

PERSONNEL/HUMAN SERVICES COMMITTEE

A G E N D A

TUESDAY, FEBRUARY 16, 2016

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I CALL TO ORDER
- II ROLL CALL
- 1- 4 III MINUTES (1/19/16)
- IV PUBLIC INPUT
- V PETITIONS AND COMMUNICATIONS
 - A. Health Director
 - 5- 6 I. Agreement with Northeast Michigan Community Services Agency, Inc. (NEMSCA) Head Start and Bay County Health Department (BCHD) **(Seeking approval of agreement; authorization for Board Chair to sign - proposed resolution attached)**
 - 7- 8 2. Renewal of Mitchell and McCormick Licensure Agreement **(Seeking approval of renewal Agreement; authorization for Board Chair to sign - proposed resolution attached)**
 - B. Personnel Director
 - 9-13 I. Renewal of Membership Agreement to Delta Collage Fitness and Recreation Center **(Seeking approval of Membership Agreement; authorization for Board Chair to sign - proposed resolution attached)**
 - 14-22 2. Vacancies; Seasonal Positions **(Seeking authorization to post/fill below-listed positions - proposed resolution attached)**
 - a. Juvenile Home - Youth Development Worker (full time, \$14.37/hr. entry; 50/50 State and County funded)
 - b. Mosquito Control - Thirty (30) seasonal field and/or biology technicians (Larvaciding \$8.50/hr. to \$9.00/hr; Adulticiding \$10.00/hr. to \$10.50/hr)
 - c. Recreation and Facilities - Seasonal Staff (as outlined below)

Golf Course – Clubhouse

Approx. Start Date: 4/1/16 thru 11/1/16

The number of positions is approximate but the total appropriation will not be exceeded.

Position:

Hourly Wage:

Clubhouse Leader - Part Time (1)	\$11.00/hr
Clubhouse Attendants - Part Time (4+)	\$8.50/hr
Service Assistant Team Leader - Part Time (1)	\$9.25/hr
Service Assistants - Part Time (4+)	\$8.50/hr

Golf Course – Starters/Rangers**Approx. Start Date: 4/1/16 thru 11/1/16**

The number of positions is approximate but the total appropriation will not be exceeded.

Position:**Hourly Wage:**

Starter/Ranger Team Leader – Part Time (1)

\$9.25/hr

Starter/Rangers – Part Time (6+)

\$8.50/hr

Golf Course – Grounds/Maintenance**Approx. Start Date: 4/1/16 thru 11/1/16**

The number of positions is approximate but the total appropriation will not be exceeded.

Position:**Hourly Wage:**

Equipment Operator/Team Leader – Variable Hours (1)

\$10.25/hr

Equipment Operators - Variable Hours (6+)

\$9.25/hr

General Laborer, Team Leader - Variable Hours (1)

\$9.50/hr

General Laborers - Variable Hours (2+)

\$8.50/hr

Community Center Pool Staff**Approx. Start Date: 6/2/16 thru 8/31/2016**

The number of positions is approximate but the total appropriation will not be exceeded.

Position:**Hourly Wage:**

Pool Supervisor (1)

\$11.75/hr

Pool Asst. Supervisor (1)

\$10.50/hr

Water Safety Instructor (1+)

\$9.00/hr (entry level) \$9.50 (1 year level)

Lifeguard (9+)

\$8.60/hr (entry level) \$9.00 (1 year level)

Cashier (2+)

\$8.50/hr

Community Center Summer Recreation Program **Approx. Start Date: 6/2/16 thru 8/31/2016**

The number of positions is approximate but the total appropriation will not be exceeded. Additionally, the number of counselors will be determined based on the number of participants in the program.

Position:**Hourly Wage:**

Supervisor (2)

\$11.75/hr

Counselor (13+)

\$8.50/hr (entry level) \$9.00 (1 year level)

Pinconning Park Rangers**Approx. Start Date: 5/1/16 thru Mid-September**

The number of positions is approximate but the total appropriation will not be exceeded.

