

PERSONNEL/HUMAN SERVICES COMMITTEE

AGENDA

TUESDAY, JUNE 21, 2016

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 5	III MINUTES (5/17/16)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
6-13	A. Department of Health and Human Services - Amendment 2 to DFA16-09001 (Seeking approval of amendment which increases funding and adds payment schedule - proposed resolution attached. NOTE: This item will be considered at full Board meeting immediately following to meet DHHS deadline.)
14-15	B. Bay County Executive and Bay County Sheriff - Bay City Public Schools (BCPS) Additional Police Services (Seeking approval of Agreement with BCPS for additional police services; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached)
	C. Health Department
16-17	1. Agreement w/Dr. Wm. Marrone to be Deputy Medical Examiner (Seeking approval of agreement with Dr. Marrone; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached)
18-19	2. Agreement w/SVSU to Provide Social Work and Occupational Health Services for Reimbursement Purposes (Seeking approval of agreement with SVSU; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached)
20-21	3. Agreement with Marilyn Skrocki to Provide Consultative Services (Seeking approval of agreement; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached)
22-23	4. Agreement to Provide Medical Billing Consultative Services (Seeking approval of agreement with undetermined medical billing consultation company; authorization for Board Chair to sign - proposed resolution attached)
24-25	5. Agreement with Northeast Michigan Community Services Agency, Inc. (NEMSCA) (Seeking approval of renewal agreement; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached)
26	D. Housing Director (Center Ridge Arms) - Public Housing Assessment System (PHAS) Score Report for Interim Rule (98 out of maximum score of 100) (Receive)
27-30	E. Personnel Director
39	I. Vacancies; increased hours; rehires; reinstatement of positions; new position) (Seeking authorization to post and/or fill - proposed resolution attached)
	A. Sheriff Department
31-32	1. Correctional Facility Officers (3) [Mandated] (full time, \$15.95/hr. entry)
33	2. Road Patrol Deputy (full time; \$15.75/hr. entry)

B. Health Department

- 1. Account Clerk III (full time; \$13.09/hr. entry)
- 2. Registered Dietitian in WIC Program [NOTE: Increasing hours to full time (from part time) based on increased grant funds; \$22.55/hr)
- 3. Billing Clerk (retiree coming back part time up to 300 hrs. in 2016; \$15.46/hr.)
- 4. Communicable Disease Nurse (retiree coming back part time up to 100 hrs. in 2016; \$23.77/hr.)
- 5. Manager in Environmental Health Division (Reinstatement of position; full time; \$52,868 entry)

35-38

- C. Buildings and Grounds - Reinstatement of General Laborer position; full time; \$14.37/hr. entry)
- D. Administrative Services - Community Outreach/Production Assistant (full time; \$37,273 entry)

- VI REFERRALS
- 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, MAY 17, 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			
DONALD J. TILLEY, VICE CHAIR	P	Y	S/Y	Y	Y	M/Y	S/Y	M/Y	Y			
MICHAEL J. DURANCZYK	P	M/Y	Y	S/Y	S/Y	S/Y	Y	Y	M/Y			
VAUGHN J. BEGICK	P	Y	Y	Y	Y	Y	Y	Y	Y			
KIM COONAN	P	Y	Y	M/Y	M/Y	Y	M/Y	Y	Y			
THOMAS C. HEREK	P	S/Y	Y	Y	Y	Y	Y	S/Y	Y			
ERNIE KRYGIER, EX OFFICIO	P	Y	M/Y	Y	Y	Y	Y	Y	S/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.HISTED, T.JERRY, J.RIVET, M.MCFARLIN, E.OBERSKI, J.STRASZ, T.ROEHRS, B.EURICH, T.PUTT, D.KLIDA, K.MEAD, J.MINER, B.MANNIKO, M.BRISTOW, WM.MCPHERSON SR.; WM.MCPHERSON JR., MRS. NELSON, B.GROULX, R.REDMOND, BAY 3 TV, D.BERGER

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

-/-

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

TUESDAY, MAY 17, 2016

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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 APRIL 19, 2016 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

Public input was called. Tom Hickner, Bay County Executive, introduced Jan Histed, the newly hired Finance Officer. Mrs. Histed formerly worked for Saginaw County in their Finance Department as well as for Saginaw Mental Health Authority and Saginaw STARS. She and her husband reside in Bay County on a farm in Munger. Mrs. Histed noted that she is glad to be working in the community in which she lives and to bring her expertise to the job. Mrs. Histed was welcomed by the Commissioners.

Mike Bristow, Bangor Township, commented on reading materials he provided the Board office earlier in the day which touched upon Tobico Marsh (DNR Rpt.), Spatial, Temporal, and Matrix Variability of *Clostridium botulinum* Type E Toxin Gen Distribution at Great Lakes Beaches (muck bacteria), and the Environmental Assessment/90 Percent Plan for Tobico Marsh. The opening to the marsh was changed because of fish stranding and this is reflected in the reports. Also touched upon were the confined disposal facility at Bayside Park, the Drain Commissioners' website - Kawkawlin Management Plan, Hartley Landfill, the permitting process and the testing for confined disposal facilities. Mr. Bristow commented that he is a nobody and wondered where are the somebodies that are supposed to fix these things - whose job is it to fix these things?

William Mcpherson, Jr. , Bangor Township, spoke to the drain that has been a topic of conversation and his frustration. The issue is the depth of the ditch which was originally over 4 feet deep. All he wants is for the ditch to be put back to where it was. There has never been an issue about the flow, only the depth of the drain which can now be mowed because it is so shallow. His neighbor concurred with Mr. Mcpherson's comments but also touched upon the problems with mosquitoes - Mosquito Control is not treating their area as they once did and the mosquitoes are terrible. Also in attendance was William

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

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Mcperson, Sr. who read a

prepared statement. Mr. Mcpherson used to live where his son now lives and now there is a problem with pooled water due to ditch depth. He elaborated.

