

**MINUTES**  
**PERSONNEL COMMITTEE**  
**TUESDAY, JANUARY 10, 1989—10:00 A.M.**  
**COMMISSIONERS COMMITTEE ROOM**

Present: Comm. Lockwood, Easton, Kerentoff, Quigley, Platt, Betz, Flippo,  
Dusseau, Gould

Others Present: Bill Bacon, Marty Marshall, Bill McCartney, Jeanette Knox,  
LouAnn Bluntschly, Louis Rebottaro, Marilyn Whitman, Judge  
Sheridan, Ramona Plummer, Sheriff Germond

I. Approval of Minutes of December 13, 1988 Meeting

Moved by Easton, supported by Kerentoff to approve the minutes of the  
December 13, 1988 meeting. Motion carried.

II. Criminal Justice Committee Recommendation: Two Positions in District Court

Judge Sheridan reviewed his request for adding one additional probation  
officer and a Deputy Clerk I to the existing department staff citing a  
much higher caseload carried by probation officer and clerical staff in  
this District Court compared to District Courts in comparable counties.  
This proposal includes increasing costs so to cover the entire cost of  
adding the positions. The Committee held a lengthy discussion concerning  
OUIL assessments and collection of costs. Emphasis in the discussion was  
given to the necessity of the increased revenues covering the entire cost  
of the added positions in order to retain them.

Moved by Easton, supported by Quigley to recommend that a Probation Offi-  
cer position (\$20,058 to \$23,598) and a Deputy Clerk I position (\$12,345  
to \$14,524) be added to the staffing level of District Court, with the  
revenue necessary to cover these positions to be generated by an increase  
in costs. Motion carried, Commissioner Gould voting no.

III. Department on Aging: Recommendation to Fill Department Director Position

Louis Rebottaro reviewed the procedure used by the Search Committee  
appointed by the Department on Aging Board which recommended that Tom  
MacNaughton, currently Foster Grandparent Program Director, be appointed  
as the next Department on Aging Director upon the retirement of Bill  
McCartney in April. There was some discussion with the Committee re-  
garding the procedure used.

Moved by Quigley, supported by Betz to recommend that Tom MacNaughton be  
promoted to the Director of the Department on Aging Department upon the  
retirement of the current Director on April 7, 1989 per the recommenda-  
tion of the Search Committee of the Department on Aging Board. Motion  
carried. Commissioner Gould voting no.

IV. Department on Aging: Proposed Reorganization

Bill McCartney reviewed the proposal to reorganize the clerical support  
staffing in his office which includes increasing the number of weekly  
work hours for the Computer Input position from 30 to 35 and to fill the  
vacated Secretary I position with a Clerk Typist II. This reorganization  
will allow more flexibility in accounts, grants, typing and computer needs.  
Such reorganization represents no increase in cost to the department.

IV. Department on Aging: Proposed Reorganization, Continued

Moved by Flippo, supported by Betz to recommend that the Department on Aging central clerical support staff be reorganized to increase the Computer Input position to 35 hours per week and to replace the vacant Secretary I position with a Clerk Typist II position. Motion carried.

V. Data Processing/Equalization Committee Recommendation: Lifting of Hiring Freeze to Fill Assistant Equalization Director Position

Moved by Platt, supported by Dusseau to recommend the hiring freeze be lifted and the vacant Assistant Equalization Director position filled. Motion carried.

VI. Review of Labor Negotiations

Moved by Easton, supported by Kerentoff to move into executive session for the purpose of reviewing the labor negotiations in process with AFSCME, FOP, MNA, and Steelworkers. Vote was by roll call with Comm. Easton, Kerentoff, Platt, Betz, Quigley, Flippo, Gould, Dusseau and Lockwood voting yes. Motion carried. 9-0.

Moved by Dusseau, supported by Easton to return to regular session. Motion carried.

VII. Other Business

Recommendation of Physical Resources Committee:

Printing Department Staffing

The Physical Resources Committee recommends adding a Printing Aide position (B-3 level, \$10,780 to \$12,375) to the Printing Department to help alleviate the on-going training for temporary employees and to assist in the daily mail and switchboard duties. Per the calculations of Kim Cramer, the cost to hire the current co-op temporary at the starting B-3 level will be approximately \$8,700 for 1989, as the individual will remain part-time until June.

Moved by Quigley, supported by Platt to recommend a Printing Department Aide position at the B-3 level (\$10,780-\$12,375 annual range) be added to the Printing Department. Motion carried. Commissioner Gould voting no.

Petitions Requesting Repeal of the Sunday Hunting Ban

Commissioner Dusseau informed the Committee that a presentation of petitions with a request to lift the Sunday hunting ban will soon be presented to the Board of Commissioners.

Employment Changes

The monthly employment changes listing was distributed to the Committee members for their review.

VIII. Adjournment

Moved by Betz, supported by Platt to adjourn the meeting. Meeting was adjourned at 11:26 a.m.

MINUTES  
PERSONNEL COMMITTEE  
TUESDAY, FEBRUARY 7, 1989  
10:00 A.M.  
COMMISSIONER'S COMMITTEE ROOM

Present: Comm. Lockwood, Easton, Platt, Quigley, Kerentoff, Betz, Dusseau, Gould; Comm. Flippo absent.

Others Present: Bill Bacon, Marilyn Whitman, Jeanette Knox, Lou Ann Bluntschly  
Nate Fairchild, Don Mitchell, Sheriff Germond

I. Approval of Minutes of January 10, 1989 Meeting

Moved by Quigley, supported by Betz to approve the minutes of the January 10, 1989 meeting. Motion carried.

II. Review Leave Policy for Elected Official

County Prosecutor Nate Fairchild discussed the current policy of paying off leave-time for elected officials when they leave office. In his opinion, there should be no accumulation/payoff of leave time while one is an elected official. He did state, however, that any leave time earned as a County employee prior to becoming an elected official should be paid off at the time the employee moves to elected official status. There was much discussion concerning potential cost to pay off the current elected officials for leave time, and how the precedent of having paid off leave time in the past affects the current elected officials.

