

PERSONNEL/HUMAN SERVICES COMMITTEE

A G E N D A

TUESDAY, JULY 16, 2013

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 2	III MINUTES (6/18/13)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
3- 4	A. Assistant County Executive - Reports from Recreation and Administrative Services Department (Receive)
5-20	1. 2012 Annual Report
21	2. Collaborative Services by Division on Aging and Recreation Division
22	B. Personnel Director - Sheriff Department Items
23-25	1. Road Division Supervisory Position - Full Time Lieutenant(\$26.76/hr.)/Sergeant (\$25.63/hr.) positions; Road Patrol Deputy - full time, \$15.29/hr. Seeking authorization to post/fill Supervisory position and to administer promotional exam and to post/fill vacancy resulting from anticipated promotion proposed resolution attached.)
26-27	2. Sergeant II CFO Positions (Seeking the addition of 2 CFO positions full time \$23.72/hr. - proposed resolution attached.)
	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, JUNE 18, 2013, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:05 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						
DONALD J. TILLEY, VICE CHAIR	E	X	C	U	S	E	D				
VAUGHN J. BEGICK P	S/Y	Y	M/Y	Y	Y						
KIM J. COONAN P	M/Y	M/Y	S/Y	MY	MY						
THOMAS M. HEREK P	Y	S/Y	Y	S/Y	S/Y						
MICHAEL E. LUTZ	E	X	C	U	S	E	D				
ERNIE KRYGIER, EX OFFICIO	E	X	C	U	S	E	D				

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.FITZHUGH, C.HIEBERT, T.QUINN, M.HALSTEAD, T.ROEHR, T.PAIGE, J.DECKER, 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, JUNE 18, 2013
PAGE 2**

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 MAY 21, 2013 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

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

The posting/filling of existing vacancies was considered. It was

- 2** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND JULY APPROVAL TO POST/FILL TWO (2) CORRECTIONAL FACILITY OFFICER VACANCIES AT THE BAY COUNTY SHERIFF DEPARTMENT.**

- 3** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND JULY BOARD APPROVAL TO POST/FILL A SITE MANAGER (WILLIAMS TOWNSHIP) VACANCY IN THE DIVISION ON AGING.**

- 4** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND JUNE 18, 2013 BOARD APPROVAL TO POST/FILL A TYPIST CLERK I VACANCY IN THE ANIMAL CONTROL DEPARTMENT.**

There being no further business, it was

- 5** **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:09 P.M.).**

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**

-2-

**BAY COUNTY
Administrative Services**

Michael K. Gray
**Assistant County Executive for
Recreation & Administrative Services**
graym@baycounty.net

515 Center Avenue
Bay City, Michigan 48708

Phone (989) 895-4130
Fax (989) 895-7658
TDD (989) 895-4049
www.baycounty-mi.gov



Thomas L. Hickner
County Executive

ANIMAL CONTROL
Michael Halstead, Manager
halsteadm@baycounty.net

BUILDINGS & GROUNDS
Richard Pabaliss, Superintendent
pabalissr@baycounty.net

INFORMATION SYSTEMS
Brandon Short, Interim ISD Manager
shortb@baycounty.net

RECREATION
Brent Goik, Recreation & Clubhouse Supervisor
goikb@baycounty.net

MEMORANDUM

TO: Mr. Brandon Krause, Chairman and Commissioners, Personnel and Human Services Committee

FROM: Michael K. Gray, Assistant County Executive for Recreation & Administrative Services

RE: Report from the Recreation and Administrative Services Department:
1. 2012 Annual Report (First Ever!)
2. Report on collaborative services by Division on Aging and the Recreation Division

DATE: July 3, 2013

Request: Receive the documents listed above, presented for information.

Background: We are pleased to present a 2012 annual report of the activities of the Recreation and Administrative Services Department. This report is modeled conceptually after the annual report prepared each year by the Mosquito Control Division. This has been a goal of the department for a few years and I am pleased that through a team effort we were able to meet this goal this year.

While we are satisfied with the quality of information report, we have already identified several enhancements for the 2013 issue.

If there is information which you would like to see in the future issues please let us know.

Distribution will be priority electronic and web-based, with copies printed on the color copier only when needed.

Much of the credit for organization and layout goes to Eliza Cortez.

The second item is a report on our newly reformed partnership with D.O.A. and Recreation which Bob Redmond and I convened when the future kitchen plans and their impact on the community center made it a timely point of discussion.

My compliments go to the staff of both divisions for taking the concept from ideas to results.

