

PERSONNEL/HUMAN SERVICES COMMITTEE

AGENDA

TUESDAY, JULY 19, 2016

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I CALL TO ORDER
- II ROLL CALL
- I- 3 III MINUTES (6/21/16)
- IV PUBLIC INPUT
- V PETITIONS AND COMMUNICATIONS
  - 4- 5 A. Region VII Area Agency on Aging - FY 2017-2019 Multi-Year and Annual Implementation Plan (Seeking support of FY 2017-2018 Multi-Year and Annual Implementation Plan - proposed resolution attached) **NOTE: Due to size of document, it is not included as part of this agenda but is a separate attachment and is also available for review in Board office. This matter will be considered by the full Board at a meeting immediately following this committee meeting.**
  - 6- 8 B. Court Administrator - Grant Extension (Seeking approval for Board Chair to sign letter U.S. Department of Justice for extension of grant to September 30, 2016 - proposed resolution attached) *This matter will be considered by the full Board at a meeting immediately following this committee meeting.*
  - 9-10 C. Health Director - Sub-award Agreements with Saginaw Valley State University regarding University Clinic (Seeking approval of sub-award agreements; authorization for Board Chair to sign - proposed resolution attached)
  - D. Personnel Director
    - 11-13 1. Vacancies (Seeking authorization to post/fill - proposed resolution attached)
      - A. Sheriff Department
        - 14 a. Records Specialist (full time, \$13.89/hr. entry)
        - 15 b. Road Patrol Deputy (full time, \$15.75/hr. entry)
        - 16-17 c. Correctional Facility Officers (2) (full time, \$15.95/hr. entry)
      - 12 2. Reclassification of USW Maintenance IV position (TU08) to Maintenance-Law Enforcement Center (TU09) effective 7/1/16 (Receive)
      - 18-21 3. Division on Aging Vacancy - Case Management Worker in the Elder Abuse Prevention Program (Seeking authorization to post/fill full time Case Management Worker vacancy and approve continuation of program when grant funding expires, with funds to come from Senior millage funds - proposed resolution attached)
- 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, JUNE 21, 2016, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.**

Call to order @ 4:04 P.M. by Chair Lutz.

Roll call:

**MOTION NO.**

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

**MOTION NO.**

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

**MOTION NO.**

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

OTHERS PRESENT: T.HICKNER, C.GIGNAC, D.RUSSELL, S.WALRAVEN, J.HISTED, T.JERRY, T.STEWART, R.ANDERSON, J.MORSE, M.PICKELL, J.STRASZ, J.KWIATKOWSKI, B.KRAUSE, D.KLIDA, K.MEAD, 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, JUNE 21, 2016

PAGE 2

**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](http://www.baycounty-mi.gov/executive/videos).

- 1**            **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE MAY 17, 2016 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

**Public input was called with no one requesting to address the Committee.**

**The first item on the agenda was a request for approval of amendment # 2 to the DHHS Agreement covering the newly added position at the Department of Health and Human Services office in Bay County. It was**

- 2**            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL 6/21/16 OF THE PROPOSED RESOLUTION APPROVING AMENDMENT # 2 TO THE DHHS AGREEMENT DFA16-09001. (NOTE: APPROVED BY THE FULL BOARD 6/21/16.)**

- 3**            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE BAY CITY PUBLIC SCHOOLS AGREEMENT FOR ADDITIONAL POLICE SERVICES (SHERIFF DEPT.).**

- 4**            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE AGREEMENT WITH DR. WILLIAM MARRONE FOR DEPUTY MEDICAL EXAMINER SERVICES (HEALTH DEPT.).**

- 5**            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE AGREEMENT WITH SVSU TO PROVIDE SOCIAL WORK AND OCCUPATIONAL HEALTH SERVICES FOR REIMBURSEMENT PURPOSES (HEALTH DEPT.).**

- 6**            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE AGREEMENT WITH MARILYN SKROCKI TO PROVIDE CONSULTATIVE SERVICES (HEALTH DEPT.).**

