

PERSONNEL/HUMAN SERVICES COMMITTEE

A G E N D A

TUESDAY, JUNE 18, 2013

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 3	III MINUTES (5/21/13)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
5- 7	A. Personnel Director - Vacancies (Seeking authorization to post/fill the following vacancies, proposed resolution attached)
	1. Sheriff Department - Correctional Facility Officers (2) (ft, \$15.49)
	2. Division on Aging - Site Manager (pt, \$9.12/hr. entry rate)
	3. Animal Control - Typist Clerk I (pt, \$10.63/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/HUMAN SERVICES COMMITTEE

MINUTES

MEETING OF THE PERSONNEL/HUMAN SERVICES COMMITTEE ON TUESDAY, MAY 21, 2013, 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 Krause.

Roll call:

MOTION NO.

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

MOTION NO.

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

MOTION NO.

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

OTHERS PRESENT: M.GRAY, M.FITZHUGH, T.QUINN, K.ASBURY, K.PRIESSNITZ, T.ROEHR, L.LOGAR, R.METCALFE, J.STRASZ, J.ENDEL, 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 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 16, 2013 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

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

- 2 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND JUNE BOARD APPROVAL OF THE AGREEMENT BETWEEN BAY COUNTY (HEALTH DEPARTMENT) AND NORTHEAST MICHIGAN COMMUNITY SERVICES AGENCY, INC. (NEMSCA) (HEALTH DEPT.).**

- 3 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND 5/21/13 BOARD APPROVAL TO POST/FILL ASSISTANT PROSECUTOR VACANCY IN THE PROSECUTOR'S OFFICE.**

- 4 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND JUNE BOARD APPROVAL TO POST/FILL TRANSPORTATION PLANNER/GIS TECHNICIAN (ENVIRONMENTAL AFFAIRS).**

- 5 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND JUNE BOARD APPROVAL FOR DIRK WESTBURY TO WORK ON A TEMPORARY BASIS AS A TRANSPORTATION PLANNER/GIS TECHNICIAN UP TO 1,000 HOURS BY VIRTUAL PROCESSING AND TRAINING OF NEW TRANSPORTATION PLANNER/GIS TECHNICIAN (ENVIRONMENTAL AFFAIRS).**

- 6 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND JUNE BOARD APPROVAL TO POST/FILL SANITARIAN VACANCY (HEALTH DEPT.).**

- 7 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND JUNE BOARD APPROVAL TO POST/FILL ON-CALL COOK POSITION (DIVISION ON AGING).**

- 8 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND JUNE BOARD APPROVAL TO POST/FILL ACCOUNT CLERK IV VACANCY (FINANCE DEPARTMENT).**

- 9 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND MAY 21, 2013 BOARD APPROVAL TO POST/FILL RECREATION ASSISTANT/ACCOUNT CLERK VACANCY (UPGRADED FROM TU06 TO TU07) AT THE COMMUNITY CENTER (ADMINISTRATIVE SERVICES-RECREATION).**

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PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

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MOTION NO.

- 10 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND MAY 21, 2013 BOARD APPROVAL OF REDUCTION IN HOURS OF THE BOARD'S FINANCIAL ANALYST POSITION FROM FULL TIME TO PART TIME UP TO 1,000 HOURS FOR REMAINDER OF 2013 AND UP TO 1,000 HOURS FOR EACH SUBSEQUENT YEAR - \$33.68/HR., NO FRINGE BENEFITS, NON-UNION, AT WILL POSITION; ROBERT REDMOND'S EMPLOYMENT TO CONTINUE AS PART TIME FINANCIAL ANALYST.**
- 11 **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:06 P.M.).**

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**



**BAY COUNTY
PERSONNEL DEPARTMENT**

Tim Quinn, Director
quinn1@baycounty.net
(989) 895-4098 (T)
(989) 895-2076 (F)

June 12, 2013

Thomas L. Hickner
County Executive

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

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

Rebecca Smutek, Payroll Clerk
smutekr@baycounty.net
(989) 895-4044 (T)
(989) 895-4039 (F)

Mr. Brandon Krause, Chairperson
Personnel/Human Services Committee
Bay County Board of Commissioners
515 Center Avenue
Bay City, MI 48708

Re: *Personnel/Human Services Committee Agenda Items*

Dear Commissioner Krause:

Please consider the following items for the agenda of your committee for the meeting on June 18, 2013.

