

December 4, 1978

A staff meeting was held December 4, 1978 at 3:30 p.m. in the Courthouse Annex.

Present: Jim Alderton, Commissioner; Jim Sodergren, Treasurer; Duane Beard, Controller; Henry Skewis, Clerk; Judge Anderegg; and Paul Nykanen, Register of Deeds.

Paul Nykanen stated he received a letter from Pat Farrell stating there will be two parking places made available between the annex and the courthouse for use by himself and the Clerk. He noted this has not yet been done. Duane stated the parking places will be established after the connecting way is completed. Henry Skewis stated it is not necessary that a parking space be reserved for him in that area.

Paul noted the handicapped ramp is quite steep and difficult to negotiate.

Jim Sodergren stated, on behalf of the Plat Board, that something must be done about getting plat violations into the courts. He noted letters are no longer effective and files have been pending for quite awhile. Henry Skewis wondered if the Plat Board could file cases or could he as Clerk of the Court file. He noted the Prosecuting Attorney can file the cases.

The possibility of holding a joint meeting between the Plat Board and the Prosecuting Attorney to review the cases was mentioned.

Jim Sodergren mentioned an Opinion from the Attorney General on salaries for deputies. This has been referred to the Prosecuting Attorney by Ben Hill to determine its affect on the union contract, according to Duane. Henry recommended appointing deputies on a yearly basis.

Mike Anderegg noted he has jurisdiction over drain commission disputes and would like some information on the status of the drainage issue. Duane Beard believed citizens from the City of Marquette or the City of Marquette may file a petition regarding drainage relative to Whetstone and Badger Creeks. Duane noted he has requested a legal opinion on the drain code. Judge Anderegg requested a copy of the Opinion when received.

Judge Anderegg noted a report on the telephone system in the courthouse was received. According to the report, both the Prosecuting Attorney's and Controller's Offices will be getting busy signal indicators for their phones. Duane stated the two different busy signal indicators are being installed on a trial basis. Judge Anderegg requested a copy of the report submitted by Michigan Bell.

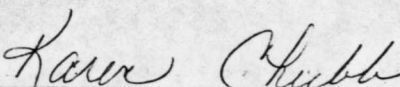
Duane Beard stated a notice was received from the Six County Consortium which stated the county must terminate all CETA positions. Individuals in positions which were not funded in the 1979 budget have been notified.

Duane Beard stated he did a survey of space assignments in the courthouse. As a result, the postage meter and paper shredder will be relocated in the room where copiers are kept in the old courthouse. The pop machine and lunch table will have to be removed from the room to create sufficient space for the machine.

Jim Sodergren thanked Jim Alderton for his concern with issues brought up during staff meetings and the time he spent at the meetings. Henry Skewis and Judge Anderegg commended him on his performance during his political life.

The meeting adjourned at 4:20 p.m.

Respectfully submitted,



Karen Chubb, Secretary

November 13, 1978

A staff meeting was held at 3:30 p.m. on November 13, 1978 in the Courthouse Annex to discuss the 1979 budget process with department heads.

In Attendance: Duane Beard, Controller; Charles Hohman, Airport Manager; Mary Luttinen, Cooperative Extension Director; Sally May, Commissioner; Richard Stoddard, Commission on Aging Director; Dr. Richard Potter, Health Department Director; Henry Schneider, Equalization Director; James Sodergren, Treasurer; Paul Nykanen, Register of Deeds; Ron Koshorek, Acting Planner; Gary Yoder, Chief Accountant; and Ben Pascoe, Magistrate.

Duane Beard noted various problems encountered with the budget process in past years. One problem was the budget request format which did not provide for changes in departmental programs according to Duane. He also stated there was not much discussion between the budgetary committee and department heads during the actual planning process.

He stated the revised budget process is based on problems of past years. He noted instructions were put together with forms to be filled out by the department heads regarding budget requests. He also noted personnel from the Accounting Division were made available to assist department heads when requested. He stated he made recommendations to the Finance Committee on the preliminary budget requests submitted by departments. During the final budget process, a schedule was set up to allow the Finance Committee to meet with department heads regarding their budgetary needs.