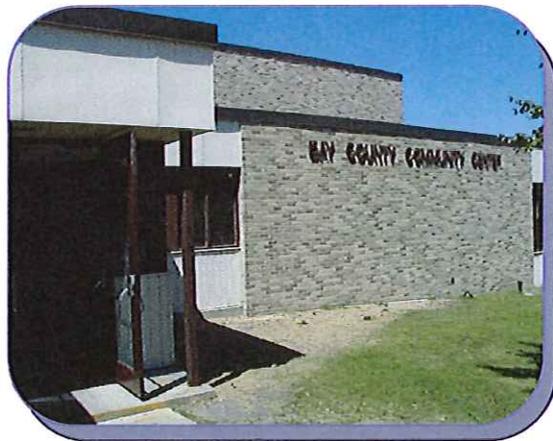
Economics: None.

Recommendation: Receive both documents.

cc:	Tom Hickner	Marty Fitzhugh	Crystal Hebert
	Tim Quinn	Bob Redmond	Rick Pabalis
	Tammy Roehrs	Blake Coppinger	Bob Metcalfe
	Tara Chaffin	Beth Trahan	Brent Goik
	Tim Watkins	Dan Tomczak	



Bay County Recreation & Administrative Services 2012 Annual Report



Where families live and play by the bay!

Table of Contents

3
Recreation & Administrative Services Department

4
Bay County Mission

5
Organization

6
Animal Control

7
Building & Grounds

8
Information Services

9
Purchasing

10
Recreation

11
Region 3 Homeland Security Planning Board

12
Civic Arena

13
Community Center

14
Golf Course

15
Pinconning Park

16
ADA Disclaimer



**Bay County Executive
Thomas L. Hickner**

Recreation & Administrative Services Staff

**Michael K. Gray, Director
Eliza Cortez, Administrative Assistant**

Michael Halstead, Animal Control Manager

Richard C. Pabalis, Buildings & Grounds Superintendent

Patricia Bostick, Region 3 Homeland Security Fiduciary

Jeannette Bateman, Region 3 Accountant

Lindy Gasta, Clerk Typist

Brandon Short, Interim Information Technology Manager

Frances Horgan, Purchasing Agent & Housing Rehab Coordinator

Brent Goik, Recreation & Clubhouse Supervisor

Robert Metcalfe, Civic Arena & Community Center Manager

Dan Tomczak, Pinconning Park Sr. Ranger

Tim Watkins, Greens Superintendent

Tara Chaffin, Business & Scheduling Manager



Where families live and play by the bay!

Bay County Vision & Mission Statement

Vision: The vision of Bay County Government is to provide a continuously improving quality of life in our community through leadership and services.

Mission: Bay County will provide efficient customer and taxpayer-focused public services that improve the quality of life for Bay County residents.

10 Key Public Sector Priorities to Promote Local Economic Development

1. Efficient and responsive public services.
2. An effective criminal justice system to reduce crime.
3. Practical programs that reduce community blight.
4. Financial support for local economic development efforts which emphasize retention, expansion, and attraction.
5. Tax rates that are stable or lower.
6. Maintenance and promotion of public recreational facilities.
7. Expanded youth services including summer recreation and after school programs.
8. Provide access to governmental information and technology, such as Geographic Information Systems.
9. Improved, on-going communication with the private sector and the general public.
10. Civility by elected public officials.



Where families live and play by the bay!

Organization

The Bay County Recreation & Administrative Services Department consists of a variety of divisions; Animal Control, Buildings & Grounds, Homeland Security, Information Systems, Purchasing, and Recreation.

This Department also oversees several recreation facilities and programs; Bay County Civic Arena, Community Center and Pool, Summer Recreation Program, Bay County Golf Course, Dog Park, Euclid Linear Park, Fairgrounds, and Pinconning Park.

This department serves a wide range of Bay County citizens and is dedicated to providing great customer service.

In addition to the Assistant County Executive for Recreation and Administrative Services, Mr. Gray also serves as the ADA Coordinator and Public Information Officer (PIO) for Bay County.

Late in 2012, the Purchasing Division along with the Housing Rehab was transferred to the Finance Department.

In 2013 the Homeland Security Fiduciary will be phased out as Alcona County takes over this function.



Where families live and play by the bay!

Animal Control

The Bay County Animal Control Shelter is located at 800 Livingston, Bay City MI.

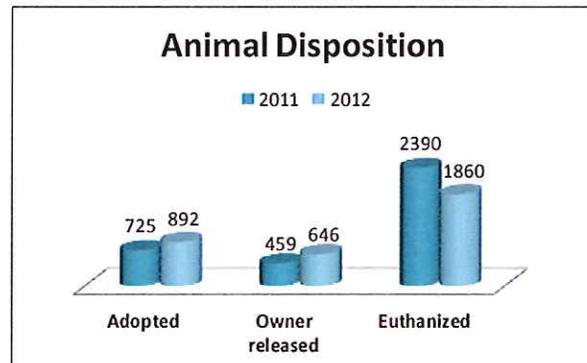
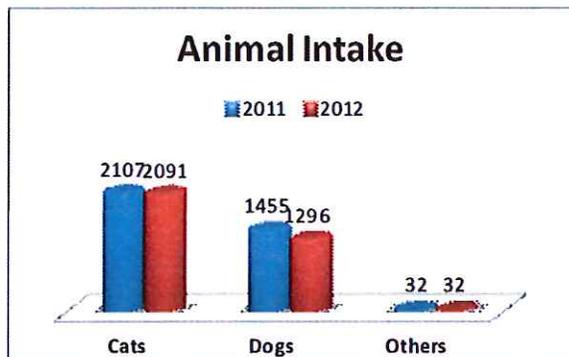
Bay County Animal Control staff consists of one (1) Part-Time Manager (29 hrs. per wk.); three (3) Full-Time Animal Control Officers; one (1) Full-Time Clerk/Receptionist; two (2) Part-Time (29 hrs. per wk.) Kennel Attendants; one Part-Time Clerk/Receptionist, (4 hrs. every Saturday).

