



BENZIE COUNTY BOARD OF COMMISSIONERS

GOVERNMENT CENTER • 448 COURT PLACE • P.O. BOX 377 • BEULAH, MICHIGAN 49617 • (231) 882-9671 • FAX (231) 882-5941

EXECUTIVE/JOINT COURT COMMITTEE AGENDA

Commissioners Room, Government Center, Beulah, Michigan

Thursday, February 28, 2008

2:00 p.m. Approval of the Minutes – 11/29/2007

Topics:

- 1) Update on new computer system I 520
- 2) Proposal to access new system from Benzie through Benzie's new IP phone system
- 3) Amended Court Personnel Policy
- 4) Mediation/Counseling program update

Other Items from Committee Members

Public Input

Adjournment

THE COUNTY OF BENZIE WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING OR HEARING UPON THIRTY (30) DAYS NOTICE TO THE COUNTY OF BENZIE. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY BY WRITING OR CALLING THE FOLLOWING:

BENZIE COUNTY CLERK
PO BOX 377
BEULAH MI 49617
(231) 882-9671

This notice was posted by Dawn Olney, Benzie County Clerk, on the bulletin board in the main entrance of the Benzie County Governmental Center, Beulah, Michigan, at least 18 hours prior to the start of the meeting. This notice is to comply with Sections 4 and 5 of the Michigan Open Meetings Act (PA 267 of 1976).



Manistee County Courthouse - 415 Third Street - Manistee, Michigan 49757

CLERK
Marilyn Kliber
231-723-3331
Fax 231-723-1492

JOINT MANISTEE-BENZIE COURT COMMITTEE

Thursday, November 29, 2007

Manistee County Courthouse & Government
Center

3:00 p.m.

Board of Commissioners Meeting Room

MINUTES

Members Present: Allan O'Shea, Chairperson, Manistee County Board of Commissioners, Ed Haik, Manistee County Commissioner; Kathy Fenstermacher, Manistee County Commissioner; Mark Roper, Chairperson, Benzie County Board of Commissioners, Don Smeltzer, Benzie County Commissioner

Others Present: Tom Kaminski, Manistee County Controller/Administrator; Chuck Clarke, Benzie County Controller/Administrator; Karen Fredricks, Manistee County Personnel Officer/Administrative Assistant; Dennis Swain, Friend of the Court; Kris Randall, Circuit Court Administrator; Marilyn Kliber, Manistee County Clerk; Deidre Robison, Probate Register, Manistee County; Honorable Brent Danielson, 85th District Court Judge; Jim Parrinello, District Court Probation Officer; Kathi Lynn, District Court; Gordy McLellan, Manistee County, and Kim Ireton, Probate Court, Benzie County.

The meeting was called to order at 3:00 p.m.

Pledge of Allegiance

ITEMS REQUIRING BOARD ACTION

Moved by Roper, supported by Haik to approve the Joint Manistee-Benzie Court Committee Minutes of Wednesday, August 29, 2007.

Motion Carried

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AMENDED COURT PERSONNEL POLICY

The Court adopts the Rehmann Robson Wage Classification Study of September 2005 for the wage classification of the employees of the court through the fiscal year ending September 30, 2010, at which time the wage classification study shall be revised in accordance with the resolutions of the court's funding units of September 8, 2006, using wage comparisons comparable to the wage comparisons recommended in the Rehmann Robson Wage Classification Study of May 2006. Salary ranges within the study will be increased at the rate of 2.5% each year through the fiscal year ending September 30, 2010. The court reserves the right to renegotiate the issue of "red circled" employees each year, beginning in fiscal year 2009.

From time to time the court has the opportunity to fill vacant positions with persons of exceptional qualifications, experience, and prior service credit. The court will place the individual in the appropriate pay grade for the position. The court reserves the right to place such individuals in the step that is reflective of the individual's qualifications and prior experience. The court will provide notice of its decision and a statement of its reasons in support of its decision to the court's funding units.

Effective October 1, 2007, the following schedule of step increases is adopted by the court:

- a) 0-6 mos step minimum
- b) 6-12 mos 1/6 step increase
- c) 12-18 mos 1/6 step increase
- d) 24 mos 1/3 step increase
- e) 36 mos 1/3 step increase

After 36 months of employment, step increases will occur every third year. Step increases shall be effective on each employee's anniversary date of employment, unless special circumstances apply.

From time to time an employee will contribute services to the court that are of exceptional merit. Subject to available funding in accordance with the Supreme Court Administrative Order 1998-5, the court reserves the right to recognize such special circumstances with an early step increase. Employees may not be advanced more than 2 steps in one fiscal year. The court will provide notice of any special circumstances advancement and a statement of the court's reasons for that advancement to the court's funding units no later than April 1 of each year. The effective date of any such advancement will be October 1.

Positions within the court may need to be reclassified from time to time. The court reserves the right to request a review of the classification of a position when, in the court's judgement, the duties of the position have substantially changed. The court will submit a revised job description and a statement of the court's reasons for requesting a reclassification to the court's funding units and Rehmann-Robson. Rehmann-Robson will perform an evaluation of the revised job description, and will make a recommendation on reclassification.

Moved by Fenstermacher, supported by Roper to accept the amendment, as stated above, to Section 3 of the Court Personnel Policy for shared Court Employees in Manistee and Benzie Counties and all Manistee Court Employees.

Motion Carried

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Moved by Haik, supported by Smeltzer to recommend to the Manistee and Benzie Boards of Commissioners to purchase a new System I 520 from DMC Consulting, Inc for a purchase price of \$14,170.20 (cost to Manistee County) and \$9,446.80 (cost to Benzie County). This is to replace the current AS 400 System that has become obsolete.

Motion Carried

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Moved by Roper, supported by Smeltzer to increase Bill Joseph's salary by 1.25% after he has been employed for six months and an additional 1.25% after he has been employed for twelve months.

Motion Carried

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The next two Joint Manistee/Benzie Court Committee Meetings are scheduled in Benzie County, one on January 24, 2008 and one on February 28, 2008. They will be held at 2:00 p.m.

The meeting was adjourned at 4:30 p.m.

MANISTEE COUNTY

Allan O'Shea, Chairperson

Kathy Fenstermacher, Commissioner

Ed Haik, Commissioner

BENZIE COUNTY

Mark Roper, Chairperson

Don Smeltzer, Commissioner