

PERSONNEL/HUMAN SERVICES COMMITTEE

A G E N D A

TUESDAY, AUGUST 20, 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 (7/16/13)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
4- 6	A. Personnel Director
7	1. Vacancies (Seeking authorization to post/fill; proposed resolution attached)
	a. Buildings and Grounds - Maintenance IV (ft; \$15.35/hr. entry)
	b. Treasurer's Office - Account Clerk II (ft; \$12.71/hr. entry)
	c. 911 Central Dispatch
	1. Dispatch Supervisor I (ft; \$14.27/hr. entry)
	2. Dispatch Supervisor II (ft; \$13.69/hr. entry)
	d. Civic Arena - Concessions and Zamboni Drivers (up to 3 part time positions; \$7.40/hr.)
8	2. Waiver of Pay Scale for New Hire (Prosecutor Asbury is seeking a waiver of the step process in the PN pay scale to allow him to hire an Assistant Prosecutor with over 27 years of experience as a Prosecutor in Saginaw County at a PN10, 3 year step instead of entry level - 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, JULY 16, 2013, 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 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							
DONALD J. TILLEY, VICE CHAIR	P	S/Y	S/Y	M/Y	S/Y							
VAUGHN J. BEGICK	P	Y	Y	Y	Y							
KIM J. COONAN	P	Y	Y	S/Y	Y							
THOMAS M. HEREK		E	X	C	U	S	E	D				
MICHAEL E. LUTZ	P	Y	Y	Y	Y							
ERNIE KRYGIER, EX OFFICIO	P	M/Y	M/Y	Y	M/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: T.HICKNER, C.HEBERT, T.QUINN, J.DECKERT, R.REDMOND, D.BERGER

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

-/-

**PERSONNEL/HUMAN SERVICES COMMITTEE
MINUTES
TUESDAY,
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 JUNE 18, 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 RECEIVE THE REPORTS (2012 ANNUAL REPORT AND COLLABORATIVE SERVICES BY DIVISION ON AGING AND RECREATION DIVISION) AS SUBMITTED BY THE LATE ASSISTANT COUNTY EXECUTIVE MICHAEL GRAY.**

- 3** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE REQUEST TO POST/FILL ROAD DIVISION SUPERVISORY POSITION, I.E. FULL TIME LIEUTENANT/FULL TIME SARGENT/FULL TIME ROAD PATROL ROAD PATROL DEPUTY AND TO ADMINISTER PROMOTIONAL EXAM.**

The Sheriff's request for the addition of two (2) CFO Sergeant II positions was withdrawn by the Sheriff who is conducting further review of available options.

Board Chair Krygier questioned the County Executive on his plans on the vacant position resulting from the untimely death of Michael Gray, who will take over those responsibilities? Tom Hickner, County Executive, indicated he will be meeting w/Tim Quinn and Crystal Hebert as well as Debbie Russell to determine the next step and to map out how the duties will be reassigned. He indicated it will probably take 45 days to fill the position and in the meantime Crystal Hebert, Finance Officer, will oversee the IT duties and Tim Quinn, Personnel Director, will take over Recreation. The best options will be looked at. The Executive will stay on top of issues until a new structure is decided and the Board will be kept up-to-date.

**PERSONNEL/HUMAN SERVICES COMMITTEE
MINUTES
TUESDAY,
PAGE 3**

MOTION NO.

Committee Chair Brandon Krause offered prayers and sympathies to Michael Gray's family. Mr. Gray's passing is a great loss to the family, the County, and the community and he will be greatly missed.

There being no further business, it was

4 MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:07 P.M.).

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**



**BAY COUNTY
PERSONNEL DEPARTMENT**

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

August 14, 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 August 20, 2013.

1. **Request:** Rick Pabalis has submitted a request to post and fill the Maintenance IV Lead position at the Law Enforcement Center.

Background: The vacancy is the result of a long time employee, Rob Bisel, who will be retiring effective September 21, 2013.

Finance/Economics: Full-time position with benefits in the USW union. Entry level is \$15.35 per hour entry, progressing to \$18.25 per hour after 2 years (TU08).

Recommendation: Please refer to the full board.
2. **Request:** Rick Brzezinski is seeking permission to post and fill a full-time vacancy in their office.

Background: The vacancy is the result of a resignation, with no notice provided.

Finance/Economics: Full-time position with benefits in the USW union. Entry level is \$12.71 per hour entry, progressing to \$15.01 per hour after 2 years (TU06).

