

PERSONNEL/WAYS & MEANS COMMITTEE

.Kimberly L. Murphy
County Administrator

301 N. Main St, Adrian, MI 49221
p: 517-264-4508 | f: 517-264-4512
lenawee.mi.us



MEMBERS

Terry Collins, Ralph Tillotson
Committee of the Whole

MEETING LOCATION

Chambers
301 N. Main Street - Adrian, MI

Agenda: Tuesday, March 12, 2024 –
Immediately following 10 am Rules & Appointments Committee meeting

Addition to the Agenda ***

Present: Commissioners Martis, Jenkins-Arno, Bales, Stimpson, VanDoren, Tillotson, Krasny, Bolton, and Collins

Also Present Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Community Development Coordinator Francine Zysk, Marketing & Communications Jen Ambrose, Administrative Coordinator Carissa Zubke, Captain Jacob Pifer, Sheriff Troy Bevier, IT Director Ben Ricker, Finance Accountant Matt Turgeon, Human Resources Coordinator Rachel McArane, Human Resources Director Bev Ahlers, Register of Deeds Carolyn Bater, Corporate Counsel John Gillooly, Todd Gilbert, Jon Smith, Executive Director of Lenawee Community Mental Health Kathryn Szewczuk, Ian Wendt (WLEN)

Absent:

I. Approval of Minutes -February 13, 2024

Motion by Martis, seconded by Bolton to approve the minutes of February 13, 2024 meeting. Motion carried.

II. Personnel Business

A. Employment Changes – Included in the packet by Human Resources, there was no discussion held.

Motion by Commissioner Martis, seconded by Commissioner VanDoren to amend the agenda, to separate Board of Commissioners Compensation from salary recommendations. Passed by roll call with Yays (8) Nay (1). Motion Carried.

B. REQUEST: Elected Official Compensation Recommendations for 2025

Administrator Murphy reported non-elected personnel wage & compensation study was done last year. This year a look at salaries for elected officials is being done, to begin January 1, 2025.

Administrator shared during the study; the salaries of Lenawee County elected officials were compared to several other county salaries. It was discovered the Lenawee County Sheriff, Clerk, Treasurer, and Register of Deeds were below average in salary. In addition to those findings, the Chief Prosecutor and Drain Commissioner salaries were within a comparable range and no increase recommended.

***** Items approved at this meeting will be placed on the
Board of Commissioners Consent Agenda unless requested to be removed *****

March 12, 2024

Administrator Murphy is recommending the following adjustments:

<u>Position</u>	<u>From</u>	<u>To</u>
Sheriff	\$110,519.50	\$113,000.00
Clerk	\$ 77,183.34	\$ 84,500.00
Treasurer	\$ 77,183.34	\$ 84,500.00
Register of Deeds	\$73,093.63	\$78,500.00

Motion by VanDoren, seconded by Bolton, to recommend the changes presented by the Administrator, for the Sheriff, Clerk, Treasurer and Register of Deeds paygrades. Motion carried.

Several Commissioners thanked both the Administration team and employees who work for county, that are doing a wonderful job. Administrator Murphy reiterated that although she agrees the county is fortunate to have the dedicated employees we have, this should not be considered a performance evaluation, but a recognition that the positions need to be brought up to their comparable counterparts.

Administrator Murphy reported the salaries for the Commissioners and Board Chairman have not been adjusted since 1999. That being Commissioners receiving \$8,000 and the Chairman receiving \$10,000 annually in base pay. While researching our comparable counties, salaries, benefits, per diems, and mileage were reviewed. It was determined that the average base salary for a county commissioner was very low in comparison to its counterparts. However, the Per Diems, benefits, and mileage were comparable.