Position:**Hourly Wage:**

Seasonal Park Ranger Leader (1)

\$9.60/hr

Seasonal Rangers (2+)

\$8.50/hr (entry level) \$8.85/hr (1 year level)

Seasonal Recreation / Maintenance

Approx. Start Date: 5/1/16 thru Mid-October

The number of positions is approximate but the total appropriation will not be exceeded.

Position:

Hourly Wage:

Seasonal Recreation Workers/Full Time(2+)

\$8.75/hr

Seasonal Recreation Workers/Full Time (1+)

\$8.75/hr

Seasonal Property Maintenance

Approx. Start Date: 4/15/16 thru 10/15/2016

(Paid for by County Treasurer's Dept)

VI REFERRALS

- 23 A. Board of Commissioners (2/9/16) - Resolution No. 2016-56 re Reorganization and Consolidation of Responsibility of Department of Public Defender and Corporation Counsel **(Note: This resolution was revised to include some clarification language and that language is highlighted)**

VII UNFINISHED BUSINESS

VIII NEW BUSINESS

IX MISCELLANEOUS

X ANNOUNCEMENTS

XI ADJOURNMENT

PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/ DIVISION HEAD PLACING AN ITEM ON THIS 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, JANUARY 19, 2016, 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 Lutz.

Roll call:

MOTION NO.

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

MOTION NO.

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

MOTION NO.

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

OTHERS PRESENT: T.HICKNER, C.GIGNAC, D.RUSSELL, A.DAVIS-JOHNSON, C.HEBERT, T.JERRY, T.ROEHRS, J.STRASZ, M.PICKELL, K.MEAD, J.MINER, B.MANNIKO, 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 video 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 DECEMBER 15, 2015 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

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

The first item on the agenda was Blue Cross Blue Shield Inmate Services contract. It was

- 2** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE BLUE CROSS BLUE SHIELD INMATE SERVICES CONTRACT (SHERIFF DEPARTMENT).**

- 3** **MOVED, SUPPORTED AND CARRIED TO REFER THE COUNTY EXECUTIVE'S REORGANIZATION AND CONSOLIDATION OF RESPONSIBILITY OF DEPARTMENT OF THE PUBLIC DEFENDER AND CORPORATION COUNSEL TO THE FULL BOARD (COUNTY EXECUTIVE).**

County Executive Tom Hickner indicated he would be meeting with Judge Klida on his proposal in the very near future.

- 4** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE EXTENSION OF LEASE AGREEMENT WITH THE BAY COUNTY FAIR BOARD FOR THE YEARS 2016, 2017 AND 2018 (RECREATION AND FACILITIES).**

Brief discussion centered on the Noise Ordinance and if the ordinance should be rescinded or modified. It was the consensus that the ordinance should be modified to pertain only to county facilities, i.e. Fairgrounds, Civic Arena, Community Center, etc. It was

**PERSONNEL/HUMAN SERVICES COMMITTEE
MINUTES
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MOTION NO.

- 5 MOVED, SUPPORTED AND CARRIED TO RECEIVE CORPORATION COUNSEL'S OPINION RELATING THE COUNTY'S NOISE ORDINANCE AND REFER BACK TO CORPORATION COUNSEL TO COME BACK WITH A MODIFICATION OF THE ORDINANCE IN THE COMING MONTHS (CORPORATION COUNSEL).**

Health Department issues were next on the agenda, the first being an Agreement with Alarum Institute and Michigan Center for Effective IT Adoption (MCEITA). Joel Strasz, Health Director, explained the agreement which deals with qualifications for meaningful use incentives and possible incentive funding available to Bay County. Following brief discussion, it was