Joseph Rivet, Drain Commissioner, noted that the Drain Commissioner is governed by the Drain Code and there is a limit to his abilities and he can only do what is allowed by that code. Bangor Township is so low there is always standing water throughout Bangor Township. He concurs that when the water mains and sanitary sewers were put in, the problems began. This specific drain would have to be lifted, however, the Michigan Drain Code requires a petition and engineers, and, in the end, more than likely, the response would be the drain can't be lowered because of the water and sanitary sewer systems running under it. The Drain Commissioner is allowed to maintain the drains. What the Drain Commissioner has done with regard to the specific drain is all he can do. Board Chair Krygier did not view this as solving the existing problem and felt that something must be done for the health and welfare of the residents. Should the State be approached? Mr. Rivet responded this is a problem that starts with the township. The only real solution is cooperation of the residents to work on a plan to solve the problem but all residents must be in agreement and this is a long, tedious process. Mr. Mcpherson, Jr. feels the solution is to restore the drain to what it was to begin with. Also speaking to the issue was Buck Groulx, Wheeler Road, Bangor Township resident who concurred that Mr. Rivet did inherit the problem. At some point in time, some engineer got it wrong and that's the problem that should be addressed. Mr. Mcpherson, Sr. did not feel that was anything below the ditch, the water line is in the middle of the road. County Executive Hickner felt that something could be done, to start with a discussion with the stakeholders and then to approach the township board. His office would be happy to facilitate this. Commissioner Begick noted that he is familiar with the process as he has been through it in Monitor Township and it is a long process. Further discussion followed.

Tom Putt, Mosquito Control Manager, wished to address mosquito control efforts in Bangor Township and outlined those efforts which are considerable because of the standing water issue in Bangor Township. Bangor Township is

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

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not neglected and gets the most attention because it needs it.

The first agenda item for consideration was the Executive's proposed reorganization of the Department of Public Defender. Board Chair Krygier felt further review was warranted as regards costs. Commissioner Coonan felt this issue has been on many agenda and, while not opposed to referral, wished to have it ready for consideration at the Ways and Means Committee meeting. After further discussion, it was

- 2 MOVED, SUPPORTED AND CARRIED TO REFER BACK TO ADMINISTRATION FOR FURTHER REVIEW TO BE BROUGHT BACK TO THE WAYS AND MEANS COMMITTEE JUNE 7th FOR FINAL CONSIDERATION (COUNTY EXECUTIVE).**

Ed Oberski, CEO of Michigan Works! explained his request for approval of amendment to the current Michigan Works! Interlocal Agreement which will extend the temporary agreement until December 31, 2016. Commissioner Tilley advised that things are moving well and there should be no problems finalizing the agreement. It was noted that three (3) northern counties will not part of the group as was an earlier consideration. It was

- 3 MOVED, SUPPORTED AND CARRIED TO RECOMMEND APPROVAL OF THE MODIFICATION TO THE CURRENT MICHIGAN WORKS! INTERLOCAL AGREEMENT TO EXTEND THE TEMPORARY AGREEMENT UNTIL 12/31/16 (MICHIGAN WORKS!).**

- 4 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE AGREEMENT WITH PINCONNING AREA SCHOOL DISTRICT FOR TELECOMMUNICATION SERVICES (HEALTH DEPT.).**

- 5 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE AGREEMENT WITH SAGINAW VALLEY STATE UNIVERSITY (HEALTH DEPT.).**

- 6 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL VACANCIES IN DIVISION ON AGING AND ENVIRONMENTAL AFFAIRS/COMMUNITY DEVELOPMENT AS WELL AS NEW POSITIONS IN DIVISION ON AGING AND MOSQUITO CONTROL (PERSONNEL).**

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PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

TUESDAY, MAY 17, 2016

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MOTION NO.

- 7 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED SATELLITE DISH AND ANTENNA INSTALLATION POLICY FOR THE HOUSING DEPARTMENT (CENTER RIDGE ARMS).**

There being no further business, it was

- 8 MOVED, SUPPORTED AND CARRIED TO ADJOURN (5:20 P.M.).**

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**

Deanne Berger

From: Fineis, Bonnie (DHHS) <FineisB@michigan.gov>
Sent: Wednesday, June 15, 2016 12:54 PM
To: Deanne Berger
Cc: Keyton, Lesley (DHHS); Makie, Bruce (DHHS)
Subject: DFA16-09001 A2
Attachments: DFA16-09001 A2.pdf

Please return the Signed Amendment within 5 days.

Attached please find amendment #2 for Agreement DFA16-09001 with the Department of Health & Human Services. Please review the amendment carefully and sign it. The **entire** signed document must be returned and can be scanned/emailed back to me. Once the signed amendment is received it will be forwarded for DHHS signature and a copy emailed back to you. Please note that the amendment cannot be executed until we secure DHHS signature. If you have any questions or concerns, don't hesitate to contact me.

Thank you,
Bonnie

Bonnie Fineis
DHHS-Office of Contracts & Purchasing
Phone - 517-373-4108
Fax 517-335-6251
fineisb@michigan.gov

CONFIDENTIALITY NOTICE:

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AGREEMENT NUMBER: DFA16-09001

AMENDMENT NUMBER: 2

Between

**THE STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

And

CONTRACTOR	County of Bay, Board of Commissioners
CONTRACTOR ADDRESS	515 Center Ave. Ste. 405, Bay City, MI 48707
CONTRACTOR EMAIL	bergerd@baycounty.net

CONTRACT ADMINISTRATOR	EMAIL
Bruce L. Makie	makieb@michigan.gov

AGREEMENT SUMMARY			
SERVICE DESCRIPTION	Donated Fund Agreement		
GEOGRAPHIC AREA	Bay County		
INITIAL EFFECTIVE DATE	October 1, 2015	CURRENT EXPIRATION DATE	September 30, 2018
CURRENT AGREEMENT VALUE	\$31,570.00		
AGREEMENT TYPE	Revenue		

AMENDMENT DESCRIPTION			
EXTEND EXPIRATION DATE	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	NEW EXPIRATION DATE
AMENDMENT AMOUNT	ESTIMATED REVISED AGGREGATE AGREEMENT VALUE		
\$46,400.00	<input checked="" type="checkbox"/> INCREASE	<input type="checkbox"/> DECREASE	\$77,970.00
NATURE OF CHANGE	This amendment will add additional money and add the new year payment schedule to the contract		

The undersigned have the lawful authority to bind the Contractor and the Michigan Department of Health and Human Services (MDHHS) to the terms set forth in this Agreement.

