PERSONNEL/HUMAN SERVICES COMMITTEE

AGENDA

TUESDAY, SEPTEMBER 15, 2015

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.			
	I	CALL TO ORDER	
	II	ROLL CALL	
1- 2	III	MINUTES (8/18/15)	
	IV	PUBLIC INPUT	
	V	PETITIONS AND COMMUNICATIONS	
3- 5		A.	Probate Court Administrator - 2015-2016 Child Care Fund Budget **(Seeking favorable recommendation to full Board at meeting immediately following to approved budget; authorization for Board Chair to sign required documents - proposed resolution attached).**
6- 7		B.	Director of Division on Aging - Continuation of Elder Abuse Case Management Program **(Seeking approval of continuation of Elder Abuse Case Management Program through extension of grant funds or use of millage monies at Board meeting immediately following; authorization for Board Chair to sign required documents; approval of related budget adjustments - proposed resolution attached)**
8- 9		C.	Retirement Coordinator - Purchase of Military (2 years and 5 months) by Brian Pedler, Department of Water and Sewer **(Seeking approval of request. NOTE: Personnel/Human Services Committee action is final pursuant to resolution no. 90151)**
10-15		D.	Personnel Director - Vacancies **(Seeking authorization to post/fill - proposed resolution attached)**
			1. Division on Aging - Drivers (3) (on-call; $10.18/hr.)
			2. Sheriff Department - CFO (full time; $15.95/hr. entry)
			3. Juvenile Home - Youth Development Workers (4) (part time; $14.18/hr. 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 THE WAYS AND MEANS COMMITTEE AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.**

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

MEETING OF THE PERSONNEL/HUMAN SERVICES COMMITTEE ON TUESDAY, AUGUST 18, 2015, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.
Call to order @ 4:01 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							
DONALD J. TILLEY, VICE CHAIR		E	X	C	U	S	E	D				
MICHAEL J. DURANCZYK	P	M/Y	S/Y	S/Y	M/Y							
VAUGHN J. BEGICK	P	Y	Y	Y	Y							
KIM COONAN	P	Y	Y	M/Y	Y							
THOMAS C. HEREK	P	Y	M/Y	Y	Y							
ERNIE KRYGIER, EX OFFICIO	P	S/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, C.HEBERT, T.QUINN, T.ROEHRS, B.KRAUSE, C.IZWORSKI, BAY 3 TV, D.BERGER

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

MOTION NO.

NOTE: In addition to these typed minutes, this Committee meeting was also video taped by Bay 3 TV and those tapes are available for review in the Administrative Services Department or can be viewed on Bay County's website www.baycounty-mi.gov/executive/videos.

1 MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE JULY 21, 2015 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 from Chris Izworski, the 9-1-1 Central Dispatch Director, requesting authorization to post/fill 9-1-1 vacancies as they occur. He spoke to the difficulty of keeping long term Dispatchers due to the high stress of the job, work schedules, etc. Because this meeting is taped, Mr. Izworski used this platform to encourage anyone who is good at multi-tasking to consider applying for a Dispatcher position. The pay and, especially the benefits, are good. Currently there are 20 Dispatchers with one off on sick leave. Commissioners Herek, Krygier and Begick spoke in favor of the request. It was

2 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE AUTHORIZATION TO HIRE TEMPORARY DISPATCHERS AS VACANCIES OCCUR FOR THE PERIOD OF TIME REQUIRED TO FILL DISPATCHER VACANCY (9-1-1 CENTRAL DISPATCH).

3 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE REQUEST TO POST/FILL VACANCIES IN DIVISION ON AGING (PART TIME DRIVER), SHERIFF DEPARTMENT (FULL TIME CFO), AND FINANCE DEPARTMENT (FULL TIME ACCOUNT CLERK IV - NOTE: CORRECTED FROM STAFF ACCOUNTANT).

There being no further business, it was

4 MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:14 P.M.).

Submitted by:

Deanne Berger

-2-

Deanne Berger, Board Coordinator

BAY COUNTY PROBATE COURT
EIGHTEENTH JUDICIAL CIRCUIT COURT - FAMILY DIVISION
1230 Washington Ave., Suite 715
Bay City, Michigan 48708-5737

JOHN C. KEUVELAAR
Judge of Probate / Family Court

Estates Division (989) 895-4205
Juvenile Division (989) 895-4206

FAX (989) 895-4194
TDD (989) 895-2059

September 8, 2015

Ernie Krygier, Chair
Board of Commissioners
515 Center Avenue
Bay City, MI 48078

Commissioner Krygier:

As you know, the Child Care Fund from the State of Michigan provides a 50% match for expenditures involving the placement of neglected and abused children in child placement agencies and foster homes; the placement of delinquent youth in our juvenile home facility or institutions for delinquent youth; and programs aimed at working with delinquent youth while the youth remains in their own home.