Sally stated the purpose of the present meeting was to obtain suggestions from department heads on improving the budget process and to discuss problems encountered with the process.

Richard Potter, Director of the Health Department, stated he received criticism from the County Board about spending in his department. He noted his department must compile a program budget for use by the department and one for submission to the county based on their format. He stated he did not get feedback on their budget and was not notified of cuts that were made.

Richard Stoddard, Commission on Aging, stated the revenue form he was requested to fill out is not workable for his department.

Jim Sodergren stated he believes department heads should be present during tax allocation proceedings to defend their budgets. He stated schools do this. The Controller noted he does not have significant knowledge of each department's operations to answer all questions asked at allocation hearings.

Jim Sodergren stated he does not believe the deputy clerk, deputy treasurer or deputy register of deeds should be in the union as it creates a conflict of interest since the positions are supervisory in nature. It was noted an Attorney General's Opinion on these positions states the salaries for the positions must be set prior to or on October 31st and not diminished during the term of the incumbents. Duane Beard stated the Opinion has been referred to the Prosecuting Attorney's Office for interpretation.

Duane Beard informed those present that the Board has adopted a line item transfer policy to become effective January 1, 1979. The policy will allow the Controller to authorize certain line item transfers.

Duane noted out-departments receive lump sum appropriations and it is the responsibility of the out-departments' boards or commissions to oversee the budget.

Budget meeting with
Department Heads
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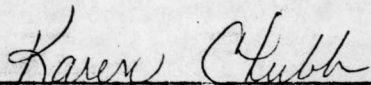
Henry Schneider requested a tentative schedule of the budget process. Duane stated he hopes to have a budget calendar adopted at the beginning of 1979 for the entire year.

Henry believes there is a lack of communication regarding the budget. He was not aware a budget transfer from his department was made until he read about it in the newspaper.

Mary Luttinen, Cooperative Extension Director, stated she would like more precise explanations as to why particular budget decisions are made by the committee.

The meeting adjourned at 4:30 p.m.

Respectfully submitted,



Karen Chubb, Secretary

October 23, 1978

A staff meeting was held on October 23, 1978 at 3:30 p.m. in the Courthouse Annex.

In Attendance: Jim Alderton, Commissioner; Sally May, Commissioner; Gary Walker, Prosecuting Attorney; Paul Nykanen, Register of Deeds; and Henry Skewis, County Clerk.

Jim Alderton stated the Board has adopted a policy delegating the Controller the authority to approve line item budget transfers in 1979. He noted a line item budget was adopted by the Board for 1979. He felt department heads should become familiar with this policy. Jim noted that if the Controller does not approve a line item transfer request a department head may appeal the decision to the Finance Committee.

It was the consensus of those present that agendas for staff meetings would be helpful. Agendas will be distributed the Friday prior to a staff meeting. A department head wishing to discuss a particular item or items should submit them to the Board Secretary the Thursday before the staff meeting for inclusion on the agenda.

Sally noted this is the first year in which staff meetings have been held. She asked if they should be continued, if the meetings should be held at another time, etc. It was the consensus of those present that the meetings allow department heads an opportunity to express concerns and issues of interest to them, and that they should be continued.

Sally suggested holding a meeting with elected and appointed department heads to evaluate the budget process. A meeting for this purpose will be held November 2, 1978 at 3:30 p.m. A memo will be sent to elected and appointed department heads to inform them of the meeting.

Paul Nykanen asked what type of finishing work will be done to the section of ground between the old courthouse and the annex, which is currently filled with dirt. He indicated this area would be desirable as a parking area for himself. Sally believed the current intent is to landscape the area.

Henry Skewis stated the area would also be a good place for a loading zone. He also requested a parking place for himself between the old courthouse and annex. This matter will be looked into.

Henry Skewis believed the location of the handicapped parking places by the annex, facing Spring Street, is not the most convenient location for such parking.

