

August 14, 2018

The regular meeting of the Otsego County Board of Commissioners was held at the County Building at 225 West Main Street, Room 100, Gaylord, Michigan. The meeting was called to order at 9:30 a.m. by Chairman Ken Borton. Invocation by Commissioner Ken Glasser, followed by the Pledge of Allegiance led by Captain Brian Webber.

Roll Call:

Present: Julie Powers, Paul Beachnau, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton.

Excused: Bruce Brown.

The 7-24-18 regular minutes were corrected to read, Commissioner Paul Beachnau reported on Chronic wasting disease.

Consent Agenda:

Motion by Commissioner Julie Powers, seconded by Commissioner Ken Glasser, to approve the Regular Minutes of July 24, 2018 with attachments. Ayes: Unanimous. Motion carried.

Motion by Commissioner Julie Powers, seconded by Commissioner Ken Glasser, to approve the Otsego County Employee Handbook changes as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the reappointment of Bonnie Byram to the Otsego County Library Board of Trustees was postponed to 8-28-18 meeting.

Department Head Reports:

Jim Mouch reported on the Land Use department; the Board of Commissioners have approved the reduction of permit fees by 5%; elimination of the camping permit, demolition permit fee, door replacement permit, fence permit, home occupation permit and the window replacement permit. Various zoning ordinances have been amended.

Special Presentations:

Frances Whitney from Northeast Michigan Community Service Agency (NEMCSA) presented the 2017 annual report; 50th year anniversary this year; 50.18% Federal funded, 41.71% State funded, 8.11% in kind funded; offer various programs; 3,049 children received early childhood services; 8,949 food boxes; 612,374 meals for senior and homebound individuals; 2,276 youth enhanced their academic careers, partnered with the school systems; 283,133 hours donated to the programs; \$459,464.00 emergency payments for housing and utility assistance.

Committee Reports:

Motion by Commissioner Paul Liss, seconded by Commissioner Rob Pallarito, to approve the 2019 Wings Over Northern Michigan Airshow for the dates of June 15-16 2019, and to support financial commitment should the 2019 Airshow operate at a loss greater than the carryforward fund balance in the Airshow Fund (fund 282). Ayes: Unanimous. Motion carried.

Administrator's Report:

Rachel Frisch reported 4 new buses were received, 3 are on the road and the 4th one staff is getting training on the equipment in the bus. Funded by the State; Housing was awarded a grant for \$192,500 for the upcoming 2019 fiscal year; library expansion project on track, set up a tour for the Commissioner; working with I.T. to get internet connection and camera's out at the Conservation District nature and garden center; trail construction completion date is 11-15-18; attending the MAC conference Sunday-Thursday; congratulated Ken Borton as the new president for MAC.

City Liaison, Township and Village Representative:

Commissioner Julie Powers introduced City Council member Alan Witt.

Correspondence:

Commissioner Rob Pallarito reported Up North Prevention has a substance abuse meeting scheduled for 8-21& 8-22, 2018.

Commissioner Ken Glasser received an email regarding the Manistee Nature River permit, replacing culvers.

New Business:

Motion by Commissioner Rob Pallarito, seconded by Commissioner Doug Johnson, to approve the July 24, 2018 Warrant in the total amount of \$11,040.78. Ayes: Unanimous. Motion carried.

Motion by Commissioner Ken Glasser, seconded by Commissioner Duane Switalski, to approve the July 26, 2018 Warrant in the amount of \$284,401.37. Ayes: Unanimous. Motion carried.

Motion by Commissioner Duane Switalski, seconded by Commissioner Paul Liss, to approve the July 31, 2018 Warrant in the amount of \$171,787.18. Ayes: Julie Powers, Paul Beachnau, Paul Liss, Duane Switalski, Rob Pallarito, Doug Johnson, Ken Borton. Nays: None. Abstain: Ken Glasser. Motion carried.

Motion by Commissioner Doug Johnson, seconded by Commissioner Rob Pallarito, to approve the August 7, 2018 Warrant in the amount of \$387,004.08. Ayes: Julie Powers, Paul Beachnau, Duane Switalski, Rob Pallarito, Doug Johnson, Ken Borton. Nays: None. Abstain: Ken Glasser, Paul Liss. Motion carried.