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

TUESDAY, JUNE 21, 2016

PAGE 3

**MOTION NO.**

---

- 7            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF AGREEMENT TO PROVIDE MEDICAL BILLING CONSULTATIVE SERVICES (HEALTH DEPT.).**
- 8            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE AGREEMENT WITH NORTHEAST MICHIGAN COMMUNITY SERVICES AGENCY, INC. (HEALTH DEPT.).**
- 9            **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS) SCORE REPORT FOR INTERIM RULE (HOUSING DEPARTMENT - CENTER RIDGE ARMS).**
- 10           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL 6/21/16 TO POST/FILL CORRECTIONAL FACILITY OFFICERS (3) AND ROAD PATROL DEPUTY VACANCIES IN THE SHERIFF DEPT. (PERSONNEL).**
- 11           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL 6/21/16 TO POST/FILL VACANCIES IN THE HEALTH DEPARTMENT, I.E. ACCOUNT CLERK II; REGISTERED DIETITIAN IN WIC PROGRAM; BILLING CLERK; COMMUNICABLE DISEASE NURSE; AND MANAGER IN ENVIRONMENTAL HEALTH DIVISION (PERSONNEL).**
- 12           **MOVED, SUPPORTED AND CARRIED TO POST/FILL REINSTATED GENERAL LABORER POSITION IN BUILDINGS AND GROUNDS (PERSONNEL).**
- 13           **MOVED, SUPPORTED AND CARRIED TO POST/FILL COMMUNITY OUTREACH/PRODUCTION ASSISTANT POSITION IN ADMINISTRATIVE SERVICES (PERSONNEL).**
- 14           **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:24 P.M.).**

Submitted by:

*Deanne Berger*

Deanne Berger  
Board Coordinator



# REGION VII AREA AGENCY ON AGING

YVONNE CORBAT, CHAIR

ANDREW ORVOSH, EXECUTIVE DIRECTOR

June 29, 2016

Mr. Ernie Krygier  
Bay County Board of Commissioners  
515 Center Avenue  
Bay City, MI 48708

Dear Chairman Krygier:

Region VII Area Agency on Aging has enclosed a copy of its FY 2017 - 2019 Multi-Year and Annual Implementation Plan for review and approval by your County Board of Commissioners. If you would like to schedule an in-person presentation about the plans, please call Region VII Area Agency on Aging at (989) 893-4506 and ask for Annette Jeske, Public Relations Specialist.

After reviewing and approving the plan, we are asking that you forward a letter of support, or a resolution for the plan, to Region VII Area Agency on Aging.

Region VII Area Agency on Aging is requesting this response no later than 5:00 p.m. on August 3, 2016. If a response is not received by this date, we will consider the plan to be passively approved by your County Board of Commissioners.

This plan is also available for review online at: [www.region7aaa.org](http://www.region7aaa.org).

Sincerely,

Andrew Orvosh  
Executive Director

AO/aj

Enclosure

-4-

MEMBER COUNTIES: BAY ■ CLARE ■ GLADWIN ■ GRATIOT ■ HURON ■ ISABELLA ■ MIDLAND ■ SAGINAW ■ SANILAC ■ TUSCOLA

1615 S. EUCLID AVENUE  
BAY CITY, MI 48706

989-893-4506 ■ FAX 989-893-3770  
1-800-858-1637 ■ WAIVER FAX (989) 893-2651

[www.region7aaa.org](http://www.region7aaa.org)

6240 W. MAIN STREET  
CASS CITY, MI 48726  
1-800-276-2137 ■ 989-872-5477  
FAX 989-872-5691

No. 2016-

**BAY COUNTY BOARD OF COMMISSIONERS**

**JULY 19, 2016**

**RESOLUTION**

**BY: PERSONNEL/HUMAN SERVICES COMMITTEE (7/19/16)**

**WHEREAS, Region VII, Area Agency on Aging, has submitted its proposed FY 2017-2019 Multi-Year and Annual Implementation Plan which outlines how funds benefit older adults within the planning and service area, said plan on file in the Board of Commissioners' Office; Therefore, Be It**

