

**PERSONNEL/HUMAN SERVICES COMMITTEE**

**A G E N D A**

**TUESDAY, OCTOBER 20, 2015**

**4:00 P.M.**

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

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PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 3	III MINUTES (9/15/15)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
4- 5	A. Health Director - Memorandum of Understanding with Midland, Saginaw and Mid-Michigan District Health Departments <b>(Seeking approval of MOU, authorization for Board Chair to sign MOU and related documents - proposed resolution attached)</b>
6- 8	B. Personnel Director
9	1. Vacancies <b>(Seeking authorization to post/fill - proposed resolution attached)</b>
	a. Sheriff Department - CFO (full time, \$15.85/hr. entry)
	b. 9-1-1 Central Dispatch - Dispatcher (full time, \$12.95/hr. entry)
10	2. Part Time Typist Clerk Vacancy in Personnel Department <b>(Seeking authorization to combine 2 part time positions (Personnel Department and Retirement Division to a full time Typist Clerk position split and charged between Personnel and Retirement</b>
	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, SEPTEMBER 15, 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					
DONALD J. TILLEY, VICE CHAIR	P	Y	M/Y	Y	Y	Y	Y					
MICHAEL J. DURANCZYK	P	M/Y	Y	Y	Y	Y	Y					
VAUGHN J. BEGICK	P	Y	Y	Y	Y	S/Y	Y					
KIM COONAN	P	S/Y	S/Y	M/Y	M/Y	Y	S/Y					
THOMAS C. HEREK	P	Y	Y	S/Y	S/Y	M/Y	Y					
ERNIE KRYGIER, EX OFFICIO	P	Y	Y	Y	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, C.HEBERT, T.QUINN, D.KLIDA, J.TORRES, J. KEUVELAAR, R.ROBERTS, T.ROEHR, J.STRASZ, 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  
MINUTES  
TUESDAY, SEPTEMBER 15, 2015  
PAGE 2**

**MOTION NO.**

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**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](http://www.baycounty-mi.gov/executive/videos).

- 1**            **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE AUGUST 18, 2015 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

Public input was called with no one expressing a desire to address the Committee.

The first item on the agenda was a request for approval of the 2015-2016 Child Care Fund budget. John Torres, Probate Court Administrator, explained the funding request and noted that the State provides a 50% match for expenditures related to placement of neglected and abused children in child placement agencies and foster homes, the placement of delinquent youth in the County's juvenile facility or institutions for delinquent youth, and programs aimed at working with delinquent youth while the youth remains in their own home. An additional \$100,000 in funding is being requested for family foster care and an additional \$27,000 in the in-home care category. The Court is working with Court Appointed Special Advocates (CASA). The Child Care budget remains the same as last year except for the \$127,000 increase. It is felt that utilizing the CASA Program could result in cost savings. Judge Klida spoke highly of the CASA Program and noted that there is considerable oversight with the program. In the CASA Program, volunteers are appointed by the Judge to represent the best interests of children who have been removed from their homes due to abuse or neglect. The children are closely monitored by the volunteers who are well-trained. Randy Roberts, who directs the CASA Program based in Saginaw County, spoke to the success of the program, the volunteer selection process and the volunteer screening and training. Following brief discussion, it was

- 2**            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE 2015-2016 CHILD CARE FUND BUDGET (PROBATE COURT). [NOTE: BOARD APPROVAL WAS GRANTED AT BOARD MEETING IMMEDIATELY FOLLOWING THIS MEETING.]**

**PERSONNEL/HUMAN SERVICES COMMITTEE  
MINUTES  
TUESDAY, SEPTEMBER 15, 2015  
PAGE 3**

**MOTION NO.**

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The next item on the agenda was a request from Tammy Roehrs, the Director of Division on Aging, to extend the Elder Abuse Case Management Program utilizing grant funds (if funding extension is granted) or millage monies. This is a very important program and approval will continue the program for the balance of 2015. Following brief discussion, it was

- 3           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF CONTINUATION OF THE ELDER ABUSE CASE MANAGEMENT PROGRAM IN 2015 THROUGH EXTENSION OF GRANT FUNDS OR MILLAGE MONIES (DIVISION ON AGING). [NOTE: BOARD APPROVAL WAS GRANTED AT BOARD MEETING IMMEDIATELY FOLLOWING THIS MEETING.]**
- 4           **MOVED, SUPPORTED AND CARRIED TO APPROVE THE REQUEST OF BRIAN PEDLER, DEPARTMENT OF WATER AND SEWER, TO PURCHASE 2 YEARS AND 5 MONTHS OF MILITARY TIME FOR RETIREMENT PURPOSES (RETIREMENT DIVISION).**
- 5           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL VACANCIES IN THE FOLLOWING DEPARTMENTS: DIVISION ON AGING - DRIVERS (3); SHERIFF DEPARTMENT - CFO; JUVENILE HOME - YOUTH DEVELOPMENT WORKERS (4) (PERSONNEL DEPT.).**