- 6 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE AGREEMENT WITH ALARUM INSTITUTE AND MICHIGAN CENTER FOR EFFECTIVE 'IT' ADOPTION (MCEITA) (HEALTH DEPARTMENT).**
- 7 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE AGREEMENT WITH DOCTORS PLUS FOR CREDENTIALING SERVICES (HEALTH DEPARTMENT).**
- 8 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE AGREEMENT WITH BARB MACGREGOR FOR DEVELOPMENT OF PROTOCOLS FOR THE UNIVERSITY CLINIC (HEALTH DEPARTMENT).**
- 9 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE AGREEMENT WITH SAGINAW VALLEY STATE UNIVERSITY REGARDING UNIVERSITY CLINIC (HEALTH DEPARTMENT).**
- 10 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL VACANCIES IN THE HEALTH DEPARTMENT (TYPIST CLERK II), DIVISION ON AGING (DRIVER), SHERIFF DEPARTMENT MARINE DIVISION (5 SUPERVISORS; 25 MARINE DEPUTIES), 9-1-1 CENTRAL DISPATCH (DISPATCHER), AND PERSONNEL DEPARTMENT (RETIREMENT ADMINISTRATOR) (PERSONNEL).**

**PERSONNEL/HUMAN SERVICES COMMITTEE
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MOTION NO.

11 MOVED, SUPPORTED AND CARRIED TO REFER PROPOSED RECLASSIFICATIONS BACK TO ADMINISTRATION (PERSONNEL).

12 MOVED, SUPPORTED AND CARRIED TO REFER THE ISSUE OF CIRCUIT COURT POSITIONS TO THE FULL BOARD.

There being no further business, it was

13 MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:35 P.M.).

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**



1200 Washington Avenue Bay City, Michigan 48708
PHONE (989) 895-4009/FAX (989) 895-4014/TDD (989) 895-4049
www.baycounty-mi.gov/Health

Thomas L. Hickner
Bay County Executive

Joel R. Strasz
Public Health Director

TO: Michael Lutz, Chairperson, Personnel/Human Services Committee
FROM: Joel R. Strasz, Health Director
DATE: February 9, 2016
CC: Tom Hickner, Amber Johnson, Crystal Hebert, Kim Priessnitz, Shawna Walraven, Mark Pickell, Kathleen Janer
RE: Agreement with Northeast Michigan Community Services Agency, Inc. (NEMSCA) Head Start and Bay County Health Department (BCHD)

BACKGROUND: NEMSCA provides services to in local Head Start programs and in participants attending Head Start must be in compliance with Federal Performance Standards and Regulations, which mandate the following health procedures: Lead screening, Hemoglobin screening, TB Tests, Immunizations, Hearing screening, Vision screening, and a Physical exam. Many families participating in Head Start do not have a primary care provider or have considerable difficulty in obtaining these services because they have Medicaid. BCHD already provides these services and can meet the needs of Head Start participants.

FINANCE AND ECONOMICS: There is no cost to enter into the agreement. All services provided to eligible participants will be reimbursed through Medicaid and/or other third party payers. Families without health care coverage will be referred to apply for Medicaid or other eligible programs.

RECOMMENDATION: Upon favorable review by Corporation Counsel, the Health Department recommends approval for signature of the Board Chair to this agreement.

BAY COUNTY BOARD OF COMMISSIONERS

MARCH 8, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (2/16/16)

WHEREAS, Northeast Michigan Community Services Agency, Inc (NEMSCA) provides services to local Head Start programs and participants attending Head Start must be in compliance with Federal Performance Standards and Regulations, which mandate the following health procedures: lead screening, hemoglobin screening, TB Tests, immunizations, hearing screening, vision screening, and a physical exam; and

WHEREAS, Many families participating in Head Start do not have a primary care provider or have considerable difficulty in obtaining these services because they have Medicaid; and

WHEREAS, The Bay County Health Department already provides these services and can meet the needs of Head Start participants; and

WHEREAS, There is no cost involved to Bay County as all services provided to eligible participants will be reimbursed through Medicaid and/or other third party payers. Families without health care coverage will be referred to apply for Medicaid or other eligible programs; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Agreement between Northeast Michigan Community Services Agency, Inc. (NEMSCA) and Bay County (Health Department) and authorizes the Chairman of the Board to execute said Agreement and related documents on behalf of Bay County following legal review/ approval.