Henry Skewis stated the budget adopted for 1979 shows a \$500 greater budget for the Deputy Treasurer salary than that of the Deputy Clerk. Jim Alderton stated the additional funds may have been budgeted for overtime for the Deputy Treasurer. It will be determined if this is the case or there is another reason for the difference. If the \$500 is for overtime expenses, it was believed the funds should be budgeted under another line item. Mr. Skewis asked for a letter explaining the reason behind the difference.

Henry Skewis submitted information on Attorney General Opinions on various items. According to an Attorney General's Opinion on the open meetings act, a public body may not deny a member of an organized bargaining unit with a negotiated contract with the public body the right to address them at an open meeting. He noted the Road Commission union members had requested an opportunity to discuss with the Board their union contract. Sally stated the Road Commission employees' contract is with the Road Commission not the Board. They were also informed they could address the Board during the public comment session.

Another Opinion stated a county is not authorized to run a clinic to spay and neuter dogs and cats. He felt this may have some bearing on the Humane Society shelter.

Also regarding the open meetings act, an Opinion from the Attorney General stated a quorum of a public body may meet with groups or a board of directors of a private corporation without complying with the open meetings act if decisions are not made at the meeting. He felt this would apply to a meeting with financial consultants interested in running Acocks Medical Facility. He noted such a suggestion had been mentioned, as well as the legality of doing so.

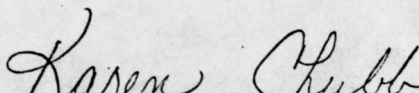
He also submitted an Opinion from the Attorney General stating the positions of deputy clerk, deputy register of deeds, and district court clerk are public office, hence the annual salaries shall be fixed prior to October 31st by the County Board. These salaries cannot be reduced during the time the incumbents of the offices are appointed. Gary Walker felt the implications of the opinion should be studied.

Henry noted the League of Women Voters have published a voters guide and a form to fill out to aid voters in the voting booth. He stated he is trying to get the Mining Journal and Sun to publish a form for use by the voters also. He felt the League of Women Voters should be recognized for their efforts in producing the voters guide.

Henry Skewis asked that the third level vault floor in his department be repaired. This will be discussed at the Environment, Lands and Buildings Committee meeting October 26, 1978, as well as repairing the clock in the Clerk's Office, and handicapped parking.

The meeting adjourned at 4:35 p.m.

Respectfully submitted,



Karen Chubb, Secretary

September 25, 1978

A staff meeting was held Monday, September 25, 1978 at 3:30 p.m. in the Courthouse Annex.

In Attendance: Sally May, Commissioner; James Sodergren, Treasurer; Sheriff Maino; Paul Nykanen, Register of Deeds; Duane Beard, Controller; Henry Skewis, County Clerk; Stephen Catel, District Court Judge; and William Easton, District Court Judge.

A discussion was held on the telephone system. Duane Beard stated he met with phone company representatives and they confirmed statements made about problems with the telephone lines. More lines are recommended. Dedicated in-coming and dedicated out-going lines are also recommended. Jim Sodergren stated he has trouble getting outside lines.

Duane Beard mentioned the possibility of listing frequently called numbers and the switchboard number in the telephone book. There is no charge for having this done.

Jim Sodergren asked if department heads will be getting a finalized copy of the Finance Committee's 1979 budget. This will be made available on October 5, 1978, according to Duane, following the October 4, 1978 Finance Committee meeting.

Sally May noted the Committee of the Whole meeting September 27, 1978 is basically for the purpose of discussing the 1979 budget and those wishing to attend are welcome. Jim Sodergren asked if the Board will be investigating levies of townships. Henry Skewis stated all levies brought to his office are certified. He stated the clerk of the unit of governments certifies the millage which will be levied.

Sheriff Maino questioned the status of the hiring freeze. Sally May stated the county is still under a selective hiring freeze. The Sheriff stated he would like to request approval to continue positions which may become vacant. Sally suggested that he present data to the Personnel Committee on the effect on operations should positions become vacant.

Paul Nykanen stated there will be additional revenues from the Register of Deeds Office for 1979 if a fee is used for individuals using the tract index in his department. Duane stated quite a few counties charge for this use.

