COUNTY OF OSCEOLA
BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE
SPECIAL MEETING
AGENDA
Wednesday, September 9, 2015
301 West Upton Ave., Reed City, Michigan
2nd Floor, Board of Commissioners Room, 1:00 p.m.

1. Meeting Called to Order by Chairperson.

2. Brief Public Comments (Three Minute Limit).

3. Employee/Board Comments.

4. Old Business:
   
   A. Discuss Correspondence from Department Heads

   B. Discuss County's Classification and Compensation Study
      1. Classification and Compensation Study Affects and Implementation
      2. Elected Officials and County Coordinator's Compensation

5. Employee/Board Comments.

6. Extended Public Comments (Six Minute Limit).

7. Adjournment.

Note: A quorum of the Board of Commissioners may be present at the Committee meetings.

PUBLIC COMMENT
The Committee welcomes public comment. We appreciate your attendance and look forward to hearing any concerns you may have. We request that the following rules of procedure be followed: At the beginning and at the end of each Committee meeting, there is time to receive public comment from the audience. If you wish to address the Committee, we ask that you stand, give your name and present your concern. If you wish to speak while the Committee is addressing a specific issue, you are asked to make arrangements ahead of time with the Committee Chairperson. No comments or questions will be taken at any other time.

If you should require special assistance in order to attend the meeting, please notify the County Coordinator at (231) 832-6196, twenty-four (24) hours before the posted meeting time, for arrangements to be made.
August 24, 2015

TO: Osceola County Board of Commissioners

FROM: Cyndi J. Hunt, Friend of the Court

RE: Wage Classifications

This letter is regarding level classifications for two Friend of the Court positions; the Accountant Position and the Custody/Parenting Time position.

Account Position:

Historically, in Osceola County the Accountant position has been in the same level as the Office Manager (level 6). Several years ago, Mecosta County moved the Accountant position to the same level as the Enforcement Officers and Child Support Specialist (Level 7).

This position is an extremely important position within the Friend of the Court office. It maintains the integrity of all financial matter in a Friend of the Court cases. This position is not a secretarial or data entry position. A degree in accounting or related field is required. The job description is accurate but is purposely vague about the requirements of the position because of the detail needed to execute the financial accounts of the cases. Further, this position continues to grow as more families move in and out of the State of Michigan. This position must establish, monitor, review and maintain the responding and initiating interstate cases. It is our request that this position be established at a Level 7 within the Classification and Compensation Study.

Custody/Parenting Time Positions:

Everyone knows how important it is for children to have a healthy relationship with both parents but not everyone realizes that it promotes financial stability for families as well. Parents that see their children tend to financially support their children.

This position is vital to the Friend of the Court and is truly one of the most demanding positions in the office. Juvenile Probation officers are and have been comparable to this position in job responsibilities and educational requirements. The level of court involvement, client contacts and enforcement of court orders are undeniably consistent with that of a juvenile probation officer. We are requesting that this position be established at a Level 9 within the Classification and Compensation Study.

I have no doubt that Mr. Nottley is excellent at his job, however, he cannot understand the responsibilities of all jobs within any given agency or county. I believe he just did not have enough information to make a more informed recommendation regarding these two positions.
September 1, 2015

County Classification & Compensation Study

In regards to the findings of the Elected Officials salaries, I was disappointed to find the Osceola Co Treasurer as the most underpaid elected official in our county among the 12 counties in the study. I would call your attention to pg V-3, paragraph 3 about the Treasurer’s salary.

Of the 12 treasurers in the study, most do not maintain the General Ledger (GL). The county Administrator/Controller has that duty in the majority of the counties surveyed. For the remaining counties, only a few county treasurers have that duty, and in Manistee, the treasurer is paid an additional $11,873 for financial management duties.

For 2015, there were 299 journal entries to our GL. Most are originated in the Treasurer’s office. These are required as a result of daily cash transactions from all of the software programs, monthly postings that are entered before the bank reconciliations of our 25 bank accounts can be performed, and to correct any posting errors of checks or payroll entries. Last year there were also 160 Parks JE. Then at the end of each year, there are also entries required by the auditors.

The Budget amendments (BA) are prepared by various Dept heads, many with assistance by the Treasurer or County Coordinator. Last year there were approx 150 BA that were entered by the Treasurer. As commissioners, you are only required to approve the BA that involve salaries, benefits, or transfers from fund to fund.

During the annual audit, the Treasurer furnishes a complete electronic copy of the GL (approx 40 Funds) to the auditors who require documentation of select journal entries for both Delinquent & Current tax, Cash Receipts and Accounts Payable. During the week the auditor is physically here, at least half my time is spent working with his staff to obtain documentation or explain transactions. I also spend several weeks compiling the required documents before he arrives. When the audit is complete, there are additional JE to be prepared and posted. Then there are several annual reports to be submitted to State and Federal governmental and private agencies.

For these reasons, I am requesting that the Treasurer’s salary in our county be increased to at least the average in the Study at $51,836 for the 2016 year, keeping in mind that the average treasurer in the study does not maintain the GL for the county.

Thank you for your consideration of my request.