Bay County Animal Control Officers cover the entire Bay County. In 2012, Animal Control Officers responded to 4,904 field activities. These calls vary from vicious dog complaints, loose animals, barking dogs, bite reports and/or neglect/abuse reports as well as assisting Law Enforcement agencies.



In 2012 Animal Control implemented the e-ticket system and all vehicles were equipped with mobile data terminals.

The graphs below show the intake and disposition of animals for 2011 and 2012. You will note an increase in the animals being adopted and claimed by owners and a decrease in those being euthanized in 2012 vs. 2011. **The overall save rate increased by 12% in 2012.**



Buildings & Grounds

The Bay County Buildings & Grounds Division is located at 515 Center Ave., Suite G-101, Bay City MI.

This division has 28 employees who work from 7am to 1am. The majority of these employees work behind the scene to keep the 11 county facilities clean, and up to code. Employees are also responsible for the upkeep of 5 area parks and 8 adult foster care home.

Some major projects accomplished this year were:

- ◆ Extensive MUNIS training & implementing work orders for facility & Fleet implementation;
- ◆ Installed 300 feet of baseball fence at Merritt Township Park;
- ◆ Replaced horse corral gates with 10 new horse stall fronts;
- ◆ Rebuilt UPS unit for County phone system;
- ◆ Tore down and scrapped old Civic Arena sign;
- ◆ Installed hand cut frosted plexi-glass window coverings for Jail exterior windows;
- ◆ Installed & replaced light fixtures to energy efficient LED at all Facilities;
- ◆ Staff tore down 2 foreclosed homes in Pinconning
- ◆ Many, many man hours were dedicated to the construction of over a mile long of barrier free board walk for Pinconning Park.



Information Systems



The Bay County Information Systems Division is located on the 8th floor of the Bay County Building, 515 Center Ave., Suite 801, Bay City MI. Contact number is 989-895-4085, or <http://eHelp.baycounty.net> for internal intranet access to work order requests.

The IT division consists of 6 full-time, and 1 part-time employees who work hard at keeping the county's computer system operational. These employees are assigned to a total of 11 county facilities, which consists of approximately 700 nodes.

The IT division has been involved in the implementation of a new financial system for Bay County, a new digital imaging software, and a new software system for the Health Department.

In 2012 this division has received 3679 work order requests an increase of 302 from 2011 and was able to complete 3643, along with nearly 70 computer upgrades, server operating system upgrades, Health Department software upgrade, GroupWise to Exchange email migration, further deployment of County Wireless that has guest access and a financial application upgrade that consisted of an upgrade to the document imaging system. Along with the computer upgrade we were able to extend our pricing to other municipalities, which allotted both Bay County and Bangor Township to save money on their joint purchase.

Purchasing & Housing Rehab.

The Bay County Purchasing Agent is assigned to all internal county purchases and conducts a number of public open bids throughout the year. This division is located on the 8th floor of the Bay County Building, 515 Center Ave., Suite 801, Bay City MI.

In 2012 there were a total of 13 Requests for Proposals (RFP), 2 Requests for Qualifications (RFQ) and 2 Bay County Quotes (BCQ) where jobs were bid out to local businesses in the area.

The Purchasing Agent is also in charge of the Bay County Housing Rehabilitation Program. This program has served 15 number of families in Bay County during the grant period which covered 2010-2012.

In October 2011 Bay County hosted the Michigan Public Purchasing Officers Association (MPPOA) conference.

- ◆ Provided information material about Bay County for distribution to attending members.
- ◆ Directed members to locations downtown for dining and throughout the county for recreational and shopping purposes.
- ◆ Arranged for County Executive Tom Hickner to be one of the keynote speakers focusing on "Shared Services" highlighting Bay County's approach and Wins" in the process.

Bay County became a member of the Michigan Inter-Governmental Network (MITN) providing access to a web based solicitation and bidding service called Bid-Net.

This service allows Bay county to expand the number of vendors who review the participate in and bid released. The last two bids released were seen by over 1000 companies nationwide and over 800 of them were in Michigan.

This division was transferred to the Finance Dept. in November 2012.

