

**COUNTY BOARD OF COMMISSIONERS
PERSONNEL, EQUALIZATION AND APPORTIONMENT/TRANSPORTATION/HEALTH AND
SOCIAL SERVICES COMMITTEE**

June 11, 2019

A regular meeting of the Chippewa County Board of Commissioners Personnel/Equalization and Apportionment/Transportation/Health and Social Services Committee was held on Tuesday, June 11, 2019 at the Chippewa County Courthouse in Sault Ste. Marie, Michigan. Chairman Conor Egan called the meeting to order at 10:30 a.m. with a quorum present.

MEMBERS PRESENT: Conor Egan and Robert Savoie

MEMBERS ABSENT: Scott Shackleton

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

Additions/Deletions to the Agenda

No changes offered.

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

Public Comment

No public comments were offered.

Personnel - Agenda Items

Employee badges/lanyards for security

The Committee was addressed regarding the need for County Employees to all have visible badges for security purposes. Administration will get all badges updated and provide a clip and/or lanyard for employees.

It was moved by Commissioner Savoie, supported by Commissioner Egan, to approve the new policy requirement of employees displaying ‘County Identification’ for security purposes; with the County supplying the badge and clip/lanyard. On a voice vote, the motion CARRIED.

Non-Union Employee Handbook and Policies needing updated and/or added

The Committee previously reviewed the Non-Union Handbook and policies that need changes; mostly clerical changes Controller to Administrator; or updates necessary to match current practice. The policies reviewed are number's: 201, 202, 210, 211, 214, 230, 232, 233, 240, 243, 403, and 406. The changes will include updating the Health Department's Administrative policies too. Eliminating Policy 00-001 for the Non-union Sheriff's Department; as the new handbook will cover them too. The Committee also reviewed policy 602 Animal Shelter Protocols and the CCACS Volunteer policy, application and waiver of liability; which were review by counsel. Discussion followed.

It was moved by Commissioner Savoie, supported by Commissioner Egan, to approve the Non-Union Employee Handbook, Policies 201, 202, 210, 211, 214, 230, 232, 233, 240, 243, 403, and 406 as presented and amended, including updating the Health Department's policies to match the County. To eliminate Policy #00-001 Non-Union Sheriff's Employees and to approve the updated Animal Shelter Protocols No. 602 and the CCACS Volunteer Policy, Application and Waiver of Liability. On a voice vote, the motion CARRIED.

1. The purpose of this document is to provide a comprehensive overview of the current status of the project and to identify the key areas that require attention.

2. Objectives

The primary objective of this project is to ensure that all critical tasks are completed on time and within budget. This involves a detailed review of the project schedule and resource allocation.

3. Key Findings

During the initial phase of the project, several key findings were identified that could impact the overall timeline and budget.

4. Recommendations

Based on the findings, the following recommendations are proposed to address the identified risks and ensure the project's success.

It is recommended that a dedicated team be assigned to monitor the progress of the project and to report any deviations from the plan.

Regular communication and reporting are essential for the project's success.

5. Conclusion

The project is currently on track, but it is important to remain vigilant and address any potential issues as they arise.

The project team is committed to delivering high-quality results and to maintaining open communication with all stakeholders.

The project manager will continue to provide updates on the project's progress and any changes to the plan.

The project team is confident that the project will be completed successfully and on time.

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Update Job Description 2610 Cooks

The Sheriff's Office is currently seeking out part-time cooks; and wanted to revise the job description to exclude supervising and training inmates; as this is not a practice that is followed anymore.

It was moved by Commissioner Savoie, supported by Commissioner Egan, to update job description 2610 Cooks, as presented. On a voice vote, the motion CARRIED.

Building Department Update

Building Official Job Description 1001 Update

Administrative Assistant/Building Department Administrator/IT Technician 1312 Update

Application for Construction Code of Appeal

The Committee was updated on some Administrative issues with the Building Officials day to day operations; specifically related to the new BS&A; timeliness and errors/omissions. Administration proposes making changes to the Building Official and the Administrative Assistant/Building Department Administrator/IT Technician swapping the supervisory roles between the two; utilizing monies already set aside for a part-time Building Official position that has not been filled; to upgrade position 1312 to a Grade 8, following Policy 211; Administrator German asked this change be retroactive to May 1, 2019. Administration would also recommend red lining Position 1001 at the three-year level; since these changes needed to be made to ensure the Building Department's efficiency. The Committee was also updated and asked to approve the new 'Application for Construction Code of Appeal' form that is now on the County's website; with instructions.

It was moved by Commissioner Savoie, supported by Commissioner Egan, to change job descriptions 1001 and 1312, as presented, swapping the supervisory roles, to ensure the efficiency of the Building Department. The Administrative Assistant/Building Department Administrator/IT Technician will be changed to Grade 8, following Policy 211, effective May 1, 2019; and the Building Official position will be red-lined at the three-year rate and to approve the 'Application for Construction Code of Appeal.' On a voice vote, the motion CARRIED.

Health Department – Mental Health Grant for Brimley Schools request

The Committee reviewed funding for the Brimley Mental Health grant; as funding was offered to school-based health clinics to expand mental health services into one school that does not currently have a school-based health center. The purposes of the funding from MDHHS – Child Adolescent Health is to provide 40 hours of direct counseling service to students in grades K-12. The annual funding of \$100,000 per year starting in FY2019 and FY2020; with an anticipation of continued funding beyond FY2020. Funding will be utilized to pay for two (2) part-time Master Level Social Workers, clerical and program materials.

It was moved by Commissioner Savoie, supported by Commissioner Egan, to accept the grant award of \$100,000 per year from MDHHS – Child Adolescent Health to hire two (2) part-time Master Level Social Workers, uses funds for some clerical and program materials; to establish a new mental health school-based site at the Brimley Area Schools. On a voice vote, the motion CARRIED.

TPOAM Contracts

The Committee was updated on the status of the TPOAM contracts; which have been reviewed and returned to the Union, for a few items to be addressed. Once changed and signed copies are presented the TPOAM employees will receive their retroactive pay at the negotiated pay. No action was taken.

Administrator German also updated the Committee regarding a MERC filing from the FOP regarding a firing.

Staff Movement

The Committee reviewed the changes in personnel. No action was taken.

Committee Comments

None offered

Chairman's Comments

Commissioner Egan discussed potentially utilizing the County's Transportation Committee to help gather some information from Sugar, Neebish and Drummond Islands regarding EUPTA direction on scheduling and rate increases.

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 11:03 a.m.



Kelly J. Church, Recorder



Conor Egan, Chairperson