There being no further business, it was

- 6           **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:28 P.M.).**

**Submitted by:**

*Deanne Berger*

**Deanne Berger  
Board Coordinator**



Thomas L. Hickner  
Bay County Executive



Joel R. Strasz  
Public Health Director

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Bay City, Michigan 48708

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[www.baycounty-mi.gov/Health](http://www.baycounty-mi.gov/Health)

**TO:** Michael Lutz, Chairperson, Personnel/Human Services Committee  
**FROM:** Joel R. Strasz, Health Director  
**DATE:** October 14, 2015  
**CC:** Tom Hickner, Amber Johnson, Crystal Hebert, Kim Priessnitz, Shawna Walraven, Laura Ogar, Jay Anderson, Joel Kwiatkowski, Joseph Rivet  
**RE:** Memorandum of Understanding with Midland, Saginaw and Mid-Michigan District Health Departments

**BACKGROUND:** Mid-Michigan District Health Department was awarded a grant in the spring of 2015 by the Michigan Department of Health and Human Services to initiate a Cross Jurisdictional Planning program with neighboring health departments (Bay, Midland and Saginaw) to determine if there were potential projects for collaboration. One such project that rose to the forefront of discussions was the potential acquisition and integration of the FetchGIS system by Amalgam LLC. The FetchGIS system is an Environmental Health application using industry standard GIS software. The application is designed to introduce new efficiencies by consolidating existing digital source information, provide GIS and location tools for field measurements and drawings, reduce data entry duplication and establish a foundation for digital records that are spatially referenced for use in GIS. The system is already in use by Midland and Gratiot Counties.

**FINANCE AND ECONOMICS:** Mid-Michigan District Health Department will cover the costs for the initial purchase of the software (including the data layers of Well and Groundwater information, underground storage tanks, oil and gas infrastructure, soils, water quality data, etc) at \$16,000. Bay County and the remaining health departments would be responsible for two years of software maintenance fees which total to \$4,000 for two years (2016 and 2017). There is a possibility that unspent grant funds with the recent Kawkawlin River project may be utilized if permission is granted by MDEQ.

**RECOMMENDATION:** Upon favorable review by Corporation Counsel, the Health Department recommends approval for signature of the Board Chair to this agreement.

BAY COUNTY BOARD OF COMMISSIONERS

11/10/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (10/20/15)
WHEREAS, Mid-Michigan District Health Department was awarded a grant in the Spring of 2015 by the Michigan Department of Health and Human Services to initiate a Cross Jurisdictional Planning program with neighboring health departments (Bay, Midland and Saginaw) to determine if there were potential projects for collaboration; and
WHEREAS, One such project that rose to the forefront of discussions was the potential acquisition and integration of the FetchGIS system by Amalgam LLC. The FetchGIS system is an Environmental Health application using industry standard GIS software; and
WHEREAS, The application is designed to introduce new efficiencies by consolidating existing digital source information, provide GIS and location tools for field measurements and drawings, reduce data entry duplication and establish a foundation for digital records that are spatially referenced for use in GIS. The system is already in use by Midland and Gratiot Counties; and
WHEREAS, Mid-Michigan District Health Department will cover the costs for the initial purchase of the software (including the data layers of Well and Groundwater information, underground storage tanks, oil and gas infrastructure, soils, water quality data, etc.) at \$16,000; and
WHEREAS, Bay County and the remaining health departments would be responsible for two years of software maintenance fees which total \$4,000 for two years (2016 and 2017) and the possibility exists that unspent grant funds with the recent Kawkawlin River project may be utilized if permission is granted by MDEQ; Therefore, Be It
RESOLVED That the Bay County Board of Commissioners approves the Memorandum of Understanding with Midland, Saginaw and Mid-Michigan District Health Departments for a Cross Jurisdictional Planning Program and authorizes the Chairman of the Board to execute the MOU on behalf of Bay County following legal review/approval.

MICHAEL E. LUTZ, CHAIR AND COMMITTEE

Health - MOU - FetchGIS System
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 \_\_\_\_\_



**BAY COUNTY  
PERSONNEL DEPARTMENT**

**Thomas L. Hickner**  
County Executive

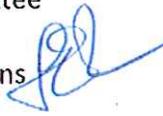
**Tim Quinn, Director**  
[quinn@baycounty.net](mailto:quinn@baycounty.net)  
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(989) 895-2076 (F)

**Tiffany Jerry, Payroll/Benefits Supervisor**  
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(989) 895-2076 (F)

**Rebecca Marsters, Retirement Administrator/Accountant**  
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**Jeanie Deckert, Wellness Coordinator**  
[deckertj@baycounty.net](mailto:deckertj@baycounty.net)  
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(989) 895-2076 (F)

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

From: Tim Quinn, Director of Personnel and Employee Relations 

**Becky Smutek, Payroll Clerk**  
[smutekb@baycounty.net](mailto:smutekb@baycounty.net)  
(989) 895-4044 (T)  
(989) 895-2076 (F)

Date: October 14, 2015

Re: Personnel/Human Services Committee Agenda

Please consider the following for the agenda of your committee meeting scheduled for October 20, 2015.