**RESOLVED That the Bay County Board of Commissioners hereby approves the Region VII Area Agency on Aging FY 2017-2019 Multi-Year and Annual Implementation Plan.**

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

**Region VII 2017-2019 Multi-Year and Annual Implementation Plan**

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 \_\_\_\_\_



**18<sup>th</sup> JUDICIAL CIRCUIT COURT**  
**74<sup>th</sup> JUDICIAL DISTRICT COURT**

1230 Washington Avenue  
Bay City, Michigan 48708-0010

**KIM B. MEAD**  
Court Administrator

Phone: (989) 895-4266  
Fax: (989) 895-4099  
meadk@baycounty.net

July 7, 2016

Ernie Krygier, Chair  
Bay County Commissioners  
515 Center Avenue  
Bay City, Michigan 48708

Commissioner Krygier:

The Bay County Probate Court received a \$310,000 grant from the U.S. Department of Justice back in 2012 to work with the Bay County Women's Center to open up a Safe Haven: Supervised Visitation and Safe Exchange facility. Last year we were given a one-year extension. The grant is set to expire on September 30, 2016. The grant has no required match and requires no local funds for operation.

The balance left after May 2016 month end close is \$163,856.

To retain the unspent funds, the Department of Justice has a process allowing recipients to continue drawing down the balance and extend the grant for another year. They are asking for a letter from the Court and the County funding unit to process this extension.

I ask for authorization from the Board of Commissioners to sign and submit the attached letter.

Sincerely;

Kim Brian Mead  
Administrator

July 12, 2016

Kerry Mitchell  
U.S. Department of Justice  
950 Pennsylvania Avenue, NW  
Washington, DC 20530-0001

Dear Ms. Mitchell:

The Bay County Probate Court and the Bay County Women's Center was awarded a grant in 2012 to develop and implement a Supervised Visitation and Safe Exchange facility. The award is 2012-CW-AX-K017

The center has been a successful part of our community in helping local families who are many times ill-prepared to deal with the stresses created after being separated. This facility has allow Bay County to have a much improved safe location whereby monitoring visitation the court is assured that the children's needs can be safely met.

Because the initial award has still has funds which have not been expensed, we kindly request that the grant period be extended on year till September 30, 2016. As of May 31st the remaining unspent balance was \$163,856.

Prior to this award Bay County did not have a safe visit/exchange process in place. Many visits would take place with family members as the third parties. For exchanges, the families would utilize the parking lot of the police station, or a local fast food restaurant. This has shown to take a lot of pressure and anxiety off of the victim parent and child(ren).

Going forward, the most significant area of need for victims/survivors would be for all of the DV clients we see to attend batterers intervention (for male offenders) or our VISTA--offered for free through the Bay Area Women's Center (for female offenders) programs. Both of these are court ordered. In these programs accountability is a huge component, and it also helps the offenders understand the dynamics and cycles of DV and how it impacts children. An extension will allow the Court and the Women's Center to meet the needs of the Bay County's residents.

Sincerely,

Kim Brian Mead  
Court Administrator

Mr. Ernie Krygier  
Chair-Board of Commissioners

**BAY COUNTY BOARD OF COMMISSIONERS**

**JULY 19, 2016**

**RESOLUTION**

**BY:** PERSONNEL/HUMAN SERVICES COMMITTEE (7/19/16)  
**WHEREAS,** The Bay County Probate Court received a \$310,000 grant from the U.S. Department of Justice in 2012 to work with the Bay County Women's Center to open up a Safe Haven: Supervised Visitation and Safe Exchange facility; and  
**WHEREAS,** Last year a one-year extension was granted with the grant set to expire on September 30, 2016; and  
**WHEREAS,** The balance left after May 2016 month-end close is \$163,856; and  
**WHEREAS,** To retain the unspent funds, the Department of Justice has a process allowing recipients to continue drawing down the balance and extending the grant for another year and they are asking for a letter from the Court and the County funding unit to process this extension; and  
**WHEREAS,** The grant has no required match and requires no local funds for operation; Therefore, Be It  
**RESOLVED** That the Bay County Board of Commissioners authorizes the Chairman of the Board to execute the letter to the U.S. Department of Justice requesting an extension of grant award 2012-CW-AX-K017 on behalf of Bay County.

