PERSONNEL/HUMAN SERVICES COMMITTEE

AGENDA

TUESDAY, APRIL 21, 2015

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.			
	I	CALL TO ORDER	
	II	ROLL CALL	
1- 3	III	MINUTES (3/17/15)	
	IV	PUBLIC INPUT	
	V	PETITIONS AND COMMUNICATIONS	
4- 6		A.	John C. Keuvelaar, Probate Judge - Acceptance of Retirement; Waiver of Bay County Personnel Policy re Retiree Health Benefits **(Seeking acceptance of retirement from Bay County; waiver of Personnel Policy (Rule 14 - 14.6 and Rule 16 - 16.1) - proposed resolution attached)**
7- 8		B.	Register of Deeds - Part Time Position to Full Time Temporary **(Seeking staffing change of a part time employee to full time temporary for a 3 year back indexing project, funding from ROD Automation Fund - proposed resolution attached)**
		C.	Health Director
9-10			1. Agreement with Northeast Michigan Community Services Agency, Inc. - Early Head Start Program **(Seeking approval of agreement; authorization for Board Chair to sign; approval of related budget adjustments - proposed resolution attached)**
11-12			2. Breast and Cervical Cancer Control Program Agreement **(Seeking approval of agreement; authorization for Board Chair to sign; approval of related budget adjustments - proposed resolution attached)**
13-14			3. Agreement(s) with Local Supermarkets/Produce Vendors for Prescription for Healthy Eating Program **(Seeking approval of agreement; authorization for Board Chair to sign; approval of related budget adjustments - proposed resolution attached)**
15-19		D.	Retirement Coordinator - Purchase of Other Governmental Service Time - Thomas Holtschlag, Sheriff Department **(Seeking approval of request to purchase other governmental service credit for retirement purposes - proposed resolution attached)**
20-22		E.	Personnel Director - Vacancies: Division on Aging; Prosecutor's Office **(Seeking authorization to post/fill - 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, MARCH 17, 2015, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:02 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	
DONALD J. TILLEY, VICE CHAIR	P	Y	M/Y	Y	Y	S/Y	Y	M/Y	Y	M/Y	Y	
MICHAEL J. DURANCZYK	P	M/Y	Y	S/Y	S/Y	Y	Y	Y	Y	Y	S/Y	
VAUGHN J. BEGICK	P	Y	Y	Y	M/Y	Y	S/Y	Y	S/Y	Y	Y	
KIM COONAN		E	X	C	U	S	E	D				
THOMAS C. HEREK	P	Y	S/Y	Y	Y	Y	Y	S/Y	Y	S/Y	Y	
ERNIE KRYGIER, EX OFFICIO	P	S/Y	Y	M/Y	Y	M/Y	M/Y	Y	M/Y	Y	M/Y	

MOTION NO.

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

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, J.MORSE, J.DECKERT, B.KRAUSE, J.STRASZ, C.IZWORSKI, R.REDMOND, BAY 3 TV, D.BERGER

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

MOTION NO.

NOTE: **In addition to these typed minutes, this Committee meeting was also 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 FEBRUARY 17, 2015 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

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

A request for approval of a Civic Arena Advertising Program through a Lease Agreement with EverywhereUGO was explained by Cristen Gignac, Director of Recreation and Facilities. There is no cost involved. This company, which is based in Bay City, will provide advertising for other businesses at the Civic Arena and, in turn, the Civic Arena will be advertised in other establishments. This is a one year Lease Agreement. Following brief discussion, it was

2 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND APPROVAL OF THE PROPOSED RESOLUTION AUTHORIZING A LEASE AGREEMENT WITH EVERYWHEREUGO FOR CIVIC ARENA ADVERTISING (RECREATION AND FACILITIES).**

An Agreement with Northeast Michigan Community Services Agency, Inc. Head Start was explained by Joel Strasz, Health Director who indicated that this is a much needed screening service which aims at trying to bring more services to the Head Start participants who do not have a primary care provider or who have considerable difficulty in obtaining these services because they have Medicaid. Services are provided through referral from NEMSCA. It was

3 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF AGREEMENT WITH NORTHEAST MICHIGAN COMMUNITY SERVICES AGENCY, INC. (NEMSCA) HEAD START FOR SCREENING SERVICES (HEALTH DEPARTMENT).**

4 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF AGREEMENT WITH VIRIDIAN HEALTH MANAGEMENT FOR SERVICES RELATED TO THE DIABETES PREVENTION PROGRAM WITHIN THE UNIVERSITY CLINIC (HEALTH DEPARTMENT).**

MOTION NO.

