

Personnel/Equalization and Apportionment/Transportation/Health and Social Services Committee

Meeting Minutes

November 2, 2015

A regular meeting of the Chippewa County Board of Commissioners Personnel/Equalization and Apportionment/Transportation/Health and Social Services Committee was held on Monday, November 2nd, 2015 at the Chippewa County Courthouse in Sault Ste. Marie, Michigan. Chairman Egan called the meeting to order at 11:45 a.m. with a quorum present.

MEMBERS PRESENT: Conor Egan and Rudy Johnson

MEMBERS ABSENT: Scott Shackleton

OTHERS PRESENT: Jim German County Administrator, Don McLean (at noon) and Kelly Church

Additions / Deletions to the Agenda

None

It was moved by Commissioner Johnson, supported by Commissioner Egan, to approve the Agenda as amended, as item c. Health Department hire. On a voice vote the motion CARRIED.

Public Comment

None

Agenda Items

50th Circuit Drug Court Compliance Office – job description

The Committee received a revised 50th Circuit Drug Court Compliance Office job description, which will replace the job description that was just approved on October 13, 2015 by the Board of Commissioners, per the request of 50th Circuit Court.

It was moved by Commissioner Johnson, supported by Commissioner Egan, to approve the revised 50th Circuit Drug Court Compliance Officer job description as presented. On a voice vote, the motion was CARRIED.

County Administrator Evaluation

The Committee reviewed the Chippewa County Administrator/CFO employee evaluation form presented by Committee Chair Egan. The scope of this evaluation is to have the employees, administrators and colleagues that the Administrator deals with on a daily basis to complete the evaluation for the Committee. All County employees will be included, Agencies and affiliates of the County, with the final listing to be approved by the Personnel Chair. The evaluations will be handed out by Personnel Chair Egan, and returned via mail, (stamped envelopes to be made available). Personnel Chair will summarize the evaluation responses and then get back with the Committee. The evaluations will not be shared directly with the Administrator, and will be due back to Personnel Chair Egan, by December 15th. (The listing should include: CCHD, EDC, EUPTA, WMH, County Attorneys, etc)

It was moved by Commissioner Johnson, supported by Commissioner Egan, to move forward with the Administrator/CFO evaluations, as discussed, with evaluations going to all employees of the County, as well as, agencies and colleagues that the Administrator deals with on a daily basis, the evaluations shall be returned by December 15th to Personnel Chair Egan, for confidential review and summarization; with the summary to be reported back to Committee. On a voice vote, the motion was CARRIED.

Health Department – position replacement approval

The Committee discussed County Board Policy No. 116 – with regards to the interpretation and the past practice of filling budgeted staff position. As the Committee should be making all recommendation to the full County Board of Commissioners concerning all personnel requests, and due to the continued budgeting factors of increasing fringe benefits costs and reduced revenue, each position will be thoroughly evaluated to make sure it is necessary. The Health Department’s Emergency Preparedness Coordinator Shane Albrecht recently gave notification of his resignation, and the Committee discussed the replacement of the position.

It was moved by Commissioner Johnson, supported by Commissioner Egan, to approve the Health Department to re-hire the position of Emergency Preparedness Coordinator. On a voice vote, the motion was CARRIED.

It was moved by Commissioner Johnson, supported by Commissioner Egan, to update Policy No. 116 – Personnel Committee to reflect under letter E. All hiring through attrition and/or position requests will be approved by the Personnel Committee, prior to the positions official hire date. On a voice vote, the motion was CARRIED.

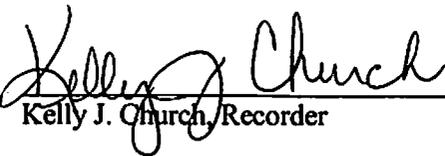
Committee and Chair Comments

The Committee had no additional comments, Committee Chair Egan is excited about the evaluation process.

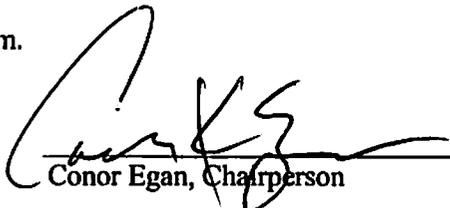
Adjourn

It was moved by Commissioner Johnson, seconded by Commissioner Egan, to adjourn the meeting. On a voice vote, the motion was CARRIED.

Chairperson Egan declared the meeting adjourned at 12:42 a.m.



Kelly J. Church, Recorder



Conor Egan, Chairperson