

ANTRIM COUNTY PERSONNEL COMMITTEE

Jack White, Chairman

William Kennedy

Willard VanderArk

Charles Irwin

FILE

Thursday, January 2, 1992
Commissioners Room - Antrim County Building
Bellaire, Michigan

Minutes

Members Present: White, VanderArk, Irwin, Kennedy

Others Present: Murphy, Garwood, Sheryl Langdon (Union Rep)
Donna Rostrum (BCBS Rep), Stanley (CES)

Donna Rostrum, Blue Cross/Blue Shield Representative, presented a proposal for Blue Care Network (BCBS HMO). She also answered questions about traditional BCBS Health Care package and the PPO program. Donna was asked to provide Garwood with estimates of what a county paid \$1,000.00 deductible would do for the rates as well as rolling the prescriptions into Master Medical.

Burt Stanley was present to inform the Committee that Lorraine Hoalt is 65 this year. Lorraine can earn \$10,200 without affecting her Social Security, penalty of \$1.00 per every \$3.00 earned. Lorraine is willing to continue to work up to the maximum limit. Burt was requesting policy guidance on this issue. Personnel Committee agreed that Lorraine should continue to work, if she is willing.

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Tuesday, January 14, 1992
1:00 P.M. - Room 279 Antrim County Building
Bellaire, Michigan

Minutes

Members Present: White, VanderArk, Kennedy, Irwin

Others Present: Murphy, Garwood, Majerscyk, Tracy, Evans

Personnel Grievance was discussed. Steve Evans is in violation of Attendance Policy. Evans has been tardy eight times within the last two years.

Motion by Irwin, supported by VanderArk, that Evans be reinstated with a probationary period of six months in which any infraction of the Personnel Policy shall result in termination, previous time off shall be treated as a disciplinary suspension. White, Irwin, VanderArk: Yes Kennedy: No

ANTRIM COUNTY PERSONNEL COMMITTEE

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Thursday, January 23, 1992
Room 279 - Antrim County Building
Bellaire, Michigan

Minutes

This was a joint meeting of the Finance and Personnel Committee members.

Discussion took place regarding salary increase for Airport Manager. Any regular increase given to all Department Heads in January of 1993 would also affect Airport Managers salary.

Motion by VanderArk, supported by Kennedy, to bring before full Board the following increase for Airport Manager:

April 1, 1992	(+750)	\$23,750.00
October 1, 1992	(+750)	\$24,500.00
April 1, 1993	(+750)	\$25,250.00
October 1, 1993	(+750)	\$26,000.00

All members present voting yes. Motion carried.

Discussed the agreement between Antrim County Soil and Water Conservation District and Antrim County Board of Commissioners for the administration of P.A. 347.

Personnel and Finance Committees decided to wait out the termination of the agreement in March. All agreed that Efrain Rosalez is doing a good job.

FILE

ANTRIM COUNTY PERSONNEL COMMITTEE

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Willard VanderArk

Monday, February 3, 1992
Room 279 - Antrim County Building
Bellaire, Michigan

Minutes

Members Present: White, VanderArk, Kennedy, Irwin

Others Present: Garwood

Health Benefits Comparison reports were discussed.

Garwood was directed to conduct an employee survey regarding the comparison of NorthMed and BC\BS HMO.

ANTRIM COUNTY PERSONNEL COMMITTEE

FILE

Jack White, Chairman

William Kennedy

Charles Irwin

Bernard Blackmore

Tuesday, April 7, 1992 - 2:00 P.M.
Commissioners Room - Antrim County Building
Bellaire, Michigan

Minutes

Committee Members Present: Blackmore, White, Irwin, Kennedy

Others Present: Koop, Garwood, Sexton, Roggenbeck, Conway
Stanley

Recommendation to allow Wanda Conway to fill position (Patricia Niepoth maternity leave) with Virginia Guy.

Recommendation to fill 1/2 time position in Cooperative Extension Service with Sharon Cancilla.

Stanley was present to discuss options for hiring a replacement for Maude Ritt (4-H Program Assistant). Committee recommended to stay with existing arrangement (Program Assistant being an employee of MSU)

Recommendation that the proposed travel policy be adopted.

Recommend that Laura Sexton be allowed to post 1/2 time clerical position.

Recommend that Peter Garwood advertise the Building Official position.

ANTRIM COUNTY PERSONNEL COMMITTEE

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Jack White, Chairman

William Kennedy

Charles Irwin

Bernard Blackmore

TUESDAY, MAY 19, 1992 - 4:30 P.M.
COMMISSIONERS ROOM - ANTRIM COUNTY BUILDING
BELLAIRE, MICHIGAN

MINUTES

COMMITTEE MEMBERS PRESENT: WHITE, KENNEDY, BLACKMORE, IRWIN

OTHERS PRESENT: GARWOOD, MURPHY, STREHL

JOHN STREHL MET WITH COMMITTEE TO OUTLINE HIS SCHEDULING PROBLEM DUE TO VACATION DURING THE SUMMER. THE COMMITTEE VOTED TO RECOMMEND THAT WE AUTHORIZE MR. STREHL TO USE UP TO \$1,500.00 OF HIS BUDGET TO FILL IN THE GAPS DUE TO EMPLOYEE VACATIONS, WHICH MAY INCLUDE HIRING A TEMPORARY EMPLOYEE AT HIS DISCRETION.

THE PERSONNEL COMMITTEE CONTINUED INTERVIEWS FOR THE BUILDING DEPARTMENT - DEPARTMENT HEAD - POSITION. INDIVIDUALS INTERVIEWED WERE JOHN NORTON, FRANK EATON AND ARLEN TURNER.