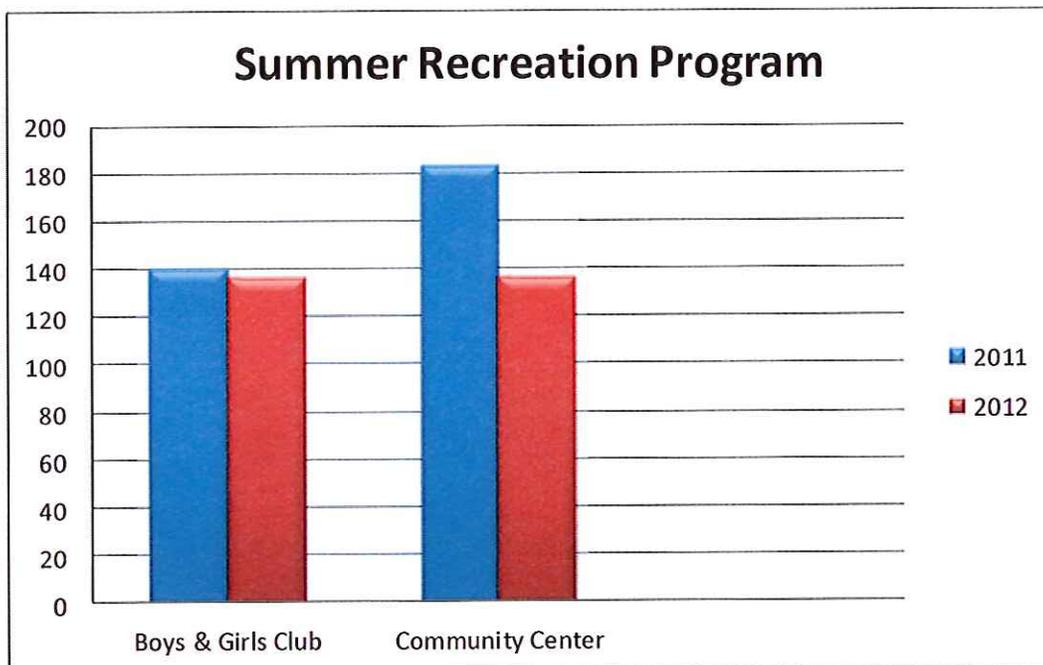


Recreation

The Bay County Recreation & Clubhouse Supervisor oversees the Summer Recreation Program, Bay County Civic Arena, Bay County Community Center, and the Bay County Golf Course.

The annual Bay County Summer Recreation Program has been operating since 1993. The summer recreation for children in Bay County are offered at the Bay County Community Center and the Boys & Girls Club of Bay County.

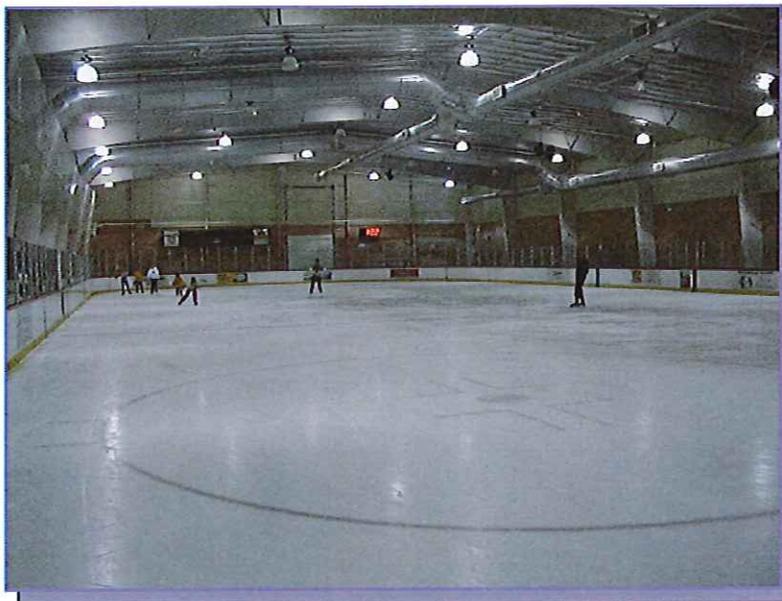
The chart below shows how many children the Summer Recreation Program successfully served in 2011 and 2012. This is also the second year that the County worked in collaboration with the Summer Food Program to provide nutritious breakfast and lunch to local area children.



Civic Arena

The Bay County Civic Arena is located at 4231 Shrestha Drive, Bay City MI 48706.

The Civic Arena, which has been in operation since 2002 has 3 full time and 18 part time employees. The Civic Arena is home to the Bay City Wolves, Bay Area Thunder, the Tri-City Ice Hawks and the Sk8 Bay Figure Skating Club which utilize both rinks annually. The Olympic Rink which



measures 20,000 square feet and the Pro Rink which measures 17,000 square feet. All in all there are approximately 109 teams that play out of the Bay County Arena , which includes youth, adult, men and women leagues. The arena hosts 3 youth hockey tournaments annually; The January Freeze, Puck o' The Irish & The Gravy Cup.