5 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF RENEWAL OF THE MEMBERSHIP AGREEMENT WITH DELTA COLLEGE (PERSONNEL DEPARTMENT).

6 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL DISPATCHER VACANCIES (2) IN 9-1-1 CENTRAL DISPATCH (PERSONNEL DEPARTMENT).

7 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A TEMPORARY CUSTODIAN POSITION AT THE COMMUNITY CENTER DURING A LEAVE OF ABSENCE (PERSONNEL DEPARTMENT).

8 MOVED, SUPPORTED AND CARRIED TO RECEIVE THE 2014 YEAR-TO-DATE REPORT PROVIDED BY THE OFFICE OF ASSIGNED COUNSEL.

9 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE 2015 AND FUTURE YEARS AUCTIONS (RECREATION AND FACILITIES - BUILDINGS AND GROUNDS).

Board Chair Krygier questioned when the Golf Course may be opening and Cristen Gignac, Director of Recreation and Facilities, responded they are waiting for the frost level to go down before they open.

Commissioner Begick reminded of the upcoming Walk for Warmth, invited participation, and thanked those who contributed to this worthwhile event.

There being no further business, it was

10 MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:17 P.M.)

Submitted by:

Deanne Berger

Deanne Berger
Board Coordinator

To: Michael E. Lutz
Chairman of the Personel/Human Services Committee

From: Judge John C. Keuvelaar, Probate Judge

Date: April 15, 2015

Subject: Waiver of 30 day Retirement Notice requirement to preserve health insurance and Accept John C. Keuvelaar's retirement from Bay County affective March 30, 2015.

Background: Judge Tighe retired as of February 1, 2015. Court Administrator Marge Marchlewicz final day was April 3, 2015. She retired as of mid April but had surgery on April 6.. The search for Marge's replacement had begun by collecting resumes but actual interviews were being delayed as it was felt that the new judge should be a part of the hiring process of his/her Court Administrator.

Judge Klida has been handling the courtroom duties with the other two district judges splitting up Judge Klida's docket until she is able to return to her District Court duties.

On March 18, 2015, Governor Snyder appointed me, John Keuvelaar, as the Probate Judge. With Judge Tighe already retired and Marge leaving by April 3, it was imperative that I assume my duties as Judge to address all issues involving the Probate Office and learn as much as I can about the operations from the Court Administrator before she leaves. This also allowed me to immediately get involved in the hiring process of Marge's replacement. Additionally, the Michigan Court Rules and the Judge's Canons of Ethics require me to be disqualified from cases that I have handled while in the Prosecutors Office which is a good 80% of the Probate Court's docket. Delaying taking the bench just means more cases that I will not be able to hear and that Judge Klida will have to.

On March 23, I decided that I would take the bench on Monday March 30th. I contacted the Retirement/Benefits department with questions but at that time did not realize that this was considered a retirement. I also was not aware of the Ordinance/Personal Policy requiring 30 days notice of retirement and the possible effect this will have on my health insurance when I retire from the Probate Bench. The Department advised they would get back with me on my questions and when I hadn't heard by Wednesday, I started to call. Unable to get in contact with anyone, I went there Friday only to learn that everyone was gone. I briefly spoke with Tim Quinn and a Monday morning meeting was scheduled. At the meeting, I met with Tim Quinn, Shawna Walraven of Corporate Counsel and Rebecca Marsters of the Retirement Department. While dealing with my original question,

this is when I learned about the fact that I was "retiring" from the County, the Ordinance/Personal Policy requiring 30 days notice and its potential impact on my health insurance when I do leave the bench. While we explored a few options, I had already been sworn in as Judge by the Governor's office and taken mu judicial duties. This was our only option of my asking for the 30 day time waiver.

I have 27 years, 7 months in as an assistant prosecutor with Bay County. I strongly feel that I have earned the health insurance benefit of my retirement and had I been aware of this 30 day requirement, would have taken other steps to insure this benefit was protected for my wife and myself. I also recognized the urgent need of my taking the bench to address the many employment and vacancy issues as well as the vacancy's continued impact on District and Probate Court's dockets. To have delayed my taking the bench 30 more days would have continued to create a hardship on the Courts dockets. Therefore, I am asking that the 30 day notice requirement be waived so as to preserve my eligibility for the health insurance after I retire from the Probate Court bench.