Moved by Quigley, seconded by Kerentoff, to recommend to pay off elected officials for leave time accumulated as a County employee prior to becoming an elected official. Motion withdrawn.

Moved by Platt, supported by Quigley to recommend paying off all leave time for the current elected officials, and that effective 1-1-89 elected officials will no longer be allowed to accumulate leave time, and further, the County Administrator should determine the cost for such pay-off and present it at the March personnel committee meeting. Vote was by roll call with Comm. Easton, Platt, Kerentoff, Betz, Quigley, Lockwood voting yes; Comm. Gould and Dusseau voting no; Comm. Flippo absent. Motion carried 6-2-1.

III. Request to Lift the Hiring Freeze -- County Administrator's Office

Bill Bacon requested that the hiring freeze be lifted on the currently vacant Budget/Finance Analyst so the position can be filled.

Moved by Gould, supported by Dusseau to recommend the hiring freeze be lifted on the Budget/Finance Analyst position in the County Administrator's Office. Motion carried.

IV. Request to Lift the Hiring Freeze -- Health Department

Request was made by the Health Department to lift the hiring freeze on the Business Coordinator/Health position soon to be vacated at that department.

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Moved by Platt, supported by Easton to recommend lifting the hiring freeze on the Business Coordinator/Health position at the Health Department.  
Motion carried.

V. Review Community Mental Health Personnel Policy

Bill Bacon briefly reviewed the agreement between the Community Mental Health Board and the County Board of Commissioners which specifies that any revisions in the CMH personnel policies be presented for review by the County Board of Commissioners. Commissioners Platt and Dusseau assured the Committee that there were no changes in wage scales or fringe benefits in this revision which follows, basically, the County's personnel policies. The CMH policies differ in areas which pertain only to their department and have some tighter control of procedures.

Moved by Platt, supported by Easton to approve the revised Community Mental Health personnel policies as submitted. Motion carried.

VI. Review Labor Negotiation

Moved by Easton, supported by Dusseau to go into executive session for the purpose of discussing the current labor negotiations. Vote was by roll call with Comm. Platt, Kerentoff, Betz, Quigley, Gould, Dusseau, Lockwood, Easton voting yes; Comm Flippo absent. Motion carried 8-0-1.

Moved by Betz, supported by Dusseau to return to regular session. Motion carried.

VII. Other Business

-- The Committee was updated on the life insurance revision which provides coverage after age 70 at a reduced amount.

-- The monthly employment changes were distributed.

VIII. Adjournment

Moved by Quigley, supported by Betz to adjourn. The meeting was adjourned at 12:04 P.M.

**MINUTES**  
**PERSONNEL COMMITTEE**  
**TUESDAY, MARCH 14, 1989 — 10:00 A.M.**  
**COMMISSIONER'S COMMITTEE ROOM**

Present: Comm. Lockwood, Easton, Betz, Platt, Quigley, Dusseau, Gould and Flippo. Comm. Kerentoff absent.

Others Present: Sheriff Germond, Jeanette Knox, Fred Keeslar, Marilyn Whitman, Bill Bacon, Nathan Fairchild, Lou Ann Bluntschly, Don Mitchell, Marvin Breskin, Tom Clement and Barbara Peck

I. Approval of Minutes of February 7, 1989 Meeting

Moved by Betz, supported by Quigley to approve the minutes of the February 7, 1989 meeting. Motion carried.

II. Review of Labor Negotiations

Moved by Betz, supported by Dusseau to go into executive session for the purpose of reviewing the labor negotiations. Vote was by roll call with Comm. Easton, Platt, Betz, Quigley, Flippo, Gould, Dusseau and Lockwood voting yes; Comm. Kerentoff absent. Motion carried 8-0-1.

Moved by Easton, supported by Dusseau to return to regular session. Motion carried.

III. Discussion of Elected Officials' Leave Time

Chairman Lockwood reviewed correspondence of Board Chairman Harry Dusseau and Prosecuting Attorney Nathan Fairchild regarding leave time for elected officials and how accumulated leave time earned prior to becoming elected for those elected officials who worked for the County previous to being an elected official should be paid to the individuals. Bill Bacon distributed a chart listing the elected officials, earned leave time prior to their being elected, frozen sick days still banked and cost to pay for earned leave time prior to election with annual interest of 5%.

Moved by Easton, supported by Platt to recommend that the accumulated leave time of those elected officials who earned leave time prior to being elected and any banked frozen sick days be paid to them as calculated by Bill Bacon, plus 5% interest per year from time of original election as follows: \$2,118.63 for Lou Ann Bluntschly, \$1,244.39 for Jeanette Knox, \$1,760.46 for Barbara Peck, and \$3,634.32 for Nathan Fairchild which includes \$1,200.15 for his banked sick days, for a total of \$8,737.80 to come from the general fund contingency. Vote was by roll call with Comm. Platt, Quigley, Dusseau, Lockwood and Easton voting yes; Comm. Betz, Flipp and Gould voting no; Comm. Kerentoff absent. Motion carried 5-3-1.

Moved by Platt to pay a one-time bonus to cover leave time of elected officials to a maximum of 26 days. Motion died for lack of a second.

The Committee recessed at 12:15 P.M. to reconvene at 1:15 P.M.

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**PERSONNEL COMMITTEE**

**TUESDAY, MARCH 14, 1989 -- 10:00 A.M.**

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**Present for the afternoon session:**

Comm. Lockwood, Betz, Easton, Quigley, Platt, Gould, Flippo and Dusseau.  
Comm. Kerentoff absent.