Motion by Commissioner Julie Powers, seconded by Commissioner Duane Switalski, to approve the August 14, 2018 Warrant in the amount of \$542,027.86. Ayes: Julie Powers, Paul Beachnau, Duane Switalski, Rob Pallarito, Doug Johnson, Ken Borton. Nays: None. Abstain: Ken Glasser, Paul Liss. Motion carried.

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Paul Beachnau had no report.

Commissioner Julie Powers gave kudos to the work crew.

Commissioner Duane Switalski attending the NAI open house next week; Attended the Charlton Township meeting, fire department personnel needed.

Commissioner Rob Pallarito attended the Joint Land Use Study meeting last week, setting up meeting in October. Roll out rewritten study.

Commissioner Ken Glasser attended the Joint Land Use Study meeting; Conservation District meeting, security cameras were discussed; Bagley Township meeting, application for commercial rehabilitation zone; ORV signs added; 218-unit apartment building request.

Commissioner Paul Liss had no report.

Commissioner Doug Johnson reported on the Parks and Recreation meeting; Northern Michigan engineering doing a septic system at the park; looking at 2 -1 acre lots for purchase, letters sent to the landowners; space cleared to move the ranger's station; quotes for the ranger station at the Groen nature preserve; seats taken out and replaced at the Community Center; Construction company rebuilding the windmill at the Groen Nature Preserve.

Commissioner Ken Borton attending the MAC Conference next week.

Meeting adjourned at 10:53 a.m.

Kenneth C. Borton, Chairman

Susan I. DeFeyter, Otsego County Clerk

From the chilly waters of the rivers, which flow through the area to its many lakes, to the miles of untainted forest area, Otsego County represents not only clear waters but clean living and community pride.

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MISSION AND VISION STATEMENT AND CORE VALUES

MISSION STATEMENT

The mission of Otsego County Government is to provide effective services to all our citizens in the most efficient manner to enhance the quality of life for all.

VISION STATEMENT

Our vision is to guide future growth for the betterment of the entire County. To enable us to do this, we will respond in an innovative and progressive manner. Individuals will be trained to become cooperative team members and will be guided by strong role models that will display commitment, cooperation and communication. By promoting a workforce that will provide leadership, both internally and externally, we will be able to facilitate the development of a staff that will meet the needs of emerging technology and ever-changing job requirements.

CORE VALUES

We believe that structure should not conflict with what is best for our employees. We believe in a structure that will allow individuals the maximum amount of freedom to perform and participate. We feel that this will stimulate initiative, innovation and a spirit that we believe will become the cornerstone of our success as a County.

We will communicate regularly with our employees and our constituents in the County. Quality is expected from every employee in all forms of work they perform.

We will re-evaluate ways we are doing things today; rather than defend the ways we have always done things.

EMPLOYMENT PROCEDURES

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the County to provide equal employment opportunities to all individuals. The policy is that an individual's race, color, religion, national origin, sex, marital status, age, disability, or other protected classification under State and Federal law are not and will not be considered in any personnel or management decisions. All employment decisions will be based solely on the applicant's qualifications such as knowledge, skills and abilities as well as previous work experience including demonstrated ability, performance, length of employment and attendance.

Otsego County will comply with the Michigan Handicapper's Civil Rights Act and the Americans with Disabilities Act. The County will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship. Any employee with a disability which requires accommodation pursuant to the Michigan Handicapper's Civil Rights Act must notify their department manager and the Human Resources Director in writing immediately but not later than 182 days after the need for accommodation becomes known.

NEW EMPLOYEE ORIENTATION

To enable a new employee to become familiar with their employment with the County, they will be required to meet with the Human Resources Director on or before their first day of employment to receive and complete the necessary orientation and benefits information as outlined in this handbook. Department specific training and orientation is to be arranged by the department manager.

JOB VACANCIES

Department managers are to notify the Human Resources Director of impending vacancies or job openings within their departments as early as possible. To fill an open position, Department Managers must complete an Otsego County Employment Requisition per Resolution No. OCR 06-18.

All non-union positions will be posted on the Otsego County website under employment opportunities.

All union positions will be posted as provided by the specific union contract.