Each state fiscal year a budget is submitted to the state requesting a specific amount of funding for the year beginning in October and ending in September. In the attached Child Care Fund Budget Summary, you will see monies budgeted in the following categories: $825,000 in the Family Foster Care; $1,875,200 for Institutional Care; $876,077.85 for In Home Care; $15,000 for Independent Living. It should be noted that 50% of all monies spent will be reimbursed by the state back to the county.

The amount we are requesting is what we reasonably expect to spend this fiscal year. Please keep in mind that the state will not reimburse the county any amount beyond what is requested. We are asking for an amount we think will be suitable to ensure that all our costs are covered.

Please let me know if you have any questions or concerns.

Sincerely,

JOHN C. KEUVELAAR
Judge of Probate/ Family Court

JCK/mem

COUNTY CHILD CARE BUDGET SUMMARY
Michigan Department of Human Services (DHS)
Child and Family Services

County	Court Contact Person	Telephone Number	E-Mail Address
BAY	Torres, John	989-895-4208	torresj@baycounty.ne
Fiscal Year	**DHS Contact Person**	**Telephone Number**	**E-Mail Address**
October 1, 2015 to September 30, 2016	Wilson, Tiffany	517-241-9196	Wilson2@michigan.gov

TYPE OF CARE

	ANTICIPATED EXPENDITURES		
I. CHILD CARE FUND	DHS	COURT	COMBINED
A. Family Foster Care		$825,000.00	$825,000.00
B. Institutional Care		$1,875,200.00	$1,875,200.00
C. In Home Care	$7,500	$868,577.85	$876,077.85
D. Independent Living		$15,000.00	$15,000.00
E. SUBTOTALS	$7,500	$3,583,777.85	$3,591,277.85
F. Revenue			
G. Net Expenditure	$7,500	$3,583,777.85	$3,591,277.85

COST SHARING RATIOS	County 50%/State 50%

II. CHILD CARE FUND

Foster Care During Release Appeal Period			$0.00

COST SHARING RATIOS	County 0%/State 100%

III. JUVENILE JUSTICE SERVICES FUND

Basic Grant			$0.00

COST SHARING RATIOS	County 0%/State 100% $15,000.00 Maximum

IV. TOTAL EXPENDITURE $3,591,277.85

BUDGET DEVELOPMENT CERTIFICATION

THE UNDERSIGNED HAVE PARTICIPATED IN DEVELOPING THE PROGRAM BUDGET PRESENTED ABOVE. We certify that the budget submitted above represents an anticipated gross expenditure for the fiscal year October 1, 2015 (year) thru September 30, 2016. (year)

Presiding Judge [signature]	Date 9-9-15
County Director of DHS Signature	Date
Chairperson, Board of Commissioner's Signature	Date
And/or County Executive Signature	Date

Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.	AUTHORITY: Act 87, Publication of 1978, as amended. COMPLETION: Required. PENALTY: State reimbursement will be withheld from local government.

No. 2015-

BAY COUNTY BOARD OF COMMISSIONERS

9/15/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (9/15/15)

WHEREAS, The 2015-2016 (October 1, 2015 to September 30, 2016) Child Care Fund Annual Plan and Budget serves as application to the Michigan Department of Health and Human Services (DHHS) for funds to provide services to juveniles in the court system who remain in-home as well as those juveniles who are placed out-of-home for care; and

WHEREAS, Each year the Child Care Fund from the State of Michigan provides a 50% match for expenditures involving the placement of neglected and abused children in child placement agencies and foster homes; the placement of delinquent youth in the Bay County Juvenile Home or institutions for delinquent youth; and programs aimed at working with delinquent youth while the youth remains in their own home; and

WHEREAS. Each state fiscal year a budget is submitted to the State requesting a specific amount of funding for the year beginning in October and ending in September and 50% of all monies spent will be reimbursed by the State to the County and the amounts requested are what the Probate Court expects to spend this fiscal year; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the 2015-2016 Child Care Fund Annual Plan and Budget and related documents; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute, and submit electronically (if required), the grant application documents on behalf of Bay County following legal review/approval; Be It Further

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

RESOLVED That it is clearly understood that if these grant funds are terminated, any position(s) funded by this grant shall be terminated and will be not absorbed by the County.