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

**Probate Court - DOJ Grant Extension - 2012-CW-AX-K017**

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 \_\_\_\_\_



1200 Washington Avenue Bay City, Michigan 48708  
PHONE (989) 895-4009/FAX (989) 895-4014/TDD (989) 895-4049  
[www.baycounty-mi.gov/Health](http://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:** July 9, 2016  
**CC:** Tom Hickner, Amber Johnson, Jan Histed, Kim Priessnitz, Shawna Walraven, Mark Pickell  
**RE:** Subaward Agreements with Saginaw Valley State University Regarding the University Clinic

**BACKGROUND:** The University Clinic has been in operation since January of 2015 and is open to the public. In early 2016, Saginaw Valley State University applied for additional grant funding and was awarded two separate grants totaling approximately \$1.5 Million dollars to further develop nursing education in University Clinic activities, further integration of needed mental health and primary services and to expand the clinic to operations of five days per week. The grant subaward directed to the Health Department will allow for additional activities such as outreach and marketing, credentialing of medical professionals, electronic health records funding and assistance to further develop clinic protocols.

**FINANCE AND ECONOMICS:** Grant subawards to the Health Department total \$248,775 and \$227,356 over the next three years. These grant awards are in addition to the established agreement and original grant awarded to SVSU in 2014. There is no match. 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 these agreements.

**BAY COUNTY BOARD OF COMMISSIONERS**

**AUGUST 9, 2016**

**RESOLUTION**

**BY: PERSONNEL/HUMAN SERVICES COMMITTEE (7/19/16)**

**WHEREAS, The University Clinic has been in operation since January of 2015 and is open to the public; and**

**WHEREAS, In early 2016, Saginaw Valley State University applied for additional grant funding and was awarded two separate grants totaling approximately \$1.5 Million dollars to further develop nursing education in University Clinic activities, further integration of needed mental health and primary services and to expand the clinic to operations of five days per week; and**

**WHEREAS, The grant sub-award directed to the Health Department will allow for additional activities such as outreach and marketing, credentialing of medical professionals, electronic health records funding and assistance to further develop clinic protocols; and**

**WHEREAS, Grant sub-awards to the Health Department total \$248,775 and \$227,356 over the next three years and these grant awards are in addition to the established agreement and original grant awarded to SVSU in 2014 with no match required; 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 the Sub-award Agreements with Saginaw Valley State University regarding the University Clinic; Be It Further**

**RESOLVED That the Chairman of the Board is authorized to execute said Sub-award Agreements on behalf of Bay County following legal review/approval.**

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

**Health Dept - Sub-award Agreements - SVSU**

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM.

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_



**BAY COUNTY  
PERSONNEL DEPARTMENT**

**Thomas L. Hickner**  
County Executive

**Tiffany Jerry, Director**  
[jerryt@baycounty.net](mailto:jerryt@baycounty.net)  
(989) 895-4096 (T)  
(989) 895-2076 (F)

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

From: Tiffany Jerry, Director of Personnel and Employee Relations

Date: July 13, 2016

Re: Personnel/Human Services Committee Agenda

Please consider the following for the agenda of your committee meeting scheduled for July 19, 2016.

1. **Request (Vacancy):**

Sheriff Miller has submitted a request to post and fill a Records Specialist position.

**Background:**

This vacancy exists due to the retirement of a current employee. This position will need to be filled to cover all of the front counter duties as well as the regular duties of the position assigned.

**Finance/Economics:**

This is a full-time position with benefits as provided for within the CFO (POAM) labor agreement. Rate of pay is \$13.89 per hour entry, progressing to \$16.48 after 2 years. Funds exist within the 2016 budget.

