

PERSONNEL/HUMAN SERVICES COMMITTEE

A G E N D A

TUESDAY, MARCH 15, 2016

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I CALL TO ORDER
- II ROLL CALL
- 1- 4 III MINUTES (2/15/16)
- IV PUBLIC INPUT
- V PETITIONS AND COMMUNICATIONS
 - A. Personnel Director
 - 5 1. Circuit Court - Redistribution of Job Duties (**Review/receive**)
 - 6- 9 & 14 2. Vacancies (**Seeking authorization to post/fill - proposed resolution attached**)
 - 10 a. Division on Aging - Home Worker (part time, \$10.18/hr. entry)
 - b. Health Department
 - 11 1. Outreach Worker/Typist Clerk (full time, \$12.54/hr. entry)
 - 11 2. Communicable Disease Nurse (full time, \$18.75/hr. entry for RN or \$19.37/hr. entry for BSN)
 - 12 3. Registered Nurse in WIC Program (full time, \$18.75/hr. entry for RN or \$19.37/hr. entry for BSN)
 - 13 4. Nurse in Children's Special Health Care Services (CSHCS) Program (full time, \$18.75/hr. entry for RN or \$19.37/hr. entry for BSN)
 - 5. Nurse vacancies resulting from above Nursing positions being filled by internal candidate(s)
 - 15-19 3. Revised Housing Department Smoking Policy (**Seeking approval of revised Smoke-Free Policy of the Bay County Housing Department/Center Ridge Arms - proposed resolution attached**)
 - 20 4. Labor Negotiation Services - Tim Quinn (**Seeking authorization to hire Tim Quinn for up to 1,000 hours in 2016 at \$43.36/hr. to provide labor negotiation services - proposed resolution attached**)
 - B. Office of Assigned Counsel Report - Year to Date 2015 (**Receive**)
- VI REFERRALS
- VII UNFINISHED BUSINESS
- VIII NEW BUSINESS
- IX MISCELLANEOUS
- X ANNOUNCEMENTS
- XI ADJOURNMENT

PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/DIVISION HEAD PLACING AN ITEM ON THIS AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

MEETING OF THE PERSONNEL/HUMAN SERVICES COMMITTEE ON TUESDAY, FEBRUARY 16, 2016, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:03 P.M. by Chair Lutz.

Roll call:

MOTION NO.

COMMISSIONERS PRESENT		1	2	3	4	5	6	7	8	9	10	11
MICHAEL E. LUTZ, CHAIR	P	Y	Y	Y	Y	Y	Y	Y				
DONALD J. TILLEY, VICE CHAIR	P	Y	Y	Y	Y	M/Y	Y	Y				
MICHAEL J. DURANCZYK	P	M/Y	Y	Y	S/Y	Y	Y	S/Y				
VAUGHN J. BEGICK	P	Y	S/Y	Y	Y	Y	Y	Y				
KIM COONAN	P	Y	M/Y	M/Y	Y	S/Y	S/Y	Y				
THOMAS C. HEREK	P	Y	Y	S/Y	Y	Y	Y	Y				
ERNIE KRYGIER, EX OFFICIO	P	S/Y	Y	Y	M/Y	Y	M/Y	M/Y				

MOTION NO.

COMMISSIONERS PRESENT		12	13	14	15	16	17	18	19	20	21	22
MICHAEL E. LUTZ, CHAIR												
DONALD J. TILLEY, VICE CHAIR												
MICHAEL J. DURANCZYK												
VAUGHN J. BEGICK												
KIM COONAN												
THOMAS C. HEREK												
ERNIE KRYGIER, EX OFFICIO												

MOTION NO.

COMMISSIONERS PRESENT		23	24	25	26	27	28	29	30	31	32	33
MICHAEL E. LUTZ, CHAIR												
DONALD J. TILLEY, VICE CHAIR												
MICHAEL J. DURANCZYK												
VAUGHN J. BEGICK												
KIM COONAN												
THOMAS C. HEREK												
ERNIE KRYGIER, EX OFFICIO												

OTHERS PRESENT: T.HICKNER, C.GIGNAC, D.RUSSELL, S.WALRAVEN, C.HEBERT, T.JERRY, B.KLIMASZEWSKI, J.MILLER, B.KRAUSE, T.STEWARD, J.STRASZ, T.PUTT, L.OGAR, C.PINTER, R.REDMOND, BAY 3 TV, D.BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN;E-EXCUSED; A-ABSENT

**PERSONNEL/HUMAN SERVICES COMMITTEE
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MOTION NO.

NOTE: In addition to these typed minutes, this Committee meeting was also video taped by Bay 3 TV and those tapes are available for review in the Administrative Services Department or can be viewed on Bay County's website www.baycounty-mi.gov/executive/videos.

- 1** **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE JANUARY 19, 2016 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

Public input was called. Laura Ogar, Director of Environmental Affairs and Community Development, wished to update the Committee on the Garden Club event held at the Wirt Library. Approximately 35 people were in attendance. Topics touched on were the boardwalk across the wetlands at the Bay City State Recreation Facility which Senator Green and Rep. Brunner indicated has been guaranteed by the DNR will happen in the Spring. Other updates included a phragmites grant, scenic route on State Park Drive (old Waterworks Plant), water quality and CSO's and the treatment for CSO's, septic code - the State is looking at it possibly statewide and Board Chair Krygier commented this is needed countywide. Comments on the topics were made by Commissioners Herek, Duranczyk, and Krygier all giving kudos to Laura Ogar for her efforts on all fronts.

The first item on the agenda was an agreement with Northeast Michigan Community Services Agency, Inc. (NEMSCA) Head Start. It was

- 2** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE NEMSCA AGREEMENT (HEALTH DEPT.).**
- 3** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE MITCHELL AND MCCORMICK LICENSURE AGREEMENT (HEALTH DEPT.).**
- 4** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF RENEWAL OF THE MEMBERSHIP AGREEMENT TO DELTA COLLEGE FITNESS AND RECREATION CENTER (PERSONNEL DEPT.).**

**PERSONNEL/HUMAN SERVICES COMMITTEE
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PAGE 3**

MOTION NO.

