseum positions with a deadline of 5-9-2017 at 5:00 PM. Supported by Buchanan. 6 yeas. 0 nays. 1 absent. **Carried.** . Discussion to review any new and applications already received with authorization for Personnel to interview and make a determination for a Special Committee meeting at the 5-10-2017. **Motion** by Buchanan to authorize Personnel to fill the 2 front desk part-time Kaliseum vacancies. Supported by Comai. Roll call vote: Buchanan, yes; Comai, yes; Cox, absent; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** Discussion regarding concern if no applicants are approved. **Motion** by Buchanan to re-advertise vacant Kaliseum positions if necessary. Supported by Sweet. Roll call vote: Buchanan,

yes; Sweet, yes; Comai, yes; Cox, absent; Crambell, yes; Fisher, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** Request for Balhorn to attend Committee meetings for reviewing Kaliseum staffing; Balhorn noted she met with staff regarding duties, coverage, availability for added hours, etc. **Motion** by Fisher to allow Balhorn to temporarily adjust Kaliseum staffing hours as needed, but not to elevate hours to MERS service credit hour requirements. Supported by Buchanan. Roll call vote: Fisher, yes; Buchanan, yes; Comai, yes; Cox, absent; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** Discussion.

Review of 'Kaliseum Update' report, noted matters Board requested at prior meeting have been addressed including IT and telephone, in addition to staffing; also was fire alarm system and elevator have been addressed this week. Also noted need for review of building access. **Motion** by Fisher to direct DPW Supervisor to change all exterior door locks and keys at the Kaliseum. Supported by Buchanan. Roll call vote: Fisher, yes; Buchanan, yes; Comai, yes; Cox, absent; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** Discussion, DPW Supervisor Bole to do a 'walk-thru' and make a list of urgent and needed repairs pending new Director; DPW Chair Buchanan to notify Bole to do inventory of concerns. Balhorn noted Bole assisted with fire panel and other matters; Balhorn to notify Buchanan if necessary.

Chair McKinnon called for interview and/or taking action regarding Equalization Office Manager Position. Also present Equalization Director Bob Englebrecht. McKinnon called for review of job description; review of Equalization Office Manager Position job description reviewed at 4-10-2017 meeting. Discussion, Fisher noted he reviewed the duties with the Director with a recommended \$14.50 per hour, noting the restructuring of the Equalization Department. Consensus that the duties will be reviewed for increased responsibilities. **Motion** by Fisher to approve Equalization Office Manager "Description of Essential Duties" as proposed with changes. Supported by Comai. 6 yeas. 0 nays. 1 absent. **Carried. Motion** by Fisher to approve pay scale for Equalization Office Manager position of \$14.50 to start, along with regular benefits. Supported by Buchanan. Discussion. Roll call vote: Fisher, yes; Buchanan, yes; Comai, yes; Cox, absent; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried. Motion** by Fisher to approve the Equalization Office Manager position as 40 hours per week. Supported by Sweet. Roll call vote: Fisher, yes; Sweet, yes; Buchanan, yes; Comai, yes; Cox, absent; Crambell, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Chair McKinnon noted position was advertised internally and called for internal applicant Megan Daniels for interview for Equalization Office Manager position. Director Bob Englebrecht present for interview process. Fisher inquired if Daniels had any questions regarding the job description that was approved, Daniels noting none. Crambell noted concern with nepotism policy given the relationship to the Clerk and Controller responsibilities. Discussion noted this position is a new position, non-union, due to the restructuring of the Equalization, that it is appointed by the Board and under the direction of the Board and the EQ Director; consensus of Board that there is no conflict with the county nepotism policy.

Applicant Daniels was interviewed by Board, including her resume information and application. Buchanan noted his positive observations of Daniels past 14 years of work with the county; Englebrecht noted the prior Director Sue Tanner, who was assisting with the EQ office

had recommended Daniels for consideration after working with her; Comai noted as long as there were no policy issues he would highly recommend Daniels for the position.

Commissioners interviewed Daniels with questions regarding employee experience including equalization, customer service and future with community and work. Englebrecht noted he felt that Daniels was good for the position. McKinnon noted he felt that Daniels was a good county employee and would assist the Director in moving forward with the Equalization office. Daniels was reminded that the position is an at-will position appointed by the Board. **Motion** by Fisher to appoint Megan Daniels to the Equalization Office Manager position for 40 hours per week at \$14.50 per hour. Supported by Crambell. Roll call vote: Fisher, yes; Crambell, yes; Buchanan, yes; Comai, yes; Cox, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Discussion regarding the coverage of the Equalization office in conjunction with the Treasurer office; Fisher noted that the Treasurer will need to re-evaluate her staffing due to the increased hours in her office of 35 to 40 relative to the added work of the Equalization office duties including PRE's and hours of assistance with EQ office coverage; discussion regarding emails and telephone communications; Bob to send IT a message to forward to Daniels. **Motion** by Fisher for Daniels to start full-time in the Equalization Office Manger position 5-28-2017 (working hours per week in EQ office as needed in the interim). Supported by Buchanan. Roll call vote: Fisher, yes; Buchanan, yes; Comai, yes; Cox, absent; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Discussion, Englebrecht noted a data request and need Board to approve fee for the data; consensus to take to County Affairs for approval. McKinnon noted job description to be sent to legal counsel for review; Englebrecht noted position may have additional duties and skills added to include review of pay scale, consistent with the non-union employee manual. Discussion regarding change in Office Manager levels depending on duties/skill; consensus Englebrecht to address recommendations for advancements and pay scale. Englebrecht agreed for Clerk to send approved job description to counsel with changes for approval.

Public Input: None

Motion by Crambell to adjourn at 7:05 PM. Supported by Buchanan. 6 yeas. 0 nays. 1 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.