PERSONNEL/HUMAN SERVICES COMMITTEE

AGENDA

TUESDAY, MAY 20, 2014

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.			
	I	CALL TO ORDER	
	II	ROLL CALL	
1- 4	III	MINUTES (4/15/14)	
	IV	PUBLIC INPUT	
	V	PETITIONS AND COMMUNICATIONS	
		A.	Health Director
5- 6			1. Contract with Northeast Michigan Community Services Agency, Inc. **(Seeking approval of renewal contract; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached)**
7- 9			2. Memorandum of Understanding with Saginaw Valley State University for Affiliatior as an Academic Health Department **(Seeking approval of MOU w/SVSU; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached)**
10-11		B.	Animal Control Manager - Bay Area Community Foundation Grant **(Seeking Board acceptance of $1,715 grant for installation of concrete floor in Animal Shelter Exercise Yard; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached)**
12-14		C.	Director of Personnel, Employee Relations and Corporation Counsel
15			1. Administrative Assistant Position in Finance Department **(Seeking elimination of part time Administrative Assistant position and creation of full time Administrative Assistant position; appropriation of additional funding; approval of required budget adjustments - proposed resolution attached)**
13			2. Budgeted Reclassification of Environmental Health Sanitarian Positions **(Informational - receive)**
16			3. Vacancies **(Seeking authorization to post/fill; proposed resolution attached)**
			a. Environmental Affairs - Transportation Planner Director (ft, $53,601.60/yr. entry)
			b. Drain Office - Staff Accountant (ft, $44,657.60/yr. entry)
17-21			4. Civil Counsel Guidelines **(Seeking approval of revised Guidelines - 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, APRIL 15, 2014, 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	Y	Y	Y	Y	Y	Y	Y
DONALD J. TILLEY, VICE CHAIR	P	S/Y	S/Y	Y	M/Y	M/Y	M/Y	S/Y	Y	M/Y	S/Y	Y
VAUGHN J. BEGICK	P	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y
KIM J. COONAN	P	Y	Y	M/Y	Y	S/Y	Y	M/Y	S/Y	Y	Y	Y
THOMAS M. HEREK	P	Y	Y	S/Y	Y	Y	Y	Y	Y	Y	Y	Y
MICHAEL E. LUTZ	P	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	S/Y
ERNIE KRYGIER, EX OFFICIO	P	M/Y	M/Y	S/Y	S/Y	Y	S/Y	Y	M/Y	S/Y	M/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.GIGNAC, A.JOHNSON, C.HEBERT, T.QUINN, J.MILLER, C.DAVENPORT, M.HALSTEAD, R.GRUBER, K.RIFENBARK, J.RIVET, J.STRASZ, G.GLYNN, T.ROEHRS, C.IZWORSKI, B.MANNIKO, S.EASTER, BAY 3 TV, R.REDMOND, 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 MARCH 18, 2014 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

Public input was called. Charin Davenport addressed the committee relative to the proposed revisions to the Bay County Personnel Policy. While she favored the ordinance, she felt this policy revision is a start and an opportunity to start a dialog. Ms. Davenport was encouraged by the prospective vote on the policy as reflected in the Bay City Times. She wished to meet with the County Executive to explore some ideas she has to further addresses issues in a positive manner. Committee Chair Krause thanked Ms. Davenport for her input.

The first item on the agenda was a request from the Bay County Drain Commissioner Joseph Rivet to purchase eight (8) years and three (3) months of governmental service (State of Michigan and Bangor Township) for retirement purposes. It was

2 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF JOSEPH RIVET'S REQUEST TO PURCHASE GOVERNMENTAL SERVICE CREDIT (8 YEARS AND 3 MONTHS) FOR RETIREMENT PURPOSES.**

3 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A TEMPORARY ANIMAL CONTROL OFFICER POSITION IN THE ANIMAL CONTROL DEPARTMENT**

4 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL TWO VACANCIES IN THE DIVISION ON AGING, I.E. ON-CALL SITE MANAGER AND SITE MANAGER AT HAMPTON PM SENIOR CENTER.**

MOTION NO.