- 5 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL REGULAR AND SEASONAL VACANCIES AT THE JUVENILE HOME, MOSQUITO CONTROL AND RECREATION AND FACILITIES DEPARTMENTS (PERSONNEL DEPT.).**

A referral from the full Board re reorganization and consolidation of responsibility of Department of Public Defender and Corporation Counsel was the next item for consideration. County Executive Tom Hickner advised that a meeting on this topic was held this morning with Judge Klida and Barb Klimaszewski and it was agreed the positions would be posted to see what kind of candidates have applied. Farming out some of the work is not being ruled out. It was also agreed that Assigned Counsel will remain with the Circuit Court. This will again be revisited next month. Judge Klida indicated that her responsibility is not to dictate how representation occurs but that appropriate representation be provided. When asked for her comments, Barb Klimaszewski indicated that the Commission will look favorably on how Bay County is proceeding. In-house is a better method, however, representation for arraignments will be handled by outside counsel. Communication among the involved parties is improving. A question was raised as to positions being demoted and the Executive responded that there are no demotions being contemplated. Board Chair Krygier questioned moving forward and Ms. Klimaszewski reiterated that if the State doesn't pay, the County doesn't have to comply. Commissioner Duranczyk questioned if extra costs are being covered in implementing and Ms. Klimaszewski responded possibly but construction costs would not be covered. Following further brief discussion, it was

- 6 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE REORGANIZATION AND CONSOLIDATION OF RESPONSIBILITY OF DEPARTMENT OF PUBLIC DEFENDER AND CORPORATION COUNSEL WITH THE CHANGE THAT THE ATTORNEY POSITIONS (2) WILL BE POSTED (REMOVING AUTHORIZATION TO FILL) (COUNTY EXECUTIVE).**

**PERSONNEL/HUMAN SERVICES COMMITTEE
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MOTION NO.

There being no further business, it was

7 MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:45 P.M.).

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**



**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tiffany Jerry, Director
jeryl@baycounty.net
(989) 895-4096 (T)
(989) 895-2076 (F)

To: Michael Lutz, Chair, Personnel/Human Services Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations



Date: March 9, 2016

RE: Personnel/Human Services Committee Agenda

Please consider the following for the agenda of your committee meeting scheduled for March 15, 2016.

Request (Circuit Court Redistribution of Job Duties):

Pursuant to the Collective Bargaining Agreement between The Eighteenth Judicial Circuit Court and Governmental Employees Labor Council, the below changes have been approved by Chief Judge Dawn Klida. In accordance with the agreement, the Chief Judge's decision is binding and final however the change is placed on the Personnel Committee agenda for review.

Background:

In late 2015, the Senior Enforcement Specialist gave notice of their impending retirement date of January 16, 2016. In light of the upcoming vacancy a review of the job duties was performed and it was determined that job duties had changed between the Senior Enforcement Specialist and the Interstate Case Manager. In addition, a redistribution of job duties was also performed and an adjustment of salary scales is appropriate. The Senior Enforcement Specialist was previously at the TF08 level while the Interstate Case Manager was at the TF07 level. The Chief Judge has determined and approved amending the Senior Enforcement Specialist pay grade to a TF07 for the replacement employee and amending the Interstate Case Manager to a TF08 pay grade effective February 6, 2016. The two changes directly offset the cost and no line item budget adjustment is necessary.

Finance/Economics:

Funds exist within the 2016 adopted budget for the Circuit Court, no additional funds are necessary.

Recommendation:

Please refer to the full board for review.

cc: Tom Hickner
Deb Russell
Amber Davis-Johnson
Shawna Walraven

Crystal Hebert
Kim Priessnitz
Elizabeth Roszatycki
Jennifer Gwizdala



**BAY COUNTY
PERSONNEL DEPARTMENT**

**Thomas L. Hickner
County Executive**

Tiffany Jerry, Director
jerryt@baycounty.net
(989) 895-4096 (T)
(989) 895-2076 (F)

To: Michael Lutz, Chair, Personnel/Human Services Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations 

Date: March 9, 2016

Re: Personnel/Human Services Committee Agenda

Please consider the following for the agenda of your committee meeting scheduled for March 15, 2016.

1. Request (Vacancy):

Tammy Roehrs/Division on Aging, has submitted a request to post and fill a part-time In Home Worker vacancy.

Background:

The vacancy exists due to a resignation (effective March 3, 2016).

Finance/Economics:

This is a part-time position with limited benefits (USW Part-time unit) and variable hours at \$10.18 per hour to \$10.95 per hour (depending upon work assignment). Funds exist within the FY 15/16 Division on Aging budget and can be utilized to fill this position.

Recommendation:

Please refer to the full board for approval to post and fill this part-time vacancy.

2. Request (Vacancy):

Joel Strasz/Health Department, has submitted a request to post and fill a full-time Outreach Worker/Typist Clerk with the Bay County Health Department, WIC Program.

Background:

The vacancy exists because the employee was awarded the MIHP/CSHCS Program Representative position at the Health Department.

Finance/Economics:

This is a full-time position with benefits as provided for within the USW full-time labor agreement (although union membership is voluntary). The rate of pay is \$12.14 per hour entry, progressing to \$14.33 per hour after 2 years (TU05). The position is currently budgeted and no additional general funds are necessary.

Recommendation:

Please refer to the full board for approval so that the position may be filled expediently.

3. **Request (Vacancy):**
Joel Strasz/Health Department has submitted a request to post and fill a full-time Communicable Disease Nurse at the Bay County Health Department.

Background:

The vacancy exists because the employee is retiring.