The arena also houses the Bay County Hockey Association. Their hockey program consists of 15 teams starting at 6 years of age and under. Certainly making this facility one of our most popular places!

The Civic Arena hosted the following dry floor events:

2011

- ◇ The Bay County Home, Garden, and Life-styles Show
- ◇ Shishewana on the Road
- ◇ Circus
- ◇ Northwood/SVSU Mixer

2012

- ◇ The Bay County Home, Garden, and Life-styles Show
- ◇ Shishewana on the Road
- ◇ Small Business Holiday Expo

Region 3 Homeland Security Planning Board

Bay County receives funding from the Michigan State Police-Emergency Management Homeland Security Division for the implementation of Homeland Security. In 2006 these grants became region wide. Bay County is part of Region 3 which consists of the following 14 counties; Alcona, Arenac, Bay, Genesee, Gladwin, Huron, Iosco, Lapeer, Midland, Ogemaw, Oscoda, Saginaw, Sanilac, and Tuscola.

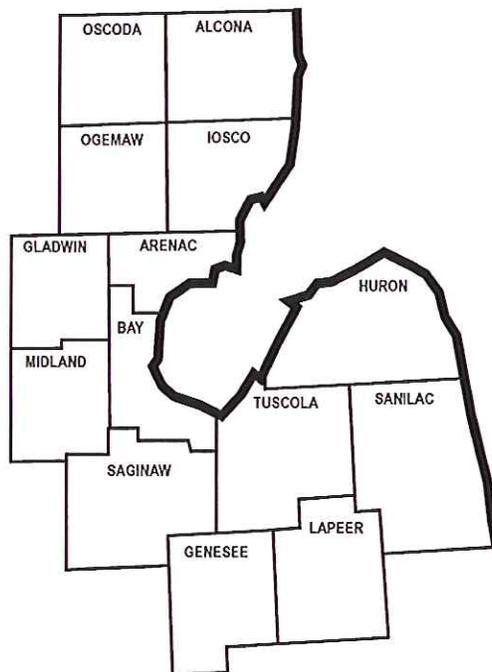
Bay County acts as the Fiduciary for the Region 3 Homeland Security Planning Board (R3HSPB). The administrative office is located at 515 Center Ave., Ste. 403, Bay City MI 48708.

Some of the items Bay County was able to purchase with these funds are:

RACES equipment for EOC
Bay Fiber Connection
MDC's for the fire dept.
Dive equipment
RRT training & equipment
Technical training for HazMat
800 MHz tower on County Building
Personal Protection Equipment
Security cameras for the Community Center
800 MHz radios for various First Responders
Mass care equipment for Red Cross and Salvation Army
Locomotion Commotion Full Scale Exercise
Core Talon Point, ARMS and MDT's Information Sharing System

A portable and two fixed generators for instant response stations
Laptops for the EOC
Several ICS 300 & 400 trainings
IT remedial equipment & software
EMNET public notification package
IED equipment
Bay Tech Team Rescue equipment

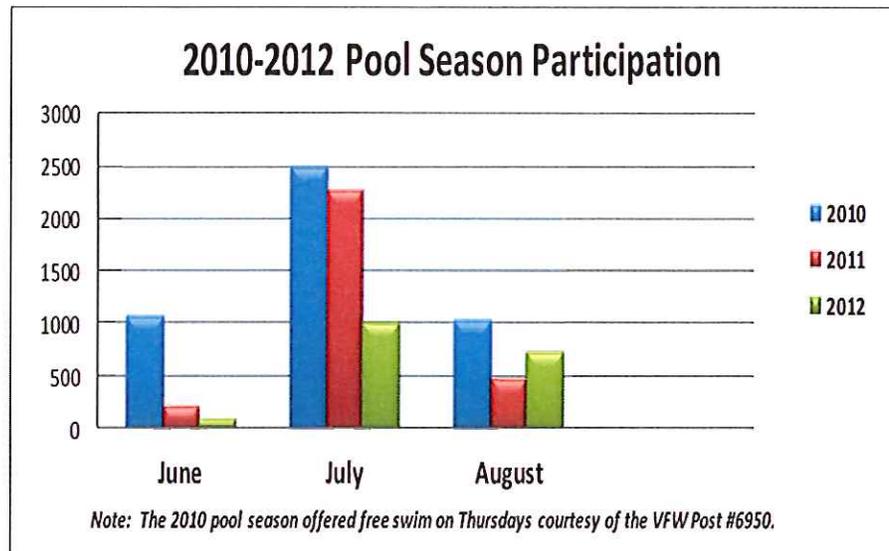
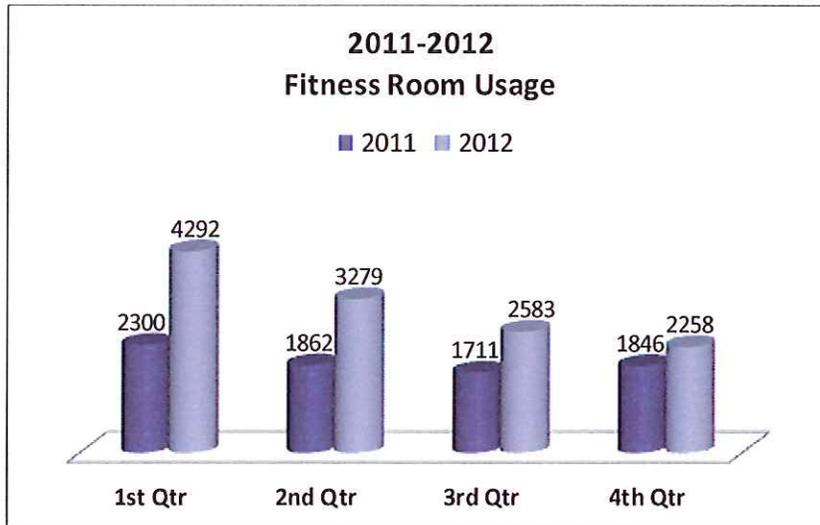
Bay County will cease to serve as Homeland Security Fiduciary in 2013.



