

**COUNTY BOARD OF COMMISSIONERS
PERSONNEL, EQUALIZATION AND APPORTIONMENT/TRANSPORTATION/HEALTH AND
SOCIAL SERVICES COMMITTEE**

September 10, 2020

A regular meeting of the Chippewa County Board of Commissioners Personnel/Equalization and Apportionment/Transportation/Health and Social Services Committee was held on Thursday, September 10, 2020 at the Chippewa County Courthouse in Sault Ste. Marie, Michigan. Chairman Scott Shackleton called the meeting to order at 4:15 a.m. with a quorum present.

MEMBERS PRESENT: Scott Shackleton and Robert Savoie

MEMBERS ABSENT: Conor Egan

OTHERS PRESENT: Jim German, Liz Chambers, Tina Ojala, Jen France(phone) and Kelly Church

Additions/Deletions to the Agenda

No changes offered.

It was moved by Commissioner Savoie, supported by Commissioner Shackleton, to approve the agenda as presented. On a voice vote, the motion CARRIED.

Public Comment

No public comments were offered.

Personnel - Agenda Items

FOC/PA – CRP – Support Coordinator transfer proposal

The Committee received a proposal to have the Support Coordinator position absorbed into the Friend of the Court Office, and to changed position descriptions and grades within the current FOC staffing; by combining the CRP contracts the County would initially save \$5,000 eliminating the PA-CRP contract; plus, an additional savings even after the pay grade changes. Discussion followed.

It was moved by Commissioner Savoie, supported by Commissioner Shackleton, to approve the Support Coordinator transfer and absorb into Friend of the Court, and to move forward organizationally with the proposed change; with raises to be budgeted in the FY2021 budget, if the raises are not feasible or justified; then hire the position into the FOC office. On a voice vote, the motion CARRIED.

Administrative Assistant/Building Clerk – Grade 7

The Committee reviewed the updated job description for the Administrative Assistant/Building Clerk, Grade 7, Non-Union; this change is due to the resignation of Danielle Girvin, effective September 18, 2020.

It was moved by Commissioner Savoie, supported by Commissioner Shackleton, to approve the Non-Union Grade 7 job description for the Administrative Assistant/Building Clerk, and approve the filling of the position; unfreeze the salary of the Building Official and give Administration the authority to decide on the wages scale, if the hire is from within the County. On a voice vote, the motion CARRIED.

Public Defender Office Confidentiality and Social Media Policies

The Committee reviewed the proposed Public Defender Office Confidentiality and Social Media policies as presented. Discussion followed including making the policies the same for all County employees.