Finance/Economics:

This is a full-time position with benefits as provided for within the Bay County Public Health Registered Nurses' Organization labor agreement (although union membership is voluntary). The rate of pay is \$18.75 - \$23.13 per hour for a nurse with an RN or \$19.37 - \$23.77 per hour for a BSN nurse. The position is currently budgeted and no additional general funds are necessary.

Recommendation:

Please refer to the full board for approval to fill this position and also any upcoming nurse vacancy in the case that this position is filled by an internal candidate.

4. **Request (Vacancy):**
Amy Revette/WIC Program has submitted a request to post and fill a full-time Registered Nurse in the Women's Infants and Children's (WIC) Program.

Background:

The position is currently vacant due to a resignation.

Finance/Economics:

This is a full-time position with benefits as provided for within the Bay County Public Health Registered Nurses' Organization labor agreement (although union membership is voluntary). The rate of pay is \$18.75 - \$23.13 per hour for a nurse with an RN or \$19.37 - \$23.77 per hour for a BSN nurse. The position is currently budgeted and no additional general funds are necessary.

Recommendation:

Please refer to the full board for approval to fill this position and also any upcoming nurse vacancy in the case that this position is filled by an internal candidate.

5. **Request (New Position):**
Joel Strasz has submitted a request to post and fill a full-time Nurse in the Children's Special Health Care Services (CSHCS) Program.

Background:

The demand for complex nursing case management has steadily increased. There are currently 344 children enrolled in CSHCS that qualify for complex case management nursing.

Finance/Economics:

This would be a full-time position with benefits as provided for within the Bay County Public

Health Registered Nurses' Organization labor agreement (although union membership is voluntary). The rate of pay is \$18.75 - \$23.13 per hour for a nurse with an RN or \$19.37 - \$23.77 per hour for a BSN nurse. The position is not budgeted and no additional general funds are necessary. The reimbursement for eligible services is \$201.58 per case management visit and eligible clients may receive up to 6 complex case management visits per year. A low end estimate of eligible reimbursement is approximately \$69,344 and high end estimates range from \$150,000 - \$225,000.

Recommendation:

Please refer to the full board for approval, so that the position may be posted and filled.

6. Request (Housing Department Policy Change):

Rachelle Anderson/Housing has submitted a request to revise the smoke-free policy of the Bay County Housing Department/Center Ridge Arms.

Background:

The current policy designates the gazebo, located in the courtyard in the rear of the building as the only place a resident may smoke. Since the policy has been in effect (July 12, 2011), non-smoking residents have expressed concern that they are not able to utilize the courtyard due to second hand smoke exposure. There are also concerns that noise travels from the gazebo into neighboring apartments during late night hours and is disruptive to those individuals trying to sleep. The Housing Director would like to revise the smoke free policy to remove the gazebo as the designated smoking area. An existing smoking structure was made available to the housing department from within the county and it has been placed in the northeast corner of the parking lot. The department would like to utilize the structure in this area as the designated smoking area until the grounds of Center Ridge Arms goes completely smoke free effective February, 2017.

Finance/Economics:

N/A

Recommendation:

Please refer to the full board for approval to revise the smoke-free policy, and to approve incorporation into all lease, rules and admissions and continued occupancy plans (ACOP) of the housing department.

7. Request (Bargaining and Negotiations):

Administration would like to hire Tim Quinn as a part-time, temporary employee to assist in bargaining with the unions for the upcoming contracts (up to 1,000 hours for 2016).

Background:

It is anticipated the County will begin to engage in negotiations with all respective unions beginning in April of 2016 for the contract expiration date of 12/31/2016. Historically, prior to Tim Quinn's appointment as the Personnel Director, this service was provided by an outside attorney. Upon Tim Quinn's appointment, because of his prior experience and legal education, the outside attorney was no longer needed for employment contract items.

Administration is proposing bringing Tim Quinn back in 2016 on a part-time, temporary basis to assist in bargaining with the unions for the upcoming contracts. As a retiree, Mr. Quinn is required to stay below 1,000 hours per year. There are several advantages to this proposal as not only does Tim have a background with negotiations; he has first-hand knowledge of the nuances of the Bay County agreements which outside counsel would not have. He also has knowledge of prior contracts and the negotiation process between Bay County and the various unions. In addition, he has experience with the County finances, health care plans, retirement multipliers and details of existing contracts.

Finance/Economics:

This is a part-time, temporary assignment at \$43.36 per hour up to 1,000 hours total for 2016. Note: Funds exist as Tim's replacement was hired at the entry level of the MN15 scale (\$68,452) and the 2016 included funds at Mr. Quinn's salary at the top of the PN12 scale (\$90,189). A budget adjustment of up to \$14,295 would be required as that is the difference between the maximum amount of hours Tim would work and the available funds within the current budget.

The funds may not be needed depending on the hours required for negotiations. The total cost of this proposal is substantially less than if we were to use an outside attorney with no prior knowledge of our existing contract, financial position or benefit packages offered to employees.

Recommendation:

Refer to the full board for approval to hire Tim Quinn on a temporary, part-time basis to assist in contract negotiations in 2016.

Thank you for considering the items listed above and approving any necessary budget adjustments; if you have any questions, please feel free to contact me.

Encl.

cc: Tom Hickner
Bob Redmond
Deb Russell
Amber Davis-Johnson
Shawna Walraven
Crystal Hebert
Kim Priessnitz
Joel Strasz
Tammy Roehrs
Beth Eurich
Jessica Somerlot
Mark Pickell
Kathleen Janer
Melissa Maillette
Amy Revette
Mary Jo Hill
Rachelle Anderson
Kathy Barcla

Thomas L. Hickner
Bay County Executive

Tammy Roehrs
Director



Bay County Building 2nd Floor, Suite 202
515 Center Avenue
Bay City, MI 48708-5123
(989) 895-4100
Toll Free (877) 229-9960

FAX (989) 895-4094
TDD (989) 895-4049
Web Site: www.baycounty-mi.gov/aging
E-mail: divonaging@baycounty.net

RECEIVED

FEB 24 2016

To: Tiffany Jerry, Personnel and Employee Relations Director
From: Tammy Roehrs, Division on Aging Director
Date: February 24, 2016
RE: Filling Vacant Position in Division on Aging

PERSONNEL DEPARTMENT

BACKGROUND:

The Division on Aging has a vacant position open for a part-time In Home Worker due to the resignation of the current part-time employee effective March 3, 2016.