Henry Skewis questioned the allowed use of half-time positions. He asked if a half-time individual could be put on a rotating schedule adding up to 20 hours per week. He noted he could not find this covered in the contract. Duane Beard stated he will bring this matter to the attention of Ben Hill, Personnel Director.

Henry Skewis stated he has been subpoenaed to bring Marquette County Circuit Court records, regarding a prison case, to Jackson County Circuit Court for a hearing on October 10, 1978. He stated he does not have money in his budget to travel to Jackson for this purpose. An appropriation may be necessary; the Controller will look into this.

Mr. Skewis questioned salaries for department heads for 1979. Duane stated he will circulate the salaries tentatively adopted by the Finance Committee to department heads prior to the Wednesday Committee of the Whole meeting.

Mr. Skewis noted the number of night meetings of the Board he must attend as clerk has increased from six in 1976 to more than 30 in 1978. He asked that the extra meetings he attends during the year for the Board be considered when setting his salary. It was noted no discussion was held by the Finance Committee on longevity and cost of living increases for non-union employees.

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Sheriff Maino stated he has not been able to obtain firm, concrete information on the bill which will appropriate additional funds to the Sheriff's Department.

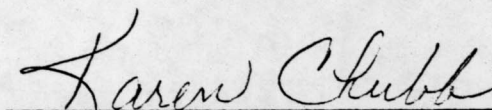
It was noted the Board has rescinded action on drain commissioners fees for further study. The Finance Committee is awaiting information from Tom Solka, Assistant Prosecuting Attorney, on this matter. There is no official fee for this service at this time.

Mr. Skewis stated a large number of plats are filed each year in Marquette County in comparison to other counties.

Sally noted she will be attending a meeting with the drain commissioner, engineers in the county, and Bob Bernard, Road Commission, on drainage in Marquette County.

The meeting adjourned at 4:35 p.m.

Respectfully submitted,



Karen Chubb, Secretary

June 26, 1978

The staff meeting was duly called and held June 26, 1978 at 3:30 p.m. in the Courthouse Annex.

In Attendance: James Alderton, Commissioner; Sally May, Commissioner; Duane Beard, Controller; Gary Walker, Prosecuting Attorney; James Sodergren, Treasurer; Judge William Easton, District Court; Judge Michael Anderegg, Probate Court; and Judge Stephen Catel, District Court.

Discussion was held on the personnel policy manual. It was noted, through the recall procedure it is possible for an individual who has been laid off to bump a current employee with more seniority when an opening occurs. Gary Walker felt the provision should contain language stating a person will be recalled to a job requiring similar qualifications to his/her previous position.

The sick leave provision was also discussed. The policy, as written presently, allows an employer to request a doctor's slip when an employee is absent for more than five days due to illness. Jim Sodergren felt that an employer should be able to request a doctor's slip when an employee has a consistent pattern of sick leave usage.

Judge Easton stated the language regarding employees serving on a jury should be clarified. Judge Anderegg felt the difference between a temporary and a part-time employee should also be made clear.

Jim Sodergren noted he must pay overtime to his deputy from time to time because there are some responsibilities she only can do which she is unable to do during the regular work week. Judge Anderegg noted Youth Home child care workers are non-union and are not paid overtime.

It was noted Henry Skewis, County Clerk, has resigned from the Personnel Policy Advisory Board. Another representative from elected department heads should be chosen to fill this vacancy.

The Advisory Board is comprised of a representative from each of the bargaining units; a representative from the appointed department heads; a representative from the elected department heads; a representative from the Personnel Committee; Duane Beard, Controller; and Ben Hill, Personnel Director.

Duane Beard stated if it is felt more time should be made available to review the Personnel Policy Manual the time can be made available. He believes the manual will be a beneficial tool.

Cost reduction measures were briefly discussed by those present. Duane Beard noted there is a temporary hiring freeze in affect. He stated an analysis of expenditures for the first six months will be conducted in order to project shortages and surpluses for the remainder of the year. Judge Catel entered the meeting.