Others present: Lou Ann Bluntschly, Jeanette Knox, Barbara Peck, Don Mitchell,  
Sheriff Germond, Marty Marshall, Marilyn Whitman, Bill Bacon,  
Dennis Pelham and Tom Clement

**III. Discussion of Elected Officials' Leave Time - Continued**

Moved by Quigley, supported by Flippo to rescind the prior motion which recommends payment of leave time to officials which was earned prior to their being elected. Lengthy discussion followed. Vote was by roll call with Comm. Betz, Quigley, Flippo and Gould voting yes; Comm. Dusseau, Lockwood, Easton and Platt voting no; Comm. Kerentoff absent. Motion failed for lack of majority, 4-4-1.

**IV. Review Level IV Certification Requirements for Equalization Director**

Marty Marshall reviewed his time-table for the completion of the requirements for his Level IV certification. The narrative will be submitted by April 1, 1989. If his narrative is approved, an oral review will be scheduled.

Moved by Platt, supported by Quigley to send a letter to the State Assessors Board requesting an extension while the County's Equalization Director is in process of submitting the required documentation towards a Level IV Certification. Motion carried.

**V. Review Proposed County AIDS Policy**

Moved by Easton, supported by Dusseau to have this agenda item be postponed until the next Personnel Committee meeting. Motion carried.

**VI. Review Proposed Reorganization of the Register of Deeds Office**

Jeanette Knox reviewed her proposal to reorganize the Register of Deeds Office which includes changing the current union position of Assistant Register of Deeds II to that of a Deputy (non-union), not budgeting the Assistant Register of Deeds I, but leaving the position in the contract, and adding a Clerk Typist I position.

Moved by Platt, supported by Betz to recommend the Register of Deeds Office reorganization which moves the Assistant Register of Deeds II to Deputy, leaves the Assistant Register of Deeds I position vacant for 1989 and adds a Clerk Typist I position. Motion carried.

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VII. Review Outcome of Elliott Case Appeal

Bill Bacon reviewed the final outcome of the Elliott case which was taken to the State Supreme Court where it was denied. Judgement has been entered against Elliott for Attorney fees and costs which have been partially reimbursed. Approximately \$21,409.11 remains to be reimbursed.

VIII. Other Business

The monthly employment changes were distributed for review.

Sheriff Germond inquired as to whether there was any consideration of change from the current negotiating guidelines.

IX. Adjournment

Moved by Betz, supported by Dusseau to adjourn. Meeting was adjourned at 2:03 P.M.

**MINUTES**  
**PERSONNEL COMMITTEE**  
**TUESDAY, APRIL 11, 1989 — 10:00 A.M.**  
**COMMISSIONER'S COMMITTEE ROOM**

Present: Comm. Platt, Easton, Kerentoff, Betz, Quigley, Flipppo, Dusseau, Gould;  
Comm. Lockwood absent.

Also Present: Bill Bacon, Lou Ann Bluntschly, Jeanette Knox, Don Mitchell and  
Marilyn Whitman

I. Approval of Minutes of March 14, 1989 Meeting

Moved by Quigley, supported by Betz to approve the minutes of the March 14,  
1989 meeting. Motion carried.

II. Review of Revised Community Mental Health Salary Schedules

Roger Myers, CMH Director, reviewed the proposed revised CMH salary schedules  
for the agency's professional and support staff. The new salary schedule  
which consists of 21 pay-grade levels and five pay classifications does not  
emphasize academic degree as much as the prior schedule, but does put greater  
weight on skills and responsibility. Myers also reviewed the proposed imple-  
mentation and the fiscal impact of the new scale.

Moved by Dusseau, supported by Quigley to recommend that the proposed revised  
CMH salary schedule be approved. Motion carried.

III. Review of Proposed County AIDS Policy

The proposed County AIDS policy as drafted by the Health Educator of the Health  
Department and the County Administrator was reviewed. The proposed policy  
would cover County employees. Some departments such as the Sheriff's Depart-  
ment, Health Department, etc. may need to have additional policies to cover  
their special operations. The policy, which is very general, includes general  
information about AIDS, a non-discrimination policy and a privacy statement.  
Upon adoption, this policy will be distributed to County employees.

Moved by Betz, supported by Easton to recommend the proposed AIDS policy be  
adopted. Motion carried.

IV. Review Proposed Resolution Regarding Amendments to County Retirement Plan

The Retirement Administration Committee had applied several months ago to  
the IRS requesting our retirement plan become qualified so to allow any  
employee retirement contributions to be pre-tax dollars. Essentially this  
will defer for the employee the income tax on the contribution until retire-  
ment. Currently only the members of the F.O.P. bargaining unit contribute  
to retirement. The retirement contribution currently being deducted from  
their wages is an after tax contribution. These changes to the County's  
retirement plan is part of the procedure for IRS qualification.  
(Amendments and resolution attached).



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Moved by Dusseau, supported by Flippo to recommend the amendments to the retirement plan and resolution as requested by the IRS for retirement plan qualification be approved. Motion carried.

V. Review Friend of the Court Grievance

The AFSCME union has pursued a grievance pertaining to the combination of the two positions of Investigator and Enforcement Officer into one position and has requested arbitration. A letter was sent by Marvin Breskin to the union requesting that the arbitration step be put on "hold" until the two positions can be reviewed.

VI. Review of Labor Negotiations

No negotiations sessions have been held since the last Personnel Committee meeting. Sessions are scheduled for later this month with AFSCME and the Steelworkers, and the session with the MNA will be with a mediator.

VII. Other Business

- Comm. Easton reviewed the request of the Veteran's Council to expand its involvement with the Veterans Affairs Board appointments. The Veterans Affairs Board will retain the current appointment procedure. County Commissioners will be receiving a letter in the near future regarding a meeting concerning this on April 24, 1989.

- The employment changes listing for the month of March was distributed for review.

VIII. Adjournment

Moved by Easton, supported by Dusseau to adjourn. The meeting was adjourned at 11:08 A.M.