**Recommendation:**

Recommend approval to post and fill the full-time Records Specialist position and upon approval to make any necessary budget adjustments.

2. **Request (Vacancy):**

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

**Background:**

This vacancy exists due to the retirement of a current employee. This position will need to be filled in order to maintain adequate staffing and to reduce overtime costs.

**Finance/Economics:**

This is a full-time position with benefits as provided for within Road Patrol (POAM) labor agreement. Rate of pay is \$15.75 per hour entry, progressing to \$23.95 per hour after 6 years. This position was budgeted for in the 2016 budget.

**Recommendation:**

Recommend approval to post and fill the full-time Road Patrol Deputy position and upon

-11-

approval to make any necessary budget adjustments.

3. **Request (Vacancy):**

Sheriff Miller has submitted a request to post and fill 2 full-time Correctional Facility Officer (CFO) mandated positions at the Sheriff's Department.

**Background:**

There are 2 vacant positions due to the retirement and separation of full-time/with benefits Correctional Facility Officers (CFO) at the Sheriff's Office. The CFO positions are budgeted for in the 2016 County Budget.

**Finance/Economics:**

The positions are full time with benefits as provided for in the CFO (POAM) labor agreement. The rate of pay \$15.95 per hour entry, progressing to \$22.35 after 6 years. The 2016 budget has funds allocated for the mandated CFO positions.

**Recommendation:** Please refer to the full board for approval to fill 2 full-time Correctional Facility Officer positions as well as any necessary budget adjustments, when required, in filling this position in order to maintain minimum shift staffing and reduce cost for overtime wages.

4. **Request (Reclassification):**

Receive the reclassification of USW position Maintenance IV (TU08) to Maintenance-Law Enforcement Center (TU09) and approve budget adjustment, if necessary. The position is the Heating, Air Conditioning and Ventilation Specialist at the Law Enforcement Center.

**Background:**

The reclassification is based on a substantial change in the job responsibilities of this position. The potential consequences to any errors in this position could have severe financial consequences and also could have severe physical consequences to both inmates and employees.

**Finance/Economics:**

The employee's current rate of pay is \$18.80 per hour (TU08, 2 year level). After reclassification, the rate of pay would be \$20.79 per hour (TU09, 2 year level).

**Recommendation:**

Receive and approve the budget adjustment, if necessary. The reclassification will be effective July 1, 2016.

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

cc: Tom Hickner  
Bob Redmond  
Deb Russell  
Amber Davis-Johnson  
Shawna Walraven  
Sheriff Miller

Troy Stewart  
Troy Cunningham  
Cristen Gignac  
Jon Morse  
Wanda Behmlander

**BAY COUNTY BOARD OF COMMISSIONERS**

**AUGUST 9, 2016**

**RESOLUTION**

**BY: PERSONNEL/HUMAN SERVICES COMMITTEE 7/19/16)**

**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:

- I. Sheriff Department**
  - a. Records Specialist (full time, \$13.89/hr. entry)
  - b. Road Patrol Deputy (full time, \$15.75/hr. entry)
  - c. Correctional Facility Officers (2) (full time, \$15.95/hr. entry)

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

**RESOLVED** That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced.

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

**Vacancies - August**

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 \_\_\_\_\_

*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

A handwritten signature in black ink, appearing to read 'J. E. Miller', is written over the printed name.

DATE: June 30, 2016

RE: Records Specialist Position

**Background:** Due to a received letter of pending resignation, effective July 30, 2016, I am requesting to fill a full-time with benefits Records Specialist position. This position will need to be filled to cover all the front counter duties as well the regular duties of the position assigned.

**Finance/Economics:** This is a position in the P.O.A.M. Unit, \$13.89 starting pay. The position has been budgeted for 2016 under 10130100-70400.

**Recommendations:** I am requesting the committee's approval and authorizations to replace this records specialist position and upon approval(s) to make necessary any budget adjustments.