Finance/Economics:

There would be no impact on the future medical insurance because as the medical insurance has already been earned.

Recommendation:

That the Personnel/Human Services Committee Recommend and Approve to the Bay County Board of Commissioners to Waive the Personnel Policy of giving 30 day notice before retiring thus accepting John C. Keuvelaar's retirement affective immediately on March 30, 2015. This will preserve John C. Keuvelaaar's retirement health insusrance policy. That the Committee find that exigent circumstances were present that made giving said notice impractical and virtually impossible without harming the Bay County Court System.

No. 2015-

BAY COUNTY BOARD OF COMMISSIONERS

5/12/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (4/21/15)

WHEREAS, John C. Keuvelaar, Probate Judge, is requesting acceptance of his retirement from the Bay County (Prosecutor's Office) effective March 30, 2015 as well as a waiver of the Bay County Personnel Policy (Rule 14 - 14.6 and Rule 16 - 16.1) relative to 30-day retirement notice to preserve his retireee health insurance benefit; and

WHEREAS, On March 18, 2015 John C. Keuvelaar was appointed Bay County Probate Judge by Governor Snyder and, as a result, Judge Keuvelaar decided to assume the bench on March 30, 2015, unaware that this was considered a retirement requiring a 30-day notice to preserve health benefits in retirement; and

WHEREAS, Judge Keuvelaar's decision was based on the urgent need to take the bench to address many employment and vacancy issues as well as the continued impact on the District and Probate Court dockets, a delay would have continued to create a hardship; and

WHEREAS, Given his length of service to Bay County working as an Assistant Prosecutor (27 years, 7 months), Judge Keuvelaar feels his request is reasonable and will not have a negative financial impact to the County; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners hereby accepts John C. Keuvelaar's retirement from the Bay County (Prosecutor's Office) effective March 30, 2015; Be It Further

RESOLVED That the Bay County Board of Commissioners waives the Bay County Personnel Policy, Rule 14 - 14.6 and Rule 16 - 16.1, as it pertains to John C. Keuvelaar's retirement from Bay County, effective March 30, 2015.

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

John C Keuvelaar - Retirement from Bay County - Retiree Health Benefits

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_____

Brandon Krause

Bay County Register of Deeds

515 Center Ave., Suite 102
Bay City, MI 48708
www.baycounty-mi.gov/rod

JILL M. RAYNAK
Chief Deputy Register of Deeds
Phone (989) 895-4228
Fax (989) 895-4296
TDD (989) 895-4049

To:	Tim Quinn, Personnel Director
From:	Brandon Krause, Register of Deeds
Date:	31 March 2015
Subject:	Register of Deeds Part-time position
Request:	To bring Register of Deeds part-time Steelworker position to a temporary full-time Steelworker position to assist in the back indexing of 495 scanned books (approximately 300,000 pages of images).
Background:	There are 495 books being scanned in the Register of Deeds office for a total cost of $89,900. Back Indexing by Liber and Page, of the imported images, is included in the scanning price. However, the images need to be back indexed with owners names and property descriptions to maintain accurate records of land transactions. The previous scanning process, if continued, would have cost the county between $204,746.12 - $334,121.12 (depending on the cost of rebinding the archived books). Also, at the end of the previous scanning project the images would not be imported into our Deketo software for thepublic to access online, nor were they Word searchable.
Finances/Economics:	The approximate duration of the back indexing process will be 3 years with a wage difference of $75,000 total, between the Register of Deeds part-time Steelworker position and temporary full-time Steelworker position. This will be charged to the Register of Deeds Automation fund, as this directly relates to the automation of the Register of Deeds office. Funding for this position is available and no additional funds are required from the county general fund.
Recommendation:	That the board approve the Register of Deeds part-time Steelworker position to change to a temporary full-time Steelworker position for the duration to back index the land records that were scanned by U.S. Imaging. After that time the position will be reverted back to the original part-time Steelworker position.

