

**Leelanau County Board of Commissioners**  
**Personnel Committee – Wednesday, December 6, 2023**  
Tentative Minutes

*Proceedings of the meeting are being recorded (audio and video). The video of the meeting can be found at the following link:  
<http://leelanau.gov/meetingdetails.asp?MAId=2611>*

Meeting called to order by Personnel Committee Chairman Commissioner Kama Ross at 11:01 a.m. Today's meeting is being held at the Government Center, 8527 E. Government Center Drive, Suttons Bay, Michigan.

Roll Call:	District #2	James O'Rourke	PRESENT
	#5	Kama Ross	PRESENT
	#6	Gwenne Allgaier	PRESENT

Pledge of Allegiance/Moment of Silence:

The Pledge of Allegiance to the flag of the United States of America was recited, followed by a moment of silence.

Guests present.

Approval of Agenda and Late Additions/Deletions:

Committee Chairman Commissioner Ross received late addition requests from Administrator Allen prior to the meeting that consisted of the following three items: Covid Protocol; Federal Holiday – Juneteenth; Non-Union Wage Schedule as Approved in the 2024 Budget. Ross suggested adding these items under Action Items #6, #7, and #8.

Commissioner O'Rourke would like to request also adding an additional item #9: Question Regarding the Administrator's Role.

**MOTION BY O'ROURKE TO APPROVE THE AGENDA AS AMENDED ADDING LATE ADDITION ITEMS #6, #7, #8, AND #9. SECONDED BY ALLGAIER.**

Discussion – none.

**AYES – 3 (O'Rourke, Ross, Allgaier)**

**NO – 0**

**MOTION CARRIED.**

Public Comment (3 minutes):

The following individuals spoke in person:

Sheriff Mike Borkovich; Equalization Director Andrew Giguere; Prosecutor Joseph Hubbell

Commissioner Comment:

- Chairman Ross read from a letter that Commissioner Wessell shared with her. The letter was from Sue Miller of Leland Township. **(letter was not provided to the Clerk)**
- Commissioner O'Rourke stated he would like to be cautious of receiving and reading letters during meetings.

- Commissioner Allgaier commented that she was reminded when listening to Sheriff Borkovich during Public Comment that several years ago BATA offered a retention bonus for employees and it worked well. There is tremendous competition for available employees right now.

Action Items – Discussion/Potential Recommendation –

Approval of Minutes – November 7, 2023:

Chairman Ross handed several suggested changes of the minutes to Administrative Deputy County Clerk Alison Middleton. Middleton stated they will be noted in the minutes and the minutes would be posted “Approved as Amended”.

**MOTION BY O’ROURKE TO APPROVE THE NOVEMBER 7, 2023, PERSONNEL COMMITTEE MINUTES AS AMENDED. SECONDED BY ALLGAIER.**

Discussion – none.

**AYES – 3 (O’Rourke, Ross, Allgaier)**

**NO – 0**

**MOTION CARRIED.**

Employee Survey Update:

Human Resources Director Darcy Weaver was present and gave a brief update on the recent employee survey conducted by Michigan Leadership Institute (MLI). Weaver reported that Dr. John Scholten, MLI Regional President, had been on site for three days to conduct face-to-face interviews with employees, and at this time has met with approximately 52 employees.

Weaver stated that all employees who did not meet personally with Scholten have been emailed an online survey with the opportunity to respond. The deadline to respond to the employee survey is this Sunday, and then it will be closed to additional responses.

Weaver answered questions from Commissioners.

Administrator Deb Allen added that at the Department Head meeting earlier today it was again stated the deadline is this Sunday for the online survey and asked the Department Heads to please remind staff.

Weaver said that once the survey is closed, Dr. Scholten will prepare a report that will be ready to share with the Board, either at the end of this year or early in 2024.

Posted Positions –

Human Resources Director Weaver said she does have one additional position to add to this list. She has now posted the approved Deputy County Clerk position which is a 28-hour per week position with focus on elections.

- IT Director:

Administrator Allen briefly reviewed that the current job title is an IT Technician, and it was the recommendation to move that position to an IT Director, specifically in consideration for the employee that is in that position. There has been one external candidate from out-of-state and one internal candidate. The internal candidate is highly qualified and Allen said she expects to

be moving forward with that position in the next few days. Allen said one thing the Board had asked during a budget session was that they have a conversation with Safety Net regarding their contract because the transition from IT Technician to IT Director would reduce the number of support hours needed from Safety Net. Allen and IT Technician Liana Wilson have spoken to Safety Net and they have agreed to reflect that change in a new contract. That has been addressed with the vendor and also addresses that budget concern by the Board and feels they are now in a position to move forward with this position.

