

PERSONNEL/JUDICIAL COMMITTEE

A G E N D A

TUESDAY, NOVEMBER 20, 2012

4:00 P.M.

COMMISSIONERS' CONFERENCE ROOM, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 3	III MINUTES (10/16/12)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
4	A. Commissioner Vaughn J. Begick - Proposed Resolution re Board Benefits
5	B. Commissioner Joe Davis - Proposed Resolution re Increased Staffing in County Clerk's Office
6- 8	C. Personnel Director
11	1. Vacancies (Seeking authorization to post/fill - proposed resolution attached)
9	A. Division on Aging
	1. Drivers (2) (on-call, part time - \$9.88/hr.)
	2. Driver (part time - \$9.88/hr. entry)
	B. Juvenile Home - Youth Development Worker (ft, \$13.95/hr. entry)
10	C. Health Department
	1. Children's Special Health Care Services (CSHCS) - Public Health Nurse (ft, floater position, RN: \$18.20 to \$22.46/hr.(5 year scale); BSN: \$18.81 to \$23.08/hr.(5 year scale))
	2. WIC - Outreach Worker (ft, \$11.79/hr.)
	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, OCTOBER 16, 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	Y	Y		
ERNIE KRYGIER, VICE CHAIR		E	X	C	U	S	E	D				
MICHAEL J. DURANCZYK	P	Y	Y	S/Y	S/Y	Y	Y	S/Y	Y	M/Y		
BRANDON KRAUSE	P	M/Y	M/Y	M/Y	Y	M/Y	M/Y	M/Y	M/Y	Y		
VAUGHN J. BEGICK	P	S/Y	Y	Y	Y	S/Y	S/Y	Y	S/Y	S/Y		
DONALD J. TILLEY		E	X	C	U	S	E	D				
KIM COONAN, EX OFFICIO	P	Y	S/Y	Y	M/Y	Y	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: T.HICKNER, M.GRAY, M.FITZHUGH, C.HEBERT, T.QUINN, K.PRIESSNITZ, T.ROEIRS, R.ANDERSON, L.NORMAN, T.METCALFE, J.DELESTOWICZ, J.ENGELS, BAY 3 TV, R.REDMOND, 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 SEPTEMBER 18, 2012 PERSONNEL/JUDICIAL COMMITTEE MEETING AS PRINTED.**

Public input was called. Kim Coonan, 706 Sidney, Bay City, MI 48706, a candidate for the 4th district commission seat, wished to address campaign material distributed by his opponent containing untrue information. Mr. Coonan felt he had to address this material setting straight the inaccuracies. He could not believe the statements made in the campaign literature which reflects that he is charging 55¢ per mile for driving around in his district. This is totally untrue, the only mileage Mr. Coonan received was for a conference in Lansing in 2003. Only one commissioner, a Republican, is reimbursed for mileage. As regards the comments relative to Commissioners health insurance, Mr. Coonan noted that 2 years ago he spearheaded the campaign to eliminate health insurance for commissioners.

Another Republican commissioner was receiving \$1,800 in lieu of health insurance as well as dental and vision for his wife. Mr. Coonan spoke to the campaigning he is doing going door to door and not engaging in negative campaigning but running on the job he has done and wishes to continue to do. This is not an issue of Democrat or Republican. The statements contained in his opponents material is misleading and simply incorrect. Mr. Coonan also clarified his position on the Monitor DDA issue and his attendance at a City Commission meeting as regards the prevailing wage issue - issues also touched upon in his opponents literature. Mr. Coonan felt he had to publicly address the lies contained in his opponents campaign literature.

Commissioner Begick commented on being on the receiving end of negative campaign literature put out by Democrats in campaigns. He does not engage in negative campaigning. As regards receiving the \$1,800 in lieu of health insurance, dental and vision health care was deducted from that amount, it was not in addition to. Per diems received by Commissioner Begick for Michigan Works! were donated to the Salvation Army.

No one else wished to address the Committee in public input.

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MOTION NO.

- 2 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PURCHASE OF GOVERNMENTAL SERVICE CREDIT FOR RETIREMENT PURPOSES BY MICHAEL SHEHAN - DEPARTMENT OF WATER AND SEWER (RETIREMENT DIVISION).**
- 3 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL ON-CALL DRIVER (PT) POSITION (DIVISION ON AGING).**
- 4 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL CFO (FT) VACANCY (SHERIFF DEPARTMENT).**
- 5 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL PRE-TRIAL SPECIALIST (FT) VACANCY (COMMUNITY CORRECTIONS PROGRAM).**
- 6 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL (FT) 911 DIRECTOR POSITION (911 CENTRAL DISPATCH).**
- 7 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL (FT) TYPIST CLERK III VACANCY (HEALTH DEPT - COMMUNICABLE DISEASE/FAMILY PLANNING/ADMINISTRATION).**
- 8 **MOVED, SUPPORTED AND CARRIED TO RECEIVE RECLASSIFICATION INFORMATION RE RECEPTIONIST OCCUPANCY CLERK TO TYPIST CLERK III (HOUSING DEPT. - CENTER RIDGE ARMS).**
- 9 **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:15 P.M.).**