- 1. Request:** Sheriff Miller has submitted a request to fill two mandated Correctional Facility Officer (CFO) vacancies.

Background: Please see the letter attached from Sheriff Miller dated May 28, 2013 for background and financial information.

Financial/Economics: The entry level rate of pay for a full-time C.F.O. is \$15.49 per hour with full benefits.

Recommendation: Please approve filling 2 mandated positions, as well as authorize any necessary budget adjustments.
- 2. Request:** Tammy Roehrs has submitted a request to post a vacant Site Manager position.

Background: Current employee has resigned and her last day was June 6, 2013.

Financial/Economics: This is a part-time position with variable hours included in the part-time USW unit. The entry level rate of pay is \$9.12 per hour with limited benefits. Funds exist within the current Division on Aging budget and can be utilized to fill this position.

Recommendation: Please authorize filling this part-time position with the Division on Aging.
- 3. Request:** I am in receipt of a request to post and fill a part-time Typist Clerk I position with Animal Control.

Mr. Brandon Krause, Chairperson
Personnel/Human Services Committee
Bay County Board of Commissioners
June 12, 2013
Page 2

- Background:** Our current employee has submitted her resignation and her last day with Bay County is June 14. This position originally was shared between Animal Control (4 hours per week), Homeland Security and Housing Rehabilitation (variable hours per week). The hours with Homeland and Housing Rehabilitation have been cut, however, in order to maintain Saturday Shelter hours of 9:00 a.m. to 1:00 p.m., it is necessary to fill this part-time position. We are also proposing adding additional hours to this position, so that we may offer extended hours one evening per week.
- Financial/Economics:** A minimum of 4 hours up to 12 hours per week at \$10.63 per hour. Part-time position with limited benefits as provided for in the USW part-time unit.
- Recommendation:** Please authorize filling the part-time Typist Clerk I position at Animal Control for up to 12 hours per week.

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
Mike Gray
Marty Fitzhugh
Crystal Hebert
Sheriff John Miller

Joel Strasz
Tammy Roehrs
Barb Kraycsir
Mike Halstead

John E. Miller
Sheriff Of Bay County

Michael T. Janiskee
Undersheriff

Troy A. Stewart
Jail Administrator



TO: Tim Quinn
Personnel Director

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

DATE: May 28, 2013

RE: Mandated CFO Position

RECEIVED

MAY 28 2013

PERSONNEL DEPARTMENT

BACKGROUND: There will be two vacant positions due to the retirement of two full time/with benefits Correctional Facility Officers (CFO) at the Sheriff's Office. These CFO positions are budgeted for in the 2013 County Budget.

FINANCE/ECONOMICS: Our 2013 budget has funds allocated for these mandated positions of CFO. The rate of pay for a full-time/with benefits position is \$15.49 per hour and is under the contract of the POAM.

RECOMMENDATION: Due to the openings effective June 29, 2013 we need to fill the Correctional Facility Officer (CFO) positions, which are mandated positions. 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 Michael T. Janiskee
Brandon Krause, Chairman of Personnel/Judicial
Hebert, Crystal, Finance Director
Kim Priessnitz, Budget Supervisor
Michele Reilly, Personnel
File Copy

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Phone: (989) 895-4050

Public Safety Depends On You!
503 Third Street, Bay City, Michigan 48708

Fax: (989) 895-4058



BAY COUNTY BOARD OF COMMISSIONERS

7/9/13

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (6/18/13)

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 - Correctional Facility Officers (2) (full time; \$15.49/hr. entry)
2. Division on Aging - Site Manager (pt, \$9.12/hr.)
3. Animal Control - Typist Clerk I (pt, \$10.63/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.

BRANDON KRAUSE, CHAIR
AND COMMITTEE

Vacancies - July

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				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 _____