FINANCE AND ECONOMICS:

This is a part-time union position with limited benefits and variable hours at \$10.18 per hour to \$10.95 per hour (depending upon work assignment). Funds exist within the FY 15/16 Division on Aging budget and can be utilized to fill this position.

RECOMMENDATION:

The Division on Aging recommends filling the In Home Worker position, and seeks approval to post/hire for this position.

Cc: Tom Hickner, County Executive
Joel Strasz, Health Director
Crystal Hebert, Finance
Jessica Somerlott, In Home Services Manager
Beth Eurich, In Home Services Manager



 Bay County
HEALTH Department

1200 Washington Avenue Bay City, Michigan 48708
PHONE (989) 895-4009/FAX (989) 895-4014/TDD (989) 895-4049
www.baycounty-mi.gov/Health

Thomas L. Hickner
Bay County Executive

Joel R. Strasz
Public Health Director

TO: Tiffany Jerry, Personnel Director
FROM: Joel R. Strasz, Health Director
DATE: February 29, 2016
CC: Michele Reilly, Mark Pickell, Kathleen Janer, Melissa Maillette, Crystal Hebert
RE: Health Department Position Requests

Outreach Worker
Request: I would like to request permission to post a full-time Account Clerk (TU05) in the Women's Infants and Childrens (WIC) Program as it currently vacant.

Finance/Economics: The position is currently budgeted. No additional general funds are necessary.

Recommendation: Please refer to the full board for approval, so that the position may be filled expediently.

Request: The Communicable Disease Nurse is retiring. I would like to request permission to post this position (NN05/NN08) so that a qualified candidate can be chosen and the position is filled.

Finance/Economics: The position is currently budgeted. No additional general funds are necessary.

Recommendation: Please refer this recommendation to the full board for approval and also any backfill, another nurse vacancy if this position is filled by an internal candidate, to the Board of Commissioners for approval.



 Bay County
HEALTH Department

1200 Washington Avenue Bay City, Michigan 48708
PHONE (989) 895-4009/FAX (989) 895-4014/TDD (989) 895-4049
www.baycounty-mi.gov/Health

Thomas L. Hickner
Bay County Executive

Joel R. Strasz
Public Health Director

TO: Tiffany Jerry, Personnel Director
FROM: Amy Revette, WIC Manager
DATE: March 8th, 2016
CC: Michele Reilly, Joel Strasz, Kathleen Janer, Crystal Hebert
RE: Health Department Position Requests

Request: The Full-Time WIC Nurse position has become vacant. I would like to request permission to post this position (NN05/NN08) so that a qualified candidate can be chosen and the position is filled.

Finance/Economics: The position is currently budgeted. No additional general funds are necessary.

Recommendation: Please refer this recommendation to the full board for approval and also any backfill, another nurse vacancy if this position is filled by an internal candidate, to the Board of Commissioners for approval.



**Bay County
HEALTH Department**

1200 Washington Avenue Bay City, Michigan 48708
PHONE (989) 895-4009/FAX (989) 895-4014/TDD (989) 895-4049
www.baycounty-mi.gov/Health

Thomas L. Hickner
Bay County Executive

Joel R. Strasz
Public Health Director

TO: Tiffany Jerry, Personnel Director
FROM: Joel R. Strasz, Health Director
DATE: February 29, 2016
CC: Michele Reilly, Mark Pickell, Kathleen Janer, Melissa Maillette, Crystal Hebert, Kim Priessnitz, Bob Redmond
RE: Additional Health Department Position Request

Request: I would like to request permission to post a full-time Nurse (NN05/08) in the Children's Special Health Care Services Program (CSHCS) Program as the demand for complex nursing case management has steadily increased. There are currently 344 children enrolled in CSHCS that qualify for complex case management nursing.

Finance/Economics: The position is not currently budgeted. No additional general funds are necessary. The reimbursement for eligible services is \$201.58 per case management visit and eligible clients may receive up to 6 complex case management visits per year. A low end estimate of eligible reimbursement is approximately \$69,344 and high end estimates range from \$150,000 - \$225,000.

Recommendation: Please refer to the full board for approval, so that the position may be posted and filled.

BAY COUNTY BOARD OF COMMISSIONERS

APRIL 12, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (3/15/16)

RESOLVED By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies/new positions, monies for said positions to come from the respective departmental budgets:

- 1. Division on Aging - Home Worker (part time, \$10.18/hr. entry)
2. Health Department
a. Outreach Worker/Typist Clerk (full time, \$12.54/hr. entry)
b. Communicable Disease Nurse (full time, \$18.75/hr. entry for RN or \$19.37/hr. entry for BSN)
c. Registered Nurse in WIC Program (full time, \$18.75/hr. entry for RN or \$19.37/hr. entry for BSN)
d. Nurse in Children's Special Health Care Services (CSHCS) Program (full time, \$18.75/hr. entry for RN or \$19.37/hr. entry for BSN)
e. Nurse vacancies resulting from above Nursing positions being filled by internal candidate(s)

RESOLVED That budget adjustments, if required, are approved; Be It Further

RESOLVED That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced.

MICHAEL E. LUTZ, CHAIR AND COMMITTEE

Vacancies - April

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

Table with 12 columns: COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E. Rows include names like MICHAEL J. DURANCZYK, ERNIE KRYGIER, VAUGHN J. BEGICK, KIM J. COONAN, THOMAS M. HEREK, DONALD J. TILLEY, and MICHAEL E. LUTZ.

