

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

**Meeting Minutes
October 26, 2016**

A regular meeting of the Chippewa County Board of Commissioners Personnel/Equalization and Apportionment/Transportation/Health and Social Services Committee was held on Wednesday, October 26, 2016 at the Chippewa County Courthouse in Sault Ste. Marie, Michigan. Chairman Egan called the meeting to order at 1:51 p.m. with a quorum present.

MEMBERS PRESENT: Conor Egan, Scott Shackleton and Rudy Johnson

MEMBERS ABSENT: None

OTHERS PRESENT: Jim German, Greg Postma, Michelle Robbins, Mike Bitnar and Kelly Church

Additions / Deletions to the Agenda

None

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

Public Comment

None

Agenda Items

Clerk's Office New Hire

The Committee received and reviewed the Clerk's Office vacancy replacement hiring of Victoria Lewis effective November 7, 2016.

It was moved by Commissioner Johnson, supported by Commissioner Shackleton, to concur with the hiring of Victoria Lewis effective November 7, 2016 in the County Clerk's Office. On a voice vote, the motion CARRIED.

Clerk's Office Overtime request

The Committee reviewed a request from County Clerk Cathy Maleport, regarding seeking overtime hours, due to staffing, the elections and vacation plans; with the turnover of staffing a budget amendment will not be necessary.

It was moved by Commissioner Shackleton, supported by Commissioner Johnson, to approve overtime hours in the Clerk's Office until the office is back to full staff; with no budget amendment necessary. On a voice vote, the motion CARRIED.

Central Dispatch Increase Part-time Employee Hours

The Committee was asked to approve Central Dispatch, to have an additional part-time staff member (total 2 part-time employees being ACA eligible), to be ACA eligible and to work up to 79 hours per pay period. This request to change the staffing is due to a recent part-time staff resignation, and two separate employees who will be off on medical disability and will help reduced the number of overtime hours being paid out.

It was moved by Commission Johnson, supported by Commissioner Shackleton, to approve the request for Central Dispatch to have two part-time dispatchers that are ACA eligible including being able to work 79 hours per pay period. On a voice vote, the motion CARRIED.

Sheriff's Department – Staffing

The Committee was updated on a current long-term disability claim (FMLA eligible), and the Departments need to maintain working conditions that promote safety and the well-being of its employees. Following prior practice a letter will be sent notifying the employee on LTD that their return to work status will have a limited time; which is two years from the beginning of the long term benefits, with no restrictions. The letter will also be notifying the employee of their employment status being ended once their paid time off (sick, vacation, etc.) has been exhausted. It was noted by everyone that this should not reflect on the employee, it is simply a matter of maintaining working conditions in the Department. During this period the Sheriff's Department would like to advertise, interview and test to fill this position with the understanding that if the above referenced employee can return for up to two years and take the position back.

It was moved by Commissioner Shackleton, supported by Commissioner Johnson, to send out the letter regarding the return to work time limit and the change of employment status (Employee 642) when leave time is exhausted and to approve the Sheriff's Department request to replace this position, with the stipulation the position be held for the two year period, effective the start of the long term benefits. On a voice vote, the motion CARRIED.

Animal Control Final Resolve Policy

Clarification through Administrative Policy regarding the Chippewa County Animal Control Shelter, was addressed, as the business affairs of the CCACS are managed by the Board of Commissioner, by this policy the official and final approval of all adoptions, transfers, prison programming and fostering decisions are that of the Shelter Manager. Discussion followed and the policy will read as follows:

“The business affairs of the Chippewa County Animal Control Shelter are managed by the Board of Commissioners. The Board exercises full authority, responsibility, and accountability for the Animal Shelter except as otherwise provided by law. The Board of Commissioners gives the Shelter Manger the official and final approval of all adoptions, transfers, prison programming and fostering decisions, and the Shelter Manager is responsible for the decisions made for the health and well-being of the animals that find their way to the Shelter.”

It was moved by Commissioner Shackleton, supported by Commissioner Johnson, to approve Administrative Policy 608, as referenced above, giving the final approval of all program dispositions to the Shelter Manager. On a voice vote, the motion CARRIED.

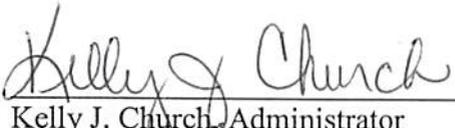
Committee and Chair Comments

The Committee had no additional comments.

Adjourn

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

Chairperson Egan declared the meeting adjourned at 2:13 p.m.



Kelly J. Church, Administrator



Conor Egan, Chairperson