FOR THE CONTRACTOR:

County of Bay, Board of Commissioners
Contractor

Signature of Director or Authorized Designee

Print Name

Date

FOR THE STATE:

MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

Signature of Director or Authorized Designee

Lew Roubal
Print Name

Date

Agreement Number: DFA16-09001
Amendment Number: 2

	<u>Agreement Period</u>	<u>Amount</u>
Year 1	October 1, 2015 through September 30, 2016	\$31,570.00
Year 2	October 1, 2016 through September 30, 2017	\$46,400.00
Total Amount:		\$77,970.00

Check all agreement years affected by this amendment:
 Year 1 Year 2 Year 3
 Year 4 Year 5 Year 6

**STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

WHEREAS, the Michigan Department of Health and Human Services (hereinafter referred to as "MDHHS") entered into a contractual Agreement effective October 1, 2015, with County of Bay, Board of Commissioners (hereinafter referred to as "Contractor"), having a mailing address of 515 Center Ave. Ste. 405, Bay City, MI 48707, for the provision of certain services as set forth therein; and,

WHEREAS, it is mutually desirable to MDHHS and to the Contractor to amend the aforesaid Agreement.

THEREFORE, in consideration of the promises and mutual covenants hereinabove and hereinafter contained, the parties hereto agree to the following amendment of said Agreement. This amendment shall be attached to the Agreement, said Agreement being hereby reaffirmed and made a part hereof.

Article I

This amendment shall be effective on the date of MDHHS signature.

Article II

The maximum dollar amount of the Agreement shall be increased by \$46,400.00 from \$31,570.00 to \$77,970.00 for the period October 1, 2015, through September 30, 2018.

Article III

In Section 2., CONTRACTOR RESPONSIBILITIES, Item 2.7, Payment, a., b. & d., shall be deleted and replaced with:

- 8 -

Agreement Number: DFA16-09001
Amendment Number: 2

a. The Contractor shall provide to DHHS the sum of \$77,970.00 as payment to DHHS for services performed in accordance with the terms of this Agreement exclusively during the following period from the begin date to September 30, 2017.

b. The Contractor shall send payment to:

State of Michigan
MDHHS-Cashier Unit
PO Box 30802
Lansing, MI 48909-8302

All payments sent to MDHHS shall include a reference to the MDHHS contract number DFA16-09001.

Contractors may also choose to pay by Electronic Funds Transfer (EFT), using the State of Michigan MiCaRS payment system, at <https://payinvoice.state.mi.us/qaa>.

d. Payment to DHHS shall be made in accordance with the schedule below. The Contractor shall make final payment to DHHS no later than July 1, 2017.

PAYMENT DUE DATE	AMOUNT OF PAYMENT
YEAR 1:	YEAR 1:
April 1, 2016	\$8,770.00
July 1, 2016	\$22,800.00
YEAR 2:	YEAR 2:
January 1, 2017	\$11,600.00
April 1, 2017	\$11,600.00
July 1, 2017	\$23,200.00

Agreement amounts will be adjusted annually to reflect the cost of Donated Fund positions impacted by changes in economic factors. Future years' payment schedules will be incorporated via amendment to this agreement each year.

AGREEMENT NUMBER: DFA16-09001

AMENDMENT NUMBER: 2

Between

THE STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES

And

CONTRACTOR	County of Bay, Board of Commissioners
CONTRACTOR ADDRESS	515 Center Ave. Ste. 405, Bay City, MI 48707
CONTRACTOR EMAIL	bergerd@baycounty.net

CONTRACT ADMINISTRATOR	EMAIL
Bruce L. Makie	makieb@michigan.gov

AGREEMENT SUMMARY			
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GEOGRAPHIC AREA	Bay County		
INITIAL EFFECTIVE DATE	October 1, 2015	CURRENT EXPIRATION DATE	September 30, 2018
CURRENT AGREEMENT VALUE	\$31,570.00		
AGREEMENT TYPE	Revenue		

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EXTEND EXPIRATION DATE	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	NEW EXPIRATION DATE
AMENDMENT AMOUNT	ESTIMATED REVISED AGGREGATE AGREEMENT VALUE		
\$46,400.00	<input checked="" type="checkbox"/> INCREASE	<input type="checkbox"/> DECREASE	\$77,970.00
NATURE OF CHANGE	This amendment will add additional money and add the new year payment schedule to the contract		

The undersigned have the lawful authority to bind the Contractor and the Michigan Department of Health and Human Services (MDHHS) to the terms set forth in this Agreement.

FOR THE CONTRACTOR:

FOR THE STATE:

County of Bay, Board of Commissioners
Contractor

MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

Signature of Director or Authorized Designee

Signature of Director or Authorized Designee

Print Name

Lew Roubal
Print Name

Date

Date

Agreement Number: DFA16-09001
Amendment Number: 2

	<u>Agreement Period</u>	<u>Amount</u>
Year 1	October 1, 2015 through September 30, 2016	\$31,570.00
Year 2	October 1, 2016 through September 30, 2017	\$46,400.00
Total Amount:		\$77,970.00

Check all agreement years affected by this amendment:
 Year 1 Year 2 Year 3
 Year 4 Year 5 Year 6

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WHEREAS, it is mutually desirable to MDHHS and to the Contractor to amend the aforesaid Agreement.

THEREFORE, in consideration of the promises and mutual covenants hereinabove and hereinafter contained, the parties hereto agree to the following amendment of said Agreement. This amendment shall be attached to the Agreement, said Agreement being hereby reaffirmed and made a part hereof.

Article I

This amendment shall be effective on the date of MDHHS signature.

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Amendment Number: 2

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All payments sent to MDHHS shall include a reference to the MDHHS contract number DFA16-09001.

Contractors may also choose to pay by Electronic Funds Transfer (EFT), using the State of Michigan MiCaRS payment system, at <https://payinvoice.state.mi.us/qaa>.

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YEAR 2:	YEAR 2:
January 1, 2017	\$11,600.00
April 1, 2017	\$11,600.00
July 1, 2017	\$23,200.00

Agreement amounts will be adjusted annually to reflect the cost of Donated Fund positions impacted by changes in economic factors. Future years' payment schedules will be incorporated via amendment to this agreement each year.

BAY COUNTY BOARD OF COMMISSIONERS

JUNE 21, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (6/21/16)

WHEREAS, On August 11, 2015, the Bay County Board of Commissioners adopted resolution no. 2015-182 approving an Agreement with the Bay County Department of Health and Human Services to establish the position of Child Welfare Home Aide, now known as Eligibility Specialist; and

WHEREAS, Bay County was asked to share half the cost of this position and those funds were appropriated; and

WHEREAS, Amendment # 2 to Agreement Number DFA16-09001 has been submitted adding additional money (\$46,400) and adding the new year payment schedule to the contract; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves Amendment Number 2 to the Agreement Number DFA16-09001 and authorizes the Chairman of the Board to execute said Amendment on behalf of Bay County following legal review/approval; Be It Finally

RESOLVED That related required budget adjustments are approved.