VOTE TOTALS: ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____ VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____ AMENDED _____ CORRECTED _____ REFERRED _____

-14-

BAY COUNTY HOUSING DEPARTMENT



Rachelle J. Anderson
Director

Thomas L. Hickner
County Executive

To: Michael Lutz, Chair
Personnel/Human Services Committee
Bay County Board of Commissioners

From: Rachelle Anderson
Housing Director

Subject: Request Approval of Housing Department Policy Changes

Date: February 9, 2016

BACKGROUND:

The Bay County Housing Department is seeking approval to revise the smoke-free policy of the Bay County Housing Department/Center Ridge Arms, originally adopted July 12, 2011 by board resolution. The current policy designates the gazebo, located in the courtyard in the rear of the building as the only place a resident may smoke. Since the time the policy has been in effect, non-smoking residents have expressed concern that they are not able to utilize the courtyard due to second hand smoke exposure. There are also concerns that noise travels from the gazebo into neighboring apartments during late night hours and is disruptive to those individuals trying to sleep.

We would like to revise the smoke free policy to remove the gazebo as the designated smoking area. An existing smoking structure was made available to the housing department from within the county, this structure has been placed in the northeast corner of the parking lot. We wish to utilize this structure in this area until the grounds of Center Ridge Arms would go completely smoke free effective February 2017.

RECOMMENDATION:

The Housing Department recommends approval to revise this policy, and to approve incorporation into all lease, rules, and admissions and continued occupancy plans (ACOP) of the housing department.

CC: Ernie Krygier, Chair Bay County Board of Commissioners
Tom Hickner, County Executive
Shawna Walraven, Assistant Corporation Counsel
Tiffany Jerry, Personnel Director

Center Ridge Arms, 798 N. Pine Rd., Essexville, Michigan 48732
(989) 895-8191 FAX (989) 895-7419
andersonr@baycounty.net
www.baycounty-mi.gov/housing

-15-

BAY COUNTY BOARD OF COMMISSIONERS

APRIL 12, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (3/15/16)
WHEREAS, Revisions are required and have been made to the Smoke-Free Policy of the Bay County Housing Department/Center Ridge Arms which was originally adopted by the Bay County Board of Commissioners on July 12, 2011 (Res. No. 2011-137); and
WHEREAS, The Policy adopted in 2011 designated the gazebo, located in the courtyard at the rear of the building, as the only place a resident may smoke, however, due to concerns raised by non-smoking residents, i.e. second hand smoke and late night noise/sleep disruption emanating from the gazebo, it is necessary to remove the gazebo as the designated smoking area; and
WHEREAS, An existing smoking structure was made available to the Housing Department from within the County and this structure has been located in the northeast corner of the parking lot; and
WHEREAS, This structure will be utilized in this area until the grounds of Center Ridge Arms are designated as completely smoke-free effective in February 2017; Therefore, Be It
RESOLVED That the Bay County Board of Commissioners approves the attached revised Smoke-Free Policy of the Bay County Housing Department/Center Ridge Arms and directs that this Policy be incorporated into all Lease, Rules, Admissions and Continued Occupancy Plans (ACOP) of the Housing Department, effective immediately.

**MICHAEL E. LUTZ, CHAIR
 AND COMMITTEE**

Housing-Center Ridge Arms - Revised Smoke-Free Policy

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
 VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____

SMOKE-FREE HOUSING POLICY FOR BAY COUNTY HOUSING DEPARTMENT

Bay County Housing Department desires to mitigate the (1) irritation and known health effects of secondhand smoke, (2) increased maintenance, cleaning and unit turn around costs from smoking and (3) increased risk of fire from smoking.

To promote better air quality, increase the safety of residents and personnel, inhibit the costs of insurance, maintenance of grounds, and renovation of apartments, Bay County Housing Department declares all apartments, buildings, and grounds at Center Ridge Arms, located at 798 North Pine Road, Essexville, Michigan, to be smoke-free. Effective February 1, 2017, smoking is not permitted on the grounds, or in any building, including apartments. Smoking is only permitted in specifically designated areas, outside the building until February 1, 2017.

All residents, their guests or visitors, employees and visitors, contractors must abide by the policy as written.

Adopted:
Resolution #:
Revised:
Resolution #:

1. Effective on February 1, 2017, all current residents, all employees, all guests and all new residents of Center Ridge Arms Apartments are prohibited from smoking anywhere in the building, including in apartment units and on balconies. Failure of any resident to follow the smoke-free policy will be considered a lease violation. **As of February 1, 2017, all buildings and grounds will be entirely smoke free.** Smoking is only permitted in specifically designated areas, outside the building until February 1, 2017.
2. "No Smoking" signs will be posted outside and inside of the building.
3. Electronic Cigarettes are permitted to be used only within the residents own apartment unit.
4. Smoking outside the building is limited to the smoking structure in the northeast corner of the parking lot only, until February 1, 2017. Residents are responsible for disposing of cigarette butts and related materials in receptacles as provided; cigarettes butts and related materials are litter. No visitors or guests are permitted to smoke on the property at any time.
5. If a resident smells tobacco smoke in any place in the building, he or she is to report this to the office as soon as possible. In the event the office is closed, he or she is to report the incident by completing an incident report. Management will seek the source of the smoke and take appropriate action.
6. New tenants will be given two (2) copies of the smoking policy. After review, the tenant will sign both copies and return one to the Bay County Housing Department's office. The copy will be placed in the tenant's file.
7. Upon adoption, this policy is declared an addition to the Lease, the Personnel Policy, and any contract administered by the housing department for routine and non-routine operation.

TENANT CERTIFICATION

I have read and understand the above smoking policy and I agree to comply fully with the provisions. I understand that failure to comply may constitute reason for termination of my lease.

