

Emmet County  
**PERSONNEL COMMITTEE MEETING**  
January 11, 2010

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Call to Order:

The meeting was called to order in the Controller's Office Conference Room by Chairperson Jones at 1:05 p.m.

Roll Call: (completed silently by Recording Secretary)

Present: Commissioner Jack Jones, Chairperson; Commissioner Leroy Gregory; Controller Lyn Johnson; Assistant Controller/HR Director Marty Krupa; Recording Secretary Vickie Carpentier.

Absent: Commissioner Tom Shier.

Guests: Kelley Atkins, Transportation and Economic Development Director; Brentt Michalek, Planning, Zoning and Construction Resources Director; Martie Van Berlo, Building Official; Amy Fettig, Community Corrections.

Agenda:

**Motion** by Gregory to approve Agenda. Supported by Jones.  
Motion carried in a unanimous voice vote.

Approval of Minutes:

The proposed minutes of the December 7, 2009 meeting were presented and reviewed.  
**Motion** by Gregory to approve the December 7, 2009 meeting minutes as presented. Supported by Jones.  
Motion carried in a unanimous voice vote.

Communications:

None.

Planning, Zoning & Construction Resources:

Michalek requested approval to bring back, on an hourly basis as needed, the laid off electrical inspector George Ketchman to cover electrical inspections when the County's electrical inspector is on vacation or attending training. Michalek also requested that the County reimburse Ketchman to attend training necessary to maintain his license.

Michalek also noted that it would be necessary for Mike Larson, who will cover for the Building Official when he is on vacation or attending training, to attend training programs to maintain his certification and qualification.

**Motion** by Gregory to recommend to the Board of Commissioners it allow the Building Construction Department to bring back the laid off electrical inspector George Ketchman on a temporary basis to fill in, as needed, for electrical inspections. Supported by Jones.

Motion carried in a unanimous voice vote.

Community Corrections:

Johnson advised that beginning April 1, 2010, Emmet County will be establishing its own Community Corrections program. The grant application needs to be approved by the Board and submitted by this Friday. Johnson believes that the individual that currently runs the Community Corrections program does not qualify as an independent contractor. He stated the individual will need to be made an employee of Emmet County, and that the position and rate of pay needs to be established. Johnson

recommended that a Community Corrections position be established with a pay rate of \$36,000.00 per year, and that the grant application be submitted accordingly.

**Motion** by Gregory to recommend to the Board of Commissioners that it establish a full time position for the Community Corrections grant program at a pay rate of \$36,000.00 per year, and to submit the grant application accordingly. Supported by Jones.

Motion carried in a unanimous voice vote.

Maintenance Department:

Johnson advised the Mechanical Maintenance Supervisor has resigned to take a full time position at Bay Bluffs. The Mechanical Maintenance Supervisor's duties include handling airport issues such as the dew bridges, HVAC and such. It was Johnson's recommendation to move the individual that is currently in the Building Maintenance position into the Mechanical Maintenance Supervisor position and then utilize temporary help contracted through a temporary service agency to handle building maintenance on an as needed basis. Additionally, the County may also use the services of the independent contractor currently working for the County for any additional work requiring special expertise.

**Motion** by Jones to recommend to the Board of Commissioners it approve the recommendation to move the individual currently in the Building Maintenance position into the Mechanical Maintenance Supervisor position and utilize temporary help contracted through a temporary service agency to handle building maintenance on an as needed basis.

Motion carried in a unanimous voice vote.

Communications Department:

Johnson would like to see the Director of Communications and Web Site Development position continued as well as expanded to add [electronic] record retention, expand website information, development of a County website newsletter, and update the brochures. He would like to fill the position and requested permission to advertise the position.

Discussion on filling the position.

**Motion** by Jones to recommend to the Board of Commissioners it refill the Director of Communications and Web Site Development position. Supported by Gregory.

Motion carried in a unanimous voice vote.

Other:

Johnson advised the FOPLC, both Command Officers and the Road Patrol units, have filed a grievance regarding the new health insurance plans.

Johnson stated that as for the budget, they still have to make year end adjustment changes.

Public Comment:

None.

Announcements:

Atkins advised that "Airport After Hours" is scheduled for March 25, 2010 from 5:30 - 7:30 p.m.

Adjournment:

There being no further business Chairperson Jones adjourned the meeting at 1:40 p.m.

Approved: 02-08-2010