Community Center

The Bay County Community Center is a recreational facility that is utilized by many throughout the year. Some examples are the Bay Area Youth Swim Team (BAYS), Community Education, Drivers Training, Aerobics, Homeland Security meetings, Basketball Men's League, Volleyball leagues, and room rentals for various occasions.

The following chart shows participation for both 2011 & 2012 community pool and the weight room. The weight room is free to both county employees and retirees.

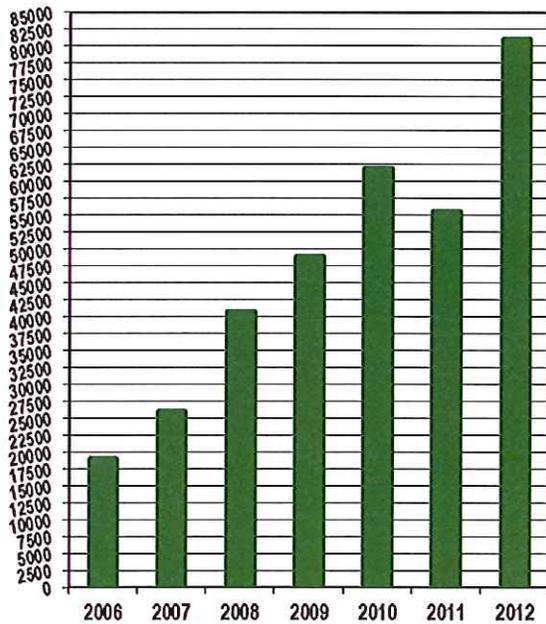


Golf Course

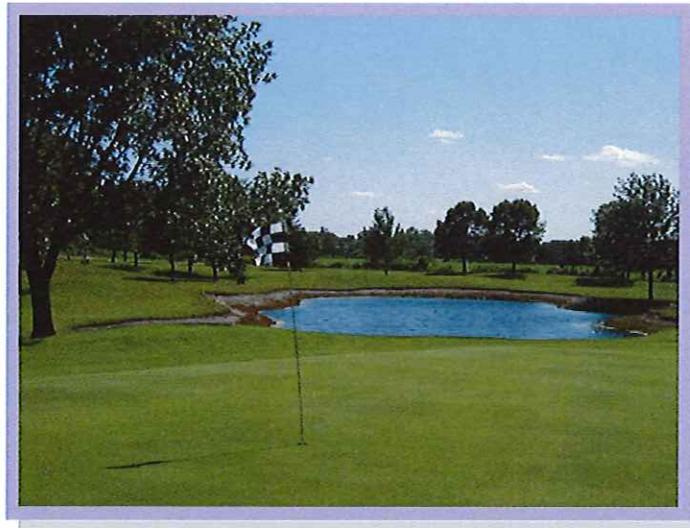
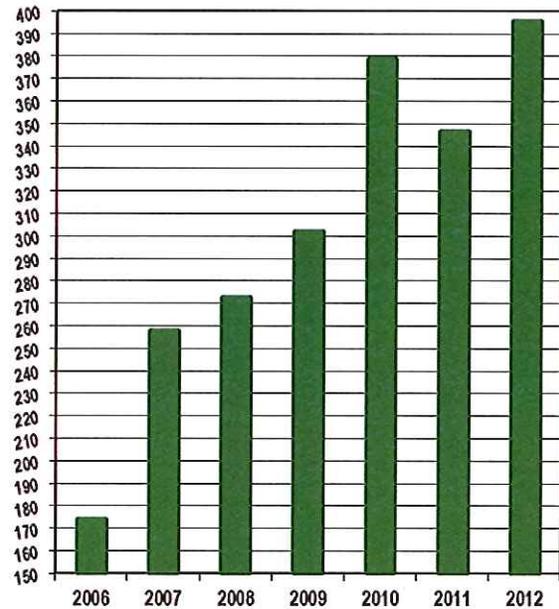
The Bay County Golf Course is located at 584 W. Hampton Road, Essexville, MI 48732. It is a 122 acre course and home to approximately 30 leagues. This includes men, women and senior leagues. The golf course had relatively 25,267 paid rounds in 2012.