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

Health Dept - NEMSCA Head-Start

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				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 _____



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www.baycounty-mi.gov/Health

Thomas L. Hickner
Bay County Executive

Joel R. Strasz
Public Health Director

TO: Michael Lutz, Chairperson, Personnel/Human Services Committee
FROM: Joel R. Strasz, Health Director
DATE: February 9, 2016
CC: Tom Hickner, Amber Johnson, Crystal Hebert, Kim Priessnitz, Shawna Walraven, Mark Pickell
RE: Renewal of Mitchell and McCormick Licensure Agreement

BACKGROUND: The Bay County Health Department currently utilizes Virtual Health Network, a practice management and electronic medical records software from Mitchell and McCormick in its daily clinical operations, and has done so since 2009. The current contract to maintain the software and have the health department as licensed user expires soon and needs to be renewed.

FINANCE AND ECONOMICS: Funds for software maintenance and training are already budgeted to the Health Department.

RECOMMENDATION: Upon favorable review by Corporation Counsel, the Health Department recommends approval for signature of the Board Chair to this agreement.

BAY COUNTY BOARD OF COMMISSIONERS

MARCH 8, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (2/16/16)

WHEREAS, Since 2009, the Bay County Health Department has utilized Virtual Health Network, a practice management and electronic medical records software from Mitchell and McCormick in its daily clinical operations and the current contract to maintain the software and to have the Health Department as licensed user requires renewal; and

WHEREAS, Funds for software maintenance and training are included in the 2016 Health Department budget; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves renewal of the Mitchell and McCormick Licensure Agreement and authorizes the Chairman of the Board to execute said document on behalf of Bay County (Health Department); Be It Further

RESOLVED That related, required budget adjustments are approved.

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

Health Dept - Mitchell & McCormick Licensure Agreement Renewal - 2016

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				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
PERSONNEL DEPARTMENT**

**Thomas L. Hickner
County Executive**

Tiffany Jerry, Director
jerryt@baycounty.net
(989) 895-4096 (T)
(989) 895-2076 (F)

To: Michael Lutz, Chair, Personnel/Human Services Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations

Date: January 28, 2016

Re: Personnel/Human Services Committee Agenda

Please consider the following items for the agenda of your committee meeting scheduled for February 16, 2016.

Request:

The County's membership agreement to the Delta College Fitness and Recreation Center will expire on May 17, 2016. We would like to renew the membership agreement for another year.

Background:

Bay County has purchased 9 annual memberships from the Delta College Fitness and Recreation Center since May of 2005. The memberships are available for full and part-time Bay County employees and retirees to use the exercise facilities.

Finance/Economics:

Nine annual memberships at \$325 per membership (May 18, 2016 through May 17, 2017).

Recommendation:

The Personnel Department recommends renewal of the membership agreement with Delta. Pending approval of the Board and review by corporation counsel, the chairperson would sign membership agreement.

If you have any questions concerning these items, please feel free to contact me.

Encl.

cc: Tom Hickner
Deb Russell
Crysfal Hebert
Cristen Gignac
Jeanie Deckert
Amber Davis Johnson
Shawna Walraven

Delta College
Fitness & Recreation Center
1961 Delta Rd.
University Center, MI 48710
686-9026
www.delta.edu/fitness

January 27, 2016

Tiffany Jerry
County of Bay
515 Center Ave. Suite G-102
Bay City, MI 48708

Dear Tiffany,

I wanted to take this opportunity to thank your organization for choosing the Delta College Fitness & Rec Center (FRC). We hope you have enjoyed the use of our facility. Please let us know if you have any comments or suggestions on how we can make your employee's experience even better.

The County of Bay Corporate Membership's will expire on 5/17/16. Last year your organization purchased 9 Individual Memberships at \$325/membership. To renew your corporate membership please submit payment to Delta College FRC for the 9 Individual Memberships at \$325/membership by May 18, 2016.

