

PERSONNEL/HUMAN SERVICES COMMITTEE

A G E N D A

TUESDAY, AUGUST 18, 2015

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 5	III MINUTES (7/21/15)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
6- 8	A. Director of Personnel and Employee Relations
9-10	1. 9-1-1 Central Dispatch (Seeking authorization to post/fill any and all vacancies as they occur not to exceed annual budgeted staffing levels - separate proposed resolution to authorize hiring temporary Dispatcher(s) as vacancy(s) occur for the period of time required to fill Dispatcher vacancy(s) is attached)
11	2. Vacancies (Seeking authorization to post/fill the following vacancies - proposed resolution attached)
12	a. Division on Aging - Driver (part time, \$10.18/hr. entry)
13	b. Sheriff Department - Correctional Facility Officer (full time, \$15.95/hr. entry)
	c. Finance Department - Staff Accountant (full time, \$15.81/hr. entry)
	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 THE WAYS AND MEANS COMMITTEE 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, JULY 21, 2015, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:01 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	Y	Y	Y	
DONALD J. TILLEY, VICE CHAIR	P	S/Y	Y	S/Y	Y	M/Y	M/Y	Y	M/Y	M/Y	S/Y	
MICHAEL J. DURANCZYK	P	Y	S/Y	Y	Y	Y	Y	Y	Y	Y	Y	
VAUGHN J. BEGICK	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
KIM COONAN	P	Y	Y	M/Y	S/Y	S/Y	Y	S/Y	Y	S/Y	Y	
THOMAS C. HEREK		E	X	C	U	S	E	D				
ERNIE KRYGIER, EX OFFICIO	P	M/Y	M/Y	Y	M/Y	Y	S/Y	M/Y	S/Y	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: C.GIGNAC, D.RUSSELL, A.DAVIS-JOHNSON, K.PRIESSNITZ, T.QUINN, J.MILLER, R.ANDERSON, J.MORSE, B.KRAUSE, J.STRASZ, T.ROEHR, 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 JUNE 16, 2015 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

Public input was called with no one requesting to address the Committee.

The first item on the agenda dealt with requests to purchase other governmental service credit submitted by 18 employees (list attached to minutes). These requests result from Board action (resolution no. 2015-110 adopted May 9, 2015) allowing the purchase of other governmental service credit with requests to be submitted by June 12, 2015 at 5:00 p.m. Within this resolution was included the rescission of resolution no. 96-331 which allowed the purchase of other governmental service. After 5 p.m., June 12, 2015, no further applications to purchase governmental service would be accepted. This action was taken to eliminate unfunded actuarial liabilities since the true cost to the retirement system for an employee to purchase governmental service was much more than the statutory calculation allowed. Board Chair Krygier questioned if each of these employees would have to pay for the actual study determining cost and the response was negative. If, in the future, through negotiations, the purchase of other governmental service credit will be allowed, the employee would bear the cost of the actuarial study. It was

- 2** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION APPROVING THE REQUESTS TO PURCHASE OTHER GOVERNMENTAL SERVICE CREDIT FOR RETIREMENT PURPOSES AS SUBMITTED BY INDIVIDUALS LISTED IN THE RESOLUTION AND ATTACHED TO THESE MINUTES (RETIREMENT DIVISION).**

- 3** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION APPROVING RESIDENT SERVICE COORDINATOR SERVICES FOR CENTER RIDGE ARMS (CENTER RIDGE ARMS).**

PERSONNEL/HUMAN SERVICES COMMITTEE

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MOTION NO.

4 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A FULL TIME ROAD PATROL DEPUTY POSITION IN THE SHERIFF DEPARTMENT (PERSONNEL DEPARTMENT).

5 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL VACANCIES IN THE HEALTH DEPARTMENT: TEMPORARY, FULL TIME REGISTERED NURSE AND FULL TIME HEALTH EDUCATOR (PERSONNEL DEPARTMENT).

A proposed reorganization of the Division on Aging was considered. This reorganization is recommended because grant funding for the Elder Abuse Case Management position ends in September 2015. Commissioner Coonan noted that it has been this Board's position that when grant funding terminates, those positions funded by the grant will be terminated. Bob Redmond, the Board's Financial Analyst, noted this position will be covered by senior millage funds that were approved for the Riverside Meal Site project. This is an important position and funding it with the millage funds was considered in the past as there are available funds and the millage did allow for other uses of the funds.