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

Probate Court - 2015-2016 Child Care Fund

MOVED BY COMM._____

SUPPORTED BY COMM._____

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

VOTE TOTALS:
ROLL CALL: YEAS_____ NAYS_____ EXCUSED_____
VOICE: YEAS_____ NAYS_____ EXCUSED_____

DISPOSITION: ADOPTED_____ DEFEATED_____ WITHDRAWN_____
AMENDED_____ CORRECTED_____ REFERRED_____

Thomas L. Hickner
Bay County Executive

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
E-mail: divonaging@baycounty.net

From: Tammy Roehrs, Division on Aging Director
Cc: Joel Strasz, Tom Hickner, Crystal Hebert
Date: September 3, 2015
RE: Continuation of Elder Abuse Program

BACKGROUND:

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 Sherriff, 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, fifty one victims have gone through elder abuse case management services at the Division on Aging since November 2014. It is anticipated that number will double by the end of this year, and continue to 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, 2015, the Division has submitted an extension request to the United States Department of Justice to allow the for an extension of the remainder (approximately $150,000) of the grant. If a continuation is granted, grant funds may be utilized to support the program in part or as a whole. In the event that grant funds cannot be utilized to cover the entirety of the costs, the Division requests that the program be continued through the remainder of the calendar year by utilizing existing funds through the current millage, of which the expense is estimated to be $16,000.

RECOMMENDATION:

The Division on Aging seeks Board approval to continue the Elder Abuse Case Management program via the extension of grant funds or with existing funds from the current millage, and allow for the approval of any agreements and for all necessary budget adjustments relating to these changes. No General Fund monies will be used.

No. 2015-

BAY COUNTY BOARD OF COMMISSIONERS

9/15/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (9/15/15)

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 it 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 Health and Human Services, the Michigan State Police, the Bay City Department of Public Safety and the Bay Area Women's Shelter which 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, fifty-one victims have gone through elder abuse case management services at the Division on Aging since November 2014 and the Division on Aging seeks to continue the Elder Abuse Case Management Program; and

WHEREAS, While the Elder Abuse Grant program is scheduled to end September 30, 2015, the Division has submitted an extension request to the United States Department of Justice to allow for an extension of the remainder (approx. $150,000) of the grant and, if a continuation is granted, grant funds may be utilized to support the program in part or as a whole; and

WHEREAS, In the event that grant funds cannot be utilized to cover the entirety of the costs, the Division on Aging is requesting that the program be continued through the remainder of the calendar year by utilizing existing funds through the current millage, of which the expense is estimated to be $16,000; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves continuation of the Elder Abuse Case Management program via the extension of grant funds or with existing funds from the current millage; Be It Further

RESOLVED That the Chairman of the Board, on behalf of Bay County, is authorized to execute any documents required for the grant extension following legal review/approval; Be it Finally

RESOLVED That budget adjustments relating to extension of the Elder Abuse Case Management Program are approved.

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

DOA - Extension of Elder Abuse Case Management Program

MOVED BY COMM._____

SUPPORTED BY COMM._____

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

VOTE TOTALS:
ROLL CALL: YEAS_____ NAYS_____ EXCUSED_____
VOICE: YEAS_____ NAYS_____ EXCUSED_____

DISPOSITION: ADOPTED_____ DEFEATED_____ WITHDRAWN_____
AMENDED_____ CORRECTED_____ REFERRED_____

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

Thomas L. Hickner
Bay County Executive

Crystal Hebert
Finance Officer/Secretary

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

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

DATE: September 3, 2015

TO: Deanne Berger

FROM: Rebecca Marsters RM

RE: Military Service Time - Brian Pedler, Department of Water & Sewer

Enclosed you will find the request from Brian Pedler to purchase his military service time for a total of two (2) years and five (5) months.

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

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

August 25, 2015

Personnel Committee:

I, Brian A. Pedler, an employee of Bay County Department of Water and Sewer, would like to request to purchase 3 years of my military service credit from November 24, 1986 through April 28, 1989. I have all of the necessary documents filed with Rebecca Masters, Retirement Administrator.

Thank you for your consideration in approving this purchase of this military service time.

Sincerely,

Brian A. Pedler

BAY COUNTY
PERSONNEL DEPARTMENT

Thomas L. Hickner
County Executive

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

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

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

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

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

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

From: Tim Quinn, Director of Personnel and Employee Relations

Date: September 9, 2015

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

Please consider the following for the agenda of your committee meeting scheduled for September 15, 2015.

