

PERSONNEL/JUDICIAL COMMITTEE

A G E N D A

TUESDAY, JUNE 19, 2012

4:00 P.M.

COMMISSIONERS' CONFERENCE ROOM, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 2	III MINUTES (5/15/12)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
	A. County Executive - New Fireworks Law Violations (County Executive will address this issue with possible hand-out at meeting)
3- 5	B. Retirement Coordinator - Purchase of Governmental Service Credit for Retirement Purposes - Robert Hill (Seeking favorable recommendation to full Board 6/19/12 to approve Robert Hill's request to purchase governmental service credit for retirement purposes contingent upon confirmation of time by Social Security Administration - proposed resolution attached)
6- 8	C. Personnel Director
9	1. Vacancies (Seeking authorization to post/fill; proposed resolution attached)
	a. Buildings and Grounds - Custodian (full time temporary, \$10.83/hr.)
	b. Division on Aging - Typist Clerk II (full time, \$11.03/hr. entry)
	c. Health Department
	1. Maternal-Child Services Manager (full time, \$51,147 entry progressing to \$58,094 after 4 years)
	2. Maternal-Child Services Manager: Marilyn Laurus to be hired on a temporary, no benefit, contractual basis to assist w/nursing oversight and preparation for Public Health Accreditation until a new Manager is hired. Cost not to exceed \$10,000 (358 hours @ \$27.93/hr.).
	d. Animal Control - Kennel Attendant (part time, \$10.63/hr. entry)
	2. Recreation Division Restructuring (Seeking referral to July 3rd Ways and Means Committee meeting)
	VI REFERRALS
	VII UNFINISHED BUSINESS
	VIII NEW BUSINESS
	IX MISCELLANEOUS
	X 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/JUDICIAL COMMITTEE

MINUTES

MEETING OF THE PERSONNEL/JUDICIAL COMMITTEE ON TUESDAY, May 15, 2012, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:00 P.M. by Chair Ryder.

Roll call:

MOTION NO.

COMMISSIONERS PRESENT		1	2	3	4	5	6	7	8	9	10	11
TOM RYDER, CHAIR	P	Y	Y	Y	Y	Y	Y	Y				
ERNIE KRYGIER, VICE CHAIR	P	M/Y	Y	M/Y	Y	Y	Y	Y				
MICHAEL J. DURANCZYK	P	Y	S/Y	Y	Y	Y	Y	Y				
BRANDON KRAUSE	P	Y	Y	Y	M/Y	S/Y	M/Y	Y				
VAUGHN J. BEGICK	P	Y	Y	Y	Y	Y	Y	S/Y				
DONALD J. TILLEY	P	S/Y	Y	Y	Y	M/Y	S/Y	M/Y				
KIM COONAN, EX OFFICIO	P	Y	M/Y	S/Y	S/Y	Y	Y	Y				

MOTION NO.

COMMISSIONERS PRESENT		12	13	14	15	16	17	18	19	20	21	22
TOM RYDER, CHAIR												
ERNIE KRYGIER, VICE CHAIR												
MICHAEL J. DURANCZYK												
BRANDON KRAUSE												
VAUGHN J. BEGICK												
DONALD J. TILLEY												
KIM COONAN, EX OFFICIO												

MOTION NO.

COMMISSIONERS PRESENT		23	24	25	26	27	28	29	30	31	32	33
TOM RYDER, CHAIR												
ERNIE KRYGIER, VICE CHAIR												
MICHAEL J. DURANCZYK												
BRANDON KRAUSE												
VAUGHN J. BEGICK												
DONALD J. TILLEY												
KIM COONAN, EX OFFICIO												

OTHERS PRESENT: M.GRAY, M.FITZHUGH, C.HEBERT, T.QUINN, K.MEAD, J.REYNOLDS, M.HALSTEAD, R.REDMOND, BAY 3 TV, D.BERGER

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

-/-

MOTION NO.

NOTE: In addition to these typed minutes, this Committee meeting was also 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 APRIL 17, 2012 PERSONNEL/JUDICIAL COMMITTEE MEETING AS PRINTED.**

Public input was called. No one expressed a desire to address the Committee.