6 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE REORGANIZATION OF THE DIVISION ON AGING AS PROPOSED BY THE DIRECTOR OF DIVISION ON AGING (PERSONNEL DEPARTMENT).

7 MOVED, SUPPORTED AND CARRIED TO RECEIVE REPORT ON RECENTLY APPROVED RECLASSIFICATIONS: WIC COORDINATOR (HEALTH DEPT.); MAINTENANCE IV-COMMUNITY CENTER/CIVIC ARENA (RECREATION AND FACILITIES); GROUNDS COORDINATOR-BUILDINGS AND GROUNDS (RECREATION AND FACILITIES).

8 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE RENEWAL OF AGREEMENT WITH BAY HEALTH PLAN (HEALTH DEPARTMENT).

9 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PLAN OF REORGANIZATION FOR THE BAY COUNTY DEPARTMENT OF COMMUNITY HEALTH (HEALTH DEPARTMENT).

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MOTION NO.

A question was raised as to why this reorganization was being done and Joel Strasz, Health Director, advised that this is part of the accreditation process and is required by the State. This is the 4th time Bay County has submitted a Plan of Reorganization.

There being no further business, it was

10 MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:21 P.M.).

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**

Last	First	Entity	Other Governmental Unit	Time: From	To	Request Amount
Ambrose	Christopher	Road	Midland County	11/14/1994	9/7/1995	11 months
Deaton	Judith	Road	Williams Township	10/30/1994	8/15/1998	2 years
Deaton	William	Gen Co	Bangor Township	8/1/1977	8/30/1981	1 year only
			Bangor Township	1/1/1986	3/31/1988	
Deopsomer	Donald	DWS	Montana State	3/21/1995	10/2/1998	3 years 6 months
Ermendorfer	Brian	Gen Co	Midland County	3/1/1996	4/1/1998	2 years
Fisher	Robert	Sheriff	Arenac County	5/5/1994	9/19/1995	1 year 5 months
Grzegorzcyk	Michael	Gen Co	Beaver Township	11/9/1992	11/10/1996	3 years 11 months
			Bay Metro Transit	7/21/1980	9/7/1981	1 year 1 month
Hebert	Crystal	Gen Co	City of Bay City	4/24/1978	6/25/1980	2 year 2 month
Hickner	Thomas	Gen Co	City of Pinconning	1/1/2003	11/24/2006	3 years 11 months
Kline	Robert	Gen Co	State of Michigan	1/2/1979	12/31/1982	4 years
Leaming	Margaret	Gen Co	Saginaw Bay Mosquito Control	1/1/1984	12/31/1984	1 year
Pinter	Christopher	Gen Co	US District Courts	8/16/1993	8/18/1995	2 years
Pinter	Janis	BABH	Saginaw County Community Mental Health	1/1/1992	12/31/1998	7 years
Wells	Renee	BABH	Saginaw County Community Mental Health	1/1/1993	12/31/2001	9 years
			AuSable Community Mental Health	10/18/1993	12/15/1995	2 years 2 months



**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tim Quinn, Director
quinn@baycounty.net
(989) 895-4098 (T)
(989) 895-2076 (F)

Tiffany Jerry, Payroll/Benefits Supervisor
jerryt@baycounty.net
(989) 895-4032 (T)
(989) 895-2076 (F)

Rebecca Marsters, Retirement Administrator/Accountant
marstersr@baycounty.net
(989) 895-4043 (T)
(989) 895-2076 (F)

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

From: Tim Quinn, Director of Personnel and Employee Relations

Jeanie Deckert, Wellness Coordinator
deckertj@baycounty.net
(989) 895-4087 (T)
(989) 895-2076 (F)

Date: August 13, 2015

Becky Smutek, Payroll Clerk
smutekb@baycounty.net
(989) 895-4044 (T)
(989) 895-2076 (F)

Re: Personnel/Human Services Committee Agenda

Please consider the following for the agenda of your committee meeting scheduled for August 18, 2015.

1. **Request:** Chris Izworski has submitted a request for Committee and Board authorization for 911 Central Dispatch to fill any and all vacancies as they occur, based on annually budgeted staffing levels.