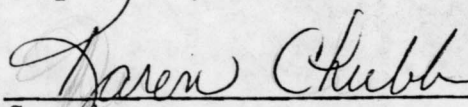
It was noted the hiring freeze does not affect out-departments. James Alderton stated a selective hiring freeze procedure will be formulated in the near future.

There was some discussion held regarding the determination of the length of the work week. The Prosecuting Attorney will check into the law in this area.

Commissioner May informed those present that an Elected Officials Conference will be hosted by the county on July 29, 1978. The theme is "How can we (county units of government) work together?"

The meeting adjourned at 4:40 p.m.

Respectfully submitted,


Secretary

May 22, 1978

A staff meeting was duly called and held May 22, 1978 at 3:30 p.m. in the Courthouse Annex.

In Attendance: Sally May, Commissioner; Neil Carlson, Commissioner; Duane Beard, Controller; James Sodergren, Treasurer; Paul Nykanen, Register of Deeds; Gary Walker, Prosecuting Attorney; Judge Anderegg; Judge Easton; and Henry Skewis, County Clerk.

The meeting was called to order by Sally May.

The Controller reported on the cost of additional in-coming telephone lines into the Courthouse. There would be a \$22.44 monthly fee for each additional line, and an installation charge of about \$33.00 for the first line, and \$18.00 for each additional line installed at the same time. Duane stated Michigan Bell will be doing an in-coming busy study on the telephone system to determine how many lines are needed.

The Treasurer was also concerned with the lack of a sufficient number of out-going lines. Concern was expressed by those present that, because of the lack of in-coming lines, people are not able to reach county departments in a reasonable amount of time. It was felt the system is not working for the county, and the Controller was asked to investigate alternatives to the current system. The Controller noted some of the problems may be a result of people not knowing are to use the system properly.

The Controller noted a mechanism is available which indicates what phones are busy within a department. He may obtain the machine on a trial basis.

The Controller reported that contractors began working on the air conditioning/heating system on May 18, 1978.

Neil Carlson presented a report on the 1978 and 1979 financial status of the county as of May 17, 1978. He noted, currently, revenues exceed budgeted expenditures by \$15,000, and the Contingency Fund contains \$242,000 of unallocated funds. However, unbudgeted, anticipated expenditures for 1978 total about \$257,000, which creates a \$15,000 deficit for 1978.

The central dispatch system is one of the unbudgeted, anticipated expenses for 1978 which may require an appropriation of \$25,000 before the end of the year. James Sodergren supported the system as a service to the taxpayers. Central dispatch was discussed in terms of services to the people, operations, and efficiency.

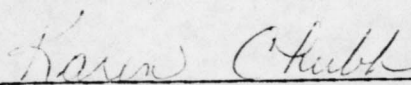
The Controller and Chief Accountant are monitoring department expenditures to be sure they do not go over funds budgeted for line items. An additional \$200,000 was allocated to cover such budget over runs in 1977. Neil Carlson urged department heads to watch their line item budgets so over runs will not occur, also.

Carlson stated because of the critical state of the county budget, it may be necessary to initiate lay-offs not only in 1979, but in 1978. He stated if the county receives 6.6 mills from the Tax Allocation Board the county will have to reduce the 1979 budget by \$680,000. Neil Carlson noted, by law, the county cannot adopt a deficit budget. Hence, between twenty to thirty employees may have to be laid off and programs reduced.

Neil Carlson stated it is possible to use revenue sharing funds, although these funds were earmarked to pay off construction bonds for the jail and Courthouse Annex. He noted the use of revenue sharing funds for current programs may create financial problems in the future when the funds are no longer appropriated by the Federal government.

The meeting adjourned at 5:30 p.m.

Respectfully submitted,


Secretary

April 24, 1978

A staff meeting was held April 24, 1978 at 3:30 p.m. in Room 227 of the Courthouse Annex.

In Attendance: James Alderton, Commissioner; Sally May, Commissioner; Gary Yoder, Chief Accountant; Judge Anderegg, Probate Court; Sheriff Maino; James Sodergren, Treasurer; Judge Quinnell, Circuit Court; Henry Skewis, Clerk; Judge Easton, District Court; Judge Catel, District Court; and Gary Walker, Prosecuting Attorney.