MW/tjm

**MINUTES**  
**PERSONNEL COMMITTEE**  
**TUESDAY, MAY 9, 1989 -- 10:00 A.M.**  
**COMMISSIONER'S COMMITTEE ROOM**

Present: Commissioners Lockwood, Easton, Dusseau, Kerentoff, Platt, Quigley, Flippo, Gould and Betz

Also Present: Bill Bacon, Marilyn Whitman, Lou Ann Bluntschly, Jeanette Knox and Sheriff Germond

I. Approval of Minutes

Moved by Quigley, supported by Betz to approve the minutes of the April 11, 1989 meeting. Motion carried.

II. Review Labor Negotiations

Moved by Easton, supported by Kerentoff to go into executive session for the purpose of discussing labor negotiations. Vote was by roll call with Commissioners Easton, Dusseau, Kerentoff, Platt, Quigley, Flippo, Gould, Betz and Lockwood voting yes. Vote carried 9-0.

Moved by Gould, supported by Betz to return to regular session. Motion carried.

III. Other Business

The monthly employment changes listing was distributed for review.

IV. Adjournment

Moved by Platt, supported by Betz to adjourn the meeting. Meeting was adjourned at 11:35 A.M.

MW/tjm

**MINUTES**  
**PERSONNEL COMMITTEE**  
**TUESDAY, MAY 30, 1989 — 1:00 P.M.**  
**COMMISSIONER'S COMMITTEE ROOM**

Present: Commissioners Lockwood, Kerentoff, Platt, Betz, Quigley, Flippo, Dusseau and Easton. Commissioner Gould absent.

Also Present: Marvin Breskin, Bill Bacon, Lou Ann Bluntschly, Sheriff Germond and Marilyn Whitman

I. Approval of Minutes

Moved by Easton, supported by Betz to approve the minutes of the May 9, 1989 meeting. Motion carried.

II. Review of Labor Negotiations

Moved by Easton, supported by Dusseau to move into executive session for the purpose of discussion of the current labor negotiations. Vote was by roll call with Commissioners Kerentoff, Platt, Betz, Quigley, Flippo, Dusseau, Lockwood, Easton voting yes; Commissioner Gould absent. Motion carried 8-0-1.

Moved by Platt, supported by Dusseau to return to regular session. Motion carried.

III. Adjournment

The meeting was declared adjourned by the chairman at 2:28 P.M.

MW/tjm

**MINUTES**  
**PERSONNEL COMMITTEE MEETING**  
**TUESDAY, JUNE 13, 1989 — 10:00 A.M.**  
**COMMISSIONER'S COMMITTEE ROOM**

Present: Comm. Lockwood, Easton, Platt, Kerentoff, Betz, Flippo, Dusseau, Gould. Comm. Quigley absent for the first part of the meeting.

Also Present: Lou Ann Bluntschly, Nate Fairchild, Jeanette Knox, Don Mitchell, Sheriff Germond, Bill Bacon, Marilyn Whitman, John Musielewicz and Dennis Pelham

I. Approval of Minutes of May 30, 1989 Meeting

Moved by Platt, supported by Kerentoff to approve the minutes of the May 30, 1989 meeting. Motion carried.

II. Review Labor Negotiations

Moved by Easton, supported by Platt to go into executive session for the purpose of discussing labor negotiations. Vote was by roll call with Comm. Easton, Platt, Betz, Kerentoff, Flippo, Lockwood, Dusseau, Gould voting yes; Comm. Quigley absent. Motion carried 8-0-1.

Moved by Dusseau, supported by Easton to return to regular session. Motion carried.

III. Discussion of Non-union Compensation

Lengthy discussion was held concerning compensation for non-union employees and elected officials. A letter from Sheriff Germond requesting consideration for departmental differences was reviewed. Discussion was also held regarding compensation options for departments having union employees as well as those departments with no union employees. Nate Fairchild responded to several questions regarding whether elected officials can be extended benefits different from other employees and from each other. Mr. Fairchild indicated that though different levels of benefits and compensation may be given to elected officials, the new federal tax laws including "Section 89" may penalize the employer for extending higher levels of benefits to certain employees.

Commissioner Quigley entered the meeting during the discussion.

Moved by Platt, supported by Kerentoff to return to executive session for the further discussion of labor negotiations. Vote was by roll call with Comm. Platt, Kerentoff, Betz, Quigley and Dusseau voting yes; and Comm. Flippo, Gould, Lockwood and Easton voting no. Motion carried 5-4.

Moved by Dusseau, supported by Easton to return to regular session. Motion carried.

IV. Approval of Salary Adjustments for JTPA Office

Comm. Platt reported that the JTPA consortium has approved three percent

raises effective January 1, 1989 for the JTPA employees in all three Counties.

Moved by Platt, supported by Dusseau to recommend approval of the 3% increase for the employees in the Lenawee JTPA Office effective January 1, 1989. Motion carried.

V. Approval of Maintenance Department Reorganization

Bill Bacon reviewed the Physical Resources Committee's recommendation to reorganize the Maintenance Department which includes reclassifying one Maintenance Person I to that of a Maintenance Person II, not filling a Maintenance Person I position vacant on 6-26-89 due to a transfer of the employee to the Campus' maintenance position, and reclassifying the Office Manager position to that of a Deputy Maintenance Superintendent at the D-8 level. The resulting savings of \$6,584 is to be transferred from the 704 regular employee salary line to the 705 temporary employee salary line item.

Moved by Dusseau, supported by Betz to recommend approval of the Maintenance Department reorganization effective June 26, 1989 reclassifying the Office Manager position to a Deputy Maintenance Superintendent at the D-8 (start) level, reclassifying a Maintenance Person I to a Maintenance Person II, leaving a second Maintenance Person I position vacant and transferring the \$6,584 balance in salary line 704 to the 705 temporary employee salary line item. Motion carried.

