COUNTY OF OSCEOLA
BOARD OF COMMISSIONERS
PERSONNEL & ADMINISTRATION COMMITTEE
AGENDA

Wednesday, April 13, 2016
301 West Upton Ave., Reed City, MI 49677
2nd Floor, Board of Commissioners Room
3:30 p.m.

1. Meeting Called to Order by Chairperson.

2. Additions or Deletions to the Agenda – Approval of the Agenda.


4. Employee/Board Comments.

5. Consider Approval of the May 15, 2014 Minutes.

6. Old Business.

   A. Discuss Technology Department Staffing – Larry Emig.
   B. Discuss 2017 Budget Planning and Union Contracts – Larry Emig.

8. Employee/Board Comments.

9. Extended Public Comments (Six Minute Limit).

10. 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.
BOARD OF COMMISSIONERS
PERSONNEL & ADMINISTRATION COMMITTEE

MINUTES

May 15, 2014

Present: Commissioners Emig, Elkins and Halladay.


Meeting was called to order at 10:37 a.m. by Chairperson Emig.

Motion by Commissioner Elkins, supported by Commissioner Halladay to approve the agenda as presented. Motion carried.

Public Comments: None.

Employee/Board Comments: None.

Motion by Commissioner Elkins, supported by Commissioner Halladay to approve the minutes of April 14, 2014. Motion carried.

Emergency Management Staff Compensation: Commissioner Emig reviewed the actions he had taken as part of the emergency declaration and implementing the May 6th Board’s direction for compensation for the Emergency Management Department part-time non-exempt staff’s hours worked during the flooding situation. Paying the hours worked versus compensatory time was supported by the Board at the last meeting and an appropriation will be presented at the Board meeting on the 20th for approval of the funds transfer. Larry mentioned the salary exempt position is not being monetarily compensated; only using flex time.

Discussion was held on appointed salaried department heads and Flex time. Flex time is not Compensatory time. There isn’t any monetary compensation paid to an employee if they leave employment.

Discussion on the County’s Wage Classification System.
The Committee reviewed the Classification and Compensation Study handout Mr. Nottley provided to discuss what processes the County’s employees can do. The department heads present provided input on the processes. The following recommendations were made:

Recommended by Commissioner Elkins, supported by Commissioner Halladay to notify the department heads and request the job descriptions be reviewed and updated to move forward with the Classification and Compensation Study. Recommendation was supported.

Recommended by Commissioner Elkins, supported by Commissioner Halladay to move forward with the Classification and Compensation Study with Mr. Nottley and approve up to $40,000 for the Study. Recommendation was supported.
Commissioner Elkins mentioned having the department head meetings and a summer picnic with County staff.

Susan mentioned the Building Department will have limited hours they are open the week of May 29th due to vacations.

Public Comment: None.

Motion by Commissioner Halladay, support by Commissioner Elkins to adjourn at 11:46 a.m.

Respectfully submitted,

Susan M. Vander Pol, County Coordinator