

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

**Meeting Minutes  
December 15th, 2016**

A regular meeting of the Chippewa County Board of Commissioners Personnel/Equalization and Apportionment/Transportation/Health and Social Services Committee was held on December 15th, 2016 at the Chippewa County Courthouse in Sault Ste. Marie, Michigan. Chairman Egan called the meeting to order at 5:15 p.m. with a quorum present.

**MEMBERS PRESENT:** Conor Egan, and Scott Shackleton

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Jim German, Don McLean, Scott Brand, Jen France, Lana Forest, Karen Senkus, Margie Hank, Robert Savoie and Kelly Church

## **Additions / Deletions to the Agenda**

None

It was moved by Commissioner Shackleton, supported by Commissioner Egan, to approve the Agenda as presented. On a voice vote the motion CARRIED.

## **Public Comment**

None

## **Agenda Items**

### **Personnel Policy 116**

The Committee received and reviewed an updated personnel policy presented by the Administrator to expedite the process of local government and save the County money.

It was moved by Commissioner Shackleton, supported by Commissioner Egan, to approve the updated personnel policy that will show an update as of 12/19/2016 and forward it to the full Board. On a voice vote, the motion CARRIED.

### **Public Defender Recommendation**

The Committee received a recommendation from the interview committee to hire Jennifer France as the Chief Public Defender.

It was moved by Commissioner Shackleton, supported by Commissioner Egan, to hire Jennifer France as the Chief Public Defender effective January 1st. On a voice vote, the motion CARRIED.

### **Temporary Pay Increase for Information Technology Staff Person**

Administrator German noted that during a slow time of the year that Jenny Pierce had been cross training at CCHD. Due to a retirement there will be a vacancy at CCHD and Administration wants to see if Ms. Pierce can fill in for a few months to see how many hours are needed to fill the position. Administrator German noted that this requires a great deal of extra time and responsibility. He asked during this observation period that Ms. Pierce get a one pay grade temporary raise following policy 211. CCHD will pay for this temporary raise out of their budget.

**It was moved by Commission Shackleton, supported by Commissioner Egan, to approve a temporary one grade pay raise for Jenny Pierce following policy 211 and paid for by CCHD. On a voice vote, the motion CARRIED.**

**Sheriff Department Promotions**

A list of recent promotions was presented by the Sheriff's department for informational purposes only.

**No action was taken.**

**CCHD Hire**

CCHD requested to fill a RN position for the MIHP program. This is a self-sustaining position.

**It was moved by Commissioner Shackleton, supported by Commissioner Egan, to hire an RN for the MIHP program at CCHD. On a voice vote, the motion CARRIED.**

**Commissioner Resignation**

Commissioner Johnson turned in resignation to go back to work at the Road Commission. It was noted by the committee that he will be missed.

**It was moved by Commissioner Shackleton, supported by Commissioner Egan, to accept Commissioner Johnson's resignation dated December 12<sup>th</sup> 2016. On a voice vote, the motion CARRIED.**

**Committee and Chair Comments**


Administrator German noted that there were budget issues at CCHD and administration was looking into the situation.

**Adjourn**

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

Chairperson Egan declared the meeting adjourned at 5:24 p.m.

  
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Jim German, Administrator

  
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Conor Egan, Chairperson

County Board Approval: February 7, 1991  
Reviewed: February 20, 1997, 2-12-2012  
Updated: November 9<sup>th</sup> 2015

- A. Members. At the January meeting of the Chippewa County Board of Commissioners, the chairperson shall appoint three (3) commissioners, one of whom shall be designated **Committee** chairperson, to the Personnel Committee. The chairperson of the Board of Commissioners if not appointed a member, shall serve as an ex-officio member of the Committee.
- B. Meetings. The committee shall meet at the call of the **Committee** chairperson. A quorum shall consist of two (2) members.
- C. Meeting Agenda. The County **Administrator**, in conjunction with the **Committee** chairperson, shall prepare an agenda for the meeting, which may include action items; informational items; and general discussion of personnel matters relating to the County.
- D. Duties and Purpose. The committee shall make recommendations to the Chippewa County Board of Commissioners concerning all personnel items such as: determining the number of employees in a department; ~~employing personnel; termination or discipline of personnel;~~ establishing new positions; salary or wages for positions; personnel policies; ~~employing of a negotiator for union contracts;~~ employing of individuals on a contractual basis; benefits for elected and non-elected personnel; hiring policies; overtime policy; ~~review county employee problems with the department heads; career development policies for employees; serve as the collective bargaining committee, including a grievance from employees;~~ and any duties as assigned by the Board of Commissioners.
- E. ~~All hiring through attrition and /or position requests will be approved by the personnel Committee, prior to the position official hire date~~