Judge Quinnell stated he would like to move his court to the Federal Building during the renovation of the courts in the old building and would like an approximate time when the work will be conducted in the court area.

Sally stated it is not known at this time when the renovation work will begin, but he will be contacted when the information is available. She added, long-range renovation plans are uncertain at this time.

James Sodergren stated it is frequently difficult to get an outside line on the telephone system. It is possible to get more trunk lines into the system and Gary Yoder will check on the cost of the additional lines.

It was noted in discussion, a feature is available for the phones which indicate when a particular phone is busy within the same department. Henry Skewis suggested departments compile a list of concerns they have with the phone system.

Sodergren remarked on the use of sick leave in his department. Henry Skewis suggested replacing three sick leave days with three personal leave days, and if the personal leave days are not used during the year transfer them to accumulated sick leave days. He stated simply awarding additional days for personal leave purposes is also an alternative.

Jim Sodergren remarked that the forty hour work week is a hardship on mothers who are heads of households.

Judge Anderegg questioned the job reclassification system. Updating is possible, according to Jim Alderton, to keep up with changes in jobs and the job market.

Judge Easton asked for clarification for special budget requests and regular budget requests as he had been told to submit a request for an L-shaped desk in his 1979 budget which had been cut from his 1978 budget, and also to ask for a special appropriation in 1978 for the desk. He is now informed that the special request will not be considered in 1978 because it is in the 1979 budget.

Jim Alderton stated all such items should be included in up-coming budget requests. It was noted, Jim, Gary Yoder and Duane Beard are to meet with Judge Catel to compile a list of the minimum amount of equipment and furniture they can get by with in the Ishpeming District Court office during 1978.

Henry Skewis mentioned a heat problem in the Clerk's Office. He suggested the heat be turned down on weekends as it is very warm in his office on Monday mornings. He noted air compressors which enable zone control are not working and he suggested that these be repaired.

Skewis stated, in the old Courthouse, every department functions on one thermostat and he believes it should be set for the comfort of the majority of employees. He also suggested placing valves on some radiators so that sections may be closed off.

Judge Anderegg stated turning off lights whenever a work area is not in use would be an energy saver. Jim Alderton informed those present that a study on energy use is being conducted throughout the Courthouse by CUPPAD.

It was noted there is also a heat problem in the Annex building. Sally May reported that Duane Beard met with all contractors connected with the heating system in the Annex. Recommendations have been made which should solve this problem.

The Sheriff asked about the status of bills in the Legislature which would provide reimbursement to units of governments for expenses incurred while searching for prison escapees. Bills will be introduced when conditions are favorable for passage according to information received by Sally May.

Sheriff Maino stated people often ask his department staff for directions to other offices in the complex and suggested directories be purchased. Sally May stated outside directories have been considered for the building and Dave Hillier has been directed to check on the type of signs he wants.

Judge Anderegg suggested that a floor plan indicating the location of departments be considered. James Sodergren stated Mr. Cook of Cook Signs has good ideas regarding placing and setting up signs.

The personnel requisition system was discussed. Sheriff Maino asked for an exemption from this policy because in his field he has more expertise in selecting employees for his department.

Under the policy, department heads outline the necessary qualifications for a position and provide the information to the Personnel Director. The Personnel Director does the preliminary screening and department heads make the final selection. Department heads are not bound to select one of the individuals recommended by the Personnel Director. Sally May stated special employment tests, if needed, will be conducted by the Personnel Director. The department heads present generally considered the requisition system a time saving device.

Confidentiality of applications, if requested by an applicant, was discussed. Under the Freedom of Information Act this information must be released if requested. It was also noted, an individual cannot be interviewed for a position alone.

Henry Skewis expressed the opinion that the Personnel Director could draw up a personnel policy manual without the aid of CUPPAD. It was noted, CUPPAD had been asked to aid the County in this area prior to obtaining a Personnel Director.

A brief discussion was held on court ordered restitution payments in regard to probation, delay of sentence, and means of payment.