The following information will be provided when posting a job position for the County:

- Position Title
- Job Description
- Minimal, desired, and/or preferred background experience required
- Salary Range
- Equal Employment Opportunity Statement
- Closing Date

All applicants should apply for employment on the County website at www.otsegocountymi.gov. The Human Resources Director will review all employment applications and resumes and facilitate the competitive hiring process with the Department Manager.

DEPARTMENT HEAD HIRING PROCESS

PURPOSE

The purpose of this policy is to set procedures for the hiring of non-elected department heads.

PROCESS

1. The County Administrator and the Human Resources Director will review applications, and possibly conduct an initial interview to determine qualified applicants.
2. The County Administrator will form a committee to interview qualified applicants. The committee will be up to six members, made up of the following: County Administrator, Human Resources Director, Chairman of the Personnel Committee, County Commissioner liaison to the department committee (if relevant), other members will be appointed at the discretion of the County Administrator. The purpose of the committee is to provide recommendations to the County Administrator concerning the hiring of the department head.
3. The County Administrator may conduct an additional interview at his/her discretion.
4. The final decision on hiring department heads rests with the County Administrator.

PROMOTION

Insofar as it is practicable and in the best interest of the County, vacancies may be filled by the promotion of current, qualified employees.

All promoted employees shall be placed on probation. The probationary period will be twelve (12) months.

PHYSICAL EXAMINATION, DRUG TEST AND BACKGROUND CHECK

Each new County employee must pass a pre-employment background check and drug screen and post offer physical examination. Depending on position, a driving record check and post offer psychological examination may also be required. All costs are borne by the County. Under no circumstances will a paycheck be issued until all pre-employment and post-offer checks are in the employee's file.

RESIGNATION PROCEDURES

The Board authorizes department managers to accept employee resignations on behalf of the Board of Commissioners.

Employees who desire to resign will be asked to submit a letter of resignation stating the effective date and the reason for leaving at least 2 weeks prior to the effective date. The employee's last day of employment will be the last day they are actively at work. An employee may not extend their termination date by utilizing paid time such as vacation, personal or compensatory time. Employees are responsible for returning any County property that may be in their possession prior to receiving a final paycheck.

EMPLOYEE STATUS

PROBATIONARY

The probationary period shall be regarded as an integral part of the selection process and shall be utilized for observing the employee's work. It shall be used for securing the most effective adjustment of the new employee to his or her position, and for rejecting any employee whose performance does not meet the required work standards. The probationary period shall last for twelve (12) months; if the employee falls under a union contract the time stipulated in the contract will be the probationary period.

At any time during the probationary period, a department manager or the Board of Commissioners in consultation with the Human Resources Director may terminate or demote an employee whose performance is deemed deficient and the employee notified.

Newly hired probationary employees may be eligible for fringe benefits unless otherwise specifically indicated elsewhere in this handbook.

REGULAR FULL-TIME

The employees of the County are hired as full-time employees, unless otherwise designated. They are regularly scheduled to work 37½ or 40 hours per week, whichever is considered to be the normal departmental workweek, and can become eligible for County benefits.

Departments that work a 37½ hour week include:

Administrator	Friend of the Court
Circuit Court	Equalization
Probate Court	Treasurer
County Clerk/Register of Deeds	Land Use Service
MSU Co-Op Extension	Housing/Veteran Affairs
Prosecuting Attorney (except Office Manager position)	

Departments that work a 40 hour week include:

Prosecuting Attorney (Office Manager position)	
Animal Control	Jail
Sheriff	Parks
Airport	

REGULAR PART-TIME

These employees are regularly scheduled to work less than the number of workweek hours that are considered to be the normal departmental workweek. Regular part-time employees that work 20 or more regularly scheduled hours per week are eligible for pro-rated fringe benefits as provided in the employee handbook. Regular part-time employees that work less than 20 regularly scheduled hours per week are only covered by Social Security and workers' compensation and are not eligible for any other County fringe benefits.

When potentially dangerous weather develops during the day and a decision is made by the County Administrator to close before your normal department closing time, you will be compensated as if you had worked to the end of your regularly scheduled hours for that day. If you elect to leave prior to a decision being made by Otsego County to close early, you will be required to use accrued time at the same rate as if you arrived after your scheduled start time.