MOTION BY BLACKMORE, SUPPORTED BY KENNEDY, TO HIRE ARLEN TURNER AT \$23,000.00 STARTING SALARY WITH A \$750.00 INCREASE FOUR TIMES AT SIX MONTH INTERVALS UPON FAVORABLE PERFORMANCE REVIEWS BY THE PERSONNEL COMMITTEE. MR. TURNER WILL ALSO BE ENTITLED TO ANY ANNUAL INCREASE IN PAY GIVEN TO THE OTHER DEPARTMENT HEADS. ALL MEMBERS PRESENT VOTING YES.

PERSONNEL COMMITTEE DIRECTED GARWOOD TO CONTACT DON WILLIAMS TO SEE IF HE WOULD BE INTERESTED IN COMING BACK FOR A WEEK OR TWO TO WORK WITH MR. TURNER IN THE BUILDING DEPARTMENT.

IRWIN, Blackmore, Kennedy, WHITE
others: MURPHY, GARWOOD

PERSONNEL COMMITTEE

5/12/92

Madge Sander from GTP INDUSTRIES
~~He~~ talked to the committee about
the services provided by GTP.

Mentally ^(OR RETARDED) handicapped, PHYSICALLY
disabled, & D.D. are people they
place in jobs.

They use job coaches for these
people to help ease them
into the position.

— They would need a job description
to see if they have anybody
who fits the bill.

"PROBABLY more of a Mentally ill
person rather than retarded."

ITPA would pay 1/2 for up to
3 months.

Motion: IRWIN Support: Kennedy

Here James Harbaugh for the position
of Pldg. ~~Inspector~~ OFFICIAL / Dept. Head

— UNANIMOUS —

Motion: Bill second: Bernie
To ~~accept~~ ^{approve} Laurie Sexton's hiring
of DIANE Bronkowski for the 1/2 time
POSITION in the Clerk's office. ~ UNANIMOUS ~

FILE

ANTRIM COUNTY PERSONNEL COMMITTEE

Jack White, Chairman

William Kennedy

Charles Irwin

Bernard Blackmore

**Wednesday, June 17, 1992
3:00 P.M. - Commissioners Room
Antrim County Building
Bellaire, Michigan**

Minutes

Committee Members Present: Irwin, Kennedy, Blackmore, White

Others Present: Harold Myers, Gale Murphy, Pete Garwood

Motion by Irwin, supported by Kennedy, to hire Pablo Bacardo to the position of custodial. For: Irwin, Kennedy Against: Blackmore Abstain: White

Garwood informed the Committee that a Manpower person would be hired to the receptionist position for four days while Ginny Guy is on vacation.

ANTRIM COUNTY PERSONNEL COMMITTEE

FILE

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William Kennedy

Charles Irwin

Bernard Blackmore

Wednesday, July 8, 1992
Commissioners Room - 3:00 P.M.
Antrim County Building
Bellaire, Michigan

Minutes

Committee Members Present: Blackmore, Irwin, Kennedy, White

Others Present: Garwood, Murphy

Motion by Blackmore, supported by Irwin, to recommend that the Board of Commissioners hire William Drollinger for the Emergency Management Coordinator. All members present voting yes. Motion carried. (Absent Kennedy - Left at 4:00 P.M.)

The Personnel Committee gave Garwood permission to use a recorded message at both lunch time and breaks for the Switchboard/Receptionist for a trial period.

PERSONNEL COMMITTEE

MINUTES

OCTOBER 21, 1992

PRESENT: Jack White, Charles Irwin, Bernard Blackmore, Bill Kennedy

ALSO PRESENT: Peter Garwood, Robert Straw, Buds Dunson

Bob Straw presented a letter of recommendation for Nancy Whyte for the position of Commission on Aging Director/Nutrition Coordinator. She currently fills the position of Nutrition Coordinator. Due to the resignation of Bob Straw as Commission on Aging Director the Director position needs to be filled.

Motion by Kennedy supported by Irwin to concur with the recommendations of the C.O.A. Board to promote Nancy Whyte and offer the position to Nancy Whyte at Twenty-thousand dollars, with a six months probationary period and evaluation after the six months with a raise contingent on the evaluation. She would also be eligible for any regular increases given to all Department Heads. The remaining Six-thousand dollars left over from Bob Straw's salary could be used for future raises based on the evaluation or hiring of part-time help.

The committee discussed the upcoming Union Negotiations.

Personnel Committee Proposal

Proposal: Lois Bilyeau to full-time position with the COA
Requesting her classification to be changed to VI.
wage to be place at \$7.65 per hour.

Reasoning:

Lois comes to the COA with a great deal of office experience, including bookkeeping, payroll, typing, extensive computer knowledge, experience working with the public, and managing an office.

She is a self starter, needs little direction or supervision, has already instituted many new systems in the office, as well as computerized the office to run in a more timely, cost saving, efficient manner. All this in 90 days.

Lois is very capable of running the COA office in my absence, and capable of making appropriate decisions in my absence, and is well aware of the parameters in which she can make decisions.

The COA can not be run with a part-time staff and myself. The number of calls and walk-in per day has increased as well as the number of referrals. There is an incredible amount of paperwork to be completed each month, which Lois has managed to incorporate in the computer which saves time, and space as well as making information more accessible.

I believe in paying individuals what they are worth. I don't want to lose Lois, she is a very valuable component of the future of the COA.

The Contract from 1992 lists the COA Bookkeeper in the VI Level. Losi is performing those responsibilities and more.