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

DHHS - Amendment 2 to DFA16-09001 - Eligibility Specialist 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 _____



**OFFICE OF
BAY COUNTY EXECUTIVE**

Thomas L. Hickner
County Executive

515 Center Avenue, Suite 401
Bay City, Michigan 48708
Tel: (989) 895-4130 | Fax: (989) 895-7658

TO: Bay County Board of Commissioners
FROM: Thomas L. Hickner, County Executive, and
John Miller, Sheriff
SUBJECT: Bay City Public Schools Additional Police Services
DATE: June 13, 2016

BACKGROUND

The Bay County Sheriff's Department has provided a deputy, year-round, for additional police services and availability of an officer to the School District for many years.

The parties now desire to have a deputy provide services to Bay City Public Schools for nine (9) months. As such, Bay City Public Schools would pay only 75% of the cost of the services provided.

This will allow a deputy to be redeployed in the community for the remaining three (3) months. The deputy will focus on efforts related to the Heroin Task Force, along with other road patrol deputies.

Bay City Public Schools enter into a similar agreement with the City of Bay City Public Safety Department in which the Schools pay 75% of costs of the public safety officer.

FINANCIAL IMPACT

Bay City Public Schools would pay 75% of the cost of the deputy, instead of 100%. The remaining 25% of the cost of the deputy would need to be paid by the General Fund. Based on financials for 2015, Bay City Public Schools paid \$84,647.99. They would now pay \$63,485.99, the remaining \$21,161.99 would be paid by the General Fund.

REQUEST

Approval of an agreement with the Bay City Public Schools for additional police services for nine (9) months at the cost of 75% of the services provided. The remaining three (3) months spent redeployed in the community and on the Heroin Task Force efforts with the cost to be paid by the General Fund. And approval of any and all budget adjustments.

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BAY COUNTY BOARD OF COMMISSIONERS

JULY 12, 2016

RESOLUTION

- BY: PERSONNEL/HUMAN SERVICES COMMITTEE (6/21/16)**
- WHEREAS, The Bay County Sheriff's Department has provided a deputy, year-round, for additional police services and availability of an officer to the School District for many years; and**
- WHEREAS, The parties now desire to have a deputy provide services to Bay City Public Schools for nine (9) months and, as such, Bay City Public Schools would pay only 75% of the cost of the services provided; and**
- WHEREAS, This arrangement will allow a deputy to be redeployed in the community for the remaining three (3) months and the deputy will focus on efforts related to the Heroin Task Force, along with other road patrol deputies; and**
- WHEREAS, Bay City Public Schools enter into a similar agreement with the City of Bay City Public Safety Department in which the Schools pay 75% of costs of the public safety officer; and**
- WHEREAS, Bay City Public Schools would pay 75% of the cost of the deputy, instead of 100%. The remaining 25% of the cost of the deputy would need to be paid by the General Fund. Based on financials for 2015, Bay City Public Schools paid \$84,647.99. They would now pay \$63,485.99, the remaining \$21,161.99 would be paid by the General Fund; Therefore, Be It**
- RESOLVED That the Bay County Board of Commissioners approves an Agreement with the Bay City Public Schools for additional police services for nine (9) months at the cost of 75% of the services provided. The remaining three (3) months spent redeployed in the community and on the Heroin Task Force efforts with the cost to be paid by the General Fund; Be It Further**
- RESOLVED That the Chairman of the Board is authorized to execute the Agreement with the Bay City Public Schools on behalf of Bay County following legal review/approval; Be It Finally**
- RESOLVED That any and all related budget adjustments required are approved.**

**MICHAEL E. LUTZ, CHAIR
AND COMMITTEE**

Sheriff Dept - Agreement w/Bay City Public Schools

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 _____

-15-



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: June 15, 2016
CC: Tom Hickner, Amber Johnson, Kim Priessnitz, Shawna Walraven, Mark Pickell
RE: Agreement with Dr. William Morrone to be Deputy Medical Director

BACKGROUND: The continuity of services is a priority of the Bay County Health Department. Annually over 6,000 local residents obtain services and it is estimated that up 10,000 billable events take place within its organization. The ability to bill private and public insurance is contingent upon the licensure and viability of its Medical Director. Dr. Kirk Herrick is currently the Medical Director for the Health Department and is currently licensed and valuable member of its staff. However, if Dr. Herrick becomes incapacitated and cannot practice, becomes deceased, or voids his current contract; all clinical operations within the Health Department would need to cease until a replacement is found and an agreement is signed. Recently the Medical Director for the Calhoun County Health Department died unexpectedly and clinical operations within its organization ceased for over a week's time causing significant financial problems as well as major issues for its clients who were in need of services. Entering into an agreement with a Physician to act as a Deputy Medical Director ensures the continuity of operations for all clinical services within the Health Department.

FINANCE AND ECONOMICS: Dr. William Morrone is currently the Deputy Medical Examiner for Bay County and has offered to serve as Deputy Medical Director for the total of \$1 per year. No additional funds are necessary.

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

JULY 12, 2016

RESOLUTION

- BY: PERSONNEL/HUMAN SERVICES COMMITTEE (6/21/16)**
- WHEREAS,** The continuity of services is a priority of the Bay County Health Department and annually over 6,000 local residents obtain services and it is estimated that up 10,000 billable events take place within its organization; and
- WHEREAS,** The ability to bill private and public insurance is contingent upon the licensure and viability of its Medical Director; and
- WHEREAS,** Dr. Kirk Herrick is currently the Medical Director for the Health Department and is currently licensed and valuable member of its staff; However, if Dr. Herrick becomes incapacitated and cannot practice, becomes deceased (as recently happened in Calhoun County), or voids his current contract; all clinical operations within the Health Department would need to cease until a replacement is found and an agreement is signed; and
- WHEREAS,** Entering into an agreement with a Physician to act as a Deputy Medical Director ensures the continuity of operations for all clinical services within the Health Department; and
- WHEREAS,** Dr. William Morrone is currently the Deputy Medical Examiner for Bay County and has offered to serve as Deputy Medical Director for the total of \$1 per year. No additional funds are necessary; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves an Agreement with Dr. William Morrone to serve as Deputy Medical Director for Bay County; Be It Further
- RESOLVED** That the Chairman of the Board is authorized to execute said Agreement with Dr. William Morrone on behalf of Bay County following legal review/approval; Be It Finally
- RESOLVED** That related required budget adjustments are approved.