If the County is closed by the County Administrator before the official start of the business day, employees will be paid for the hours they were scheduled to work that day. If the County is able to reopen during the day, employees will be expected to report to work when contacted by the department manager.

Union employees should consult their union contract regarding inclement weather.

This policy does not apply to the Sheriff's Department employees or 911 Dispatch employees as those departments will not close during emergencies or inclement weather.

PAYDAY

The County will provide for bi-weekly pay periods, which will end at midnight every other Sunday. Paydays will be the following Thursday by 4:00 p.m. There will be 26 pay periods per calendar year. Any questions relative to payment of wages should be directed to the department manager.

HEALTH AND SAFETY

To assure that the health and safety of employees has a high County priority, a Safety Committee will be established with members from various departments. The Human Resources Director will represent the Board.

Meetings will be called as needed, typically quarterly, to consider issues such as:

Accident and/or injury involving employees, Commission vehicles, equipment, or property.

Inspection of buildings, facilities, premises and equipment.

Safety issues, hazards and suggestions reported by employees or the public.

Short and long-term safety training needs, resources and opportunities.

Minutes of meetings shall be kept and a report made when requested to the County Administrator or the Board of Commissioners by the Human Resources Director.

SAFETY BOOT ALLOWANCE POLICY

Regular full-time and regular part-time employees that are in the following job classifications which require steel-toed safety boots: Parks and Recreation Community Center Monitors and Parks Rangers (excludes seasonal employees), Bus Mechanics, Building Inspectors, and Jail Cook are eligible for reimbursement up to \$50.00 annually for the purchase of steel-toed safety boots with submission of receipts through the normal expense reimbursement procedure. Positions that are already covered by a uniform, clothing or equipment allowance are not eligible for the safety boot allowance.

WORKPLACE ACCIDENTS

All Otsego County employees are covered under Otsego County's worker's compensation insurance policy. If an on-duty injury occurs, employees should immediately report the injury to their supervisor who will secure authorization for treatment when required, from Human Resources and complete the necessary administrative paperwork to document the injury. For injuries not requiring emergency treatment, employees must go to the Occupational Health Division of the Otsego Memorial Walk-In Clinic. If an employee does not go to the approved occupational health provider, payment for services is not guaranteed by our worker's compensation vendor.

VIOLENCE FREE WORKPLACE POLICY

It is Otsego County's policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, Otsego County will not tolerate violence or threats of violence of any form in the workplace, at work-related functions, or outside of work if it affects the workplace. This policy applies to Otsego County employees, clients, customers, guests, vendors, and persons doing business with Otsego County.

GENERAL INFORMATION

ATTIRE AND APPEARANCE

During normal business hours, employees are expected to present themselves in a clean and neat manner and to dress in accordance to the requirements of their position. Some employees will be subject to department-specific dress codes that may include style and color of uniform. Department managers will instruct their employees on the standards of dress within their department.

Some guidelines to consider:

Employees should use common sense rules in neatness, good taste, and comfort.

Provocative clothing is prohibited, as are extreme fads.

Skirts/Shorts must be a sensible length.

Clothing should not constitute a safety hazard.

Name badges must be worn at all times.

Fridays will be considered a "casual dress day" and, if permitted by department manager, jeans may be worn.

A manager may require an employee to leave the workplace, without pay, if the employee's attire or appearance is inappropriate. The employee will not be compensated for their time away from the workplace and they must return to work as soon as possible.

EMPLOYEE IDENTIFICATION CARD

Each employee will receive a picture identification card that among other data will indicate their name and department. These cards must be worn at all times when representing the County. If an employee should lose the card they are to notify their department manager. Upon leaving County employment these cards are to be returned to the department manager.

KEYS

All employees are responsible for the security of issued keys. If keys are lost, the employee must notify their department manager immediately. All keys must be returned to department managers upon termination of employment.

PERSONNEL FILES

The Human Resources Department will maintain a personnel file on the employment of each employee. In accordance with State law, all of the information in these files is available to the employee and authorized personnel only. The file will be kept in a manner consistent with State or Federal law. If an employee wishes to view their file, they may contact the Human Resources Director to schedule an appointment during normal business hours.