Commissioner May stated the Controller suggested having an agenda for staff meetings sent out with notices of the meetings. She suggested notifying the Board Secretary concerning items to be placed on the agenda.

The meeting adjourned at 5:00 p.m.

Respectfully submitted,

Karen Chubb
Secretary

February 27, 1978

The February 27, 1978 staff meeting was duly called and held at 3:30 p.m. in the Courthouse Annex, Room 227.

In Attendance: Commissioner Alderton; James Sodergren, Treasurer; Henry Skewis, Clerk; Gary Walker, Prosecuting Attorney; and Judge Catel, District Court Judge.

The meeting was called to order. Commissioner Alderton noted at the last staff meeting the hiring of a Personnel Director was discussed. He informed those present that interviews were conducted February 25, 1978 and a candidate will be recommended to the Board concerning filling the position. Should the person accept the position and the recommendation to the Board be approved, the individual will report for work in about two weeks.

Also discussed at the previous staff meeting was mail delivery and pick-up. The Clerk stated he does not always have sufficient time between mail delivery and pick-up to answer incoming mail, such as requests for birth and death certificates. Traditionally these requests have been filled the same day received. It was noted both the Clerk's Office and the Prosecuting Attorney's Office have court materials which must be mailed by specified times..

The Clerk stated the Postmaster would like to deliver all County mail at one point. It was noted, the telephone receptionist sorts the mail and when she is busy on the phone mail delivery is delayed. Commissioner Alderton stated he will ask the Controller to check into this. The Clerk informed those present that he is looking into a United Parcel Service mail system where mail would be picked up at the Courthouse.

Commissioner Alderton noted preliminary departmental budgets are due March 5, 1978.

Gary Walker, Prosecuting Attorney, stated he is having trouble with the new telephone system; it is not meeting the needs of his office. It was the general consensus that there is not a sufficient number of in-coming and out-going lines, nor an efficient night line service. The Clerk stated his telephone bills are more expensive this year, under the new system, than last year.

The Treasurer stated he has a stockpile of record binders which can be used by other departments. The Treasurer felt other departments should be notified of the available binders.

Commissioner Alderton informed those present that the Controller and a few commissioners are attending the MAC Legislative Conference and will be looking into means to microfilm records. The Prosecuting Attorney suggested department heads be consulted as to their needs prior to doing any microfilming.

James Sodergren, Treasurer, expressed concern over payment of certain Mental Health Center bills. He stated in the past the names of people the bills were for were listed but Dr. Martin, Mental Health Center Director, wishes to stop this practice because of confidentiality. The screening would be done by the Mental Health Center and bills would be submitted to the County with no documentation for the purpose of billing.

The usual procedure is for bills to go through the Controller's Office, the Finance Committee, and the Treasurer's and Clerk's Office. The Treasurer is not sure if Probate Court is aware of this new practice and will contact the Judge of Probate on this matter.

Judge Catel entered the meeting.

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Commissioner Alderton stated the Personnel Committee discussed the snow day policy during their February 25, 1978 meeting. He stated a letter of agreement will probably be drawn up between management and the union on this matter. He stated a minimum departmental staffing system may be implemented for severe weather conditions. Under this system certain employees willing to come in in each department will do so. Others will stay home if they wish.

The definition of sick leave was discussed. Some departments use sick leave for doctor and dental appointments while others only for sickness. Funeral leave according to the contract is three days per funeral.

The Personnel Director's responsibility in hiring new employees was discussed. When an opening occurs in a department the Personnel Director will select five or six candidates for the position. These individuals will be interviewed by the department head. The department head will make the final selection according to Commissioner Alderton.

Commissioner Alderton stated after operations in the Courthouse complex are running smoothly the Government Support Division will be able to offer their services to the out-departments.

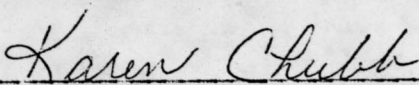
Commissioner Alderton stated it is the intent of the Personnel Committee to establish a three or four man negotiating team for the next contract.