5 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A PART TIME LEGAL SECRETARY POSITION IN THE DEPARTMENT OF PUBLIC DEFENDER.

6 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A FULL TIME DISPATCHER VACANCY IN 9-1-1 CENTRAL DISPATCH.

7 MOVED, SUPPORTED AND CARRIED TO RECEIVE NOTIFICATION OF RECLASSIFICATION OF TYPIST CLERK III TO SECRETARY II POSITION IN THE ENVIRONMENTAL HEALTH DIVISION OF THE HEALTH DEPARTMENT.

8 MOVED, SUPPORTED AND CARRIED TO RECEIVE NOTIFICATION OF RECLASSIFICATION OF A CARPENTER POSITION IN THE BUILDINGS AND GROUNDS DEPARTMENT.

9 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE REVISIONS TO THE BAY COUNTY PERSONNEL POLICY.

Commissioner Begick questioned if there would be any union issues with the revised policy and Tim Quinn, Personnel Director, responded that the contracts are not as inclusive and language would be addressed in the next round of negotiations. Commissioner Coonan, who has much union experience, responded that unions are inclusive and there would not be a problem with the unions. Commissioner Tilley noted that there are 32 Michigan counties that have policies addressing the LGBT issues and he stressed that the revised Personnel Policy only affects personnel and has nothing to do with the Purchasing Policy. Committee Chair Krause felt that inasmuch as this issue has had consideration discussion, it would be his desire to adopt the revised Personnel Policy at the Board meeting immediately following.

10 MOVED, SUPPORTED AND CARRIED TO REFER THE REVISED BAY COUNTY PERSONNEL POLICY TO THE 4/15/14 BOARD MEETING IMMEDIATELY FOLLOWING THIS MEETING (ROLL CALL VOTE: 5 YEAS; 2 NAYS (BEGICK AND LUTZ).

MOTION NO. _____

Commissioner Begick wished to wait to consider approval until the May 13th Board meeting to allow additional time for review.

11 MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:18 P.M.).

Submitted by:

Deanne Berger

Deanne Berger
Board Coordinator

BAY COUNTY
Health Department

Thomas L. Hickner
Bay County Executive

Creating A Healthy Environment For The Community

Joel Strasz MPA
Interim Health Director
Kathleen Janer , RN, BSN
Maternal Child Services Manager

1200 Washington Avenue
Bay City, Michigan 48708
(989) 895-2077
FAX (989) 895-4014
TDD (989) 895-4049

To: Brandon Krause, Chair, Human Services Committee
From: Kathleen Janer, Maternal Child Health Services Manager
Date: April 11, 2014
Re: Human Services May 20, 2014 agenda request for renewal of contract between Northeast Michigan Community Services Agency, Inc. (NEMSCA) Early Head Start and Bay County Health Department (BCHD)

Background

NEMSCA 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 2014 is a renewal of the agreement between NEMSCA 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 MPA, Health Officer

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No. 2014-

BAY COUNTY BOARD OF COMMISSIONERS

6/10/14

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (5/20/14)

WHEREAS, Northeast Michigan Community Services Agency, Inc. (NEMSCA) 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 a proposed agreement, provides a MIHP nurse to conduct a postpartum health visit in the home; and

WHEREAS, The Agreement with NEMSCA is up for renewal; and

WHEREAS, There are no financial considerations as the agreement provides funding in the amount of $85/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 renewal of the 2014 Agreement between Northeast Michigan Community Services Agency, Inc. (NEMSCA) Early Head Start and Bay County (Health Department) and authorizes the Chairman of the Board to execute said Agreement on behalf of Bay County; Be It Further

RESOLVED That budget adjustments, if required, are approved.

