

**PERSONNEL/ EQUALIZATION AND
APPORTIONMENT/TRANSPORTATION/HEALTH AND SOCIAL SERVICES
COMMITTEE**

May 12, 2017

A regular meeting of the Chippewa County Board of Commissioners Personnel/Equalization and Apportionment/Transportation/Health and Social Services Committee was held on Friday, May 12, 2017 at the Chippewa County Building in Sault Ste. Marie, Michigan. Chairman Scott Shackleton call the meeting to order at 3:205 p.m. with a quorum present.

MEMBERS PRESENT: Scott Shackleton, Bobbie Savoie and Conor Egan (3:30 p.m.)

MEMBERS ABSENT: None

OTHERS PRESENT: Karen Senkus, Lana Forrest, Tina Ojala, Jim German and Kelly Church

Additions/Deletions to the Agenda

None

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

Public Comment

No public comments were offered.

Agenda Items

Health Department staffing update

The Committee received an update listing as to the personnel changes that have taken place at the Health Department since January 1st. The update includes the elimination of one Data Entry Clerk, from the Health Department's Finance Department; this position duties will be absorbed by others in the department; Administrator German commended the Health Department Administrator for being proactive in helping to continue to reduce costs of the Health Department. No one is losing a job, this change is through attrition.

It was moved by Commissioner Savoie, supported by Commissioner Shackleton to approve the elimination of one Data Entry Clerk in the Health Department's Finance Department. On a voice vote the motion CARRIED.

Health Department Policy 7.01.047 – MIHP - IBCLC

The Committee reviewed a new Community Health Services Policy, regarding the International Board Certified Lactation Consultant; which provides evidence-based lactation support to post-partum women in the outpatient setting to and through 60 days post-delivery. The policy is being established to meet the new requirements and guidelines of Maternal Infant Health Program.

It was moved by Commissioner Savoie and seconded by Commissioner Shackleton to approve Community Health Services Policy 7.01-047 for MIHP International Board Certified Lactation Consultant requirements and guidelines of the State of Michigan, as presented. On a voice vote, the motion was CARRIED.

County Staffing Update

No action was taken, as the Committee was updated on employee movement within various departments, including the Sheriff's Department both Road and Corrections, Central Dispatch, Animal Control and Drug Court.

County Handbook-Policies County and Health Department

The Committee was addressed regarding a County Handbook, by way of incorporating it with the Health Department's handbook for all Non-Union employees and to continue updating the Health Department employees' benefits and policies to mirror the County. The Committee was given a listing of several benefits to be addressed now, and other will be brought back at a future date. The following items will be discussed with proposed changes: evaluations, employee assistance program, life insurance, vacation accrual and personal days. Many benefits have no differences between the two and will not need to be addressed. These changes do not effect the teamster members.

- Evaluations will be eliminated, unless they are needed for accreditation of programing. Employee performance is addressed actively through their various departments on a day to day basis.
- Employee Assistance Program this benefits is currently offered to the Health Department staff, and we will be adding it as a benefit to the County Staff
- Life Insurance change the Health Department benefit to match the County at 1X annual salary
- Vacation accrual change the Health Department to match the County, being able to only carry over 40 hours (one week) of vacation time annually, the Health Department is currently at 176 hours, this change will greatly reduce their unfunded liability. This change will be effective January 1st, 2020, so the employees have time to utilize their built up vacation time.
- Personal Days effective January 1st, 2020, the Health Department will have 4 Personal Days to be used from their sick banks.

Discussion followed on a few other items that will need more time for the Committee to consider including sick leave payout at retirement; job grades/step increases; vacations accrual; short term-long term – limit to health care; worker's comp carrier and how to handle potential employee transfers between the Health Department and the County.

It was moved by Commissioner Savoie and seconded by Commissioner Shackleton to approve the employee benefits changes between the Health Department and County as follows for non-union employees:

- **Evaluations will be eliminated, unless they are needed for accreditation of programing.**
- **Add the Employee Assistance Program for the County employees.**
- **Change the Health Department life insurance to 1X annual salary.**
- **Change vacation carry-over accrual to 40 hours effective January 1, 2020 for the Health Department.**
- **Increase Personal Days for the Health Department to 4 days, effective January 1, 2020.**

On a voice vote, the motion was CARRIED.

The Committee recessed from 3:35 p.m. to 3:45 p.m.

Courts Personnel request (Circuit Court Administrator Tina Ojala)

Circuit Court Administrator Tina Ojala addressed the Committee regarding a proposed change which has been presented and supported by the State Court Administrative Offices, due to the recent appointment of Eric Blubaugh to the Probate-District Court Judge. The proposal is to combine the current Grade 16 Friend of the Court position and Grade 17 Magistrate/Referee/CJO position, as a Grade 20 position – 4 year rate and to have Policy 211 waived to move forward with the transition. This proposed combination will save the County approximately \$101,343; with the savings the Courts are asking that \$2,500 be made available to finish the jury room storage; that the Committee consider utilizing \$45,000 for County Courthouse and County Building security/bailiff; for \$2,173.50 for the contract attorneys, whom were inadvertently left out of the FY16 Budget process for a 2% increase; Court Administrator Ojala, recognizes that it is not past practice to seek a mid-year increase to contract; although she needed to ask, as she told the three attorneys that she would review the possibility of an increase mid-year. If not approved through this process, the Courts will be seeking a 4% increase for the FY18 budget. It was also noted that with the upcoming appointment of Magistrate Eric Blubaugh to Judge of the Probate-District Court, that there may be additional monies needed administratively for fundamental changes in Administration of the Courts. Discussion followed specifically regarding single point of entry for both the County Building and the Courthouse; that there are no Attorney General conflicts with combining the positions; conflicts with changing contracts mid budget; the Committee and the Administrator thanked the Court Administrator for the cost saving plan. It was also noted that SCAO has used Chippewa County as an example of consolidation while still providing exceptional services to the citizens of the County. Further discussion took place as Commissioners Martin and McLean arrived for the Special Finance meeting and were brought up to speed on the request.

It was moved by Commissioner Savoie, supported by Commissioner Egan, to approve the combining of the Magistrate/Referee/CJO and the Friend of the Court positions; to pay the new position at a Grade 20 – 4 year level; waiving policy 211, effective 5/16/2017; to budget \$2,500 to finish the Circuit Court jury room project (cabinetry) and to forward the single point of entry plan to the Building and Grounds Committee for the security of both the Courthouse and the County Building by utilizing the monies saved from this plan. On a voice vote, the motion CARRIED.

Committee Comments

The Commissioners unanimously complimented the Equalization Department staff on a job well done.

Chairman's Comments

None offered


Adjourn

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

The meeting was adjourned at 4:01 p.m.



Kelly J. Church, Recorder



Scott Shackleton, Chairperson