Judge Catel felt it would be beneficial if the Probation Department was located in the Courthouse complex rather than on South Front Street. Commissioner Alderton stated this is the County's intent.

Parking was discussed in regard to the proposed two hour parking limit on Baraga Avenue and the availability of parking places for employees and the general public.

As there was no further business to discuss the meeting adjourned at 5:00 p.m.

Respectfully submitted,



Secretary

January 23, 1978

The January staff meeting was duly called and held January 23, 1978 at 3:30 p.m. in the Courthouse Annex, Room 227.

In Attendance: Commissioner May; Duane Beard, Controller; Henry Skewis, Clerk; James Sodergren, Treasurer; and Michael Anderegg, Probate Judge.

The meeting was called to order. Commissioner May stated staff meetings were suggested by various members of the Board and department heads. She stated it will be a means to report to the Board the concerns of department heads in the County.

James Sodergren stated there is a need for a Personnel Director to interpret the contract for the departments when they have questions. Duane Beard stated the position is being readvertised and those who applied earlier are being asked if they are still interested in the position. March 1st, has been set as the deadline for filling the position.

James Sodergren felt it would be helpful to have the Personnel Director attend staff meetings to discuss personnel problems. Duane Beard stated he intends to hold staff meetings with appointed department heads in the Government Support Division. Henry Skewis expressed concern that the Personnel Director position was not posted in the building.

Henry Skewis stated he would like more time before mail is picked up during the day. He noted mail leaves for Iron Mountain from the Post Office at 5:15 p.m. but mail is picked up from his office at 2:30 p.m. This allows only about three hours to answer mail from time of delivery to pick up. He discussed, with the Postmaster, a central pick-up and receiving point in the Courthouse. If a central receiving point is established mail will be delivered between 9:30 - 10:00 a.m. to the Courthouse.

Duane Beard mentioned the possibility of appointing a mail clerk to deliver in-coming mail to departments and take out-going mail to the Post Office. James Sodergren would like the feasibility of putting a mail tube between the Accounting Division and Treasurer's Office studied as they have many exchanges of communications daily. Judge Anderegg suggested using the steno pool personnel for mail purposes. Duane Beard mentioned using one clerk in the Planning Commission for the steno pool during times of the year the Planning Commission does not have a heavy workload.

James Sodergren stated he would like the County tax system put on a local computer system and understand the County computer can do this. This would reduce costs substantially according to Sodergren. Commissioner May stated local units may be interested in buying in time from the County system should they have one. She mentioned a software program in this area run by Rod Aldrich and others.

Judge Anderegg stated he is concerned with the high electrical costs at the Youth Home. The cost is running about \$600 per month. Henry Skewis stated Bill Sved at NMU is interested in solar energy and perhaps the County could obtain information from him on this energy alternative.

Henry Skewis discussed central printing. He stated central printing would only be used by the Clerk's Office for printing letterheads and envelopes. He added most forms are purchases from Doubleday, who have a copywrite on them, and the largest portion of his Printing and Binding budget is used to purchase new record books.

Judge Anderegg brought up the feasibility of microfilming. Commissioner May felt information on microfilming could be obtained at the MAC Convention where materials for review will probably be available. Henry Skewis felt the County would benefit by having a person visit the seven counties in Michigan using microfilming. Skewis stated he would like to send out a questionnaire to Michigan County Clerks concerning the use of microfilming. Judge Anderegg left the meeting.

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Duane Beard stated he would like to use the staff meetings in planning next year's budget to ascertain problems encountered. He noted the Finance Committee has discussed changing the budget process.

Henry Skewis noted the filing fee for assumed names have gone up to \$10.00 from \$3.00. This will mean an increase in revenues in his department.

Henry Skewis stated the Tax Allocation Board member-at-large must be appointed by the County by April 1st. The person must not be connected to any unit of government. Robert DeRoche did a good job in this position last year according to Skewis. This will be discussed at the Committee of the Whole meeting. The Clerk will provide copies of the statute covering this appointment for the Committee of the Whole meeting. James Sodergren left the meeting.

Following review of the Committee of the Whole agenda the meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Karen Chubb
Secretary