Background: Studies indicate a national turnover rate between 17%-19% in the field of 9-1-1 Dispatching. In other words, two out of every 10 dispatchers leave the profession each year. And furthermore a dispatcher's career averages two to three years. Bay County 9-1-1's turnover rate is comparable to the National Average at 16%. Since 2007, 9-1-1 averages four dispatchers leaving annually.

Finance/Economics: 9-1-1 Central Dispatch is budgeted to fill twenty-four 9-1-1 dispatcher positions. Due to minimum staffing levels, a decrease in time between the loss and replacement of 9-1-1 personnel will decrease overtime costs. This is important not only from a cost standpoint but also from a safety standpoint, as overtime diminishes individuals' awareness and decision making abilities.

Recommendation: Please approve and refer to the Board for authorization to fill any and all 9-1-1 personnel vacancies, as they occur, based on annually budgeted staffing levels.

6-

Prior to any activity directly related to hiring, such as posting, selecting from a list of qualified applicants, etc., the request must first be approved by the County Executive and then directed to the Finance Officer to assure that this millage funded request is in compliance with the budget and then to the Director of Personnel and Employee Relations to assure due diligence in the County's hiring process has been and will be performed.

Under no circumstances shall the number of dispatchers exceed the budgeted allotment.

Following that process, the Chairman of the Board of Commissioners or his designee, must sign the request or approve electronically before a job offer is made.

The Director of Personnel and Employee Relations will continue to provide the Board of Commissioners with periodic reports of all new hires and separations.

Reasons for high turnover include: the inability to conform to the demands of the profession; disciplinary issues; stress; scheduling conflicts' mandatory overtime; rigorous and intense training program; and awkward schedules.

2. **Request:** Tammy Roehrs has submitted a request to post and fill a part-time driver position within the Division on Aging.
- Background:** A current driver has submitted his resignation notice with an effective date of August 28, 2015.
- Finance/Economics:** This is a part-time USW position with limited benefits and variable hours at \$10.18 per hour entry. Funds exist within the FY 14/15 Division on Aging budget and can be utilized to fill this position.
- Recommendation:** Please approve and refer to the Board for authorization to post and fill a part-time Driver vacancy with the Division on Aging.

3. **Request:** Sheriff John Miller has submitted a request to post and fill a mandated Correctional Facility Officer position at the Law Enforcement Center.

Background: There is a vacant position due to the resignation of a full-time CFO at the Sheriff's Office.

Finance/Economics: This is a full-time position in the POAM unit at \$15.95 per hour entry level with full benefits. This position was budgeted for in the 2015 budget.

Recommendation: Please approve filling this position and any necessary budget adjustments.

4. **Request:** A vacancy exists with the Bay County Finance Department.

Background: A current employee accepted the Staff Accountant position in the Bay County Treasurer's Office and has submitted his 2-weeks notice to transfer.

Finance/Economics: This is a full-time USW position with benefits @ \$15.81 per hour entry, progressing to \$18.80 per hour after 2 years (TU08). This position was budgeted for in the 2015 budget.

Recommendation: Please approve and refer this vacancy to the full Board for approval to fill.

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
Deb Russell
Crystal Hebert
Kim Priessnitz
Sheriff Miller
Joel Strasz
Tammy Roehrs

Wanda Behmlander
Christopher Izvorski
Tony Smith
Kathy Barcia



BAY COUNTY

(989) 895-4051 • FAX (989) 892-3744

911 Central Dispatch

1228 Washington Ave., Bay City MI 48708

Chris Izworski
Director

Thomas L. Hickner
Bay County Executive

To: Michael E. Lutz, Chairman of the Personnel/Human Services Committee

From: Christopher Izworski, 9-1-1 Director

Date: August 4, 2015

Subject: 9-1-1 Dispatcher Vacancy

Request: That the Committee and Board authorize 9-1-1 to fill any/all personnel vacancies, as they occur, based on annually budgeted staffing levels.

Background: Studies indicate a national turnover rate between 17%–19% in the field of 9-1-1 Dispatching. In other words, two out of every 10 dispatchers leave the profession each year. And furthermore a dispatcher's career averages two to three years. Bay County 9-1-1's turnover rate is comparable to the National Average at 16%. Since 2007, 9-1-1 averages four dispatchers leaving annually.

Reasons for high turnover include: the inability to conform to the demands of the profession; disciplinary issues; stress; scheduling conflicts; mandatory overtime; rigorous and intense training program; and awkward schedules.