The 2012 golf season began March 14, 2012 and ended November 11, 2012. The course hosted 24 golf outings, and 396 tournament participants in 2012. There were 206 registered members for 2012. Even though we lost 8 playing days due to rain, we were still about 13 days over last year's in golfing days.

The graph below shows merchandise sales:



The graph below shows tournament participation:



Pinconning Park

The Bay County Pinconning Park is a 220 acre park located at 3041 E. Pinconning Park, Pinconning MI 48650.

Bay County is pleased to announce the award of a \$325,000 MNRTF grant. This grant was awarded to Bay County for park improvements and for the addition of 6 new campsites.



Project updates include:

- ◆ Installed 8 ADA benches & 4 Bear proof trash receptacles;
- ◆ Playground equipment installed;
- ◆ Helical Pier board walk constructed to connect Park trails to the Peninsula trail off Co-dy Estey Road;
- ◆ ITC grant items completed: beach sand spread, solar buoy lights installed, changing booth constructed & stained, rinse off station completed, signs put up and 8 sinks installed;
- ◆ Fishing pier constructed and installed at Pinconning river;
- ◆ Paths A & B completed with sand, gravel and crusher dust;



Where families live and play by the bay!



The County of Bay will provide necessary and reasonable auxiliary aids and services such as signers for the hearing impaired and audio tapes of printed materials to individuals with disabilities upon 10 days notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Michael K. Gray, ADA Coordinator
Office of The Bay County Executive
515 Center Avenue
Bay City, MI 48708
(989)895-4130
(989)895-4049 TDD



Where families live and play by the bay!

The Recreation Department has had the opportunity to sit down with The Division On Aging on a couple of occasions now to discuss partnership opportunities. These meetings have shown a great ability for collaboration between the two departments. D.O.A. has a great desire to offer more services, events and programs with a goal of helping seniors lead an active lifestyle. The Recreation department has the facilities to house and in many cases the staff to help lead these events and programs.

We have a great setup with the Community Center and Riverside Center being housed in the same building. We are looking forward to creating programs that will allow seniors to do an activity at the Community Center then head over to Riverside for lunch. The addition of Beth Trahan at the Community Center will be a great help. She comes with the ability to offer and teach many different types of group exercise classes. We have already planned to offer a water aerobic class that D.O.A. will create a lunch program.

From January through April the Rec. Dept. had an Intern (Eric Ososki) from Delta College. During that Internship Eric offered a class at the Riverside Center giving many different fitness ideas and tips that can be done at home with simple household items.

Some other plans and ideas that are in the works include a greater involvement from the Rec. Dept. in the Senior Olympics, including a representative on the planning committee. We have also discussed utilizing the concrete floor at the Civic Arena to create a pickleball league and drop-in times, create a Craft Show/Flea market, and bring some Senior Olympic events to the Arena. We have also agreed that the use of the new Sign/Marquee on Wilder Rd. could be a benefit for D.O.A in reaching a new base of seniors.

While there is a lot of excitement about what we have talked about and started already, there is reason for more excitement and optimism about what is still to come.

John E. Miller
Sheriff Of Bay County

Michael T. Janiskee
Undersheriff

Troy A. Stewart
Jail Administrator



DATE: June 26, 2013

TO: Tim Quinn
Director of Personnel

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

REF: Promotion Testing and fill Road Division Supervisory Position

BACKGROUND: Due to a promotion effective June 23, 2013, there is presently a shortage in our Road Patrol Command Staff. The request is to administer the promotional exam and fill the vacant position which is full time with benefits. The vacant position creates an extensive amount of overtime and stress on the present command staff.

FINANCE/ECONOMICS: The 2013 has budgeted funds available for the requested position. The rate of pay is \$26.76 for Lieutenant and \$25.63 for Sergeant per hour and is covered under the contract of the Police Officers Labor Council (POLC).

RECOMMENDATION: The Sheriff hereby requests to test for the Lieutenant/Sergeant position in the Road Patrol Supervisory Unit and fill the position. Your authorization to post for testing and filling the position is greatly appreciated to maintain staffing and reducing cost for overtime. I would also request any necessary budget adjustments be authorized.