Resident Signature: _____ **Date:** _____

Apartment Number: _____

BAY COUNTY BOARD OF COMMISSIONERS

APRIL 12, 2016

RESOLUTION

- BY: PERSONNEL/HUMAN SERVICES COMMITTEE (3/15/16)**
- WHEREAS, Bay County will begin to engage in negotiations with all respective unions beginning in April of 2016 for the contract expiration date of 12/31/16; and**
- WHEREAS, Historically, prior to the appointment of Tim Quinn as Personnel Director, negotiations were handled by an outside attorney; and**
- WHEREAS, Because of Tim Quinn's prior experience and legal education, the outside attorney was no longer needed for employment contract items; and**
- WHEREAS, Administration is recommending that Tim Quinn be hired on a part-time, temporary basis to assist in bargaining with the unions for the upcoming contracts; and**
- WHEREAS, There are several advantages to hiring Tim Quinn: his background with negotiations; first-hand knowledge of the nuances of the Bay County agreements; knowledge of prior contracts and the negotiation process between Bay County and the various unions; and his experience with County finances, health care plans, retirement multipliers and the details of existing contracts; and**
- WHEREAS, This is a part-time, temporary assignment given that as a retiree, Tim Quinn, is limited to 1,000 hours per year and Mr. Quinn will be paid at \$43.36/hr. for up to 1,000 hours; and**
- WHEREAS, Funds exist as the current Personnel Director was hired at the entry level of the MN15 scale (\$68,452) and the 2016 budget included funds at Mr. Quinn's salary at the top of the PN12 scale (\$90,189); and**
- WHEREAS, While a budget adjustment in the amount of \$14,295 may be required to cover the difference between the maximum amount of hours Mr. Quinn can work and the available funds within the current budget, it is dependent on the number of hours required for negotiations; and**
- WHEREAS, The total cost of this proposal is substantially less than if outside counsel were hired; Therefore, Be It**
- RESOLVED That the Bay County Board of Commissioners approves hiring Tim Quinn for labor agreement negotiation services on behalf of Bay County on a part-time, temporary basis at a rate of \$43.36 per hour for up to 1,000 hours in 2016; Be It Further**
- RESOLVED That a budget adjustment in the amount of \$14,295, if required, is approved.**

**MICHAEL E. LUTZ, CHAIR
AND COMMITTEE**

Personnel - Tim Quinn - Labor Agreement Negotiation Services

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

OFFICE OF ASSIGNED COUNSEL
REPORT
YEAR TO DATE, 2015

Total Number of Referrals: ----- 2123

VOP	218	Misd.	932	Appeals	28	FOC	4
Felony	547	Traffic	385	PPO's	9	Paternity	0

Total Number of New Assignments: ----- 1836

VOP	182	Misd.	821	Appeals	28	FOC	4
Felony	486	Traffic	306	PPO's	9	Paternity	0

Total Number of Defendants Currently Representing - Assigned on New Charges: ----- 270

VOP	36	Misd.	103	Appeals	0	FOC	0
Felony	60	Traffic	71	PPO's	0	Paternity	0

Total Number of Defendants denied Court Appointed Counsel: ----- 17

VOP	0	Misd.	8	Appeals	0	FOC	0
Felony	1	Traffic	8	PPO's	0	Paternity	0

There were a total of **2065** defendants assigned on felonies, misdemeanors, traffic & vop's.

LABEAN

New Assignments: ----- 227

Felonies	173
C.C. VOP	54
Misd.	0
Traffic	0

There were a total of **1795** NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Criminal Defense Office was assigned.
227 or **13%**

Defendants Currently Representing - Assigned on New Charges: ----- 48

Felonies	21
C.C. VOP	12
Misd.	9
Traffic	6

MANNIKKO

New Assignments: ----- 326

Felonies	214
C.C. VOP	112
Misd.	0
Traffic	0

There were a total of **1795** NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Public Defender's Office was assigned.
326 or **18%**

Defendants Currently Representing - Assigned on New Charges:

59

Felonies	21
C.C. VOP	8
Misd.	22
Traffic	8

SCHISLER LAW FIRM

New Assignments:

1129

Felonies	0
C.C. VOP	0
Misd.	822
Traffic	307

There were a total of 1795 NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Schisler Law Firm was assigned 1129 or 63%.

Defendants Currently Representing - Assigned on New Charges:

124

Felonies	3
C.C. VOP	6
Misd.	61
Traffic	54

PRIVATE COUNSEL

New Assignments:

118

Felonies	98
C.C. VOP	18
Misd.	2
Traffic	0

There were a total of 1795 NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Private Counsel was assigned 118 or 7%.

Defendants Currently Representing - Assigned on New Charges:

34

Felonies	16
C.C. VOP	8
Misd.	8
Traffic	2

PROBATE COURT - YTD 2015

Total Number of Referrals:..... 259

Delinquency	194
Neglect	65

Total Number of New Assignments:..... 217

Delinquency	159
Neglect	58

Total Number of Cases Currently Representing - Assigned on New Charges/Adding New Attorney: 34