Commissioner O'Rourke asked what is the board's role in picking out or assisting in hiring of this position? Allen responded that hiring is the role of the Administrator and not the Board (of Commissioners) or Committee. O'Rourke said since the Board (of Commissioners) has no say in it, he would like to add his support for Wilson for this position.

Chairman Ross would like to have discussion at another meeting regarding how the current hiring process works and if this Committee would fit into that somehow.

Ross questioned the approximate dollar amount that Safety Net would be reduced and Allen responded \$13,000.00, in essence the dollar amount increased to IT Director.

Commissioner Allgaier added that she would also like to endorse Wilson.

● Account Clerk Job Description:

Human Resources Director Weaver said the Account Clerk position has been posted. The job description needs to be updated as it still states the position reports to the County Clerk and Chief Deputy Clerk. It needs to state that this position is supervised by the Finance Director.

Weaver asked if it would be possible to have this added to next Tuesday's Regular Board of Commissioners meeting for approval. It is currently posted as written, but would be nice to have it posted correctly once the change is approved.

**MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE THE ACCOUNT CLERK JOB DESCRIPTION AS AMENDED, AT THE DECEMBER 12, 2023, REGULAR SESSION. SECONDED BY O'ROURKE.**

Discussion – none.

**AYES – 3 (Allgaier, O'Rourke, Ross)**

**NO – 0**

**RECOMMENDATION PASSES.**

● Planning Director:

Administrator Allen stated that they went through the same process though this job posting was also listed on Indeed, which is not done for all positions but based on the scope of work it has been past practice to post some positions like this one. There were approximately 15 applicants and most did not meet the requirements. They have only two left to consider with one applicant being an external candidate and one is internal. None of the applicants currently hold a planning certification.

Allen continued and said that because of the nature of this position, which is responsible to the Land Bank Authority and Brownfield Authority, she felt it was important to include those Chairs along with Planning Commission, Parks and Recreation, Solid Waste, and Allen believes the Housing group in on a 'final' interview. The interviews will be tomorrow morning, and both candidates will present 10-minutes on why they feel they are the best candidate and then questions from participants. The ultimate decision will be from the Administrator, but the feedback from these other individuals is important.

●Executive Assistant:

Human Resources Director Weaver said that they have had an interview, an exciting interview, with a very qualified candidate.

Administrator Allen added that when this position was posted they had received roughly 20 applications, all with a varied level of skill set. A particular candidate who applied for this position is not from the region and has some unique skill sets as she is a paralegal. We see an opportunity for a blended position between Executive Assistant and FOIA Coordinator.

Allen said she had asked Prosecutor Joseph Hubbell to sit in on that interview and invited him to the table to speak. Hubbell said the FOIA position has become a lot more complicated and taken up a lot of time in his office. The Board of Commissioners has been gracious and offered a position dedicated to FOIA for 21 hours a week and has been speaking with Allen and Weaver and thinks we should consider merging these positions. The 21 hours includes benefits and Hubbell said he thinks we can save money increasing the salary of the Executive Assistant and save on a second set of benefits. He would support the merger of these with the understanding that he would continue to assist.

Commissioner Allgaier asked if the Executive Assistant has time to take this on.

Allen responded and said the process that she would like to move forward with this position and the individual is based on the current budget, and this is not taking anything out of budget but may actually reduce it.

Weaver added that the position is posted at an hourly rate, but the position was approved at a salaried wage in 2024.

Allen said she anticipates not having this person hired before year end, but Executive Assistant Laurel Evans will technically still be employed at that time, on vacation, but has offered transition assistance. With that being said, they would move forward with the position at the 2024 posted rate for a salary position and augment that salary based on the approved FOIA Coordinator position. Allen said she anticipates possibly saving \$10,000.00 and at least the cost for benefits, also allowing if there is a need to bring in a temporary office assistant to assist the FOIA Coordinator, we still have money in the budget to assist in unique situations.

Commissioner Allgaier asked Allen what will this person be paid?

Allen responded the \$62,000.00 plus a portion of the FOIA Coordinator of about \$10,000.00, so right around \$72,000.00 which is right in line with the Chief Deputy Clerk and Chief Register of Deed positions and others. This is the direct assistant to the Administrator and she would hope the Board would see there is value in that as much as any other department.

Interim Finance Director Hartesvelt spoke to say the Board has approved the staffing level for the Executive Assistant at a budgeted amount. The non-union wage schedule still needs to be approved by the Board, and Weaver is working on that. The proposed non-union wage schedule is not part of the process of budget approval, the staffing level of the bodies is what was approved. The board has not seen the new wage schedule. Discussion ensued.

No recommendation made.