CC: Brandon Krause, Chairman, Personnel/Judicial Committee
Troy R. Cunningham, Undersheriff
Crystal Hebert, Finance Officer
Kim Priessnitz, Assistant Finance Officer
File

Is/Personnel.SuperPromotionTest-13

Phone: (989) 895-4050

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

Fax: (989) 895-4058



-23-

John E. Miller
Sheriff Of Bay County

Michael T. Janiskee
Undersheriff

Troy A. Stewart
Jail Administrator



DATE: June 26, 2013

TO: Tim Quinn
Director of Personnel

FROM: Sheriff John E. Miller *JEM/SJM*

SUBJECT: Vacant Position – Road Patrol

BACKGROUND:

There currently is a vacant position for one (1) full time Road Patrol Deputy at the Sheriff's Office due to a promotion. The vacant Road Patrol position was budgeted for in the 2013 County Budget. I am requesting this position be filled in order to maintain adequate staffing.

FINANCE/ECONOMICS:

There will be no additional cost to Bay County for this position. This is a budgeted position (10131500), which has a starting rate of pay at \$15.29 per hour also is a POLC Union position.

RECOMMENDATION:

I am requesting approval and authorization for the hiring of a full time Road Patrol Deputy, and upon approval(s) to make necessary budget adjustments.

CC: Brandon Krause, Chairman Personnel/Judicial
Undersheriff Troy R. Cunningham
Deanne Berger, Board Coordinator
Crystal Hebert, Finance Officer
Kim Priessnitz, Assistant Finance Officer
File Copy

Ls/Personnel.rd-position12

-24-

BAY COUNTY BOARD OF COMMISSIONERS

8/13/13

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (7/16/13)

WHEREAS, Due to a promotion effective 6/23/13, there is presently a shortage in the Sheriff Department Road Patrol Command Staff and the Sheriff is requesting authorization to administer the promotional exam and fill the vacant position; and

WHEREAS, The existing vacancy creates an extensive amount of overtime and stress on the present command staff; and

WHEREAS, Funding is available in the 2013 Sheriff Department budget for the requested position; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes the Bay County Sheriff to administer the promotional exam for the Lieutenant/Sergeant position in the Road Patrol Supervisory Unit and fill the position; Be It Further

RESOLVED That the Road Patrol Deputy position that will become vacant after promotion is authorized to be posted/filled; Be It Finally

RESOLVED That related required budget adjustments are approved.

BRANDON KRAUSE, CHAIR
AND COMMITTEE

Sheriff - Promotional Exam for Lieutenant/Sergeant & Road Patrol Deputy Vacancy

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 _____

-25-

John E. Miller
Sheriff Of Bay County

Michael T. Janlskee
Undersheriff

Troy A. Stewart
Jail Administrator



DATE: July 9, 2013
TO: Tim Quinn
Personnel Director
FROM: Sheriff John E. Miller *John E. Miller*
RE: Sergeant II CFO Positions

BACKGROUND: The Bay County Sheriff's Office is requesting to add two (2) Sergeant (Sgt) positions to cut down on the cost of overtime in the jail. Sgt. II CFO positions are budgeted for in the 2013 County Budget, but the need is for more staffing.

FINANCE/ECONOMICS: The addition of Sgt. II's would cut the cost of overtime by \$8,000 per year for supervisory staff. Our 2013 budget has funds allocated for positions of Sgt. II CFO (101.00-301.00). The rate of pay for a full-time/with benefits position is \$23.72 per hour and is under the contract of the Police Officers Association of Michigan (POAM). The figures are available in the Personnel Office.

RECOMMENDATION: With the addition of two (2) Sergeant II positions at the Bay County Sheriff's Office, filling these positions in order to maintain minimum shift staffing and reducing cost for overtime wages. Your cooperation and assistance to conduct necessary budget adjustments when required is greatly appreciated

CC: Jail Administrator Troy A. Stewart
Undersheriff Troy R. Cunningham
Brandon Krause, Chairman of Personnel/Judicial
Crystal Hebert, Finance Officer
Kim Priessnitz, Assistant Finance Officer

File Copy

Ls/p&j-sgtllcfopos

Phone: (989) 895-4050

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

Fax: (989) 895-4058



-26-

BAY COUNTY BOARD OF COMMISSIONERS

8/13/13

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (7/16/13)

WHEREAS, The Bay County Sheriff is requesting the addition of two (2) Sergeant (Sgt.) positions to cut down on the cost of overtime in the jail; and

WHEREAS, Sergeant II CFO positions are budgeted for the 2013 Bay County budget but there is a need for more staffing; and

WHEREAS, The addition of Sgt. II's would cut the cost of overtime by \$8,000 per year for supervisory staff and the Sheriff's 2013 budget has funds allocated for positions of Sgt. II CFO; and

WHEREAS, Filling these positions will maintain a minimum shift staffing and will reduce overtime costs; Therefore, Be It

RESOLVED By the Bay County Board of Commissioners that authorization is granted to post/fill two (2) Sergeant II positions (ft, \$23.72/hr. entry).

BRANDON KRAUSE, CHAIR
AND COMMITTEE

Sheriff - Sgt II CFO Positions

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 _____