VI. Other Business

- Recommendation of Steelworker's Contract

Moved by Platt, supported by Dusseau to recommend approval of the Steelworkers contract as tentatively agreed. Motion carried.

- Employment Changes

The monthly employment changes were distributed for review.

- Discussion of Non-Union Compensation

Due to time constraints, Comm. Platt moved, supported by Dusseau to recess until afternoon. Motion carried. The Committee recessed at noon. Meeting resumed at 1:30 P.M. with no discussion held on non-union compensation.

VII. Adjournment

Moved by Dusseau, supported by Kerentoff to adjourn the meeting. Motion carried. Meeting was adjourned at 1:32 P.M.

**MINUTES**  
**PERSONNEL/WAYS & MEANS COMMITTEES**  
**TUESDAY, JUNE 20, 1989 -- 1:30 P.M.**  
**COMMISSIONER'S COMMITTEE ROOM**

Present: Comm. Lockwood, Platt, Kerentoff, Quigley, Flippo, Easton, Dusseau,  
Betz and Gould

Also Present: Merlin Mowery, Bill Bacon, Lou Ann Bluntschly, Marilyn Whitman  
and Attorney Bob White

I. Approval of Minutes of the June 13, 1989 Meetings

Moved by Kerentoff, supported by Dusseau to approve the minutes of the  
June 13, 1989 meetings. Motion carried.

II. Review Procedures for Act 312 Arbitration and Court Funding Lawsuit

Moved by Kerentoff, supported by Platt to go into executive session for the  
purpose of reviewing procedures for Act 312 arbitration and reviewing the  
State Court Funding Lawsuit. Vote was by roll call with Comm. Easton, Platt,  
Kerentoff, Betz, Quigley, Flippo, Dusseau, Lockwood and Gould voting yes.  
Motion carried 9-0.

Moved by Dusseau, supported by Kerentoff to return to regular session. Motion  
carried.

Barbara Peck entered the meeting.

III. Other Business

A memo concerning the State Combined Entities Pay Limitation was distributed  
and reviewed by Comm. Gould and Treasurer Barbara Peck. The effect of this  
limitation was to reduce to zero the County reimbursement on the production  
on the County-owned farm. The Federal Government has requested a return of  
\$1,516.

Moved by Dusseau, supported by Platt to refer the issue to the Physical  
Resources Committee for their study and recommendation. Motion carried.

IV. Adjournment

Moved by Dusseau, supported by Easton to adjourn the meeting. Meeting  
adjourned at 3:00 P.M.

MW/tjm

**MINUTES**  
**PERSONNEL COMMITTEE**  
**TUESDAY, JULY 11, 1989 -- 10:00 A.M.**  
**COMMISSIONER'S COMMITTEE ROOM**

Present: Commissioners Lockwood, Betz, Quigley, Easton, Platt, Kerentoff, Dusseau, Gould; Commissioner Flippo absent.

Others Present: Bill Bacon, Sheriff Germond, Marilyn Whitman, Lou Ann Bluntschly, Don Mitchell, Barbara Peck, Fred Keeslar, Jeanette Knox, Dennis Pelham, Kim Rosansky, Judge Glaser and Marvin Breskin.

I. Approval of Minutes of June 20, 1989 Meeting

Moved by Betz, supported by Easton to approve the minutes of the June 20, 1989 meeting. Motion carried.

II. Review Additional Staffing Requirements and Compensation for County Computer Operators in Treasurer's Office

Treasurer Barbara Peck distributed and reviewed a letter to the Commissioners indicating the on-call requirements and difficulty of operating the County's IBM 38 computer. Recommendation from the Treasurer is to increase her staff by one additional person paid at the Account Clerk III level. Lengthy discussion was held regarding the computer study, the pros and cons of having a computer coordinator, and additional compensation for assuming the computer operator duties. Further discussion will be held at the next Data Processing meeting.

III. Review of Labor Negotiations

**- AFSCME**

Marvin Breskin reviewed the AFSCME pre-ratified proposal which includes an effective date of May 1, 1989, an increase in the health insurance deductible from 50/100 to 100/200, a \$1.00 increase in the prescription co-pay, reclassifications during the first year of the contract, signing bonus of \$254, wage increase of \$680 per person during the first year, 3% across-the-board in the second year and 3.5% increase during the third year, and expiration date of 4-30-92. Mr. Breskin indicated the second year increase of 3% was a give-back of 1% by the union in lieu of a cost share of health insurance premiums in the second year of the contract. The option will be given to the bargaining unit during the second year of the contract to vote to accept the health premium cost share for a return of the 1%.

Moved by Platt, supported by Easton to recommend that the AFSCME pre-ratified offer be approved. Motion carried, Commissioner Betz voting no.

**- F.O.P.**

Moved by Platt, supported by Dusseau to go into executive session for the purpose of discussing the status of negotiations with the F.O.P. Vote was by roll call with Commissioners Easton, Betz, Platt, Quigley, Gould, Kerentoff, Dusseau, Lockwood voting yes; Commissioner Flippo absent. Motion carried 8-0-1.

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Moved by Betz, supported by Easton to return to regular session. Motion carried.

- M.N.A.

Bill Bacon reviewed the status of the negotiations with the nurses in the M.N.A. unit. Request has been made by the unit to meet again on August 11, 1989.

**IV. Discussion of Compensation for Elected Officials and Non-union Employees**

Recommendation was made by Bill Bacon for the following changes to be made for the non-union and elected officials compensation:

1. \$254 bonus
2. 3.5% addition to base rate effective 5-1-89
3. Health coverage deductible to increase from 50/100 to 100/200 effective immediately
4. Prescription co-pay to increase by \$1.00 effective immediately
5. A health premium cost share which will split all health coverage premium cost increases over 10% between the County and the non-union employees to a cap for the employees not to exceed \$7.00 per pay effective 4-1-90.

