

MEETING NOTICE AND AGENDA

IRON COUNTY BOARD OF COMMISSIONERS

PERSONNEL COMMITTEE MEETING

Chairperson Jake Conery, Mark Stauber, Patti Peretto

Thursday April 28, 2022 8:00 a.m.

Board of Commissioners Conference Room A, Suite 7
2 South Sixth St. Crystal Falls, Michigan

1. Special meeting call to order by: Chair Conery
2. Pledge of allegiance to the flag
3. Roll call
4. Approval of Minutes from the Personnel Meeting of March 14, 2022
5. Approval of the Agenda
6. Public comment on agenda items only, (3 minutes each/20 minutes maximum)
7. New business:
 - a. Review of Standard Travel Regulations.
 - b. MI Works Young Professionals program or part time temp employee administration office.
8. Motion to Adjourn

March 14, 2022, Special/ Personnel Committee Meeting

U-106

Monday, March 14, 2022, at 7:30 a.m., Personnel Chairperson Jacob Conery called the meeting to order. The meeting was held in the conference room in the Administration Office. The Pledge of Allegiance was recited. Roll call was taken with the following members present: Chairperson Jacob Conery, Committee Members Mark Stauber and Patti Peretto.

Also present: Administrative Assistant Lynette Lorenz, 911 Director Ashley Schmidt, Dispatcher Kirsten Otto and Clerk/Register Julie Kezerle.

Moved by Peretto, seconded by Stauber, to approve the agenda. Voice vote, all in favor, motion carried.

Moved by Stauber, supported by Peretto, to approve the December 14, 2021, Personnel Meeting Minutes. Voice vote, all in favor, motion carried.

Conery asked for public comment three times, with no comments voiced.

New Business:

The only item on the agenda was discussion and possible action on Central Dispatch new hire posting/effective date/pay rate.

Kirsten Otto was appointed to fill a full-time dispatch vacancy. Ms. Otto has been working full-time since February 26, 2022. However, this full-time position was not approved by the Board. It was then put on the agenda for the March 8th 2022 board meeting. There was a motion passed unanimously at the March 8, 2022 board meeting approving the request to fill the full-time position with current part-timer Kirsten Otto. The motion did not include the starting date and when benefits would accrue. Director Schmidt wanted the starting date to be February 26, 2022; however, because the position wasn't approved by the board until March 8th, the starting date is going to be March 19, 2022 which is the start of the next pay period after the March 8th meeting. Also Lorenz advised that insurance is always effective after hired the 1st of the month, so in this case if hired in March, insurance would go in effect on April 1, 2022.

Stauber said Director Schmidt should have posted the position. Schmidt said they never hire full-time employees outside, they always hire a part-time employee who is already trained in dispatch when there is a full-time position open. Schmidt said they currently have two part-time employees and that she interviewed both of them. Lorenz said she will clarify with Attorney Steve Girard what "new employee" in the contract means.

After more discussion, it was moved by Stauber, supported by Peretto, to take the personnel committee's recommendation that March 19, 2022, is the start date for Kirsten Otto to the full board at the Special Meeting scheduled for March 30, 2022, at 5:30 p.m. Voice vote, all in favor, motion carried.

Motion to Adjourn:

Moved by Stauber, supported by Peretto, to adjourn the meeting. Voice vote, all in favor, motion carried.
Meeting was adjourned at 7:45 a.m.

Chairperson Jacob Conery

Clerk/Register Julie Kezerle

Personnel
NB: a.

County	Daily Reimbursement	Gratuity included	Mileage
Baraga	\$30.00		IRS rate - .585
Delta	\$39.00	NO	State Rate
Dickinson	\$34.25	NO	.50/mile
Gogebic	\$39.00		.05 < IRS rate = .535
Menominee	\$40.00	NO	IRS rate - .585
Ontonagon	\$35.00		.55/mile
IRON	\$30.00		IRS rate - .585

IRON COUNTY BOARD OF COMMISSIONERS

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PH. 906-875-3301 FAX 906-875-0655

Personnel
NB: b.

PART-TIME ADMINISTRATIVE OFFICE SUPPORT

Salary:

\$ 10.00 / hour

Reports To:

Administrative Assistant

Date:

May 12, 2016

JOB DESCRIPTION

Summary / Objective

Office Support staff performs routine clerical, secretarial and administrative work in answering telephones, receiving the public, providing customer assistance, data processing and record-keeping.

Essential Functions

Reasonable accommodations may be to enable individuals with disabilities to perform the essential functions.

1. Develops and maintains office forms and procedures, and assists with administrative tasks.
2. Answers central telephone system and directs calls accordingly.
3. Receives the public and answers questions, in person and by telephone; responds to inquiries from employees, citizens and others and refers, when necessary, to the appropriate person, official or department.
4. Operates office machines as required.
5. Prepares outgoing mail; sorts and distributes incoming mail.
6. Duplicates and distributes materials.
7. Composes, types and edits correspondence, reports, and other material.
8. Assists public with the use of department facilities.
9. Maintains office supply inventory.

Competencies

1. Communication Proficiency
2. Ethical conduct
3. Flexibility
4. Initiative
5. Time Management

Work Environment / Physical Demands

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Position Type / Expected Hours of Work

This is a part-time position, no benefits. Days and hours of work are Monday through Friday, 30 hours per week maximum between 8:00 a.m. to 4:00 p.m.

Travel

No travel is expected for this position.

Required Education and Experience

Course work in general office practices such as typing, filing, accounting, bookkeeping, computer applications.

Preferred Education and Experience

Graduation from high school or GED Equivalent with specialized course work in general office practices, such as typing, filing, accounting, bookkeeping, report / business letter writing. Experience in a government or business administration office setting.

EEO Statement

This Institution is an Equal Opportunity Provider and Employer

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