Brandon Krause,

Brandon Krause
Register of Deeds

- 7 -

No. 2015-

BAY COUNTY BOARD OF COMMISSIONERS

5/12/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (4/21/15)

WHEREAS, The Bay County Register of Deeds wishes to begin the process of back indexing 495 scanned books (approximately 300,000 pages of images); and

WHEREAS, Currently 495 books are being scanned in the Register of Deeds office for a total cost of $89,000 and back indexing by Liber and Page of the imported images is included in the scanning price, however, images need to be back indexed with owners names and property descriptions to maintain accurate records of land transactions; and

WHEREAS, The previous scanning process, if continued, would have cost the county between $204,746.12 - $334,121.12 (depending on the cost of rebinding the archived books) and, at the end of that scanning project, the images would not be imported into the Deketo software for the public to access online nor would they be word searchable; and

WHEREAS, The approximate duration of the back indexing process will be 3 years with a total wage difference of $75,000 (difference between part-time Steelworker position and temporary full time Steelworker position) and the part-time employee in the Register of Deeds Office has agreed to this arrangement; and

WHEREAS, The cost of the back indexing project will be charged to the Register of Deeds' Automation Fund with no additional funds required from the County's General Fund; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the staffing change in the Register of Deeds Office, i.e. part-time employee to temporary full time, for a three (3) year period for the back indexing of land records that were scanned by U.S. Imaging, monies to come from the Register of Deeds' Automation Fund; Be It Further

RESOLVED That at the end of the project, the temporary full time Steelworker position will revert back to a part time Steelworker position.

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

Register of Deeds - Back Indexing Project - Part-time to Temporary Full Time Position

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_____

Thomas L. Hickner
Bay County Executive

Bay County HEALTH Department

Joel Strasz
Public Health Director

Kathleen Janer, RN, BSN
Maternal/Child Health Service Manager

1200 Washington Avenue
Bay City, Michigan 48708

(989) 895-2077
FAX (989) 895-4014
TDD (989) 895-4049
www.baycounty-mi.gov/Health

To:	Michael E. Lutz, Chair, Human Services Committee
From:	Kathleen Janer, Maternal Child Health Services Manager
Date:	March 27, 2015
Re:	Personnel/Human Services April 16, 2015 agenda request for renewal of contract between Northeast Michigan Community Services Agency, Inc. (NEMCSA) Early Head Start and Bay County Health Department (BCHD)

Background

NEMCSA provides services to infants, toddlers, and pregnant women eligible for the Early Head Start program and in compliance with Head Start Performance Standards and Federal Regulations, arranges for a postpartum health visit in the home by a public health nurse.

The BCHD provides services to infants, toddlers and pregnant women eligible for the Maternal Infant Health Program (MIHP), and as part of the proposed agreement, provides a MIHP nurse to conduct a postpartum health visit in the home.

The proposed agreement for 2015 is a renewal of the agreement between NEMCSA and BCHD.

Financial Consideration

There are no financial considerations as the agreement provides funding in the amount of $85.00 per visit, which covers 100% of the actual costs of the visit, including wages and benefits, mileage and supplies.

Recommendation

Upon favorable review by Corporation Counsel, the Health Department recommends this Agreement be approved and signed by the Board Chair, and seeks Board approval for any necessary budget adjustments to this Agreement.

Cc: Amber Johnson, Corporation Counsel
Joel Strasz, Health Officer

No. 2015-

BAY COUNTY BOARD OF COMMISSIONERS

5/12/2015

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (4/21/15)

WHEREAS, Northeast Michigan Community Services Agency, Inc. (NEMSCA) Early Head Start provides services to infants, toddlers, and pregnant women eligible for the Early Head Start program and, in compliance with Head Start Performance Standards and Federal Regulations, arranges for a postpartum health visit in the home by a public health nurse; and

WHEREAS, The Bay County Health Department (BCHD) provides services to infants, toddlers and pregnant women eligible for the Maternal Infant Health Program (MIHP), and as part of the proposed agreement, provides a MIHP nurse to conduct a postpartum health visit in the home; and

WHEREAS, A renewal Agreement for 2015 for the described services has been submitted; and

WHEREAS, There are no financial considerations as the agreement provides funding in the amount of $85.00 per visit, which covers 100% of the actual costs of the visit, including wages and benefits, mileage and supplies; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Agreement between Northeastern Michigan Community Services Agency, Inc. and Bay County (Health Department) and authorizes the Chairman of the Board to execute said Agreement on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That required budget adjustments related to this Agreement are approved.