**CC:** Undersheriff Cunningham  
Captain Stewart  
Jan Histed, Finance Officer  
Kim Priessnitz, Assistant Finance Officer  
Michele Reilly, Personnel  
File Copy

Ls/Personnel-RecordsSpecialist

-14-

*John E. Miller*  
*Sheriff Of Bay County*

Troy Cunningham  
Undersheriff

Troy A. Stewart  
Jail Administrator



DATE: July 6, 2016  
TO: Tiffany Jerry  
Director of Personnel  
FROM: Sheriff John E. Miller *JEM*  
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 retirement as of August 5, 2016. The Road Patrol position was budgeted for in the 2016 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 August 5, 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

Phone: (989) 895-4050

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

-15-  
Fax: (989) 895-4058



*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 *JEM*

DATE: July 7, 2016

RE: Mandated CFO Position

**BACKGROUND:** There is now a vacant position due to the resignation 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 a resignation effective July 17, 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

Phone: (989) 895-4050

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

Fax: (989) 895-4058



*-16-*

*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 *JEM*

DATE: July 13, 2016

RE: Mandated CFO Position

**BACKGROUND:** There is now a vacant position of a full time/with benefits Correctional Facility Officer (CFO) at the Sheriff's Office. This CFO position 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; we need to fill the 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

Ls/p&j-cfopos7-16

Phone: (989) 895-4050

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

-17-  
Fax: (989) 895-4058





**BAY COUNTY  
PERSONNEL DEPARTMENT**

**Thomas L. Hickner**  
County Executive

**Tiffany Jerry, Director**  
[tjerry@baycounty.net](mailto:tjerry@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: July 14, 2016

Re: Personnel/Human Services Committee Agenda

Please consider the following for the agenda of your committee meeting scheduled for July 19, 2016.

**Request (Vacancy):**

Tammy Roehrs has submitted a request to post and fill a vacancy with the Division on Aging and is also requesting to continue the Elder Abuse Program.

**Background:**

A vacancy exists due to the resignation of a full-time Case Management Worker with the Elder Abuse Prevention Grant. Please see Tammy Roehrs letter attached with more information.

**Finance/Economics:**

This is a full-time position with benefits as provided for in the BCAMPS labor agreement (although union membership is voluntary). Rate of pay is: \$37,273.60 entry, progressing to \$38,584.00 per year after 3 years (PB05). This is a grant funded position and the grant is scheduled to end on September 30, 2016. The Division on Aging requests that the program be continued using existing funds through the current millage, of which the expense is estimated to be \$50,000.

**Recommendation:**

Please refer to the full board for permission to post and fill the Case Management Worker/Elder Abuse Program position and also approve continuing the Elder Abuse grant as requested by the Division on Aging.

Thank you for your consideration and if you have any questions, please feel free to contact me.

cc: Tom Hickner  
Bob Redmond  
Deb Russell  
Amber Davis-Johnson  
Shawna Walraven  
Joel Strasz  
Tammy Roehrs  
Frances Moore  
Kim Priessnitz

-18-

Thomas L. Hickner  
Bay County Executive

Tammy Roehrs  
Director



Bay County Building 2nd Floor, Suite 202  
515 Center Avenue  
Bay City, MI 48708-5123  
(989) 895-4100  
Toll Free (877) 229-9960

FAX (989) 895-4094  
TDD (989) 895-4049  
Web Site: [www.baycounty-mi.gov/aging](http://www.baycounty-mi.gov/aging)  
E-mail: [divonaging@baycounty.net](mailto:divonaging@baycounty.net)

To: Tiffany Jerry, Personnel and Employee Relations Director  
From: Tammy Roehrs, Division on Aging Director  
Cc: Joel Strasz, Tom Hickner, Jan Histed, Beth Eurlich, Jessica Somerlott  
Date: July 14, 2016  
RE: Filling vacant position in Division on Aging /Continuation of Elder Abuse Program