1. **Request:** Tammy Roehrs has submitted a request to post and fill three on-call driver positions with the Division on Aging.

   Background: The Division on Aging has been experiencing a shortage in on-call driver coverage. Hiring three additional on-call drivers will ensure proper coverage in the event of illness or other absences in which short notice is given.

   Finance/Economics: The positions are casual, on-call, non-union, part-time with variable hours at $10.18 per hour with no benefits. Funds exist within the current Division on Aging budget and can be utilized to fill these positions.

   Recommendation: Please approve and refer to the Board for authorization to post and fill three on-call Driver vacancies with the Division on Aging.

2. **Request:** Sheriff Miller has submitted a request to hire a mandated CFO position at the Bay County Sheriff Department.

   Background: A vacancy exists due to a resignation of a full-time with benefits Correctional Facility Officer (CFO) at the Sheriff's Office.

Finance/Economics: This CFO position is budgeted for in the 2015 county budget. The rate of pay for a full-time/with benefits position is $15.95 per hour and it is covered under the POAM agreement.

Recommendation: Please approve and refer to the Board for authorization to fill this mandated full-time Correctional Facility Officer position.

3. **Request:** Juli Reynolds has submitted a request to post and fill four part-time Youth Development Worker positions.

Background: It is essential to have enough part-time staff that are available to ensure that the staff to resident ratio is met when other employees request time off. This will not change the number of hours utilized however, because those hours are divided among all part-time staff.

Finance/Economics: Part-time positions with limited benefits as provided for within the U.S.W. Part-time labor agreement at $14.18 per hour entry (TS07).

Recommendation: Please approve and refer to the full Board for authorization to post and fill four part-time Youth Development Worker positions.

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

Encl.

cc: Tom Hickner
Deb Russell
Crystal Hebert
Kim Priessnitz
Sheriff Miller
Joel Strasz
Tammy Roehrs
Wanda Behmlander
Kathy Barcia
Juli Reynolds

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
E-mail: divonaging@baycounty.net

To: Tim Quinn, Personnel Director
From: Tammy Roehrs, Director
Date: August 24, 2015
RE: Filling Vacant Positions in Division on Aging

BACKGROUND:
The Division on Aging has been experiencing a shortage in on call driver coverage and is requesting to fill three additional on call positions. This will ensure proper coverage in the event of illness or other absences in which short notice is given.

FINANCE AND ECONOMICS:
The three positions are on-call, part-time with variable hours at $10.18 per hour for driver duties. This is a non-union position with no benefits. Funds exist within the current Division on Aging budget and can be utilized to fill these positions.

RECOMMENDATION:
The Division on Aging recommends filling the On-Call Driver positions, and seeks approval to post/hire these positions.

Cc: Tom Hickner, County Executive
Joel Strasz, Health Director
Crystal Hebert, Finance
Barb Kraycsir, Nutrition Services Manager

John E. Miller
Sheriff Of Bay County

Troy Cunningham
Undersheriff

Troy A. Stewart
Jail Administrator

TO: Tim Quinn
Personnel Director

FROM: Sheriff John E. Miller

DATE: August 28, 2015

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 2015 County Budget.

FINANCE/ECONOMICS: Our 2015 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 August 30, 2015 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-cfopos15

BAY COUNTY JUVENILE HOME
520 West Hampton Road
Essexville, MI 48732
989-892-4519

Thomas L. Hickner
Executive

Juliann R. Reynolds
Director
reynoldsj@baycounty.net

Nancy Fischer
Administrative Supervisor
fischern@baycounty.net

TO: Tim Quinn, Personnel
FROM: Juli Reynolds
DATE: September 1, 2015
RE: Request to hire 4 part time employees

I am requesting to hire four (4) new part time employees. It is essential to have enough part time staff that are available to ensure that the staff to resident ratio is met when other employees request time off. This would not change the number of hours utilized, however divide them among all part time staff.

RECEIVED

SEP - 3 2015

PERSONNEL DEPARTMENT

No. 2015-

BAY COUNTY BOARD OF COMMISSIONERS

10/13/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (9/15/15)

RESOLVED By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies/new positions, monies for said positions to come from the respective departmental budgets:

1. Division on Aging - Drivers (3) (on-call, $10.18/hr. entry)
2. Sheriff Department - CFO (full time, $15.95/hr. entry)
3. Juvenile Home - Youth Development Workers (4) (part time, $14.18/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 - October

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_____