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

Health Dept - NEMSCA Early 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_____

Thomas L. Hickner
Bay County Executive

Bay County HEALTH Department

Joel R. Strasz
Public Health Director

1200 Washington Avenue
Bay City, Michigan 48708

(989) 895-4003
FAX (989) 895-4014
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www.baycounty-mi.gov/Health

TO: Michael Lutz, Chairperson, Personnel/Human Services Committee
FROM: Joel R. Strasz, Health Director
DATE: April 15, 2015
CC: Tom Hickner, Amber Johnson, Crystal Hebert, Kim Priessnitz, Shawna Walraven, Mark Pickell
RE: Breast and Cervical Cancer Control Program (BCCCP) Agreement

BACKGROUND:

The Breast and Cervical Cancer Control Program is a statewide program (locally administered through the Huron County Health Department) for low-income and uninsured women aged 40 to 64. The program includes a screening for early detection of breast or cervical cancer including pap tests, pelvic exams, clinical breast exams and mammograms. It also includes resources for treatment to local hospitals if necessary. There are currently only three providers of this program in Bay County, it can easily be offered to local women in need through the University Clinic and the Family Planning Program.

FINANCIAL CONSIDERATIONS:

There is no cost to enter into the agreement. All services provided to eligible participants will be reimbursed through the BCCCP program, and Medicaid. Eligible participants without health care coverage will be referred to apply for Medicaid or other eligible programs as necessary.

RECOMMENDATION

Upon favorable review by Corporation Counsel, the Health Department recommends the agreement be approved and signed by the Board Chair, and seeks Board approval for any necessary budget adjustments relating to this Amendment .

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No. 2015-

BAY COUNTY BOARD OF COMMISSIONERS

5/12/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (4/21/15)

WHEREAS, The Breast and Cervical Cancer Control Program is a statewide program (locally administered through the Huron County Health Department) for low-income and uninsured women aged 40 to 64 which includes a screening for early detection of breast or cervical cancer including pap tests, pelvic exams, clinical breast exams and mammograms. It also includes resources for treatment to local hospitals if necessary; and

WHEREAS, There are currently only three providers of this program in Bay County, it can easily be offered to local women in need through the University Clinic and the Family Planning Program; and

WHEREAS, There is no cost to enter into the agreement as all services provided to eligible participants will be reimbursed through the BCCCP program, and Medicaid. Eligible participants without health care coverage will be referred to apply for Medicaid or other eligible programs as necessary; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Breast and Cervical Cancer Control Program (BCCCP) Agreement and authorizes the Chairman of the Board to execute said Agreement on behalf of Bay County following legal review./approval; Be It Further

RESOLVED That required budget adjustments related to this Agreement are approved.

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

Health Dept - BCCC Program

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_____

Thomas L. Hickner
Bay County Executive

Bay County HEALTH Department

Joel R. Strasz
Public Health Director

1200 Washington Avenue
Bay City, Michigan 48708

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TDD (989) 895-4049
www.baycounty-mi.gov/Health

TO: Michael Lutz, Chairperson, Personnel/Human Services Committee
FROM: Joel R. Strasz, Health Director
DATE: April 15, 2015
CC: Tom Hickner, Amber Johnson, Crystal Hebert, Kim Priessnitz, Shawna Walraven, Mark Pickell
RE: Agreement(s) with Local Supermarkets/Produce Vendors for Prescription for Health Eating Program

Background: The Building Healthy Communities grant approved by the Board in September (2014-174) has been awarded to the Health Department and provides funding to pilot a Prescription for Healthy Eating program. This program will connect individuals in Bay County with chronic disease risk to healthier eating options, specifically fresh fruits and vegetables. The Health Department will work closely with the University Clinic and other interested primary care providers in identifying individuals who are eligible for the program and could benefit from increased access to fresh fruits and vegetables. The Health Department is in talks in partnering with Meijer Corporation and other supermarkets/produce vendors on this project to provide gift cards for participants that are specific to the purchase of fruits and vegetables.

Finance and Economics: There is no cost to the Bay County Health Department as funds for this program ($25,000) are provided through the Building Healthy Communities grant from the Michigan Department of Health and Human Services as previously stated. In accordance with grant guidelines, those organizations entering into agreement with the Health Department must provide a minimum amount of matching funds associated with the program.

Recommendation: Upon favorable review by Corporation Council, the Health Department recommends approval to enter into agreement with the aforementioned Local Supermarkets/Produce Vendors to carry out the Prescription for Healthy Eating Program.