I look forward to continue to serve the needs of your organization. If you have any questions or I can be of further assistance please contact me at 686-9323.

Sincerely,

Tara Cunningham, Manager
Fitness & Recreation Center

BAY COUNTY DELTA MEMBERSHIP AGREEMENT

County of Bay shall purchase 9 - 12 month individual memberships to the Delta College Fitness & Recreation Center at a cost of \$325.00 per membership. Memberships start May 18, 2016 and expire May 17, 2017. Payment must be paid in full by May 18, 2016. The 9 memberships allow a total of 9 employee's full use of all the Delta College Fitness & Recreation Center (FRC) facilities at one time. It is the responsibility of the Delta College FRC to monitor and limit usage according to the terms of this agreement.

The County of Bay, Personnel Department shall provide a list of all employees who are eligible to use the memberships at Delta FRC. In addition, the lists will be updated quarterly and provided to the Delta FRC manager at the beginning of each quarter. It shall be the responsibility of the Delta FRC to record the number of times employees of the County of Bay use the Delta FRC. Delta FRC will provide usage reports on a quarterly basis, if requested.

County of Bay employees must fill out a membership application including a signed liability waiver (see website www.delta.edu/fitness) prior to use of the facilities. All employees are expected to follow the Delta College FRC Member Guidelines (see website www.delta.edu/fitness).

County of Bay Membership includes the FRC facilities and a towel service. However, this membership does not include a permanent locker. Employees who wish to have a permanent locker may rent a full length locker for \$30 per year or a half locker for \$15 per year based upon availability. Locker Fees are not prorated. County of Bay members shall receive the member rate for all FRC activity classes or programs.

All eligible employees may upgrade their membership to a Plus (family) Membership by paying the difference between a 12 month Pioneer Individual and a 12 month Pioneer Plus Membership. As of January 27, 2016 the difference is \$143/year. This fee is not prorated. A Plus Membership includes a second adult in the same household and the employee's dependent children. Dependents are defined as the individuals whom you claim on your household income taxes. Employees may be required to present proof of dependency. Family members may also use the FRC facilities by purchasing a daily pass or a guest pass. Family members and/or guests shall not be used to limit use of up to 9 employees who are covered in this agreement.

Each party shall hold the other party harmless for any injury, property damage and/or other damages & liabilities caused by individuals employed by that party.

This is the sole agreement of the parties regarding its subject matter and supersedes all prior agreements and understandings.

This agreement may be suspended by either party with 60 day's notice.

BAY COUNTY BOARD OF COMMISSIONERS

MARCH 8, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (2/16/16)

WHEREAS, Bay County has had a contractual arrangement with Delta College since May 2007 for full use of the Delta College Fitness and Recreation Center through nine (9) shared corporate memberships; and

WHEREAS, The total cost for nine memberships (\$325/membership), shared among eligible County employees, is \$2,925; and

WHEREAS, County employee-use of the Delta College Fitness and Recreation Center has been consistent with past years; and

WHEREAS, Funds for the memberships have been budgeted for 2016; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves renewal of the Delta College Fitness and Recreation Center Membership Agreement for the period May 18, 2016 through May 17, 2017) and authorizes the Chairman of the Board to execute said Agreement and all related documents on behalf of Bay County; Be It Further

RESOLVED That related budget adjustments, if required, are approved.

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

Delta College Fitness Ctr Agt - 2016-2017

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				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
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tiffany Jerry, Director

jerryt@baycounty.net

(989) 895-4096 (T)

(989) 895-2076 (F)

To: Michael Lutz, Chair, Personnel/Human Services Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations TJ

Date: February 10, 2016

Re: Personnel/Human Services Committee Agenda

Please consider the following for the agenda of your committee meeting scheduled for February 16, 2016.

1. Request (Seasonal Vacancies):

Please refer to the attached letter from Tom Putt regarding the request to hire the seasonal staff for Mosquito Control for 2016.