**MICHAEL E. LUTZ, CHAIR
AND COMMITTEE**

Health Dept - Agt with Dr Wm Marrone

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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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: June 15, 2016
CC: Tom Hickner, Amber Johnson, Kim Priessnitz, Shawna Walraven, Mark Pickell
RE: Agreement with Saginaw Valley State University to Provide Social Work and Occupational Health Services for Reimbursement Purposes

BACKGROUND: The University Clinic has been in operation since January of 2015 and provides a variety of services to Bay County residents including primary care, nursing care, occupational therapy, and social work. As the University pays for the time of the Social Worker and the Occupational Therapist, they as an educational institution cannot bill for the provided services. Entering into an agreement with the University will allow the health department to bill for provided services and help to sustain the clinic in the future.

FINANCE AND ECONOMICS: The Health Department wishes to enter into an agreement with SVSU to provide Occupational Therapy and Social Work services for a total of \$1 per year. All revenue generated from billing will remain with the Health Department.

RECOMMENDATION: Upon favorable review by Corporation Counsel, the Health Department recommends approval for signature of the Board Chair to this agreement, as well as any necessary budget adjustments related to the execution of the proposed agreement.

BAY COUNTY BOARD OF COMMISSIONERS

JULY 12, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (6/21/16)

WHEREAS, The University Clinic has been in operation since January of 2015 and provides a variety of services to Bay County residents including primary care, nursing care, occupational therapy, and social work; and

WHEREAS, As the University pays for the time of the Social Worker and the Occupational Therapist, they, as an educational institution, cannot bill for the provided services; and

WHEREAS, The Health Department wishes to enter into an agreement with SVSU to provide Occupational Therapy and Social Work services for a total of \$1 per year and all revenue generated from billing will remain with the Health Department; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Agreement with Saginaw Valley State University to provide Social Work and Occupational Health Services for reimbursement purposes and authorizes the Board Chair to execute said Agreement on behalf of Bay County following legal review/approval; Be It Finally

RESOLVED That related required budget adjustments are approved.

**MICHAEL E. LUTZ, CHAIR
AND COMMITTEE**

Health Dept - Agt with SVSU - Social Work and Occupational Health Services

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: June 15, 2016
CC: Tom Hickner, Amber Johnson, Kim Priessnitz, Shawna Walraven, Mark Pickell
RE: Agreement with Marilyn Skrocki to Provide Consultative Services Integration of Primary Care and Public Health Services

BACKGROUND: The University Clinic has been in operation since January of 2015 and sees a wide variety of clients with chronic conditions, and at various times works closely with other clinics, especially Family Planning. The Michigan Department of Health and Human Services recently provided additional grant funds to the Bay County Health Department to determine the feasibility of integrating primary care services to individuals that qualify for Title X services. Ms. Skrocki has extensive experience working with the Health Department and the University Clinic and her services will provide the necessary expertise and consultation in a timely fashion.

FINANCE AND ECONOMICS: The rate of pay for Ms. Skrocki is \$65/hour and is limited to available grant funds recently awarded to the health department from the Michigan Department of Health and Human Services for purposes stated above. No General funds will be utilized and there is no additional financial cost to the Health Department as all costs associated for the project are to be included in the grant.

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

JULY 12, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (6/21/16)
WHEREAS, University Clinic has been in operation since January of 2015 and sees a wide variety of clients with chronic conditions, and at various times works closely with other clinics, especially Family Planning; and
WHEREAS, The Michigan Department of Health and Human Services recently provided additional grant funds to the Bay County Health Department to determine the feasibility of integrating primary care services to individuals that qualify for Title X services; and
WHEREAS, Marilyn Skrocki has extensive experience working with the Health Department and the University Clinic and her services will provide the necessary expertise and consultation in a timely fashion; and
WHEREAS, The rate of pay for Ms. Skrocki is \$65/hour and is limited to available grant funds recently awarded to the Health Department from the Michigan Department of Health and Human Services for purposes stated above; and
WHEREAS, No General funds will be utilized and there is no additional financial cost to the Health Department as all costs associated for the project are to be included in the grant; Therefore, Be It
RESOLVED That the Bay County Board of Commissioners approves an Agreement with Marilyn Skrocki to provide Consultative Services Integration of Primary Care and Public Health Services and authorizes the Board Chair to execute said Agreement on behalf of Bay County following legal review/approval; Be It Finally
RESOLVED That related required budget adjustments are approved.

**MICHAEL E. LUTZ, CHAIR
 AND COMMITTEE**

Health Dept - Agt with Marilyn Skrocki

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: June 15, 2016
CC: Tom Hickner, Amber Johnson, Kim Priessnitz, Shawna Walraven, Mark Pickell
RE: Permission to Enter into an Agreement to Provide Medical Billing Consultative Services

BACKGROUND: The Michigan Department of Health and Human Services recently provided additional grant funds to the Bay County Health Department to determine the feasibility of integrating primary care services to individuals that qualify for Title X services as well as to determine strategies and best practices to ensure that billing in the Family Planning clinic (and all Health Department clinics) are maximized to its potential so that the fullest amount of revenue is garnered, making the clinics sustainable and less reliant on state/federal grants as well as support from county funds. The Health Department wishes to enter into an agreement with a yet to be determined local medical billing consultation company for the purposes stated above.

FINANCE AND ECONOMICS: The available grant funds recently awarded to the Health Department from the Michigan Department of Health and Human Services are for the purposes stated above. No General funds will be utilized and there is no additional financial cost to the Health Department as all costs associated for the project are to be included in the grant.

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

BAY COUNTY BOARD OF COMMISSIONERS

JULY 12, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (6/21/16)
WHEREAS, The Michigan Department of Health and Human Services recently provided additional grant funds to the Bay County Health Department to determine the feasibility of integrating primary care services to individuals that qualify for Title X services as well as to determine strategies and best practices to ensure that billing in the Family Planning clinic (and all Health Department clinics) are maximized to its potential so that the fullest amount of revenue is garnered, making the clinics sustainable and less reliant on state/federal grants as well as support from county funds; and
WHEREAS, The Health Department wishes to enter into an agreement with a yet to be determined local medical billing consultation company for the purposes stated above; and
WHEREAS, The available grant funds recently awarded to the Health Department from the Michigan Department of Health and Human Services are for the purposes stated above; no General funds will be utilized and there is no additional financial cost to the Health Department as all costs associated for the project are to be included in the grant; Therefore, Be It
RESOLVED That the Bay County Board of Commissioners approves entering into an Agreement to provide medical billing consultant services and authorizes the Chairman of the Board to execute said Agreement on behalf of Bay County following legal review/approval.