Finance/Economics: 9-1-1 Central Dispatch is budgeted to fill twenty-four 9-1-1 dispatcher positions. Due to minimum staffing levels, a decrease in time between the loss and replacement of 9-1-1 personnel will decrease overtime costs.

Recommendation: 9-1-1 recommends that the Committee and Board authorize 9-1-1 to any/all fill personnel vacancies, as they occur, based on annually budgeted staffing levels.

BAY COUNTY BOARD OF COMMISSIONERS

9/8/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (8/18/15)

WHEREAS, Studies indicate a national turnover rate between 17%-19% in the field of 9-1-1 Dispatching and that a dispatcher's career averages two to three years; and

WHEREAS, Bay County's turnover rate is comparable to the National Average at 16% and, since 2007, 9-1-1 averages four dispatchers leaving annually; and

WHEREAS, Reasons for the turnover include the inability to conform to the demands of the profession, disciplinary issues, stress, scheduling conflicts, mandatory overtime, rigorous and intense training program and awkward schedules; and

WHEREAS, Due to minimum staffing levels, a decrease in time between the loss and replacement of 9-1-1 personnel will decrease overtime costs, important not only from a cost standpoint but also from a safety standpoint as overtime diminishes individuals' awareness and decision making abilities

WHEREAS, 9-1-1 is budgeted for twenty-four 9-1-1 Dispatcher positions; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes 9-1-1 to hire a temporary Dispatcher(s) as a vacancy(s) occurs for the period of time required to post/fill the budgeted full time Dispatcher(s) position.

MICHAEL E. LUTZ, CHAIR AND COMMITTEE

9-1-1 - Filling Dispatcher Vacancies

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, KIM J. COONAN, ERNIE KRYGIER, THOMAS M. HEREK, VAUGHN J. BEGICK, 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 _____

BAY COUNTY BOARD OF COMMISSIONERS

9/8/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (8/18/15)

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 - Driver (part time, \$10.18/hr. entry)
- 2. Sheriff Department - CFO (full time, \$15.95/hr. entry)
- 3. Finance Department - Staff Accountant (full time, \$15.81/hr. entry)

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 - September

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 _____

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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

To: Tim Quinn, Personnel Director
From: Tammy Roehrs, Director
Date: August 10, 2015
RE: Filling Vacant Position in Division on Aging

BACKGROUND:

The Division on Aging will have a vacant position open for a part time driver due to the resignation of the current driver effective August 28, 2015.

FINANCE AND ECONOMICS:

This is a part-time union position with limited benefits and variable hours at \$10.18 per hour for driver duties. Funds exist within the FY 14/15 Division on Aging budget and can be utilized to fill this position.

RECOMMENDATION:

The Division on Aging recommends filling the part time driver position, and seeks approval to post/hire this position.

Cc: Tom Hickner, County Executive
Joel Strasz, Health Director
Crystal Hebert, Finance
Barb Kraycsir, Nutrition Services Manager

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John E. Miller
Sheriff Of Bay County

Troy Cunningham
Undersheriff

Troy A. Stewart
Jail Administrator



TO: Tim Quinn
Personnel Director

FROM: Sheriff John E. Miller *J. E. Miller*

DATE: August 11, 2015

RE: Mandated CFO Position

BACKGROUND: There is now a vacant position due to the resignation of a full time/with benefits Correctional Facility Officer (CFO) at the Sheriff's Office. This CFO position is budgeted for in the 2015 County Budget.

FINANCE/ECONOMICS: Our 2015 budget has funds allocated for this mandated position of CFO. The rate of pay for a full-time/with benefits position is \$15.95 per hour and is under the contract of the POAM.

RECOMMENDATION: Due to an opening effective August 3, 2015 we need to fill a Correctional Facility Officer (CFO) position, this is a mandated position. Your cooperation and assistance to conduct necessary budget adjustments when required is greatly appreciated in filling this position in order to maintain minimum shift staffing and reducing cost for overtime wages.

CC: Jail Administrator Troy Stewart
Undersheriff Troy Cunningham
Michael E. Lutz, Chairman of Personnel/Human Services
Hebert, Crystal, Finance Director
Kim Priessnitz, Budget Supervisor
File Copy

Ls/p&j-cfopos15

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Phone: (989) 895-4050

Public Safety Depends On You!
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