Moved by Easton, supported by Platt to recommend the approval of changes to the non-union employees and elected officials compensation (excluding judges and commissioners) as recommended by the County Administrator. Motion carried.

Judge Baker and David Stanifer entered the meeting.

**V. Request for Increase in Hours for Probate Court Officer Position**

Judge Baker and David Stanifer distributed and reviewed a letter requesting that the Court Officer position be returned to a full-time position from the current 25 hours per week. The additional duties of investigation and follow-up of financial orders will be added to the position. Sufficient funds for 1989 for a full time position are already in the budget. In addition, the Court is anticipating increased revenues due to the institution of an "oversight fee" assessment which is anticipated to bring in \$12,000 per year.

Moved by Betz, supported by Quigley to recommend the Court Officer position in Probate Court be restored to a full-time position. Motion carried.

**VI. Other Business**

- Don Mitchell commented on the recent settlement of the Steelworkers contract.
- Employment changes were distributed for review.



**MINUTES**

**PERSONNEL COMMITTEE**

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- Commissioner Betz reviewed the Agriculture Program procedure which has had impact on the federal return on the sale of crops produced at the County farm.

**VII. Adjournment**

Moved by Easton, supported by Dusseau to adjourn the meeting. Meeting was adjourned at noon.

MW/tjm

**MINUTES**  
**PERSONNEL COMMITTEE**  
**TUESDAY, AUGUST 8, 1989 - 10:00 A.M.**  
**COMMISSIONER'S COMMITTEE ROOM**

Present: Commissioners Lockwood, Easton, Kerentoff, Platt, Quigley, Flippo, Dusseau, Betz and Gould

Also Present: Judges Glaser and Timms, Marvin Breskin, Denny Lehman, Lou Ann Bluntschly, Bill Bacon, Fred Keeslar, Jeanette Knox, Sheriff Germond, Marilyn Whitman, and Tom Clement

I. Approval of Minutes of July 11, 1989 Meeting

Moved by Easton, supported by Kerentoff to approve the minutes of the July 11, 1989 meeting. Motion carried.

II. Review of the Friend of the Court Grievance Settlement

Marvin Breskin reviewed the grievance in the Friend of the Court Office arising from the combining of two positions of Investigator and Enforcement Officer which would allow each support case to be followed by the same employee. Previous to the combining, one person handled all the investigations relative to child support, while the 5 Enforcement Officers made sure support was in compliance with the determination. Though both positions required the same skills, educational level and were paid the same, the Union grieved the combination. In lieu of pursuing the grievance, the Courts negotiated a \$1,200 per year settlement for the combined position in exchange for the union withdrawing the grievance with prejudice. In addition to the above settlement, the Judges are also requesting that the three supervisory positions of Friend of the Court, Assistant Friend of the Court, and Mediator/Counselor be granted a \$1,200 annual increase identical with the settlement with the union so to maintain the monetary relationships among all the positions.

Lengthy discussion was held. Mr. Breskin indicated the need to increase the wages of the Investigator/Enforcement Officers in order to retain trained personnel in the department. As several aspects of the position can be unpleasant, many of the employees have left the department for other positions in the County, often taking a cut in pay.

Moved by Dusseau, supported by Quigley to recommend approval of an increase of \$1,200 for the Investigator/Enforcement Officer position in exchange for a withdrawal of the union grievance, and an increase of \$1,200 for the supervisory positions of Friend of the Court, Assistant Friend of the Court and Mediator/Counselor to maintain wage parity. Motion carried.

III. Health Department Request for New Health Educator Position

Fred Keeslar announced the Health Department's receipt of a \$40,000 per year State grant to work in health screening, and improving the health awareness within the County's Hispanic population. Though this grant is renewable each year, it should be fairly secure as we are the only County targeting Hispanics among all the grant recipients. In addition to this

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**PERSONNEL COMMITTEE**

**August 8, 1989 - Page 2**

grant, the Herrick Foundation has given \$15,000 for the cost of a van to carry staff on location for performing the health services. The request for a health educator to develop health education services within the targeted population will be funded by the grant.

Motion by Platt, supported by Dusseau to recommend approval of a health educator position at the D-9 level to be paid by the State grant funding providing the funding is available, and that a portion of the funds be set aside to cover potential unemployment costs. Motion carried.

**IV. Review of Labor Negotiations**

The Sheriff reported that an arbitration petition has been filed by the union. Brief discussion was held regarding the positions covered under Act 312 arbitration.

Bill Bacon announced the MNA negotiation session scheduled for Friday, August 11, 1989 which was set at the request of the nurses. The mediator will be present at the sessions.

**V. Other Business**

Monthly employment changes were distributed for review as were first-draft copies of the new wage schedule for non-union employees.

**VI. Adjournment**

Moved by Platt, supported by Kerentoff to adjourn. The meeting was adjourned at 11:18 A.M.

MW/tjm

**MINUTES**  
**PERSONNEL COMMITTEE**  
**TUESDAY, SEPTEMBER 12, 1989 — 10:00 A.M.**  
**COMMISSIONER'S COMMITTEE ROOM**

Present: Commissioners Lockwood, Quigley, Flippo, Dusseau, Betz, Gould, Platt, Kerentoff and Easton

Also Present: Bill Bacon, Marilyn Whitman, Lou Ann Bluntschly, Jeanette Knox and Sheriff Germond

I. Approval of Minutes of August 8, 1989

In the section of the August 8, 1989 minutes concerning the Friend of the Court, the Investigator position is involved with child custody and not child support as written.

Moved by Quigley, supported by Dusseau to approve the minutes of the August 8, 1989 meeting with a correction in the segment concerning the Friend of the Court changing references to child support to child custody. Motion carried.