-13-

No. 2015-

BAY COUNTY BOARD OF COMMISSIONERS

5/12/2015

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (4/21/15)

WHEREAS, The Building Healthy Communities grant approved by the Board in September (2014-174) has been awarded to the Health Department and provides funding to pilot a Prescription for Healthy Eating Program which will connect individuals in Bay County with chronic disease risk to healthier eating options, specifically fresh fruits and vegetables; and

WHEREAS, The Health Department will work closely with the University Clinic and other interested primary care providers in identifying individuals who are eligible for the program and could benefit from increased access to fresh fruits and vegetables; and

WHEREAS, The Health Department is in partnering talks with Meijer Corporation and other supermarkets/produce vendors on this project to provide gift cards for participants that are specific to the purchase of fruits and vegetables; and

WHEREAS, There is no cost to the Bay County Health Department as funds for this program ($25,000) are provided through the Building Healthy Communities grant from the Michigan Department of Health and Human Services as previously stated and, accordance with grant guidelines, those organizations entering into agreement with the Health Department must provide a minimum amount of matching funds associated with the program; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves Agreements with Local Supermarkets/Produce Vendors for Prescription for Healthy Eating Program and authorizes the Board Chair to execute said Agreement on behalf of Bay County; Be It Further

RESOLVED That required budget adjustments related to this Agreement are approved.

KIM COONAN, CHAIR
AND COMMITTEE

Health Dept - Healthy Eating Program

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 EMPLOYEES' RETIREMENT SYSTEM
BAY COUNTY VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATION
BAY COUNTY BUILDING
515 CENTER AVENUE
BAY CITY, MICHIGAN 48708-5128

Thomas L. Hickner
Bay County Executive

Crystal Hebert
Finance Officer/Secretary

BOARD OF TRUSTEES
Steven Gray, Chairperson
Richard Brzezinski
Kim Coenen
Richard Gromaski
Tom Herek
Jon Morse
Matthew Pell
Thomas Starkweather
Kristal Goetz

ADMINISTRATIVE STAFF
Tiffany Jerry
Rebecca Marsters
(989) 895-4043
TDD (989) 895-4049
FAX (989) 895-4039

DATE: April 13, 2015

TO: Deanne Berger

FROM: Rebecca Marsters RM

RE: Other Governmental Service Time - Thomas Holtschlag, Bay County Sheriff Dept

Enclosed you will find the request from Thomas Holtschlag to purchase other governmental service time for a total of seven (7) years and two (2) months. One (1) year and one (1) month from the Adams County Sheriff Office, two (2) years and four (4) months from City of Saginaw School District and three (3) years and nine (9) months from the City of Saginaw Police Department.

I have all of the required documents needed to process this request.

If you have any questions please feel free to contact me.

-15-

4/12/2015

Personnel Committee:

I, Thomas A. Holtschlag, an employee of, Bay County Sheriff Office Road Patrol Deputies Unit, would like to request to purchase my other governmental service time pursuant to the attached letter from Retirement Administrator Rebecca Marsters , dated December 22, 2015.

I would like to purchase the following service time;

Adams County Sheriff Office:

05/29/1987 to 12/31/1987

01/01/1988 to 06/24/1988

Total Time - 1 year and 1 month

City of Saginaw School District:

10/01/1988 to 12/31/1988

01/01/1989 tO 12/31/1989

01/01/1990 to 12/31/1990

01/01/1991 to 02/01/1991

Total Time - 2 years and 4 months

City of Saginaw Police Department:

02/01/1991 to 12/31/1991 (11 months)

01/01/1994 to 10/31/1994 (10 months)

01/01/1995 to 12/31/1995 (1 year)

01/01/1996 to 12/31/1996 (1 year)

RECEIVED

APR 13 2015

PERSONNEL DEPARTMENT

City of Saginaw Police Department cont'd

Total Time -- 3 years and 9 months

This would be for a total purchase time of 7 years and 2 months.

Regards

Thomas A. Holtschlag

BAY COUNTY EMPLOYEES' RETIREMENT SYSTEM
BAY COUNTY VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATION

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December 22, 2014

Mr. Thomas Holtschlag
1721 W North Union
Auburn, MI 48611

RE: Purchase of Other Governmental Service Credit

Dear Mr. Holtschlag:

I have completed the initial review and calculation of your request to purchase retirement service credit from the School District of the City of Saginaw, City of Saginaw Police Department and Adams County.