BRANDON KRAUSE, CHAIR
AND COMMITTEE

Health Dept - 2014 NEMSCA Agt

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_____

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Thomas L. Hickner
Bay County Executive

BAY COUNTY
Health Department
Creating A Healthy Environment For The Community

Joel R. Strasz
Health Director

1200 Washington Avenue
Bay City, Michigan 48708
(989) 895-4006
FAX (989) 895-4014
TDD (989) 895-4049

TO: Brandon Krause, Chairperson, Personnel/Human Services Committee
FROM: Joel R. Strasz, Health Director
DATE: May 6, 2014
CC: Tom Hickner, Amber Johnson, Crystal Hebert, Kim Priessnitz, Tim Quinn. Kathy Janer, Melissa Maillette, Dr. Judith P. Ruland
RE: Authorization to Enter Into Memorandum of Understanding with Saginaw Valley State University for Affiliation as an Academic Health Department

BACKGROUND:
The Bay County Health Department for several years has partnered with Saginaw Valley State University on a number of projects including limited placement opportunities for Nursing Students, the acquisition and deployment of a qPCR (DNA) Rapid Testing methodology of local surface waters via the SVSU Chemistry Department, and analysis of potential designation of Bay County as a Medically Underserved Area and/or Health Professional Shortage Area. Since February 2013, the Health Department leadership staff has met regularly with the Dean and the Faculty of SVSU's College of Health and Human Services to discuss further potential collaborative opportunities in the clinical and public health setting. Concurrently the College of Health and Human Services is in development of offering a Master's Degree Program in Public Health and seeks to further opportunities for training sites for students of public health and the clinical health sciences, as well as sites for research and practice involving both academic and practice communities. To this end, the Health Department seeks to enter into a Memorandum of Understanding with SVSU to become an Academic Health Department.

An academic health department (AHD) is the public health equivalent of the "teaching hospital" affiliation that formalizes the relationship between medical schools and hospitals. AHD's strengthen the linkage between public health practice and its broad academic base and is designed to enhance public health education and training, research, and service. While there is no standardized version of an AHD, a variety of types and levels of partnership exist between academic institutions and health departments in the United States, but none currently exist in Michigan. AHD's can produce productive collaborative relationships, with potential benefits to both SVSU and the Health Department. These include but are not limited to:

- Organizational structures that allow the sharing of resources between partnering institutions
- Collaborative efforts to provide education and training for students and public health professionals grounded in public health theory and practice
- Joint proposal and implementation of research projects
- Shared support for and participation in providing public health services
- Collaborative and mutually beneficial relationships

FINANCE AND ECONOMICS:
There are no economic considerations in the MOU as it is a broad based agreement that provides the framework in which further development of clinical and academic programming can take place. The MOU will not circumvent or supersede any existing contracts and agreements currently in place. Nor does the establishment of an AHD change the governance, oversight and structure of either the Health Department or the College of Health and Human Services. As stated previously, the establishment of an AHD can actually provide additional resources to the Health Department as it strives to serve its clients and the community.

RECOMMENDATION:
The Health Department recommends, with Corporation Counsel review, Board authorization of the Memorandum of Understanding with Saginaw Valley State University's College of Health and Human Services.

No. 2014-

BAY COUNTY BOARD OF COMMISSIONERS

6/10/2014

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (5/20/14)

WHEREAS, The Bay County Health Department has partnered with Saginaw Valley State University for several years on a number of projects, including limited placement opportunities for Nursing Students, the acquisition and deployment of a qPCR (DNA) Rapid Testing methodology of local surface waters via the SVSU Chemistry Department and analysis of potential designation of Bay County as a Medically Underserved Area and/or Health Professional Shortage Area; and

WHEREAS, Since February 2013, the Health Department leadership staff has met regularly with the Dean and Faculty of SVSU's College of Health and Human Services to discuss further potential collaborative opportunities in the clinical and public health setting; and

WHEREAS, The College of Health and Human Services is in development of offering a Master's Degree Program in Public Health and seeks to further opportunities for training sites for students of public health and the clinical health sciences, as well as sites for research and practice involving both academic and practice communities; and

WHEREAS, The Bay County Health Department seeks to enter into a Memorandum of Understanding with SVSU to become an Academic Health Department; and

WHEREAS, An academic health department (AHD) is the public health equivalent of the "teaching hospital" affiliation that formalizes the relationship between medical schools and hospitals. AHD's strengthen the linkage between public health practice and its broad academic base and is designed to enhance public health education and training, research, and service. While there is no standardized version of an AHD, a variety of types and levels of partnership exist between academic institutions and health departments in the United States, but none currently exist in Michigan. AHD's can produce productive collaborative relationships, with potential benefits to both SVSU and the Health Department. These include but are not limited to:

- Organizational structures that allow the sharing of resources between partnering institutions
- Collaborative efforts to provide education and training for students and public health professionals grounded in public health theory and practice
- Joint proposal and implementation of research projects
- Shared support for and participation in providing public health services
- Collaborative and mutually beneficial relationships; ans

WHEREAS, There are no economic considerations in the MOU as it is a broad based agreement that provides the framework in which further development of clinical and academic programming can take place; and

WHEREAS, The MOU will not circumvent or supersede any existing contracts and agreements currently in place. Nor does the establishment of an AHD change the governance, oversight and structure of either the Health Department or the College of Health and Human Services; and

WHEREAS, The establishment of an AHD can actually provide additional resources to the Health Department as it strives to serve its clients and the community; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Memorandum of Understanding with Saginaw Valley State University's College of Health and Human Services and authorizes the Chairman of the Board to execute the Memorandum of Understanding on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That any related required budget adjustments are approved.

BRANDON KRAUSE, CHAIR
AND COMMITTEE

Health Dept - MOU - SVSU Academic Health Department

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 ANIMAL CONTROL
THOMAS L. HICKNER
Bay County Executive
www.baycounty.mi-gov

DEBRA RUSSELL, Director
Administrative Services Department

MICHAEL HALSTEAD
Animal Control Manager
halsteadm@baycounty.net
800 Livingston, Bay City, MI 48708
989-894-0679 Phone - 989-894-0129 Fax
TDD (hearing impaired) 989-895-4049

TO: Brandon Krause
Chairman, Personnel Services Committee

FROM; Michael F. Halstead MFH
Manager, Bay County Animal Control

DATE: May 14, 2014

SUBJECT: Bay Area Community Foundation Grant

Request: Permission to accept a Grant Award from the Bay Area Community Foundation in the amount of $1,715.00.

Background: Presently, the floor of the Animal Shelter "Exercise Yard" is made up of grass/soil, promoting the spread of disease, one dog to another. Installation of a concrete floor will permit the sanitization of said floor with a power washer

Finance/Economics: Total project cost(s), as provided by Buildings & Grounds is $1,977.50. Grant award does not require Matching funds.

Recommendation: Approve receipt of the Grant Award from Bay Area Community Foundation in the amount of $1,715.00.

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No. 2014-

BAY COUNTY BOARD OF COMMISSIONERS

6/10/14

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (5/20/14)

WHEREAS, The Bay County Animal Control Manager made application for grant funding to install a concrete floor in the Animal Shelter's "Exercise Yard" which would permit the sanitization of said floor with a power washer and the Bay Area Community Foundation has approved grant funding for this project in the amount of $1,715; and

WHEREAS, Currently the Exercise Yard is made up of grass/soil promoting the spread of disease from one dog to another; and

WHEREAS, Buildings and Grounds has projected the cost of installation of a concrete floor at $1,977.50 and this work will be done by Buildings and Grounds staff; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners, with gratitude, accepts the Bay Area Community Foundation Grant award in the amount of $1,715 for installation of a new concrete floor in the Animal Control Exercise Yard; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute the grant award and all related required documents on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That the grant applicant/recipient departments are required to work with the Finance Department whose staff will provide financial oversight of said grant; Be It Finally

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

BRANDON KRAUSE, CHAIR
AND COMMITTEE

Animal Control - Community Foundation Grant - Exercise Yard

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_____

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BAY COUNTY
PERSONNEL DEPARTMENT

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

Thomas L. Hickner
County Executive

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

Janie Tacey, Retirement Adm./Acct.
taceyj@baycounty.net
(989) 895-4043 (T)
(989) 895-4113 (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)

May 14, 2014

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 May 20, 2014.

1. **Request:** Currently the Finance Department has a part-time administrative assistant. I request that this 29 hour position be eliminated and replaced with a full-time position at the same level, (TU07).