Delinquency	27
Neglect	7

Total Number of Referrals denied Court Appointed Counsel: 8

Delinquency	8
Neglect	0

DELINQUENCY

NEW ASSIGNMENTS:..... 159

Public Defender	127
Private Attorneys	32

CASE PENDING /
NEW CHARGES:..... 27

Public Defender	18
Private Attorneys	9

NEGLECT

NEW ASSIGNMENTS:..... 58

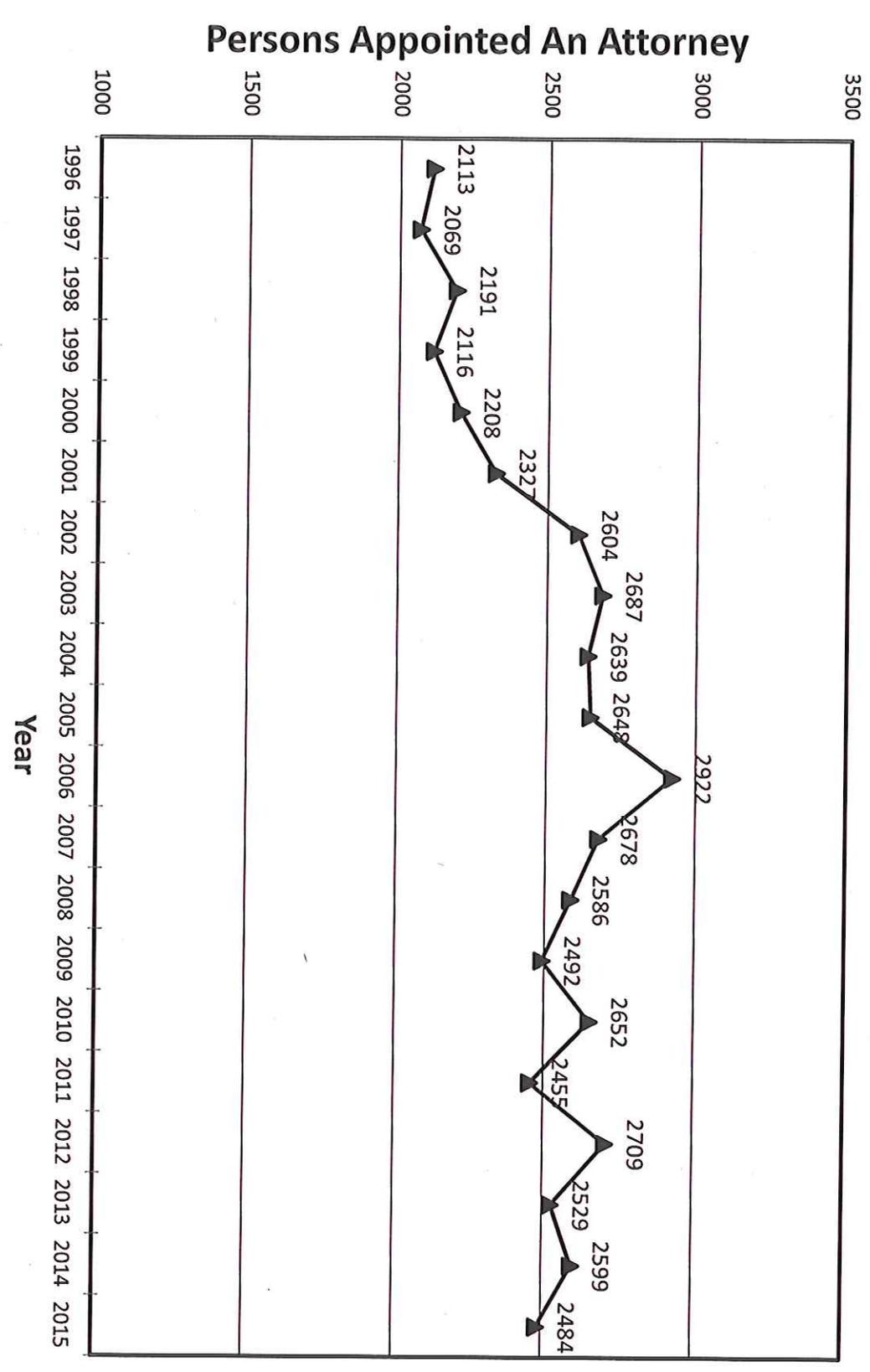
Public Defender	52
Private Attorneys	132

*Numerous attorneys may be assigned to an individual case.

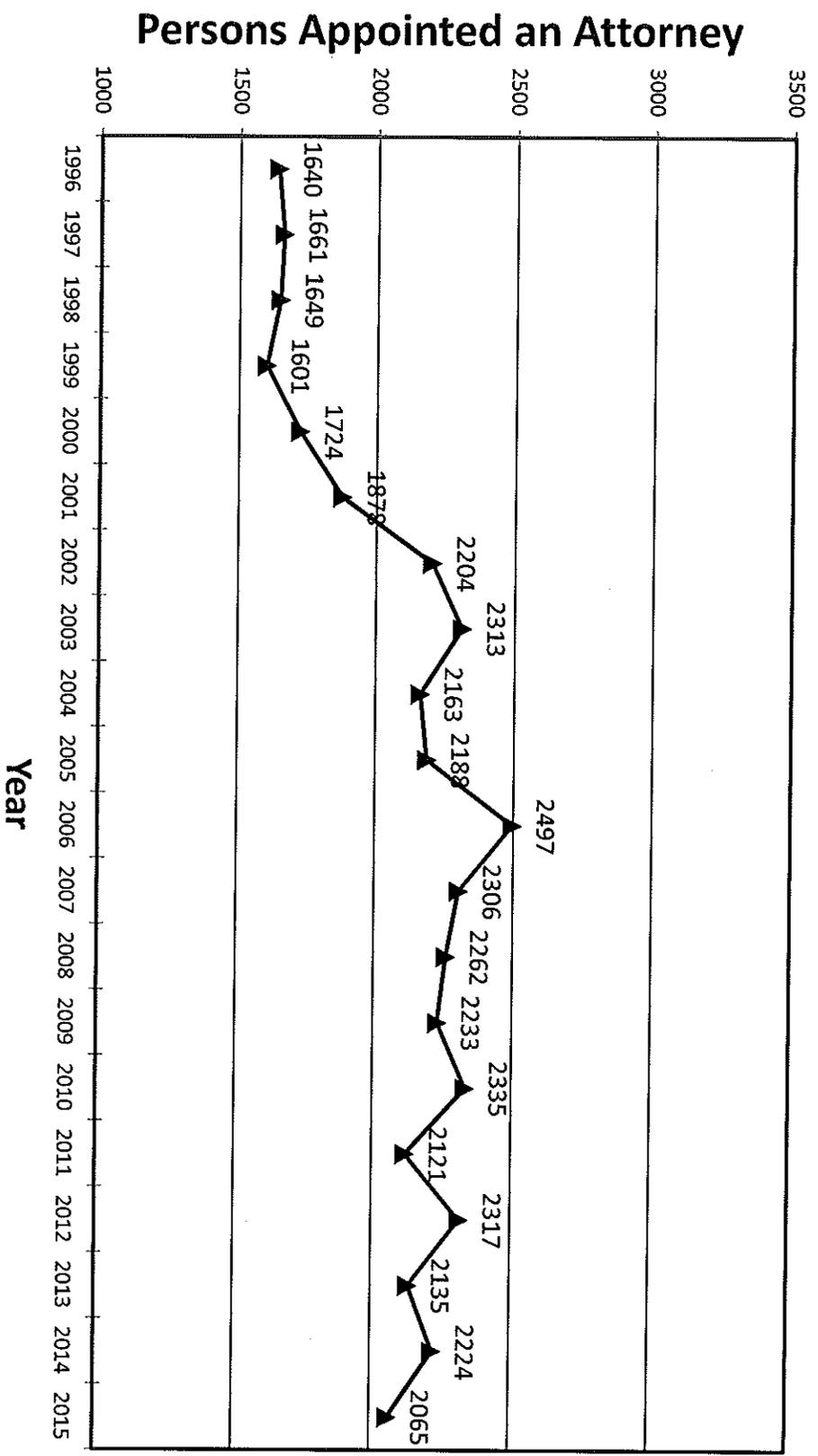
CASE PENDING /
ADDING NEW ATTORNEY:..... 7