2 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE APPOINTMENT OF SHIRLEY J. BEEMAN AS NON-ATTORNEY MAGISTRATE (DISTRICT COURT).**

3 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL FOR MICHAEL GRAY, ASSISTANT COUNTY EXECUTIVE FOR RECREATION/ADMINISTRATIVE SERVICES, TO PURCHASE 8 YEARS OF GOVERNMENTAL SERVICE CREDIT - WILLIAMS TOWNSHIP - FOR RETIREMENT PURPOSES.**

4 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL FOR DANIEL DICKS, ENVIRONMENTAL HEALTH SANITARIAN, TO PURCHASE 1 YEAR AND 5 MONTHS OF GOVERNMENTAL SERVICE CREDIT - LIVINGSTON COUNTY - FOR RETIREMENT PURPOSES.**

5 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A CORRECTIONAL FACILITY OFFICER (FT) VACANCY (SHERIFF DEPT.).**

6 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF REASSIGNMENT OF DUTIES TO NANCY FISCHER AND APPROPRIATION TO COVER UNBUDGETED RELATED COST (JUVENILE HOME).**

7 **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:02 P.M.).**

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**

-2-

DATE: June 13, 2012

TO: Deanne Berger

FROM: Danean Wright

RE: Other Governmental Service Time- Robert Hill - Environmental Health

Enclosed you will find the request from Robert Hill to purchase up to three years three months of other governmental service credit from September, 1979 to November, 1982.

This request is contingent on receiving all of the necessary documentation required to process this request.

Please give consideration to this request due to the fact that Mr. Hill has to retire by June 30th to be allowed to retire under the retirement incentive.

If you have any questions please contact me.

June 13, 2012

Bay County Board of Commissioners
515 Center Avenue
Suite 405
Bay City, Michigan 48708

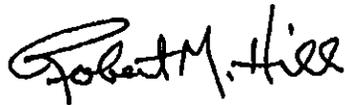
**RE: PURCHASE OF SERVICE TIME FROM MONROE
COUNTY, MICHIGAN**

Members of the Board:

I, Robert M. Hill, hereby request permission to purchase service time from Monroe County, Michigan, for the period of September 1979 through December 1982.

Thank you for your consideration.

Sincerely,



Robert M. Hill

cc: Danean Wright

**BAY COUNTY BOARD OF COMMISSIONERS
6/19/12**

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (6/19/12)

RESOLVED By the Bay County Board of Commissioners that pursuant to its resolution no. 96-331- OTHER GOVERNMENTAL SERVICE CREDIT FOR RETIREMENT - adopted December 17, 1996, authorization is granted for Robert Hill (Health Department) to purchase up to three years and three months of governmental service credit (September, 1979 to November, 1982) from Monroe County, Michigan, for retirement purposes in accordance with all terms and conditions contained in resolution no. 96-331, contingent upon confirmation of governmental service credit from Social Security Administration.

TOM RYDER, CHAIR
AND COMMITTEE

GovtServCredit-Retirement-Robert Hill

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Joe Davis				Tom Ryder			
Brandon Krause				Ernie Krygler				Christopher Rupp			
Vaughn J. Beglck				Kim Coonan				Donald J. Tilley			

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
Personnel Director
quinnt@baycounty.net

June 14, 2012

Mr. Tom Ryder, Chairperson
Personnel/Judicial Committee
Bay County Board of Commissioners
515 Center Avenue
Bay City, MI 48708

Re: **Personnel/Judicial Committee Agenda Items**

Dear Commissioner Ryder:

Please consider the following items for the agenda of your committee for the meeting on June 19, 2012.

- 1. Request:** To hire a temporary Custodian to cover a temporary leave of absence.

Background: The current full-time Custodian will be on a leave of absence for approximately 2 months. This is a second shift position in the Jail and it is essential for the cleaning of this facility.

Finance/Economics: 40 hours per week at \$10.83 per hour, non-represented, no benefits. Funds exist in the department's 2012 budget (general fund).

Recommendation: Please approve filling this temporary non-represented position until the employee returns to work.
- 2. Request:** To post and fill a full-time Typist Clerk II position in the Division on Aging.

Background: Current employee has accepted the Lead Cook position at the Division on Aging kitchen.

Finance/Economics: Full-time position with benefits in the USW union. \$11.03 per hour entry, progressing to \$13.07 per hour after 2 years (TU05). Division on Aging funds.

Recommendation: Please approving filling this full-time position in the Division on Aging.
- 3. Request:** To replace a recent attrition at the Bay County Civic Arena.

