

**COUNTY OF OSCEOLA  
BOARD OF COMMISSIONERS**

**PERSONNEL & ADMINISTRATION COMMITTEE**

**AGENDA**

**Thursday, March 14, 2019  
301 West Upton Ave., Reed City, MI 49677  
2<sup>nd</sup> Floor, Board of Commissioners Room  
9:00 a.m.**

- 1. Meeting Called to Order by Chairperson.**
- 2. Additions or Deletions to the Agenda – Approval of the Agenda.**
- 3. Brief Public Comments (Three Minute Limit).**
- 4. Employee/Board Comments.**
- 5. Consider Approval of the Minutes of April 13, 2016.**
- 6. Old Business.**
- 7. New Business.**
  - A. Discuss C.O.A. & E.M.S. Operations Review – Jack Nehmer.**
- 8. Employee/Board Comments.**
- 9. Extended Public Comments (Six Minute Limit).**
- 10. Adjournment.**

**Note: A quorum of the Board of Commissioners may be present at the Committee meetings.**

**PUBLIC COMMENT**

The Committee welcomes public comment. We appreciate your attendance and look forward to hearing any concerns you may have. We request that the following rules of procedure be followed: At the beginning and at the end of each Committee meeting, there is time to receive public comment from the audience. If you wish to address the Committee, we ask that you stand, give your name and present your concern.

If you wish to speak while the Committee is addressing a specific issue, you are asked to make arrangements ahead of time with the Committee Chairperson. No comments or questions will be taken at any other time.

If you should require special assistance in order to attend the meeting, please notify the County Coordinator at (231) 832-6196, twenty-four (24) hours before the posted meeting time, for arrangements to be made.

**OSCEOLA COUNTY  
PERSONNEL AND ADMINISTRATION COMMITTEE  
MINUTES  
April 13, 2016**

The meeting was called to order at 3:38 p.m. by Chairman Emig.

Present: Commissioners Emig, Elkins and Halladay.

Also present: Jon-Thomas Burgess-Technology Coordinator, Scott Schryer-C.O.A. Director, Karen Bluhm-County Clerk and Susan Vander Pol-County Coordinator.

Additions or Deletions to the Agenda – The following were added to the agenda: Discuss a Proposed Human Resources position and Discuss County Policies.

**Motion by Commissioner Elkins, seconded by Commissioner Halladay, to approve the agenda as amended. Motion carried.**

Brief Public Comment: None.

Employee/Board Comment: None.

**Moved by Commissioner Halladay, seconded by Commissioner Elkins, to approve the minutes of May 15, 2014. Motion carried.**

**Technology Department Staffing**

Jon-Thomas Burgess provided information on duties and responsibilities for the Technology department and how another staff person would be able to assist with some of the department functions. There are a number of administrative items he addresses that could possibly better be served under another lower classified position. The Committee discussed the position and possible duties. Discussion was also held if this position would be able to assist in other departments. Contracting with a Technological services firm was also discussed. Jon-Thomas will work with Susan and draft a job description for the Committee to review.

**County Policies**

Susan Vander Pol and Scott Schryer spoke with the Committee about recently experienced challenges in hiring and retaining part-time positions. These positions are extremely important in providing services as well as maintaining budgeted expenditures for annual operations. The new classification system has added a positive aspect of more steps for continued wage increases, but the starting wage is lower in most classifications versus the old compensation program and it is making it challenging to get qualified applicants. Full-time employees receive a step increase annually on their anniversary date. Part-time employees receive a step increase every two (2) years on their anniversary date.

Current County policy allows for department heads to hire a full-time applicant up to Step 3 of the wage scale of a classification, based on qualifications. The Commissioners were asked to consider allowing the department heads to do this for both part-time and full-time. The placement on the scale would still be based on the qualifications of the applicant. Discussion was held and the following recommendation was made:

**Recommended by Commissioner Elkins, seconded by Commissioner Halladay to allow department heads to hire both part-time and full-time positions up to Step 3 of the classification level of the position based on an applicant's qualifications. Recommendation was unanimously supported.**

Discussion was held on the hiring process, including pre-employment physicals and background checks. Applicants are required to sign a Conditional Job Offer form or letter that authorizes tests and other requirements during the hiring process. Some department heads have started employees prior to completing or receiving all of the pre-employment processes information. This could potentially be a liability issue for the County if an employee should not pass any item related to the Conditional Job Offer for requirements. The Committee made the following recommendation:

**Recommended by Commissioner Elkins, seconded by Commissioner Halladay, that an applicant may not begin employment with the County until the pre-employment medical and background check requirements have been successfully met and reported to the County. Recommendation was unanimously supported.**

Susan will check with other counties to see what percentage wage increases or changes in insurances they may be reviewing.

#### **Human Resources Position**

Karen Bluhm asked the Commissioners what the Board would be looking for in a Human Resources position as well as she provided information on how she thought the position would help within her department with the Human Resources/Payroll Specialist position. Discussion was held on some potential duties the position could assist with such as providing benefit information and troubleshooting benefit issues, scheduling pre-employment physicals and testing, assisting with workers compensation or short-term disability leaves and claims, assisting departments with posting vacancies and the hiring process, doing employee orientation and handling the intake of new employees, working with the health insurance programs and policies, developing employee assistance programs, coordinating the benefit fair, organizing a wellness program, performing exit interviews and handling a number of other human resource functions. The Committee members felt it may be best for the County to consider a full-time position. The Committee members asked Karen to continue to look into the position and work on developing a job description. Susan can assist Karen with some sample descriptions and contacting other counties to inquire about their positions and compensation.

Commissioner Elkins left at 5:14 p.m.

Employee/Board Comments: None.

Extended Public Comments: None.

Meeting adjourned at 5:21 p.m.

Respectfully submitted:



---

Susan M. Vander Pol, County Coordinator