

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

Meeting called to order by Chair Crambell at 5:30 PM, Commissioner Chambers, 605 N Birch Street, Kalkaska, MI. Present Commissioners Craig Crambell, Patty Cox, Kohn Fisher and County Clerk Deborah Hill. Also present Kaliseum Director Krzysztof Oliwa.

Public Input: None

Purpose of Meeting:

Chair Crambell called for review of Kaliseum Director job description. Discussion; review of previous contract and job description. Review of Resolution 2018-11, prior contract and job description with review of proposed duties of social media manager; review of proposed Strategic Plan from Parks and Recreation Committee in conjunction with the Kaliseum Director. Discussion regarding errors discussed at Parks and Recreation meeting with Strategic Plan along with possible changes; Fisher noted he did not receive a survey for response, other commissioners noted the same.

Committee reviewed Director job description with consensus of several changes in wording and/or deletion of repetitive descriptions for clarification.

Director Oliwa presented sample media marketing work and status of Kaliseum website, including adjacent county properties as directed by the Board. Oliwa noted he is seeking vendors for added events and continues to promote county recreation facilities.

Committee discussed communication from Board Chair regarding recent concerns with Construction Codes Director and assistance for that department due to medical issues.

Consensus to Motion to approve Bill Hiller to initiate a contractual service to fill in temporarily for his duties in Building Codes office.

Consensus of Committee for Commissioner Cox to re-type job description with changes as discussed with Director Oliwa and provide to Committee (before reconvened Personnel meeting on 3-6-2018).

Consensus to Motion to change the title of the Kaliseum Director to Kalkaska County Sports and Recreation Director.

Discussion regarding wage increase request for the Commission on Aging Director; noted current negotiations with county employees; noted review of Elected official wages were with comparison counties less a percentage; review on Non-Union Policy Manual, sections of policy to be reviewed; both tabled to subsequent meeting.

Committee Chair called for recess at 9:00 PM, to reconvene 3-6-2018 at 5:30 PM.

Respectfully submitted:

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

Stuart McKinnon, Chair of
Kaskaska County Board of Commissioners

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