

EMMET COUNTY
PERSONNEL COMMITTEE
Monday, November 9, 2009

Call to Order:

The meeting was called to order in the Controller's Office Conference Room by Chairperson Jones at 1:00 p.m.

Roll Call (completed silently by Recording Secretary):

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

Absent:

Guest(s): Cynthia Van Allen, Finance Director; Michele Stine, Register of Deeds; Valerie Clay, President Local 8384 USWA; Brent Michalek, Planning, Zoning & Construction Resources Director; Martie Van Berlo, Building Official; Brandon Hubbard, Petoskey News-Review

Agenda:

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

Approval of Minutes:

The proposed minutes of the October 12, 2009 meeting and the November 2, 2009 special meeting were presented and reviewed

Motion by Gregory to approve the October 12, 2009 and the November 2, 2009 meeting minutes. Supported by Jones.
Motion carried in a unanimous voice vote.

Communications:

Krupa read a letter received from Colwell Wangeman Construction, Inc. stating they endorsed Chuck Partyka to remain as Plan Reviewer.

Shier shared a letter he received from W. Dickson Crawford, II regarding proposed cuts in regard to the Planning, Zoning and Construction Services Department.

Register of Deeds:

Stine stated she had been advised she would need to lay off one person in her office, which currently consists of four employees and herself. She stated her reasons why the reduction would inhibit and reduce the flow of data, and she expressed her concern with being able to comply with the mandates of her office if she were to lose staff.

Questions were asked by the Committee about the Register of Deeds department and its operation and Stine responded.

Planning, Zoning & Construction Resources:

Michalek stated the layoffs would result in over one-third of the department being reduced. He stated that over the years the department has taken the opportunity to reduce staff as the opportunity arose. He presented a revised flow chart of the department showing the revised duties/jobs for the staff remaining. Michalek stated the positions they were recommending be cut are an electrical inspector, a building inspector, an ordinance enforcement, and an administrative assistant. Michalek advised it was his feeling the department would need to have someone qualified that would be available to fill-in and cover the duties of the Building Official when the individual was on vacation, and proposed sharing an employee with Equalization.

Van Berlo stated they looked at what they would need in the way of staffing to cover the duties as well as possible when staff was off on vacation, ill or attending training.

Michalek advised the department also provides inspections for schools and local municipalities and typically waives the fees.

Budget:

Krupa recapped the staffs' recommendations for budget cuts presented at the November 2 special meeting which included: 1) Controller's contract - renegotiate Section 4; 2) reduce general leave from 12 days to 8 days for non-bargaining employees; 3) vacant positions - use temp agency to fill; 4) not refill the District Court position; 5) combine the Airport Administrative Secretary and Finance Secretary positions; 6) not refill a maintenance [department] position; 7) reduce Planning, Zoning and Construction Resources by four positions; 8) reduce Register of Deeds department by one position; 9) not refill vacant IT position; 10) go to a four 10-hour day work week and close building on Friday; 11) freeze capital projects and purchases, but continue with projects currently under way. Krupa also reviewed other proposals that had been previously presented which included: self fund insurance or combine with other governmental units; combine departments / cost share resources with other governmental units; share cost with other entities /sell services to other governmental units.

The Committee discussed the proposed budget cut recommendations.

Motion by Shier to recommend to the Board of Commissioners the following items [from the proposed budget cut recommendations] for its consideration at the Administrative Committee meeting and vote at the Board of Commissioners meeting Thursday, items 1, 2, 3, 4, 5, 6, 7, 9, and 11, with consideration given to additional ideas 1, 2 and 3. Supported by Gregory.

Roll call vote: Jones - no, Shier - yes, Gregory - yes.

Motion carried in a roll call vote.

Other:

None.

Public Comment:

None.

Adjourned:

There being no further business Chairman Jones adjourned the meeting at 2:15 p.m.

Approved: 12-07-2009