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**

BAY COUNTY BOARD OF COMMISSIONERS

12/11/12

RESOLUTION

BY VAUGHN J. BEGICK, 3RD DISTRICT COMMISSIONER
 WHEREAS, It is becoming increasingly difficult to balance Bay County's budget due to a decrease in property tax revenue and the uncertainty of revenue sharing money and the possible elimination of personal property tax by the State of Michigan as well as unfunded mandates for services being required of the County by the State of Michigan; and
 WHEREAS, The future projection of revenue income and economic improvement in Bay County and the State of Michigan is unknown; and
 WHEREAS, The Bay County Board of Commissioners needs to lead by example; and
 WHEREAS, The Bay County Board of Commissioners does not perform full time duties; and
 WHEREAS, Other Bay County employees who are part time do not receive benefits; Therefore, Be It
 RESOLVED That the Bay County Board of Commissioners, commencing January 1, 2013, will not receive any health care benefits, retirement benefits, per diem or mileage reimbursement from the taxpayers of Bay County.

VAUGHN J. BEGICK
 3RD DISTRICT COUNTY COMMISSIONER

Begick - Board Benefits 2013

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				Klm Coonan				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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BAY COUNTY BOARD OF COMMISSIONERS

12/11/12

RESOLUTION

BY COMMISSIONER JOE DAVIS, 4TH DISTRICT

WHEREAS, In 2011 the Bay County Board of Commissioners reduced staffing in the Bay County Clerk's Office eliminating two (2) full time United Steelworker Typist Clerk (U06) positions; and

WHEREAS, The two (2) eliminated positions were revenue generating positions; and

WHEREAS, The Bay County Clerk's Office has generated revenue from 2009 to 2012 (to date) as follows:

2009 Clerk deposits	\$301,183.00
2010 Clerk deposits	\$279,479.00
2011 Clerk deposits	\$233,901.00
2012 Clerk deposits (to date)	\$207,882.00

RESOLVED That the Bay County Board of Commissioners hereby authorizes the immediate posting and filling of two (2) full-time United Steelworker Typist Clerk (TU06) positions in the Bay County Clerk's Office.

JOE DAVIS
4TH DISTRICT COMMISSIONER

Davis - Addl Staffing in Clerk's Office

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**

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

Thomas L. Hickner
County Executive

Tiffany Jerry, Payroll/Benefits Super.
jerryt@baycounty.net
(989) 895-4032 (T)
(989) 895-4039 (F)

November 15, 2012

Danean Wright, Retirement Adm./Acct.
wrightd@baycounty.net
(989) 895-4043 (T)
(989) 895-4113 (F)

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

Penny Weller, Payroll Clerk
wellerp@baycounty.net
(989) 895-4044 (T)
(989) 895-4039 (F)

Re: Personnel/Judicial Committee Agenda

Dear Commissioner Ryder:

Please consider the following items for the agenda of your committee for the meeting on November 20, 2012.

1. **Request:** Tammy Roehrs has submitted a request on behalf of the Division on Aging to post and fill two part-time, on-call Driver positions. Please see the details of her request in the attached letter to me dated October 30, 2012.

Recommendation: Please approve posting and filling of two additional on-call Driver positions.

2. **Request:** Tammy Roehrs has submitted a request on behalf of the Division on Aging to post and fill a part-time Driver position. Please see the details of her request in the attached letter to me dated October 30, 2012.

Recommendation: Please authorize the posting and filling of the part-time Driver position.

3. **Request:** Juli Reynolds has submitted a request to post and fill a full-time Youth Development Worker position with the Bay County Juvenile Home.

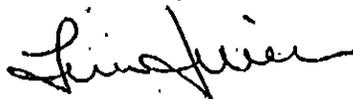
Background: Current employee has submitted her resignation effective November 22, 2012.

Mr. Tom Ryder, Chairperson
Personnel/Judicial Committee
Bay County Board of Commissioners
November 15, 2012
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- Finance/Economics:** Full-time USW position with benefits at \$13.95 per hour entry, progressing to \$16.56 per hour after 2 years (TU07).
- Recommendation:** Please authorize the posting and filling of this full-time position.
4. **Request:** Barb MacGregor has submitted a request to hire a Public Health Nurse for Children's Special Health Care Services (CSHCS) - Float position.
- Background:** Please see Barb's letter to me dated November 13, 2012 for detailed background information.
- Finance/Economics:** There are no economic considerations as the MDCH, Insurance and Medicaid reimbursements provide adequate funding to cover 100% of the cost of this position.
- Recommendation:** Please authorize posting and filling this position.
5. **Request:** Joel Strasz has submitted a request to post and fill a full-time Outreach Worker position with the WIC Program.
- Background:** Current employee has submitted her resignation notice.
- Finance/Economics:** Full-time USW position with benefits at \$11.79 per hour entry, progressing to \$13.91 per hour after two years (TU05).
- Recommendation:** Please authorize the posting and filling of this full-time position.