Recommendation: Please refer to the full board.
3. **Request:** Chris Izworski is requesting authorization to fill Dispatch Supervisor II and Dispatch Supervisor I positions at Central Dispatch.

Background: 911 Central Dispatch current staffing levels call for a Supervisor I and a Supervisor II on each dispatch team. Currently, there is a Supervisor I vacancy. The department desires to fill the vacancy with the promotion of

-4-

Mr. Brandon Krause, Chairperson
Personnel/Human Services Committee
Bay County Board of Commissioners
August 14, 2013
Page 2

a current Dispatch Supervisor II. That Dispatcher Supervisor II position will subsequently be filled by a current Dispatcher.

Finance/Economics: 911 is budgeted for the positions. The filling of the Supervisor I position will decrease supervisor overtime in the approximate annual amount of \$5,513. The Supervisor I rate of pay is: \$14.27 per hour entry, progressing to \$19.41 per hour after 4 years and the Supervisor II rate of pay is: \$13.69 per hour entry, progressing to \$18.65 per hour. Both positions are full-time with benefits and are represented by the POLC.

Recommendation: Please refer to the full board.

4. **Request:** Robert Metcalfe has submitted a request to post and fill up to three part-time positions for Concessions and Zamboni Drivers at the Civic Arena.

Background: Some current staff members staff have asked that their hours be reduced due to their school schedules, etc.

Finance/Economics: Filling these positions will not affect the finances of the Civic Arena, as they are direct replacements of current hours. Part-time employees earn \$7.40 per hour, and are non-represented with no benefits.

5. **Request:** Kurt Asbury is requesting to hire an employee at the 3 year step in the wage scale for Assistant Prosecuting Attorney.

Background: In May, permission was granted to fill an Assistant Prosecuting Attorney position that was vacated due to retirement. At that time, it was our intention to request to hire an individual at the PN10, 3 year step. The candidate that Mr. Asbury has selected has over 27 years of experience as a Prosecutor in Saginaw County.

Finance/Economics: The PN10, 3 year level rate of pay is \$37.65 per hour.

Recommendation: Please refer to the full board.

Mr. Brandon Krause, Chairperson
Personnel/Human Services Committee
Bay County Board of Commissioners
August 14, 2013
Page 3

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

Sincerely,



Tim Quinn, Director
Personnel and Employee Relations

cc: Tom Hickner
Marty Fitzhugh
Crystal Hebert
Rick Pabalis
Rick Brzezinski
Bob Metcalfe
Kurt Asbury

G:\Board\Personnel-Judicial\2013\August.wpd

BAY COUNTY BOARD OF COMMISSIONERS

9/10/13

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (8/20/13)

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:

- a. Buildings and Grounds - Maintenance IV (ft; \$15.35/hr. entry)
- b. Treasurer's Office - Account Clerk II (ft; \$12.71/hr. entry)
- c. 911 Central Dispatch
 - 1. Dispatch Supervisor I (ft; \$14.27/hr. entry)
 - 2. Dispatch Supervisor II (ft; \$13.69/hr. entry)
- d. Civic Arena - Concessions and Zamboni Drivers (up to 3 part time positions; \$7.40/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 - September

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 _____

BAY COUNTY BOARD OF COMMISSIONERS

8/20/13

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (8/20/13)
WHEREAS, On May 21, 2013, via resolution no. 2013-93, the Bay County Board of Commissioners authorized filling an Assistant Prosecutor vacancy which resulted from a retirement; and
WHEREAS, Applications were received and interviews conducted with the candidate chosen being an Assistant Prosecutor in Saginaw County with over 27 years of experience; and
WHEREAS, The Bay County Prosecutor is requesting a waiver of the County's step process in the PN10 pay scale to allow this candidate to hire in at the 3 year step of the PN10 level instead of the entry level; Therefore, Be It
RESOLVED That the Bay County Board of Commissioners waives the PN10 level, in this instance, to allow the newly hired Assistant Prosecutor to be compensated at the PN10 3 year step (\$37.65/hr.) effective with the date said Assistant Prosecutor begins employment.

BRANDON KRAUSE, CHAIR
AND COMMITTEE

Prosecutor - Waiver of Pay Scale

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

Table with 12 columns: COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E. Rows include Brandon Krause, Ernie Krygier, Vaughn J. Begick, Kim J. Coonan, Thomas M. Herek, and Michael E. Lutz.

VOTE TOTALS:

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

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