● FOIA Coordinator Job Description:

Human Resources Director Weaver stated that she doesn't have much to speak to as she is not a FOIA Coordinator, but this job description is based on Grand Traverse County's and that the Prosecutor's Office has seen this.

**MOTION BY O'ROURKE TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO APPROVE THE FOIA COORDINATOR JOB DESCRIPTION AS PRESENTED, AT THE DECEMBER 12, 2023, REGULAR SESSION. SECONDED BY ALLGAIER.**

Discussion – none.

**AYES – 3 (O'Rourke, Ross, Allgaier)**

**NO – 0**

**RECOMMENDATION PASSES.**

Temporary Office Assistant Reporting:

Administrator Allen asked to hold off on this discussion in the essence of time today as there is a League of Women Voters luncheon she is speaking at soon.

Policy #1.07 pages 7-8 – Non-Union Policy on Personal Days:

Human Resources Director Weaver said she is coming to the Committee today to let you know that during the bargaining process several of the union groups discuss personal days for employees, but for some of the non-union personnel that will not happen. In 2013 it was decided to reduce personal days from 12 days to 8 days for new hires. Two of the unions negotiated more days back in, one has 8 and one 11. Weaver doesn't know why it was decided to reduce them at that time. It is causing some hardship when trying to attract qualified professional people.

Administrator Allen added that these non-union positions are typically your administrative support and leaders. There is a discrepancy between those non-union employees hired before 2013 that receive 12 personal days and anyone hired after receives 8 personal days. It is putting the County at a disadvantage when hiring. If we were to make it consistent across the board to make everything consistent with receiving 12 days. Personal days are not like vacation, they cannot carry over, it is use it or lose it. Discussion continued.

Allen said this is not a quick discussion, and suggested continuing to look at this and come back to the Committee for discussion in January.

No recommendation made.

COVID Protocol:

Administrator Allen said the COVID protocol in essence is just a reminder. We at the County have had a policy, a non-written policy, a practice, of following the CDC Covid protocol. We have forwarded out those protocols and asked employees please, but we do not have a specific policy that has conditions or reprimand if people don't follow that. So that is a request, and a courtesy.

Chairman Ross asked if these handouts (**not provided to Clerk**) were just emailed to everyone in the building.

Allen responded they have been emailed multiple times as we have dealt with this issue.

Juneteenth:

Administrator Allen noted that this date was mentioned by the Family Court Administrator that both the President and Governor have approved Juneteenth as Federal and State holidays for 2024. She thinks this will have to go before the Board and isn't sure what we can do if this is a Federally approved holiday.

Ross asked to add it to the January agenda.

Non-union Wage Schedule as Approved in the 2024 Budget:

Chairman Ross asked if this is what Hartesvelt was referring to earlier. Hartesvelt said yes, she has not seen the final draft but if you agree to Weaver's document she suggested they make a recommendation to the Board to adopt it. Hartesvelt explained that the proposed non-union wage schedule that was in the budget book has IT Technician not IT Director, and Executive Assistant at hourly but not as salary.

Weaver said this document she gave Commissioners (**not provided to Clerk**) is based on the staffing levels that were used for budgeting in the 2024 budget.

Hartesvelt explained the layout and how it has been historically built. Discussion continued.

Allen stated she would ask Weaver to share her information with Hartesvelt and both review that so to be sure going forward this Committee and Board has a clear understanding of what is being recommended.

Administrator Allen left the meeting at 12:00 p.m.

Discussion and decision to meet again as a Committee on Monday, December 11, at 2:00 p.m.

Administrator Role:

Commissioner O'Rourke stated that on Monday, Administrator Allen was asked to sit in audience during the Finance Committee meeting. At the Executive meeting two people voted against her being in an interview. The Administrator should be able to sit at any meeting she wants, required or not required, at no time ever should she ever be asked to sit in the audience.

Chairman Ross wants to make sure there is no policy on this, and Weaver stated there is nothing, but will bring anything, if found, back to them on Monday.

Ross said she felt frazzled with all the late information handed to Commissioners today and Commissioners need more timing and preparation in order to be effective in their Committee role.

Public Comment (5 minutes):

- Interim Finance Director Catherine Hartesvelt

Administrator Allen returned to the meeting at 12:06 p.m.

Commissioner Comments:

- Chairman Ross apologized for being a bit unorganized today, it is not her typical style.
- Commissioner Allgaier wished everyone a Merry Christmas.

Adjournment:

Committee Chairman Ross adjourned the meeting at 12:09 p.m.

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Kama Ross, Committee Chairman  
Leelanau County Board of Commissioners

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Alison Middleton, Administrative Deputy Clerk for  
Michelle L. Crocker, Leelanau County Clerk