

**Personnel/Equalization/Health and Social Services Committee
Meeting Minutes**

July 29th, 2014

A regular meeting of the Chippewa County Board of Commissioners Personnel/Equalization/Health and Social Services Committee was held on Tuesday, July 29th 2014 at the Chippewa County Courthouse in Sault Ste. Marie, Michigan. Chairman Kinsella called the meeting to order at 11:00 a.m. with a quorum present.

MEMBERS PRESENT: Don McLean, Ted Postula and George Kinsella

MEMBERS ABSENT: None

OTHERS PRESENT: Jim German County Administrator, Kelly Church and Sharon Kennedy

Additions / Deletions to the Agenda
Equalization Request

It was moved by Commissioner McLean, supported by Commissioner Postula, to add a personnel request to the agenda from Sharon Kennedy. On a voice vote, the motion CARRIED.

Public Comments:
None

Agenda Items

Equalization Request

Equalization Director Sharon Kennedy addressed the Committee, regarding to need to authorize the Equalization staff, for potential over-time hours that will be needed to deal with the staff changes that have taken place ó including being under staffed due to a retirement and employees being pulled away from their normal jobs. The over-time hours would not exceed the current budget.

It was moved by Commissioner McLean, supported by Commissioner Postula, to approve the Equalization staff over-time hours if necessary to complete their studies and the tax rolls, due to the staff changes and to not exceed the current budget. On a voice vote, the motion CARRIED.

Building Department Position

The Committee was informed of a part-time Building Inspector to be employed as a backup Building Inspector. Mr. Frank Sims will be hired at \$12.00 per hour plus mileage ó Building Inspector Jay Predmore will assign various permits, so that Mr. Sims stays familiar with the County's process and could be utilized to fill in for Mr. Predmore, if necessary. The County will also offer to pay for classes and licensing for Mr. Sims, to keep him certified, budgeting for FY2015 will also include monies to purchase a copy of the residential codes. Deputy Administrator will be working with the IT Department to try to set up an old laptop with e-mail only for shared files with Mr. Sims and the County.

It was moved by Commissioner McLean, supported by Commissioner Postula, to authorize the hiring of Frank Sims, at \$12.00 per hour, plus mileage, as a Part-time Building Inspector, and to budget accordingly for the licensing and classes. On a voice vote, the motion CARRIED.

Temporary Part Time for Sheriff

Undersheriff Mike Bitnar addressed the Committee regarding the need for a temporary part time hire, to help in the front office, due to the accident and hospitalization of their lead Secretary. Discussion included cross training in the office, and the difference in pay that will be received, as is the practice of the County. The Committee also waived Policy No. 215 ó Temporary Employee Reimbursement; and opted to approve the hourly rate of \$10.00 - \$12.00 per hour at 20 hours per week. It is currently unknown how long this position will be necessary for.

It was moved by Commissioner McLean, supported by Commissioner Postula, to authorize the part time hire of a temporary employment for 20 hours per week, at \$10.00 - \$12.00 per hour in the Sheriff's Department front office, due to the staff accident and recovery. On a voice vote, the motion CARRIED.

Sheriff Personnel Changes

The Committee was informed of the resignation of full time Corrections Officer Amber Wagner, and her full time replacement Corrections Officer Jereme Daniels effective July 6, 2014.

It was moved by Commissioner McLean, supported by Commissioner Postula, to accept the resignation of Amber Wagner, and the authorize the recommended full time hire effective July 6, 2014 of Corrections Officer Jereme Daniels. On a voice vote, the motion CARRIED.

Adjourn

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

Chairperson Kinsella declared the meeting adjourned at 11:55 a.m.

Kelly J. Church, Deputy Administrator

George Kinsella, Chairperson