II. Request For Temporary Help For Voter Registration In Clerk's Office

Clerk Lou Ann Bluntschly requested to have temporary help in order to update the remainder of the Voter Registration List on the computer program so to be prepared to implement the anticipated changes in voter registration record keeping as proposed by the State. The State will reimburse local units to hire individuals to complete and update the lists. There may be enough revenue in the overtime and temporary position areas of the Clerk's budget to cover the cost of a temporary. Additional discussion was held regarding future computer programing needs for additional records pertaining to voters which will need to be maintained.

Moved by Flippo, supported by Betz to recommend that additional temporary help may be hired by the County Clerk in order to complete the update of the Voter Registration Lists, with reimbursement for such costs to come from the State. Motion carried.

III. Review Labor Negotiations and Redfearn Mediation

Moved by Easton, supported by Platt to go into executive session for the purpose of reviewing labor negotiations and the Redfearn law suit and mediation award. Vote was by roll call with Commissioners Easton, Platt, Kerentoff, Betz, Quigley, Flippo, Dusseau and Lockwood voting yes, Commissioner Gould absent for the vote. Motion carried 8-0-1.

Moved by Kerentoff, supported by Dusseau to return to regular session. Motion carried.

IV. Other Business

The monthly employment changes were distributed and reviewed by the Committee members.

V. Adjournment

Moved by Platt, supported by Kerentoff to adjourn the meeting. Meeting was adjourned at 10:59 A.M.

**MINUTES**  
**PERSONNEL COMMITTEE**  
**TUESDAY, OCTOBER 10, 1989 — 10:00 A.M.**  
**COMMISSIONER'S COMMITTEE ROOM**

Present: Commissioners Lockwood, Easton, Platt, Quigley, Kerentoff, Flippo, Dusseau, Betz and Gould

Also Present: Bill Bacon, Marilyn Whitman, Lou Ann Bluntschly, Orrie Gilbert and Fred Keeslar

I. Approval of Minutes of September 12, 1989 Meeting

Moved by Betz, supported by Eaton to approve the minutes of the September 12, 1989 meeting. Motion carried.

II. Review of Labor Negotiations

Moved by Betz, supported by Easton to go into executive session for the purpose of reviewing the F.O.P. and M.N.A. labor negotiations. Vote was by roll call with Commissioners Easton, Betz, Platt, Kerentoff, Quigley, Dusseau, Lockwood voting yes; Commissioner Flippo voting no; Commissioner Gould absent for the vote. Motion carried 7-1-1.

Moved by Platt, supported by Dusseau to return to regular session. Motion carried.

III. Labor Relations at Medical Care Facility

No discussion was held on this agenda item.

IV. Other Business

The monthly Employment Changes listing was distributed for review.

V. Adjournment

Moved by Dusseau, supported by Easton to adjourn. Meeting was adjourned at 10:26 A.M.

MW/tjm

**MINUTES**  
**PERSONNEL COMMITTEE**  
**TUESDAY, NOVEMBER 7, 1989 — 10:00 A.M.**  
**COMMISSIONER'S COMMITTEE ROOM**

Present: Commissioners Lockwood, Easton, Kerentoff, Quigley, Platt, Flippo, Dusseau, Betz and Gould

Also Present: Lou Ann Bluntschly, Jeanette Knox, Marilyn Whitman, Bill Bacon, Marty Marshall, Fred Keeslar, Gaylord Herriman, Marvin Breskin and Mike Clement

I. Approval of Minutes of October 10, 1989 Meeting

Moved by Easton, supported by Kerentoff to approve the minutes of the October 10, 1989 meeting. Motion carried.

II. Update on MNA Negotiations

Moved by Dusseau supported by Betz to go into executive session to review the status of the MNA negotiations. Vote was by roll call with Commissioners Easton, Betz, Kerentoff, Platt, Quigley, Flippo, Dusseau, Lockwood voting yes; Commissioner Gould absent for the vote. Motion carried 8-0-1.

Moved by Betz, supported by Dusseau to return to regular session. Motion carried.

III. Update on F.O.P. Arbitration

There is no new information available at this time.

IV. Equalization Committee Recommendation

Marty Marshall reviewed the proposed department reorganization which includes a director, deputy director, two level III appraisers, two level II appraisers, an operator analyst and a tax roll supervisor and assistant. To fund the \$747 additional it would take to cover the proposed reorganization, it is requested to have \$1,000 transferred from the department overtime line item to the #704 salary line item in the 1990 Equalization Department budget. Some discussion was held concerning the timeliness of this proposal coordinating with a decision regarding the disposition of the Data General system.

Moved by Flippo, supported by Kerentoff to recommend the approval of the Equalization Department reorganization effective January 1, 1990 and to transfer \$1,000 from the overtime line item #706 to the #704 salary line item in the 1990 Equalization Department budget. Motion carried.

V. Request to Lift Hiring Freeze for Health Department Position

Fred Keeslar requested approval to fill the vacancy in the Health Educator position. Discussion was held regarding unemployment liability the County has with employees funded by State grants. As we are a reimbursable employer pertaining to unemployment, we have no mechanism for assessing

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**PERSONNEL COMMITTEE**  
**NOVEMBER 7, 1989 — Page 2**

unemployment costs or setting grant money aside for possible use.

Moved by Platt, supported by Easton to recommend lifting the hiring freeze to fill the Health Educator position (D-9; \$20,432--\$23,599) in the Health Department. Motion carried.

**VI. Request for New Positions at New Human Services Building**

Gaylord Herriman requested one Maintenance Person II and four custodians to cover maintenance and housekeeping at the new Human Services Building. Because of State contracts all maintenance/housekeeping costs must be kept separate for the building. These new positions will be hired under the building and grounds budget, but will be reimbursed by the new Human Services Building funds. In addition to the four custodians hired, two of the current custodians will be transferred to the new building.