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

Mr. Tom Ryder, Chairperson
Personnel/Judicial Committee
Bay County Board of Commissioners
November 15, 2012
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cc: Tom Hickner
Mike Gray
Marty Fitzhugh
Crystal Hebert
Barb MacGregor
Tammy Roehrs
Joel Strasz
Amy Revette

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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 46708-5123
(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: October 30, 2012
RE: Filling the Vacant Positions In Division on Aging

BACKGROUND:

Currently, the Division on Aging has three individuals serving as On-Call Drivers; however they are often limited in the hours and times they are available to fill in. Adding two additional on-call drivers will ensure proper coverage in the event of illness or other absences in which short notice is given. There will also be a vacant Part-Time Driver position due to an upcoming retirement.

FINANCE AND ECONOMICS:

The positions for the on call are part-time variable hours paying \$9.88 per hour. They are non-union positions with no benefits. The position for the part time driver is a level (TS03) at an entry level of \$9.88 per hour. This is a union position with limited benefits. Funds exist within the current Division on Aging budget and can be utilized to fill these positions.

RECOMMENDATION:

The Division on Aging recommends filling all three positions, and seeks approval to post/hire these positions.

Cc: Tom Hickner, County Executive
Barbara MacGregor, Health Director
Michael Gray, Administrative Services
Crystal Hebert, Finance



BAY COUNTY Health Department

Thomas L. Hickner
Bay County Executive

Creating A Healthy Environment For The Community

Barbara MacGregor, RN, BSN
Health Director
Marilyn Laurus, RN, BSN
Maternal Child Services Manager

1200 Washington Avenue
Bay City, Michigan 48708
(989) 895-2077
FAX (989) 895-4014
TDD (989) 895-4049

MEMO

To: Tim Quinn, Personnel Director
From: Barbara MacGregor
Date: November 13, 2012
Re: Authorization to hire a Public Health Nurse for Children's Special Health Care Services (CSHCS)-
Float Position

BACKGROUND:

The Bay County Health Department (BCHD), as one of 45 Local Health Departments throughout the state, acts as an agent of the CSHCS Program in achieving its charge to be community-based and to assure that children with special health care needs receive the services they require.

BCHD's CSHCS Program assures that adequate, trained personnel are available to provide outreach, enrollment, and support services for children and youth with special health care needs and their families. The Health Department has implemented staffing for this program, in accordance with the Michigan Department of Community Health's (MDCH) requirement designating the services of a part-time Public Health Nurse, *at a minimum*, based on the grant funding BCHD has received. In addition, the state Medicaid program recently expanded coverage to include reimbursement of CSHCS services, which means additional revenues for the Health Department.

The Health Department has been attempting to fill this part-time position, which has remained vacant since July, 2012, with little success. Other Health Department nursing personnel have been filling in as much as possible; however, this takes them away from their current assignments, resulting in fewer billings and less reimbursement for those programs. The Health Department has had difficulty over the past several months recruiting/covering for other vacant nursing positions, including vacancies in the Immunization Clinic and the Communicable Disease/Health Screening Program.

Due to recruitment issues for the part-time CSHCS position, as well as the inability to cover clinics and programs due to medical leaves of absences and vacancies, I am requesting permission to hire a full-time nurse, rather than a part-time nurse, to work in CSHCS and act as a "float", covering Immunizations, CD/Health Screening, and MIHP.

FINANCE AND ECONOMICS:

There are no economic considerations as the MDCH, insurance and Medicaid reimbursements provide adequate funding to cover 100% of the cost of this position.

RECOMMENDATION:

The Health Department recommends filling this Public Health Nurse position, seeks approval to post/hire this position, and seeks Board approval for all necessary budget adjustments relating to this posting.

Cc: Tom Hickner, Tim Quinn, Michael Gray, Crystal Hebert, Marty Fitzhugh, Kim Priessnitz

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BAY COUNTY BOARD OF COMMISSIONERS

12/11/12

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (11/20/12)

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. Division on Aging
 - 1. Drivers (2) (on-call, part time - \$9.88/hr.)
 - 2. Driver (part time - \$9.88/hr. entry)
- B. Juvenile Home - Youth Development Worker (ft, \$13.95/hr. entry)
- C. Health Department
 - 1. Children's Special Health Care Services (CSHCS) - Public Health Nurse (ft, floater position, RN: \$18.20 to \$22.46/hr.(5 year scale); BSN: \$18.81 to \$23.08/hr.(5 year scale))
 - 2. WIC - Outreach Worker (ft, \$11.79/hr.)

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 - December

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 Kryglor				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 _____

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