Background: The Finance Department has operated with part-time administrative support for a number of years. However, in the past five years, the responsibilities associated with that position and others have increased:

- Assumed responsibility for the seven additional employees in ISD, which does not have adequate administrative support because most of the employees there are assigned to customer-service duties.
- Support for housing grant, when the Homeland clerk position was eliminated in 2013.
- Assumed Purchasing function from Administrative Services without additional support.
- The Retirement Board has dramatically increased the workload in both Personnel and on the Finance Officer, as Secretary to the Board.
- Vendor support, maintaining all vendor set-up, maintenance, and oversight electronically.

Additionally, operationally this would be an advantage because:

- Finance currently does not have a receptionist for walk-in traffic in the afternoon.
- The Finance Officer currently spends a significant amount of time doing administrative duties.

- The position would include more bookkeeping/accounting tasks, easing the burden on Budget and other accounting positions.

Finance/Economics: Budget adjustments as necessary. Partial funding exists within the temporary help line item in the budget department. This would be a full-time United Steelworker position with full benefits at $14.37 per hour entry, progressing to $17.06 per hour after 2 years (TU07).

Recommendation: Move to Board of Commissioners with recommendation to approve full-time administrative support position, eliminating the part-time position, with budget adjustments as necessary.

2. **Request:** Joel Strasz has requested permission to reclassify (via posting) two Environmental Health Sanitarian positions.

Background: The reclassification was approved in the 2014 budget by the Board in December, 2013. The request will reclassify a Coordinator level (Sanitarian III/PB08) position for the Food Program and a Coordinator for the Water and Sewage Programs.

In the past, there were two additional levels of management (Bob Hill and Joel Strasz) which have been eliminated. This reclassification reflects the increased managerial responsibility undertaken by the Sanitarians.

Finance/Economics: The funds have been budgeted as described above and are currently available.

Recommendation: Please refer to the full board for approval.

3. **Request:** Laura Ogar has requested permission to post and fill the Transportation Planner Director vacancy.

Background: Dave Engelhardt has submitted his intent to retire next month.

Finance/Economics: Full-time BCAMPS position with benefits at $53,601.60 per year entry, progressing to $63,481.60 per year after 3 years (PB09).

Recommendation: Please refer to the full board for approval.

4.	**Request:**	Joseph Rivet has notified our office that there is an upcoming vacancy in the Drain Office for a Staff Accountant.
	Background:	Current employee has submitted her resignation notice.
	Finance/Economics:	Full-time BCAMPS position with benefits at $44,657.60 per year entry, progressing to $51,854.40 per year after 3 years (PB07).
	Recommendation:	Please refer to the full board for approval.

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

Sincerely,

Tim Quinn, Director
Personnel and Employee Relations

cc: Tom Hickner
Crystal Hebert
Kim Priessnitz
Deb Russell
Cristen Gignac
Joel Strasz
Richelle Jimenez
Kurt Asbury
Joseph Rivet
Wanda Behmlander
Amber Davis-Johnson
Shawn Walraven

G:\Board\Personnel-Judicial\2014\May.wpd

No. 2014-

BAY COUNTY BOARD OF COMMISSIONERS

6/10/2014

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (5/20/14)

WHEREAS, Currently the Finance Department has a part-time administrative assistant and the has operated with this part-time position for a number of years, however, in the last 5 years, the responsibilities associated with that position and others have increased as follows:

- Assumed responsibility for the seven additional employees in ISD, which does not have adequate administrative support because most of the employees there are assigned to customer-service duties.
- Support for housing grant, when the Homeland clerk position was eliminated in 2013.
- Assumed Purchasing function from Administrative Services without additional support.
- The Retirement Board has dramatically increased the workload in both Personnel and on the Finance Officer, as Secretary to the Board.
- Vendor support, maintaining all vendor set-up, maintenance, and oversight electronically.