Background: On June 6, 2012, an employee classified as Retail Manager ceased his employment at the Civic Arena. A review of the Recreation Department has revealed a potential to replace this individual's position with a

Mr. Tom Ryder, Chairperson
Personnel/ Judicial Committee
Bay County Board of Commissioners
June 14, 2012
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position of greater scope, encompassing more of the recreation function in order to address some serious organizational challenges.

As Commissioners are well aware, all of the recreation facilities require significant financial resources to operate and generate revenue below the level to provide for all expenses. Capital needs without sufficient funding available pose challenges to future success. In two of four major enterprises there is very limited onsite management presences.

Forging a team concept among the various parts of the recreation division has been a goal since Mike Gray was "temporarily" assigned the role several years ago. It's still a work in progress.

This vacancy creates an opportunity to do some restructuring and solicit a trained and experienced recreation professional to augment the team.

Finance/Economics: To be determined and reviewed as a part of a recreation division restructuring to be presented at the Ways and Means Committee meeting on Tuesday, July 3, 2012.

Recommendation: Please refer this matter to the Ways and Means Committee meeting on July 3, 2012.

4. **Request:** Request posting the Maternal-Child Services Manager position and permission to hire back Marilyn Laurus on temporary contractual basis.

Background: Due to the upcoming retirement of the Maternal-Child Services Manager, we are requesting permission to post this position. The Health Department is scheduled for its Accreditation review this year.

The Health Department is losing a great deal of institutional knowledge and experience with this retirement. The current manager has nearly 20 years of Public Health Nursing experience, including program management, knowledge of public health rules and regulations, as well as expertise in Public Health Accreditation.

We are requesting permission to hire back Marilyn Laurus, on a temporary, no benefit, contractual basis, to assist the Department with nursing professional oversight, as well as continued preparation for Public Health Accreditation. This would not exceed \$10,000 (358 hours at \$27.93/hour) to cover any necessary time until a new Manager is hired

Mr. Tom Ryder, Chairperson
Personnel/ Judicial Committee
Bay County Board of Commissioners
June 14, 2012
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and fully oriented.

Finance/Economics: Funds exist in the 2012 health department budget.

Recommendation: Please approve posting the Maternal-Child Services Manager position, and rehiring Ms. Laurus back on a temporary, no benefit, contractual basis, not to exceed \$10,000 (358 hours at \$27.93/hour) and approval of all necessary budget adjustments relating to these changes.

5. **Request:** To fill a part-time Custodian/Kennel Attendant position at Animal Control.

Background: The current employee has submitted his two-week notice of resignation.

Finance/Economics: Part-time position, up to 29 hours per week at \$10.63 per hour entry, progressing to \$12.53 per hour after 6 years (TS04). This position is included in the USW part-time union, with limited benefits. Funds exist within the 2012 Animal Control budget.

Recommendation: Please authorize filling this part-time vacancy.

Thank you for your consideration. If you have any questions concerning the items listed, please feel free to contact me.

Sincerely,



Tim Quinn, Director
Personnel and Employee Relations

cc: Tom Hickner Barb MacGregor
Mike Gray Tammy Roehrs
Marty Fitzhugh Brent Golk
Rick Paballs Joel Strasz
Wanda Behmlander Crystal Hebert
Christopher Izworski Mike Halstead

BAY COUNTY BOARD OF COMMISSIONERS

7/10/12

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (6/19/12)

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, monies for said positions to come from the respective departmental budgets:

- A. Buildings and Grounds - Custodian (full time temporary, \$10.83/hr.)
- B. Division on Aging - Typist Clerk II (full time, \$11.03/hr. entry)
- C. Health Department
 - 1. Maternal-Child Services Manager (full time, \$51,147 entry progressing to \$58,094.40 after 4 years)
 - 2. Maternal-Child Services Manager: Marilyn Laurus to be hired on a temporary, no benefit, contractual basis to assist w/ nursing oversight and preparation for Public Health Accreditation until a new Manager is hired. Cost not to exceed \$10,000 (358 hours @ \$27.93/hr.)
- D. Animal Control - Kennel Attendant (part time, \$10.63/hr. entry)

RESOLVED That budget adjustments, if required, are approved.

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.

TOM RYDER, CHAIR
AND COMMITTEE

Vacancies - July

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Joe Davls				Tom Ryder			
Brandon Krause				Ernie Krygler				Christopher Rupp			
Vaughn J. Beglck				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

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

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