Administrator recommendations is as follows:

1. Increase the base salary of the Board Chairman from \$10,000 to \$13,500 and the Commissioners base salary from \$8,000 to \$12,000.
2. Base salaries to receive the same COLA adjustment other employees receive beginning January 1, 2026 and continuing every year thereafter.
3. Commissioners continue to be afforded all insurance and retirement benefits other employees receive.
4. Per diems to continue as defined in the Board of Commissioners Rules and Regulations which is currently \$40 morning, \$40 afternoon, \$40 evening for a maximum of \$120 per day.
5. Continue to pay taxable and non-taxable mileage at the IRS rate.

Motion by Stimpson, seconded by Bolton, to accept the County Administrator's recommended changes for Commissioners and the Board Chairman.

March 12, 2024

Commissioner Martis opened a further discussion that currently the Commissioners are offered Health Insurance and feels the position should be reclassified as part-time, to be ineligible for health insurance. Several Commissioners commented on thoughts of removing the benefits package.

Administrator Murphy stated the County Handbook identifies all elected officials to be considered full time employees. In addition to serving at the boards, the Commissioners and Elected Officials are always on the clock. Various forms of communication, with officials and/or residents, are always needed. Corporation Counsel stated that separating benefits packages can be done however, have been found to be a very difficult thing to do. If done, there usually is a “give” for something else. Commissioner Collins asked if it is a general practice to include insurance for elected officials, Administrator Murphy confirmed that it is as the majority of the comparable counties offer full benefits to their commissioners no matter their employment status. Commissioner Collins stated not only are the Commissioners an elected official but so are the Sheriff, Prosecutor, etc. If benefits are removed, “how far will this go”?

Commissioner Stimpson reported the filing deadline to run for an elected position will be coming to an end in the next month. If a change is going to be made effective 2025, there needs to be sufficient consideration for candidates running.

The motion by Stimpson, seconded by Bolton was restated. Motion passed by roll call vote with Yays (5) Nays (4). Motion carried.

- C. REQUEST: Reclassify Undersheriff-** Administrator Murphy reported during research the Undersheriff position salary is lower than comparable counties. The recommendation is to reclassify the Undersheriff position from paygrade NU8053 to paygrade NU8059.

Motion by Vandoren, seconded by Krasny, to accept the changes presented by Administrator, to reclassify the Undersheriff position to paygrade NU8059. Motion carried.

- D. REQUEST: Reclassify Finance Director-** The Finance Director position has not been filled at Lenawee County since 2021. Currently there is a part-time contract being outsourced with Rehmann Robson. During research, it has been found several other counties are also having difficulty filling finance director positions. The recommendation is to reclassify the Finance Director position from paygrade NU7556 to paygrade NU7564.

Motion by Stimpson, seconded by VanDoren to reclassify the Finance Director paygrade to NU7564. Motion carried.

- E. REQUEST: Reclassify EM Coordinator-** Administrator shared that when employees reviewed their job descriptions as part of the wage and compensation study, it was noted that the Emergency Management Coordinator position should be classified as an Emergency Management Director. In looking at the job descriptions of our comparable counties, it was discovered the tasks being done are in alignment of a director role. Recommendation to reclassify to Emergency Management Coordinator at paygrade NU7542 to an Emergency Management Director at paygrade of NU7551.

March 12, 2024

Motion by Stimpson, seconded by Tillotson to reclassify the position of Emergency Management Coordinator to Emergency Management Director at paygrade NU7551. Motion carries.

F. Other Personnel Business

- a. **REQUEST: MAC Conflict Agreement-** Administrator Murphy indicated that just as we have a need for conflict attorneys, we have a need for a “conflict” Managed Assigned Counsel. Coordinator. No general fund money will be used towards this. The preparation of this conflict agreement was prepared, in case there is a future conflict that presents. Policy has been reviewed and approved by corporate counsel.

Administrator Murphy’s recommendation is to authorize Chairman Van Doren and Administrator, to sign the Conflict Managed Assigned Counsel Coordinator and appoint Brian Frey to said position.