Additionally, operationally this would be an advantage because:

- Finance currently does not have a receptionist for walk-in traffic in the afternoon.
- The Finance Officer spends a significant amount of time on administrative duties.
- The position would include more bookkeeping/accounting tasks, easing the burden on Budget and other accounting position; and

WHEREAS, The Personnel Director is recommending that the 29 hour position be eliminated and replaced with a full-time United Steelworker position with full benefits at $14.37 per hour entry, progressing to $17.06 per hour after 2 years (TU07); and

WHEREAS, Budget adjustments will be necessary as only partial funding exists within the temporary help line item in the budget department; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the elimination of a part-time administrative assistant position in the Finance Department and creation of a full-time administrative assistant position at the same TU07 level; Be It Further

RESOLVED That the additional funding required for the full time position be appropriated from Fund Balance; Be It Finally

RESOLVED That required budget adjustments are approved.

BRANDON KRAUSE, CHAIR
AND COMMITTEE

Personnel - Full Time Administrative Assistant Position in Finance Dept.

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_____

No. 2014-

BAY COUNTY BOARD OF COMMISSIONERS

6/10/2014

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (5/20/14)

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. Environmental Affairs - Transportation Planner Director (ft, $53,601.60/yr. entry)

2. Drain Office - Staff Accountant (ft, $44,657.60/yr. 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.

BRANDON KRAUSE, CHAIR
AND COMMITTEE

Vacancies - June

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
PERSONNEL DEPARTMENT

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

Thomas L. Hickner
County Executive

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

Janie Tacey, Retirement Adm./Acct.
taceyj@baycounty.net
(989) 895-4043 (T)
(989) 895-4113 (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)

May 13, 2014

To: Mr. Brandon Krause, Chair, Personnel/Human Services

From: Tim Quinn, Director of Personnel, Employee Relations, and Corporation Counsel

Re: Proposed Amendment of Civil Counsel Guidelines

Request
Modify Resolution #79-011 (adopted 2-13-79), CIVIL COUNSEL GUIDELINES, per attached proposed CIVIL COUNSEL GUIDELINES, June 10, 2014.

Background
The Department of Civil Counsel was created pursuant to Board Resolution No. 79074, as authorized by MCL 45.563(e). (Unified Form of County Government Act, or Act 139 of 1973), which states that "[t]he department of corporation counsel if adopted shall perform as provided by law all civil law functions and provide property acquisition services for the county as provided by law."

The 1979 GUIDELINES do not provide sufficient direction regarding the assignment of outside counsel and the procedure and funding guidelines in the event outside counsel is desired by departments or elected officials. In the past year, the County has incurred significant legal costs from elected officials engaging outside counsel without properly informing or utilizing the legal services of Corporation Counsel, which is entrusted "to provide all civil law functions" of the County.

Without reiterating the policy, attached, it is sufficient to say that this builds in adequate controls, assures that Corporation Counsel is apprised early when legal issues begin to arise, and still allows for the use of outside counsel when appropriate.

Finances
This will save the County money.

Recommendation
Refer this to the Board of Commissioners for approval.

No. 2014-

BAY COUNTY BOARD OF COMMISSIONERS

6/10/2014

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (5/20/14)

WHEREAS, On February 13, 1979, via resolution no. #79-011, the Bay County Board of Commissioners adopted Civil Counsel Guidelines; and

WHEREAS, The Department of Civil Counsel was created pursuant to Board resolution no. 79074, as authorized by MCL 45.563(e). (Unified Form of County Government Act, or Act 139 of 1973), which states that "[t]he department of corporation counsel if adopted shall perform as provided by law all civil law functions and provide property acquisition services for the county as provided by law."; and

WHEREAS, The 1979 Guidelines do not provide sufficient direction regarding the assignment of outside counsel and the procedure and funding guidelines in the event outside counsel is desired by departments or elected officials; and

WHEREAS, In the past year, the County has incurred significant legal costs from elected officials engaging outside counsel without properly informing or utilizing the legal services of Corporation Counsel, which is entrusted "to provide all civil law functions" of the County; and

WHEREAS, The Civil Counsel Guidelines have been revised building in adequate controls, assuring that Corporation Counsel is apprised early when legal issues begin to arise and still allowing for the use of outside counsel when appropriate; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the attached "Civil Counsel Guidelines - Bay County, Michigan" with immediate effect.