The cost to purchase two (2) years and four (4) months of City of Saginaw School District retirement service credit is $14,010.97.

The cost to purchase six (6) years and three (3) months of City of Saginaw Police Department retirement service credit is $50,028.73.

The cost to purchase one (1) year and one (1) months of Adams County retirement service credit is $4,976.97.

If you decide to proceed, the next step is to prepare a letter to be submitted to the Bay County Board of Commissioners' Personnel Committee. A sample letter is enclosed. Return your letter to the Retirement Office sent to my attention. Along with this you must also complete the "Other Governmental Service Credit Affidavit", a copy of which is enclosed.

The information provided remains in effect through June 30, 2015. If you make your request after June 30, 2015, the interest factor applied to the employee contributions will change.

Sincerely,

Rebecca M. Marsters
Retirement Administrator/Accountant

-18-

No. 2015-

BAY COUNTY BOARD OF COMMISSIONERS

5/12/2015

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (4/21/15)

RESOLVED By the Bay County Board of Commissioners that pursuant to its resolution no. 96-331- OTHER GOVERNMENTAL SERVICE CREDIT FOR RETIREMENT - adopted December 17, 1996, authorization is granted for Thomas Holtschlag (Sheriff Department) to purchase seven (7) years and two (2) months from the following: Adams County - one (1) year, one (1) month; City of Saginaw School District - two (2) years and four (4) months; and City of Saginaw Police Department - 3 years and nine (9) months, for retirement purposes in accordance with all terms and conditions contained in resolution no. 96-331, contingent upon confirmation of governmental service credit from Social Security Administration.

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

Retirement - GovtServCredit-Thomas Holtschlag

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							

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DISPOSITION: ADOPTED_____ DEFEATED_____ WITHDRAWN_____
AMENDED_____ CORRECTED_____ REFERRED_____

BAY COUNTY
PERSONNEL DEPARTMENT

Thomas L. Hickner
County Executive

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

Tiffany Jerry, Payroll/Benefits Supervisor
jerryt@baycounty.net
(989) 895-4032 (T)
(989) 895-2076 (F)

Rebecca Marsters, Retirement Administrator/Accountant
marstersr@baycounty.net
(989) 895-4043 (T)
(989) 895-2076 (F)

Jeanie Deckert, Wellness Coordinator
deckertj@baycounty.net
(989) 895-4087 (T)
(989) 895-2076 (F)

Becky Smutek, Payroll Clerk
smutekb@baycounty.net
(989) 895-4044 (T)
(989) 895-2076 (F)

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

From: Tim Quinn, Director of Personnel and Employee Relations

Date: April 15, 2015

Re: **Personnel/Human Services Committee Agenda**

Please consider the following for the agenda of your committee meeting scheduled for April 21, 2015.

1. **Request:** Tammy Roehrs has submitted a request to fill vacant positions within the Division on Aging.

   Background: 3 Division on Aging cooks are off or will be off work for personal reasons in the near future, forcing them to leave their positions for a period of time. Tammy is requesting to fill one of the positions on a temporary basis and add two additional on-call cook positions to assist with the temporary leave of absence.

   Finance/Economics: Positions are on-call, part-time with variable hours at $10.95 per hour for cook duties. Non-union positions with no benefits. Funds exist within the current Division on Aging budget.

   Recommendation: Refer to the full Board for approval to fill 2 on-call cook positions and 1 temporary position.

2. **Request:** Bay County Prosecutor Kurt Asbury requests to fill a Legal Secretary vacancy in his office.

   Background: Vacancy exists due to the upcoming retirement of Ann Briggs (April 30, 2015).

   Finance/Economics: This is a full-time USW position with benefits and funds exist within the current Prosecutor budget. Rate of pay is $14.37 per hour entry, progressing to $17.06 per hour after 2 years (TU07).

Recommendation: Please refer to full board for approval to fill this vacancy.

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

Encl.

cc: Tom Hickner
Deb Russell
Crystal Hebert
Tammy Roehrs
Barb Kraycsir
Kurt Asbury
Kathi Meagher

No. 2015-

BAY COUNTY BOARD OF COMMISSIONERS

5/12/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (4/21/15)

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. Division on Aging - Cooks (3) - 2 On-call and 1 Temporary

2. Prosecutor's Office - Legal Stenographer (ft, $14.37/hr entry)

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 - May

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							
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