Motion by Tillotson, seconded by Martis to authorize Chairman VanDoren and Administrator Murphy to sign the Conflict Managed Assigned Counsel Coordinator policy and appoint Brian Frey to said position. Motion carries.

REQUEST: Conflict Private Investigator Service Agreement Administrator
The County has a mandated responsibility to pay for indigent defense services and if a conflict arises, and there is a need to hire a private investigator. The Administrator shared to date, no Private Investigator has been needed, however it is good to have a plan in place. The proposed agreement has been reviewed by corporation counsel. Administrator Murphy recommends authorizing Commissioner Van Doren to sign the Conflict Private Investigator Services agreement.

Motion by Tillotson, seconded by Bolton, authorizing the Chairman Van Doren to sign the Conflict Private Investigator Services Agreement. Motion carries.

III. Ways & Means Business

- A. Finance Reports-** Administrator Murphy reviewed the finance report. General fund reports were reported through 2/22/24. Total revenue YTD is \$1.3 million and YTD expenses are just over \$5 million. As more taxes are paid through the year, revenue will increase as we go forward.

B. REQUEST: Second quarterly allotment of Appropriation

Motion by Tillotson, seconded by Bolton to approve to second quarterly Allotment of Appropriations by way of resolution. Motion carried.

REQUEST: Madison Township – Walmart Appeal- Administrator Murphy reported that in 2020 the board voted to provide financial support to Madison township, in the amount at 50% which resulted in \$22,701.50, by the county. This was to assist them in

March 12, 2024

Wal-Mart's Tax Tribunal matter. The appeal is still ongoing. Madison Township has requested the County's continued support. Administrator Murphy stated our support not only effects the Township, but also many other sources. Lenawee County's 2023 portion would be \$5,683.12.

Motion by Tillotson, seconded by Martis to continue financial support to Madison Township on the Walmart Tax appeal on a 50% basis, not to exceed \$20,000. Motion carried.

C. Committee Referrals/Recommendations

a. Criminal Justice

- i. **Purchase Digital Evidence Software (Cellebrite)- Sheriff/Captain Pifer-** At the Criminal Justice Committee, a presentation was given regarding the purchase of Cellebrite. This is a digital evidence software and storage used in criminal cases. Captain Pifer shared the purchase of this will come from Sheriff's Office forfeiture funds and for only high-level crimes. This evidence download will significantly reduce the delay in prosecution of criminal cases.

Motion by VanDoren, seconded by Bolton, to approve the purchase of Cellebrite software, hardware, licensing, and training in the amount not exceeding \$39,000. Motion carried.

b. IT/Equalization

- i. **Property Fraud Alert System Purchase-** Carolyn Bater

Motion by Stimpson, seconded by Bolton, authorizing the Register of Deeds to sign the agreement to purchase the Property Fraud Alert Service, including a one-time fee of \$12,000 and annual maintenance of \$2,400. Motion carried.

- ii. **Renew County Fusion/GovOS | Add cloud search-** Carolyn Bater

Motion by Martis, seconded by Tillotson, authorizing the Register of Deeds to sign the contract renewal with County Fusion and adding cloud search. Motion carried.

D. Other Ways & Means Business

- a. MAC Legislative Conference (4/29 – 5/1)- Interested parties should communicate with the Administration office to sign up.
- b. Closed Session – OMA 15.268 Sec. 8(e) Pending Litigation-

Motion by VanDoren, seconded by Stimpson to enter into closed session at 11:16 am. (9) Yay (0) Nay. Motion carried.

Meeting resumed at 11:35am.

Motion by VanDoren, seconded by Stimpson to accept the recommendation of legal counsel regarding settlement. Motion carried.

IV. Additional Items for Consent Agenda- There were no addition comments.

March 12, 2024

V. Public Comment – There were public comments made to the board by Jon Smith and Todd Gilbert.

VI. Commissioner Comment- No additional comments made.

VII. Adjournment

Motion by Martis, seconded by VanDoren to adjourn the meeting at 11:41am. Motion carried.