Recommendation:

Please forward to the full Board for approval to post, advertise and fill all seasonal vacancies for Mosquito Control.

2. Request (Seasonal Vacancies):

Please refer to the attached letter from Cristen Gignac outlining the request to hire seasonal staff for the Recreation and Facilities Department for 2016.

Recommendation:

Please forward to the full Board for approval to post, advertise and fill all seasonal staff this spring/summer for the Golf Course, Community Center Pool and Summer Recreation Program, Pinconning Park and Seasonal Maintenance.

3. Request (Vacancy):

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 accepted a position in the Prosecutor's Office effective February 22, 2016.

Finance/Economics:

The Youth Development Worker vacancy is a full-time position with benefits in the USW union at \$14.37 per hour entry, progressing to \$17.06 per hour after 2 years (TU07). This position is funded 50/50 between the State and the County.

Recommendation:

Please forward to the full Board for approval to post, advertise and fill the full-time Youth Development Worker position at the Juvenile Home.

Thank you for considering the items listed above and approving any necessary budget adjustments; if you have any questions, please feel free to contact me.

Encl.

cc: Tom Hickner
Amber Davis Johnson
Deb Russell
Crystal Hebert
Kim Priessnitz
Cristen Gignac
Beth Trahan
Jon Morse
Blake Coppinger
Dan Tomczak
Rick Brzezinski
Bob Redmond
Laura Ogar
Tom Putt
Juli Reynolds
Eliza Noyola

BAY COUNTY MOSQUITO CONTROL
810 Livingston
Bay City, Michigan 48708

TOM PUTT, MANAGER
puttt@baycounty.net

Phone (989) 894-4555
Fax (989) 894-0526
TDD (989) 895-4049
<http://www.baycounty-mi.gov>



TOM HICKNER
County Executive

LAURA OGAR, DIRECTOR
ogarl@baycounty.net

Community Initiatives
Geographic Information Systems
Gypsy Moth Suppression Program
Mosquito Control
Transportation Planning

To: Tiffany Jerry, Director
Bay County Personnel

Through: Laura Ogar, Director
Environmental Affairs & Community Development

From: Thomas J. Putt, Manager
Bay County Mosquito Control

Date: January 19, 2016

Re: Placement on Personnel/Judicial Agenda

BACKGROUND:

With the upcoming 2016 mosquito season in mind, seasonal staffing preparations must soon begin. I would like to request the hire of thirty (30) people to be trained as seasonal field and/or biology technicians.

FINANCE:

We recommend the following pay grade structure for Bay County seasonal technicians and have included data from our neighboring mosquito control districts for comparison. There are currently monies available in the line item 705.00. This will affect 1st & 2nd year seasonal day technicians, which normally averages 19 technicians. That would be an approximate \$4300 increase. With recent staffing adjustments, this should have little or no impact on our 2016 budget.

	Larvaciding		Adulticiding	
	1 st year	2 nd year	1 st year	2 nd year
Bay County	\$8.50	\$9.00	\$10.00	\$10.50
Midland County	\$8.25	\$9.00	\$8.25	\$9.00
Saginaw County	\$8.25	\$9.25	\$8.25	\$9.25
Tuscola County	\$9.25	\$10.50	\$9.25	\$10.50

RECOMMENDATION:

I would recommend hiring 30 seasonal technicians for the 2016 mosquito control season. Thank you for your consideration.

cc: Tom Hickner

-16-

BAY COUNTY
Recreation & Facilities

Cristen M. Gignac
Director of Recreation & Facilities
gignacc@baycounty.net

515 Center Avenue
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Thomas L. Hickner
County Executive

BUILDINGS & GROUNDS
Jon Morse, Supervisor
morsej@baycounty.net

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

TO: Tiffany Jerry
Director of Personnel and Employee Relations

FROM: Cristen Gignac
Director of Recreation and Facilities

RE: Temporary Summer Employment

DATE: January 20, 2016

The following are the 2016 requested summer positions for Recreation and Buildings & Grounds. Due to the Affordable Health Care Act rules and regulations regarding seasonal employment, we are requesting the ability to hire seasonal help as needed without exceeding the budgeted appropriations.

