



*Otsego*  
**COUNTY**  
M I C H I G A N

**Otsego County  
Personnel Committee Minutes  
June 24, 2015**

A meeting of the Otsego County Personnel Committee was held on Wednesday, June 24, 2015, in Room 212 of the County Building. Paul Liss called the meeting to order at 10:02a.m.

PRESENT: Paul Liss, Doug Johnson, Ken Borton, John Burt  
ABSENT: None  
OTHERS: Trisha Adam, Rachel Frisch

John Burt and Trisha Adam discussed the proposed positions of Human Resources Director/Assistant County Administrator and Finance Director/Assistant County Administrator with presented job descriptions, as requested by the County Board. Trisha Adam discussed the information she received from surrounding counties about their County administrative management team titles and compensation. The Committee reviewed proposed job descriptions and the non-union wage scale. Rachel Frisch presented the costs for administrative services as a percent of total budget. Cost comparisons showed that the position salaries should be increased. Motion by Ken Borton to approve the job descriptions and reclassification of the Human Resources Director/Assistant County Administrator and Finance Director/Assistant County Administrator to non-union revised pay grade 15, step 3 with any associated budget amendments as presented effective immediately. Second by Doug Johnson. Ayes: Unanimous Nays: None. Motion carried.

Burt discussed the need to review all of the County position wages/salaries since it has been ten years since our last formal non-union compensation study. He informed the Committee that Ms. Adam is soliciting bids to have a full wage study done for all County positions to ensure that non-union and union positions are positioned and paid appropriately when compared to similar counties. The Committee verbally agreed to the need for the Study.

Meeting adjourned at 10:19.m. by call of the Chair.

Submitted by: Trisha Adam, HR Director