Public Defender	0
Private Attorneys	8

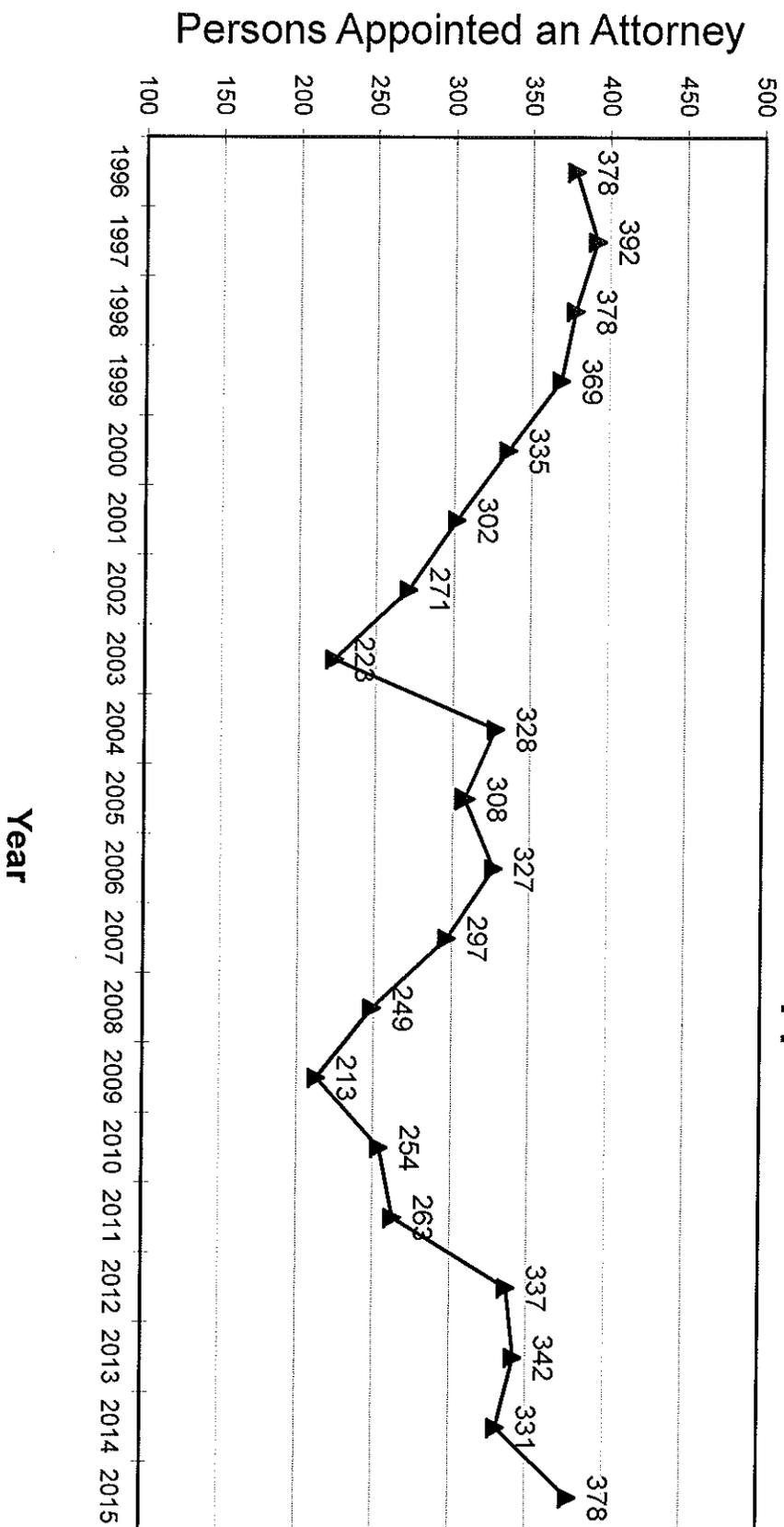
OFFICE OF ASSIGNED COUNSEL 1996 -2015 Total Case Appointments



OFFICE OF ASSIGNED COUNSEL 1996-2015 Total Criminal Appointments



OFFICE OF ASSIGNED COUNSEL 1996-2015 Probate Court Appointments



OFFICE OF ASSIGNED COUNSEL 1996-2015 FOC/Paternity Cases