Golf Course – Clubhouse

Approx. Start Date: 4/1/16 thru 11/1/16

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Clubhouse Leader - Part Time (1)	\$11.00/hr
Clubhouse Attendants - Part Time (4+)	\$8.50/hr
Service Assistant Team Leader - Part Time (1)	\$9.25/hr
Service Assistants - Part Time (4+)	\$8.50/hr

Golf Course – Starters/Rangers

Approx. Start Date: 4/1/16 thru 11/1/16

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Starter/Ranger Team Leader – Part Time (1)	\$9.25/hr
Starter/Rangers – Part Time (6+)	\$8.50/hr

Golf Course – Grounds/Maintenance

Approx. Start Date: 4/1/16 thru 11/1/16

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Equipment Operator/Team Leader – Variable Hours (1)	\$10.25/hr
Equipment Operators - Variable Hours (6+)	\$9.25/hr
General Laborer, Team Leader - Variable Hours (1)	\$9.50/hr
General Laborers - Variable Hours (2+)	\$8.50/hr

Community Center Pool Staff

Approx. Start Date: 6/2/16 thru 8/31/2016

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Pool Supervisor (1)	\$11.75/hr
Pool Asst. Supervisor (1)	\$10.50/hr
Water Safety Instructor (1+)	\$9.00/hr (entry level) \$9.50(1 year level)
Lifeguard (9+)	\$8.60/hr (entry level) \$9.00(1 year level)
Cashier (2+)	\$8.50/hr

Community Center Summer Recreation Program

Approx. Start Date: 6/2/16 thru 8/31/2016

The number of positions is approximate but the total appropriation will not be exceeded. Additionally, the number of counselors will be determined based on the number of participants in the program.

Position:	Hourly Wage:
Supervisor (2)	\$11.75/hr
Counselor (13+)	\$8.50/hr (entry level) \$9.00 (1 year level)

Pinconning Park Rangers

Approx. Start Date: 5/1/16 thru Mid-September

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Seasonal Park Ranger Leader (1)	\$9.60/hr
Seasonal Rangers (2+)	\$8.50/hr (entry level) \$8.85/hr (1 year level)

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Seasonal Recreation / Maintenance

Approx: Start Date: 5/1/16 thru Mid-October

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Seasonal Recreation Workers/Full Time(2+)	\$8.75/hr
Seasonal Recreation Workers/Full Time (1+)	\$8.75/hr

Seasonal Property Maintenance
(Paid for by County Treasurer's Dept)

Approx. Start Date: 4/15/16 thru 10/15/2016

The number of positions is approximate but the total appropriation will not be exceeded. The number of hours/hires will be dependent on the number of houses foreclosed.

Position:	Hourly Wage:
Seasonal Foreclosed Homes Worker/Full-Time (2+)	\$8.75/hr

- CC: Jon Morse
Blake Coppinger
Dan Tomczak
Beth Trahan
Tom Hickner
Rick Brzezinski
Bob Redmond
Crystal Hebert

BAY COUNTY BOARD OF COMMISSIONERS

MARCH 8, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (2/16/16)

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. Juvenile Home - Youth Development Worker (full time, \$14.37/hr. entry; 50/50 State and County funded)
2. Mosquito Control - Thirty (30) seasonal field and/or biology technicians (Larvaciding \$8.50/hr. to \$9.00/hr; Adulciding \$10.00/hr. to \$10.50/hr)
3. Recreation and Facilities - Seasonal Staff (as outlined)

Golf Course – Clubhouse

Approx. Start Date: 4/1/16 thru 11/1/16

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Clubhouse Leader - Part Time (1)	\$11.00/hr
Clubhouse Attendants - Part Time (4+)	\$8.50/hr
Service Assistant Team Leader - Part Time (1)	\$9.25/hr
Service Assistants - Part Time (4+)	\$8.50/hr