- 1. Request:** Sheriff Miller has submitted a request to hire a mandated CFO position at the Bay County Sheriff Department.

**Background:** A vacancy exists due to a resignation of a full-time with benefits Correctional Facility Officer (CFO) at the Sheriff's Office.

**Finance/Economics:** This CFO position is budgeted for in the 2015 county budget. The rate of pay for a full-time position is \$15.95 per hour entry, progressing to \$22.35 per hour after 5 years. Healthcare and benefits are provided for under the POAM agreement.

**Recommendation:** Please approve and refer to the Board for authorization to fill this mandated full-time Correctional Facility Officer position.
- 2. Request:** Chris Izworski has submitted a request to hire a full-time Dispatcher with Central Dispatch.

**Background:** A vacancy exists due to a resignation of a 9-1-1 Dispatcher.

**Finance/Economics:** Funds exist within the current budget. The rate of pay for a full-time position is \$12.95 per hour entry, progressing to \$17.57 per hour after 4 years. Healthcare and benefits are provided for under the GELC agreement.

**Recommendation:** Please approve and refer to the Board for authorization to fill this full-time 911 Dispatcher vacancy.

3. **Request:** To fill a Typist Clerk II vacancy in the Personnel Department.

**Background:** A part-time vacancy exists in the Personnel Department as a result of an employee departing on August 25, 2015. The department would like to combine the existing vacancy with the part-time Typist Clerk within the Retirement office, making it a full-time position with benefits, pending concurrence of the Retirement Board. This would offer many advantages in terms of efficiency of work, employee retention, among others. The proposed split would be 24 hours in HR and 16 in retirement.

If the Retirement Board does not concur, we request that the vacancy be filled with a part-time employee up to 29 hours, although only 24 would be utilized and the other 5 hours would be used to supplement the workload of the current part-time clerk in Retirement, but only if needed, and would continue to be charged to Retirement. In 2014, the part-time Retirement clerk averaged about 13 hours a week (budgeted for 10/hours) and was supplemented by the Personnel clerk at an average of 5.73 hours/week (2014), which is charged to Retirement, via indirect costs. With the combination of duties, enough efficiencies could be realized to be able to have the one person perform both duties within a 40 hour week.

**Finance/Economics:** The full-time rate of pay would be \$11.85 per hour entry, progressing to \$14.18 per hour after two years (non-represented). The cost of benefits would be pro-rated between Retirement and Human Resources and budget adjustments would be necessary for 2016, although unused funds from the current vacancy should cover 2015.

**Recommendation:** Please approve and refer to the Board for authorization to fill the full-time position, pending concurrence of the Retirement Board, or, in the alternative if no concurrence is reached, to fill with a part-time employee for up to 29 hours a week.

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.

TQ/mr

cc: Tom Hickner  
Deb Russell  
Amber Davis-Johnson  
Crystal Hebert  
Kim Priessnitz  
Sheriff Miller  
Chris Izworski  
Retirement Board members

**BAY COUNTY BOARD OF COMMISSIONERS**

**11/10/2015**

**RESOLUTION**

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (10/20/15)

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. Sheriff Department - CFO (full time, \$15.95/hr. entry)
- 2. 9-1-1 Central Dispatch - Dispatcher (full time, \$12.95/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 - November

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 \_\_\_\_\_

BAY COUNTY BOARD OF COMMISSIONERS

11/10/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (10/20/15)

WHEREAS, A part-time vacancy exists in the Personnel Department and, in an effort to increase efficiency and retain staff, it is recommended that this part time position be combined with a part time Retirement Division Clerk to be split as follows: 24 hours Personnel Department and 16 hours Retirement Division; and

WHEREAS, In reviewing the duties of both positions, the combination of the duties will result in enough efficiencies to merit one person performing the duties of both positions within a 40 hour week; and

WHEREAS, Retirement Board concurrence is necessary and, in the event, the Retirement Board does not concur, it is requested that authorization be granted to post/fill the part-time Typist Clerk vacancy up to 29 hours per week in the Personnel Department with 24 hours being utilized and the remaining 5 hours used to supplement the workload of the current part time Clerk in the Retirement Division, if needed, and to be charged to the Retirement budget; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves posting/filling a full time Typist Clerk position to be split and charged between the Personnel Department (24 hours) and Retirement Division (16 hours) contingent upon concurrence from the Bay County Retirement Board; Be It Further

RESOLVED That in the event the Retirement Board does not concur with the proposed staffing arrangement, authorization is granted to post/fill the part time (up to 29 hours per week) Typist Clerk vacancy in the Personnel Department.

MICHAEL E. LUTZ, CHAIR AND COMMITTEE

Personnel Dept - Retirement Division - Typist Clerk Position

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

Table with 12 columns: COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E. Rows include 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 \_\_\_\_\_