**MICHAEL E. LUTZ, CHAIR
 AND COMMITTEE**

Health Dept - Agt for Medical Billing Consultative Services

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 _____



Joel Strasz
Health Officer

Thomas L. Hickner
Bay County Executive

Kathleen Janer, RN, BSN
Public Health Nurse 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, Public Health Nurse Manager
Date: May 24, 2016
Re: Personnel/Human Services June 21, 2016 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 2016 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: Jayson Hoppe, Corporation Counsel
Amber Davis-Johnson, Corporation Counsel
Shawna Walraven, Corporation Counsel
Joel Strasz, Health Officer

-24-

BAY COUNTY BOARD OF COMMISSIONERS

JULY 12, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (6/21/16)

WHEREAS, 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; and

WHEREAS, The Bay County Health Department 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 proposed renewal agreement for 2016 between the Northeast Michigan Community Services Agency, Inc. (NEMSCA) and Bay County (Health Department) 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 renewal Agreement with NEMSCA and authorizes the Chairman of the Board to execute said Agreement on behalf of Bay County following legal review/approval; Be It Finally

RESOLVED That related required budget adjustments are approved.

**MICHAEL E. LUTZ, CHAIR
AND COMMITTEE**

Health Dept - NEMSCA Agreement

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 _____

-25-



U.S. Department of Housing and Urban
OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Public Housing Assessment System (PHAS) Score Report for Interim Rule

Report Date: 06/03/2016

PHA Code:	MI166
PHA Name:	Bay County Housing Department
Fiscal Year End:	12/31/2015

PHAS Indicators	Score	Maximum Score
Physical	38	40
Financial	25	25
Management	25	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	98	100
Designation Status:	Small PHA Deregulation	

Published 06/03/2016

Initial published 06/03/2016

Financial Score Details	Score	Maximum Score
Unaudited/Non Single Audit		
1. FASS Score before deductions	25.00	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	25.00	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	99.00	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasinrule.cfm>



**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tiffany Jerry, Director

ternyl@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: June 15, 2016

Re: Personnel/Human Services Committee Agenda

Please consider the following for the agenda of your next committee meeting.

1. Request (Vacancies):

Sheriff Miller has submitted a request to post and fill three mandated full-time Correctional Facility Officer positions.

Background:

Vacancies exist due to the separation of three officers (two effective immediately and one effective on July 15, 2016).

Finance/Economics:

Positions are full-time position with benefits as provided for within the POAM agreement. The rate of pay for a full-time CFO is \$15.95 per hour entry, progressing to \$22.35 per hour after 5 years (CFO1). Funds exist within the existing 2016 budget.

Recommendation:

Refer to the full board for approval to post and fill the full-time CFO vacancies and also approve any necessary budget adjustments.

2. Request (Vacancy):

Sheriff Miller has submitted a request to post and fill a full-time Road Patrol Deputy position.

Background:

The vacancy exists due to a recent resignation with an effective date of June 21, 2016.

Finance/Economics:

Full-time position with benefits as provided for within the POAM Road Patrol agreement. The rate of pay is \$15.75 per hour entry, progressing to \$23.95 per hour after 6 years (RP01). Funds exist within the existing budget.

Recommendation:

Please refer to the full board for authorization to fill this position to maintain adequate staffing and reduce cost for overtime wages and to approve any necessary budget adjustments.

3. **Request (Vacancy):**
Joel Strasz has submitted a request to post and fill a full-time Account Clerk III position at the Health Department to assist in the billing process and work with staff in Family Planning, Immunization, MIHP, CSHCS and Administration.

Background:

The vacancy exists due to retirement effective June 16, 2016.

Finance/Economics:

Full-time position with benefits as provided for within the USW full-time labor agreement (although union membership is voluntary). \$13.09 per hour entry, progressing to \$15.46 per hour after two years (TU06).

Recommendation:

Please refer to the full board for approval to post and fill the Account Clerk III position at the health department.

4. **Request (Increase hours to full-time):**
Joel Strasz has submitted a request to increase the hours of the part-time Registered Dietitian (BT06) to full-time status (PB06).

Background:

A recent allocation of additional funds has been made available to the WIC program.

Finance/Economics:

Hours will be increased from 29 to 40 per week with benefits as provided for within the BCAMPS labor agreement (although union membership is voluntary). Hourly rate of pay will not change \$22.55 per hour, but the annual salary will be \$46,904.

Recommendation:

Please refer to the full board for approval to bump the Part-time RD in WIC to full-time with benefits.

5. **Request (Rehire, temporary/part-time):**
Joel Strasz has submitted a request to hire two retirees on a part-time temporary basis with no benefits.

Background:

Judy Skornia, Billing Clerk and Susan Guc, Communicable Disease Nurse both recently retired and are willing to return to work to assist with the current workloads and provide training and consultation.

Finance/Economics:

Temporary, part-time with no benefits and funds exist within the current existing budget and no general fund dollars will be used. Ms. Skornia will be paid \$15.46 per hour (up to 300 hours in 2016) and Ms. Guc will be paid \$23.77 per hour (up to 100 hours in 2016).

Recommendation:

Please refer to the full board for approval to rehire Judy Skornia and Susan Guc on a part-time, temporary basis.

6. **Request (Reinstatement):**

Joel Strasz has submitted a request to hire a Manager in the Environmental Health division of the health department.

Background:

Currently the Health Director is the official supervisor over Environmental Health and the division needs a full-time supervisor to effectively oversee operations of all programs including Water/Sewage, Food Services, Lead Inspections, Pool and Recreational Water, etc. It is anticipated that an internal candidate may fill this position.

Finance/Economics:

Full time position with benefits as provided for in the BCAMPS labor agreement (although union membership is voluntary). \$52,686 entry progressing to \$59,841 after 3 years (MB11). Additional funds estimated from \$1,283 to \$2,946 are necessary if the position is filled with an internal candidate.

Recommendation:

Please refer to the full board for approval to post and fill a Manager of Environmental Health.

7. **Request (Reinstatement):**

Jon Morse has submitted a request to post and fill a full-time General Laborer in the Building and Grounds division.

Background:

Please see Mr. Morse's letter to me dated June 14, 2016, which outlines the background.

Finance/Economics:

This will be a full-time position with benefits as provided for within the USW full-time labor agreement (although union membership is voluntary). \$14.37 per hour entry, progressing to \$17.06 per hour after 2 years (TU06).