Golf Course – Starters/Rangers

Approx. Start Date: 4/1/16 thru 11/1/16

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Starter/Ranger Team Leader – Part Time (1)	\$9.25/hr
Starter/Rangers – Part Time (6+)	\$8.50/hr

Golf Course – Grounds/Maintenance

Approx. Start Date: 4/1/16 thru 11/1/16

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Equipment Operator/Team Leader – Variable Hours (1)	\$10.25/hr
Equipment Operators - Variable Hours (6+)	\$9.25/hr
General Laborer, Team Leader - Variable Hours (1)	\$9.50/hr
General Laborers - Variable Hours (2+)	\$8.50/hr

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BAY COUNTY BOARD OF COMMISSIONERS

MARCH 8, 2016

RESOLUTION

Community Center Pool Staff

Approx. Start Date: 6/2/16 thru 8/31/2016

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Pool Supervisor (1)	\$11.75/hr
Pool Asst. Supervisor (1)	\$10.50/hr
Water Safety Instructor (1+)	\$9.00/hr (entry level) \$9.50(1 year level)
Lifeguard (9+)	\$8.60/hr (entry level) \$9.00(1 year level)
Cashier (2+)	\$8.50/hr

Community Center Summer Recreation Program Approx. Start Date: 6/2/16 thru 8/31/2016

The number of positions is approximate but the total appropriation will not be exceeded. Additionally, the number of counselors will be determined based on the number of participants in the program.

Position:	Hourly Wage:
Supervisor (2)	\$11.75/hr
Counselor (13+ level)	\$8.50/hr (entry level) \$9.00 (1 year level)

**Pinconning Park Rangers
September**

Approx. Start Date: 5/1/16 thru Mid-

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Seasonal Park Ranger Leader (1)	\$9.60/hr
Seasonal Rangers (2+ level)	\$8.50/hr (entry level) \$8.85/hr (1 year level)

BAY COUNTY BOARD OF COMMISSIONERS

MARCH 8, 2016

RESOLUTION

**Seasonal Recreation / Maintenance
October**

Approx. Start Date: 5/1/16 thru Mid-

The number of positions is approximate but the total appropriation will not be exceeded.

Position:

Hourly Wage:

Seasonal Recreation Workers/Full Time(2+)
Seasonal Recreation Workers/Full Time (1+)

\$8.75/hr
\$8.75/hr

**Seasonal Property Maintenance
10/15/2016
(Paid for by County Treasurer's Dept)**

Approx. Start Date: 4/15/16 thru

RESOLVED That budget adjustments, if required, are approved; Be It Further

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.

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

Vacancies - March

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				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

FEBRUARY 16 , 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (1/19/16)

WHEREAS, As the result of ongoing discussions, the Bay County Administration has determined that the “pilot project” initiated in 2007 for legal defense of all indigent defendants in the District Court charged with misdemeanors, misdemeanor violations of probation, and civil infractions accompanied by a misdemeanor complaint or ticket, does not allow Administration sufficient oversight and will make it difficult to comply with the proposed standards created by the Michigan Indigent Defense Commission (MIDC) for indigent defense delivery systems; and

WHEREAS, While the details are still being resolved with regard to organization of the offices, since the “pilot project” will no longer be utilized and will be phased out over a period of several months, it is necessary to post and fill two (2) new full time Attorney positions, (PN10) (\$72,435 each before fringes) $\$99,460 \times 2 = \$198,920$ to allow the attorneys to be part of the transition process; and

WHEREAS, Funds for these positions are included in the 2016 adopted budget; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes posting/filling two (2) new full time Attorney positions, (PN10) (\$72,435 each before fringes) $\$99,460 \times 2 = \$198,920$, so that Administration may begin to advertise and properly vet the candidates; Be It further

RESOLVED That related, required budget adjustments are approved.

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

County Executive - Reorganization and Consolidation of Responsibility of Department of Public Defender and Corporation Counsel - 2

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				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 _____