Moved by Platt, supported by Kerentoff to recommend hiring one Maintenance Person II and four custodians for the new Human Services Building and to transfer \$2,896 from the Building and Grounds budget #705 temporary salary line item to the #704 salary line item. Motion carried.

**VII. Report Employer Pick-Up Provision for F.O.P. Retirement**

The retirement plan's employer pick-up provision allows contributing participants in the County retirement plan to make that contribution with pre-tax dollars and defer the tax responsibility until retirement is drawn. However, once this option is selected, all contributing members must participate. The only members of the County retirement plan who contribute are the F.O.P. union members. Both F.O.P. units were polled as to whether they wanted the provision. Over half of both F.O.P. units selected the pick-up provision. It is anticipated there will be little or no cost to set up the required recordkeeping and reporting. Some language still needs review by the IRS.

Moved by Quigley, supported by Platt to recommend the Employer Pick-Up Provision be allowed for both the command and non-supervisory F.O.P. units. Motion carried.

**VIII. County Clerk's Request for Elections**

Lou Ann Bluntschly requested that her Deputy be allowed overtime for the time spent assisting with the current election, and that meals be approved in-County for the Board of Canvassers in the event they must conduct a recount. Funding will come out of the Election budget.

Moved by Platt, supported by Easton to recommend approval of overtime pay for the Deputy Clerk for overtime performed relating to work with the election. Motion carried.

Moved by Easton, supported by Betz to allow reimbursement for in-County meals as needed for the Board of Canvassers while performing election re-

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PERSONNEL COMMITTEE  
NOVEMBER 7, 1989 -- Page 3**

counts. Motion carried.

**IX. Other Business**

The monthly employment changes listing was distributed and reviewed.

**X. Adjournment**

Moved by Platt, supported by Easton to adjourn the meeting. Meeting was adjourned at 11:20 A.M.

MW/tjm



**MINUTES**  
**PERSONNEL COMMITTEE**  
**TUESDAY, DECEMBER 12, 1989 — 9:00 A.M.**  
**COMMISSIONER'S COMMITTEE ROOM**

Present: Commissioners Lockwood, Easton, Betz, Quigley, Dusseau, Flippo, Platt, Gould and Kerentoff

Also Present: Nate Fairchild, David Miller, Marilyn Whitman, Lou Ann Bluntschly, Bill Bacon, Don Mitchell, Sheriff Germond, Greg Steidinger, Jeanette Knox, Barbara Peck, Marty Marshall, Richard Gurdjian of Guarantee Mutual and John Tillman of Total Group Services

I. Approval of Minutes of November 7, 1989 Meeting

Moved by Quigley, supported by Betz to approve the minute of the November 7, 1989 meeting. Motion carried.

II. Presentation on Flexible Spending Account and Employment Security Life Insurance Plans

Richard Gurdjian of Guarantee Mutual Life and John Tillman of Total Group Services reviewed the employee programs of group universal life through payroll and flexible spending accounts. Flexible spending accounts allow an employer to set aside pre-tax income for health, dental and child care costs and saves an employer a portion of the payroll taxes.

III. Request for Additional Compensation for Weekend Stand-by Duty by Prosecuting Attorneys

Nate Fairchild reviewed the procedure used for weekend arraignments and bond hearings. As of April 1, 1990 anyone arrested on a felony charge must have bond set and warrants issued within 24 hours. This means there is additional work for prosecuting attorneys in that they must review the reports and prepare the paperwork during the weekend. Five of the assistant prosecuting attorneys are rotating weekend duty. Nate Fairchild requests that the assistant attorneys be compensated \$100 per weekend stand-by. Considerable discussion was held.

Moved by Platt, supported by Easton to increase the pay of each of the five assistant prosecuting attorneys by \$1,050.

Moved by Flippo, supported by Quigley to table the motion. Vote was by roll call with Commissioners Betz, Kerentoff, Quigley, Flippo and Lockwood voting yes; Commissioners Easton, Platt, Gould and Dusseau voting no. Motion to table carried 5-4.

IV. Discuss Clarification on Leave Day Accumulation Policy

The committee discussed the intent of the language for leave time accumulation after an employee has reached his 10 year date-of-hire anniversary. The day after an employee's 10th year, he begins accumulating leave time at

**MINUTES**

**PERSONNEL COMMITTEE**

**December 12, 1989 --- Page 2**

the 1 day per pay period level.

Moved by Flippo, supported by Kerentoff to change the wording on the time sheets for the last level of leave-time to read "Ten or more years" with this printing change to be done the next time time sheets are printed. Motion carried.

**V. Discussion of Proposed County Hiring Freeze**

A proposed hiring freeze policy was distributed for review. Considerable discussion was held concerning the purpose of having any hiring freeze, how it will work in various departments, what jobs might be exempt from the waiting period and who should review job needs with department heads. Also considerable discussion was held on utilizing temporary employees.

Moved by Flippo, supported by Dusseau to recommend adoption of the Hiring Freeze policy as prepared except item #3 under the Freeze Procedure section concerning posting and advertizing will be removed and item #4 under the Temporary Employees section will be amended to read: "Temporaries may be hired to fill vacated positions during the sixty-day waiting period if the funding is in the department budget." Motion carried.

**VI. Update on Labor Negotiations**

Bill Bacon announced that the final offer presented to the MNA unit is being readied to go into effect on January 1, 1990. This is being prepared by Marvin Breskin.

**VII. Other Business**

- Treasurer Barbara Peck announced that her Chief Accountant was leaving. She requested \$1,000 be added to her budget so she can hire a replacement prior to his leaving so the replacement can work with the chief accountant for two weeks for training purposes.

Moved by Gould, supported by Platt to recommend approval of increasing the Treasurer's budget by \$1,000 so a replacement for the chief accountant may be hired prior to the chief accountant's leaving for the purposes of training. Motion carried.

- The employee changes listing was distributed for review.

**VIII. Adjournment**

Meeting adjourned at 11:35 p.m.