Recommendation:

Please refer to the full board for approval to post and fill a General Laborer position in the Building and Grounds division.

8. **Request (New Position):**

Debra Russell has submitted a request to post and fill a full-time position with the Bay County Community Television Action Plan (Formerly Bay 3TV).

Background:

Bay County is a managing partner in the operation of the Public Educational and Governmental Channel for public broadcasting.

Finance/Economics:

Full-time position with benefits as provided for within the BCAMPS labor agreement (although union membership is voluntary). The rate of pay is \$37,273 entry progressing to \$42,556 per year after 3 years (PB05).

Recommendation:

Please refer to the full board for approval to post and fill a Community Outreach/Production Assistant position and approve an necessary budget adjustments necessary.

Thank you for including the above-listed items on the agenda of your committee meeting and if you have any questions or concerns, please feel free to contact me.

TJ/mr

cc: Tom Hickner
Bob Redmond
Deb Russell
Amber Davis
Shawna Walraven
Sheriff Miller
Troy Cunningham
Troy Stewart
Joel Strasz
Kathleen Janer
Amy Revette
Frances Moore
Wanda Behmlander
Cristen Gignac

John E. Miller
Sheriff Of Bay County

Troy Cunningham
Undersheriff

Troy A. Stewart
Jail Administrator



TO: Tiffany Jerry
Personnel Director

FROM: Sheriff John E. Miller *John Miller*

DATE: June 7, 2016

RE: Mandated X2 CFO Positions

BACKGROUND: There is now a vacant position due to one employment ending and one retirement (as of July 15, 2016) both of a full time/with benefits Correctional Facility Officer (CFO) at the Sheriff's Office. Both CFO positions are budgeted for in the 2016 County Budget.

FINANCE/ECONOMICS: Our 2016 budget has funds allocated for this mandated position of CFO. The rate of pay for a full-time/with benefits position is \$15.95 per hour and is under the contract of the POAM.

RECOMMENDATION: Due to the opening effective now and the other July 15, 2016; we need to fill Correctional Facility Officer (CFO) positions, this is a mandated position. Your cooperation and assistance to conduct necessary budget adjustments when required is greatly appreciated in filling this position in order to maintain minimum shift staffing and reducing cost for overtime wages.

CC: Jail Administrator Troy Stewart
Undersheriff Troy Cunningham
Michael E. Lutz, Chairman of Personnel/Human Services
Jan Histed, Finance Director
Kim Priessnitz, Budget Supervisor
Michele Reilly, Personnel
File Copy

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-31-



John E. Miller
Sheriff Of Bay County

Troy Cunningham
Undersheriff

Troy A. Stewart
Jail Administrator



RECEIVED

MAR 11 2016

TO: Tiffany Jerry
Personnel Director

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

PERSONNEL DEPARTMENT

DATE: March 11, 2016

RE: Mandated CFO Position

BACKGROUND: There is now a vacant position due to the retirement of a full time/with benefits Correctional Facility Officer (CFO) at the Sheriff's Office. This CFO position is budgeted for in the 2016 County Budget.

FINANCE/ECONOMICS: Our 2016 budget has funds allocated for this mandated position of CFO. The rate of pay for a full-time/with benefits position is \$15.95 per hour and is under the contract of the POAM.

RECOMMENDATION: Due to an opening effective March 5, 2016 we need to fill a Correctional Facility Officer (CFO) position, this is a mandated position. Your cooperation and assistance to conduct necessary budget adjustments when required is greatly appreciated in filling this position in order to maintain minimum shift staffing and reducing cost for overtime wages.

CC: Jail Administrator Troy Stewart
Undersheriff Troy Cunningham
Michael E. Lutz, Chairman of Personnel/Human Services
Hebert, Crystal, Finance Director
Kim Priessnitz, Budget Supervisor
File Copy

Ls/p&j-cfopos16

- 32 -

Phone: (989) 895-4050

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

Fax: (989) 895-4058



John E. Miller
Sheriff Of Bay County

Troy Cunningham
Undersheriff

Troy A. Stewart
Jail Administrator



DATE: June 13, 2016
TO: Tiffany Jerry
Director of Personnel
FROM: Sheriff John E. Miller *JEM/MS*
SUBJECT: Road Patrol Deputy Position

BACKGROUND:

There will be a vacant position for one (1) full time Road Patrol Deputy at the Sheriff's Office due to a resignation. The vacant Road Patrol position was budgeted for in the 2007 County Budget. I am requesting this position be filled in order to maintain adequate staffing.

FINANCE/ECONOMICS:

There will be no additional cost to Bay County for this position. This is a budgeted position (10131500), which has a starting rate of pay at \$15.75 per hour also is a P.O.A.M. Union position.

RECOMMENDATION:

Due to the opening effective June 21, 2016, I am requesting approval(s) and authorization for the hiring of a full time Road Patrol Deputy. Your cooperation and assistance to conduct necessary budget adjustments when required is greatly appreciated in filling this position in order to maintain minimum shift staffing and reducing cost for overtime wages.

CC: Undersheriff Troy Cunningham
Michael E. Lutz, Chairman Personnel/Human Services
Deanne Berger, Board Coordinator
Jan Histed, Finance Director
Kim Priessnitz, Assistant Finance Director
Michele Reilly, Personnel
File Copy

Ls/Personnel.rd-position2016

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Bay County HEALTH Department

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: Tiffany Jerry, Personnel Director
FROM: Joel R. Strasz, Health Director
DATE: June 14, 2016
CC: Michele Reilly, Mark Pickell, Kathleen Janer, Kim Priessnitz, Amy Revette
RE: Health Department Position Requests

Request: Due to a pending retirement, I would like to request permission to post a full-time Account Clerk III (TU06). This position would assist in the billing process and work with staff in Family Planning, Immunization, MIHP, CSHCS and Administration.

Finance/Economics: Funding for the position is currently budgeted. No additional general funds are necessary.

Recommendation: Please refer to the full board for approval, so that the position may be posted and filled.

Request: With the recent allocation of additional funds to the WIC program, I would like to request permission to upgrade the Part-Time Registered Dietitian (BT06) to a full-time status (PB06).

Finance/Economics: Funding for the position is currently budgeted. No additional general funds are necessary.

Recommendation: Please refer to the full board for approval.

Request: Requesting to hire Judy Condon and Susan Guc, RN on a part-time temporary basis to assist with current workloads and provide training and consultation. Ms. Condon is recently retired as a Billing Clerk and Ms. Guc recently retired as the Communicable Disease Nurse.