**BACKGROUND:**

Requesting consideration and approval to hire a Case Management Worker under the Elder Abuse Prevention Grant due to the resignation of the current Case Manager effective July 14, 2016, this is a full time position with benefits in the BCAMPS union. The Elder Abuse Case Management program was listed as one of the top three necessary services in a survey of Bay County seniors and was formulated to help coordinate and identify a victim's needs, safety and independence from an abuser. It has also provided a framework for investigators, law enforcement and prosecutors efforts to the benefit of Bay County citizens. In 2014, the Bay County Vulnerable Adult Protocol was created and signed by the Bay County Division on Aging, the Bay County Sheriff, the Bay County Prosecutor, the Bay County Department of Human Services, the Michigan State Police, the Bay City Department of Public Safety and the Bay Area Women's Shelter. The Protocol provides a framework of "best practices" for investigating cases of suspected vulnerable and older adult abuse that are used to strengthen relationships between law enforcement, adult protective services, prosecutors, aging and human services organizations, emergency service providers, medical professionals and others involved in serving vulnerable and older adults in Bay County. Through the implementation of the protocol, seventy four victims have gone through elder abuse case management services at the Division on Aging since November 2014. It is anticipated that the numbers will increase in subsequent years, given the demographics of the County. The Division seeks to continue the Elder Abuse Case Management program.

**FINANCIAL/ ECONOMICS:**

While the Elder Abuse Grant program is scheduled to end September 30, 2016, the Division requests that the program be continued using existing funds through the current millage, of which the expense is estimated to be \$ 50,000.

**RECOMMENDATION:**

The Division on Aging recommends filling the Case Management position, and seeks approval to post/hire for this position, also seeking Board approval to continue the Elder Abuse Case Management program with existing funds from the current millage and for all necessary budget adjustments relating to these changes.

**BAY COUNTY BOARD OF COMMISSIONERS**

**AUGUST 9, 2016**

**RESOLUTION**

**BY: PERSONNEL/HUMAN SERVICES COMMITTEE (7/19/16)**

**WHEREAS,** The Director of Division on Aging is requesting consideration and approval to hire a full time Case Management Worker, a BCAMPS union position, under the Elder Abuse Prevention Grant due to the resignation of the current Case Manager effective July 14, 2016; and

**WHEREAS,** The Elder Abuse Case Management program was listed as one of the top three necessary services in a survey of Bay County seniors and was formulated to help coordinate and identify a victim's needs, safety and independence from an abuser; and

**WHEREAS,** The Elder Abuse Case Management program has also provided a framework for investigators, law enforcement and prosecutors efforts to the benefit of Bay County citizens; and

**WHEREAS,** In 2014, the Bay County Vulnerable Adult Protocol was created and signed by the Bay County Division on Aging, the Bay County Sheriff, the Bay County Prosecutor, the Bay County Department of Human Services, the Michigan State Police, the Bay City Department of Public Safety and the Bay Area Women's Shelter and the Protocol provides a framework of "best practices" for investigating cases of suspected vulnerable and older adult abuse that are used to strengthen relationships between law enforcement, adult protective services, prosecutors, aging and human services organizations, emergency service providers, medical professionals and others involved in serving vulnerable and older adults in Bay County; and

**WHEREAS,** Through the implementation of the protocol, seventy four victims have gone through elder abuse case management services at the Division on Aging since November 2014 and it is anticipated that the numbers will increase in subsequent years, given the demographics of the County; and

**WHEREAS,** While the Elder Abuse Grant program is scheduled to end September 30, 2016, the Division seeks to continue the Elder Abuse Case Management program using existing funds through the current millage, of which the expense is estimated to be \$ 50,000; Therefore, Be It

**RESOLVED** That the Bay County Board of Commissioners grants authorization to post/fill the full time Case Management Worker position in the Division on Aging; Be It Further

**RESOLVED** That authorization is granted to continue the Elder Abuse Case Management Program through the Division on Aging, upon termination of the grant funding, utilizing Senior Citizen millage funds; Be It Further

**RESOLVED** That required budget adjustments are hereby approved.

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

**Personnel - Division on Aging Case Management Worker 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 \_\_\_\_\_