BRANDON KRAUSE, CHAIR
AND COMMITTEE

Corporation Counsel - Revised Civil Counsel Guidelines

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_____

CIVIL COUNSEL GUIDELINES
BAY COUNTY, MICHIGAN

1. **The Department of Corporation Counsel:**

The Bay County Department of Corporation Counsel (the "Department") was created on April 10, 1979 pursuant to Bay County Board of Commissioners' Resolution No. 79074, as authorized by MCL 45.563(e). The director of the Department is the Corporation Counsel. Additional attorney(s) hired to provide legal services in the department shall be designated Assistant Corporation Counsel. Corporation Counsel and Assistant Corporation Counsel shall be attorneys licensed to practice law in the State of Michigan.

2. **Powers and Duties of the Department:**

A. Except as otherwise provided by law or this Policy, the Department shall, in all matters related to County business:

1. Perform all civil law functions for the County;
2. Provide property acquisition services for the County as provided by law;
3. Represent the County in all civil actions in which the County is a party; and
4. Represent County elected officials in any civil action in which:

i. the County elected official is named as a Defendant; and
ii. the subject matter involves official acts or duties of the office of the County elected official.

Corporation Counsel shall make the legal determination as to whether any such civil action involves an official act or duty of that County elected official's office that would necessitate representation by the Department, outside legal counsel or would not necessitate representation. These functions shall not be performed on behalf of any component unit of the County or individuals appointed to those component units' boards unless otherwise mandated by law or agreed upon in writing between the duly authorized representative of such component unit with authority to bind that unit and the County Executive, subject to approval of the Board of Commissioners.

B. The Department is authorized to retain outside legal services on behalf of and in representation of the County, the County Commission, the County Executive and all County elected or individuals appointed to a County elected official's position, employees, departments, divisions, officers, agencies and instrumentalities and their directors, trustees, officers and employees in matters in which he, she or it is involved as the result of any official act or duty of office.

C. The provision of legal services and representation as set forth in this Policy shall be within the limits provided by Michigan Law and the Michigan Rules of Professional Conduct.

3. **Retention of Outside Counsel:**

A. No County elected official is authorized to retain outside legal counsel. A County elected official may submit to Corporation Counsel a written request to retain outside legal counsel. Any written request must comply with section 3.B. of this Policy. A request for retention of outside legal counsel shall not be approved unless the request complies with section 3.B. Corporation Counsel shall evaluate the request and, after consultation with the County elected official, either:

(i) approve the request and arrange for retention of outside legal counsel within the scope and limits determined by Corporation Counsel to be necessary and appropriate for each matter; or

(ii) reject the request, providing a written notice to the County elected official explaining the basis of the rejection. If the rejection of the request is based solely upon lack of funding, the rejection must so state and the County elected official may request an appropriate budget adjustment to adequately cover the cost of the request.

B. Any request to Corporation Counsel for retention of outside counsel must:

(i) Be submitted in writing;
(ii) Be reasonable and necessary;
(iii) Explain the need to retain outside legal counsel;
(iv) Set forth the reasons why the Department cannot or may not handle the matter;
(v) Indicate that the County elected official has verified that there are sufficient funds available in the portion of the Department's budget allocated to retention of outside legal and, if sufficient funds are not available in the Department's budget, that the office, department, division, agency or instrumentality requesting the retention has the funds or will have the funds to pay for the legal services and shall identify the account from which the legal services will be paid.

C. Unless otherwise specified in this Policy, no elected or appointed official,

employee, department, division, officer, agency or instrumentality or their directors, trustees, officers or employees is authorized to retain outside legal counsel.

D. Notwithstanding any provision of this Policy to the contrary, outside legal counsel shall not be retained and a contract for legal services shall not be awarded unless the retention is in compliance with the County's Purchasing Policy.

E. The Department shall not provide legal services to, or retain outside legal counsel on behalf of and in representation of an individual who is a defendant in a criminal matter.

F. This Policy shall be strictly enforced. The retention of outside legal counsel contrary to the express provisions of this Policy is prohibited. No funds may be paid by the County to satisfy any claim for services rendered by outside legal counsel unless the requirements of this Policy have been followed.

G. County elected official shall carry the same meaning and definition as the term elected county officer as found in MCL 49.73.