Finance/Economics: Funding for the position is currently budgeted. No additional general funds are necessary.

Recommendation: Please refer to the full board for approval.

Request: Requesting to hire a Manager to directly oversee the operations of Environmental Health at an MB11 classification. Currently the Health Director is the official supervisor over Environmental Health. The Division needs a full-time supervisor to effectively oversee operations of all programs including Water/Sewage, Food Services, Lead Inspections, Pool and Recreational Water, etc. It is anticipated that an internal candidate may fill the position

Finance/Economics: Additional funds estimated from \$1,283 to \$2,946 are necessary if the position is filled with an internal candidate.

Recommendation: Please refer to the full board for approval, so that the position may be posted and filled.



**BAY COUNTY
BUILDINGS & GROUNDS DIVISION**

Thomas L. Hickner
County Executive

JON M. MORSE
Supervisor of Buildings & Grounds
morsej@baycounty.net

To: Tiffany Jerry, Personnel Director
From: Jon Morse, Supervisor of Buildings & Grounds
Date: June 14, 2016
Subject: Addition of a Full Time Buildings & Grounds Employee (TU07)

Request: Approve an addition of a full-time General Laborer in Buildings & Grounds. This position has not been budgeted.

Background: Over the past 12 years, Buildings & Grounds has lost five (5) positions including an assistant supervisor, a position at the Recreation Barn, a painter, a position at the Juvenile Home and one maintenance position from the recreation department due to budget cuts all while our work load as increased. Our buildings and infrastructure is just getting older and requires more maintenance. Our Buildings & Grounds staff always strives to use their expertise to bring projects in-house to save money, but this creates additional work and requires additional staff time. As our project list continues to grow, our department focuses only on the big projects and it is getting harder to fit in the general everyday maintenance activities.

In the past, Buildings & Grounds has been able to count on the inmate program out of the Sheriff Department for assistance. This program is no longer an option as it has been terminated. The inmates used to assist many of our full-time employees, such as the carpenter, painter, grounds workers, seasonal staff, and 2nd shift custodians.

Buildings & Grounds cannot perform projects in a timely manner due to too many projects in the docket and not enough employees to finish the job. Our goal is to provide better customer service to our departments by being better equipped to complete their projects in the timely manner they expect; the wait time for requested maintenance projects is too long. Not to mention, the

projects take longer than expected because we can't put enough employees on the job at one time. For example, the kitchen repair at the Juvenile Home took almost 2 months to complete. Displacing and disrupting departments for this long of a time period is not level of customer service we want to give. Each year, we have rolled over more and more projects to the next year. This adds to the backlog of projects. Additionally, we cannot continue to pull staff assigned to the Jail, Community Center/Civic Arena, Parks & Recreation and the County Building to leave their respective facility to continually work on all our major projects without additional staff.

Please see the attached list of current projects that Buildings & Grounds must finish this year.

Economics: We respectfully request funding for this position with funds coming from the General Fund. Buildings & Grounds maintenance personnel costs are spread out through indirect costs. This position would be a TU-07 with a starting salary of \$14.37 per hour (\$30,005 per year) with full benefits.

Recommendation: Approve the request for a Full-Time USW General Laborer position with funds coming from the General Fund. Requesting the committee's approval to hire for this position and receive approval for any and all budget adjustments.

Buildings & Grounds Outstanding Projects:

Here is a sample of our current projects that need to be completed: As things get crossed off the list, new projects are added so the list continues to grow. This list does not include preventative maintenance, day-to-day projects, or assistance provided to departments when requested.

2016 Projects:

- County wide or ongoing:
 - Painting Projects
 - Carpeting
 - Phone System
 - VFDs
- County Building:
 - Renovation of the front steps
- Juvenile Home:
 - Floors in the Day Room
 - AC Unit on the 2nd Floor
 - Secure Fence
 - Painting the Beds
 - Lights
 - 29 Resident Rooms – toilet and sinks

- Add Baths to 12 resident rooms
- Filters
- Showers
- AC coils
- 3-Bollers
- Several Pumps
- Yard Work
- Parking lot
- Front entrance and balcony repair
- 9 Mental Health Homes:
 - Roofs
 - Sidewalks
 - Klitchen Cabinets / Counter Tops
 - Flooring
 - Doors/Windows
- Pinconning Park:
 - Bathhouse Roof
 - Garage Roof
 - Roofs on all 6 Cabins
- Community Center:
 - Tile Flooring in Common Areas
 - Sidewalks
 - Lockers
 - Pool Deck
 - Tile Floor in the Shower Rooms
 - Windows -- 124, 125, 126-128
 - Roof
- Health Department:
 - Front Entrance Remodel -- Walls built
 - Doors
 - WIC Department Relocate
- Civic Arena
 - Re-Flash the whole building
- Golf Course:
 - Club House Roof
 - Cart Barn Roof
- Courts:
 - Break room floors
 - Office Remodel
 - Doors
 - Sidewalks

- Animal Control:
 - Doors – 9
 - Reline Inclinator
 - Floor in food prep area
- Fairgrounds
 - Grandstands painted
 - Bleachers Replaced
 - Bleachers Painted
 - Horse Barn Entrance Door Replaced
 - Coral Posts Replaced
 - Dead Trees Removed
 - 2 Water Breaks Repaired
 - Maintenance Barn Door Replaced
 - Bricking Finished.

BAY COUNTY BOARD OF COMMISSIONERS

JULY 12, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (6/21/16)

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. Sheriff Department
 - a. Correctional Facility Officers (3) [Mandated] (full time, \$15.95/hr. entry)
 - b. Road Patrol Deputy (full time; \$15.75/hr. entry)
2. Health Department
 - a. Account Clerk III (full time; \$13.09/hr. entry)
 - b. Registered Dietitian in WIC Program [NOTE: Increasing hours to full time (from part time) based on increased grant funds; \$22.55/hr)
 - c. Billing Clerk (retiree coming back part time up to 300 hrs. in 2016; \$15.46/hr.)
 - d. Communicable Disease Nurse (retiree coming back part time up to 100 hrs. in 2016; \$23.77/hr.)
 - e. Manager in Environmental Health Division (Reinstatement of position; full time; \$52,868 entry)
3. Buildings and Grounds - Reinstatement of General Laborer position; full time; \$14.37/hr. entry)
4. Administrative Services - Community Outreach/Production Assistant (full time; \$37,273 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 - July

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 _____