

PERSONNEL/HUMAN SERVICES COMMITTEE

A G E N D A

TUESDAY, NOVEMBER 17, 2015

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 4	III MINUTES (10/20/15)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
5&11	A. Bay County Clerk - Secretary Vacancy (Seeking authorization for position to be posted/filled. NOTE: This vacancy is included in the proposed resolution filling all the vacancies on this agenda - page 11)
6- 9	B. Personnel Director
10	1. Personnel Director Vacancy (Seeking authorization to post/fill as outlined in letter. Proposed resolution attached)
11	2. Vacancies: (Note: Proposed resolution attached)
	a. 9-1-1 Central Dispatch - Supervisor II (full time, \$14.10/hr. entry)
	b. Treasurer - Account Clerk II (full time, \$13.09/hr. entry)
	c. Division on Aging
	1. Cook (part time, \$10.95/hr. entry)
	2. Health Aide/Homemaking Services Worker (full time, \$11.15/hr. entry)
	3. On-Call Homemaker (\$10.95/hr. entry)/Personal Care Worker (\$10.18/hr. entry)
8- 9	3. Reclassification of Night Manager at Civic Arena (Receive)
12-13	4. Vacancies: (Note: Below vacancies are included in proposed resolution filling all vacancies on this agenda - page 11)
	a. Health Department
	1. Secretary (full time, \$14.37/hr. entry)
	2. Staff Accountant (part time, \$23.48/hr. entry)
13-16	b. Division on Aging Reorganization (Seeking approval of proposed reorganization; authorization to post/fill positions; approval of required budget adjustments. 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, OCTOBER 20, 2015, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:03 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						
DONALD J. TILLEY, VICE CHAIR	P	S/Y	M/Y	M/Y	S/Y	Y						
MICHAEL J. DURANCZYK	P	M/Y	Y	Y	Y	M/Y						
VAUGHN J. BEGICK	P	Y	S/Y	Y	Y	Y						
KIM COONAN	P	Y	Y	Y	M/Y	Y						
THOMAS C. HEREK	P	Y	Y	S/Y	Y	Y						
ERNIE KRYGIER, EX OFFICIO	P	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, K.PRIESSNITZ, T.QUINN, C.IZWORSKI, J.STRASZ, M.BRISTOW, R.REDMOND, BAY 3 TV, D.BERGER

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

- 1 -

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

TUESDAY, OCTOBER 20, 2015

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.

- 1** **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE SEPTEMBER 15, 2015 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

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

The first item on the agenda was a request for approval of a Memorandum of Understanding with Midland, Saginaw and Mid-Michigan District Health Departments to initiate a Cross Jurisdictional Planning program with neighboring health departments to determine if there were potential projects for collaboration. It was

- 2** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE MOU WITH MIDLAND, SAGINAW AND MID-MICHIGAN DISTRICT HEALTH DEPARTMENTS (HEALTH DEPT.).**
- 3** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION TO FILL VACANCIES IN THE SHERIFF DEPARTMENT (FULL TIME CFO) AND 9-1-1 CENTRAL DISPATCH (FULL TIME DISPATCHER).**

The next request dealt with a part time Typist Clerk vacancy in the Personnel Department. If agreeable with the Retirement Board, it is proposed that the part time position in the Personnel Department and a part time position in the Retirement Division be shared. Board Chair Krygier questioned the split payment for the positions and the Tim Quinn, Personnel Director, responded that the hours will be monitored as is currently the case.

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

TUESDAY, OCTOBER 20, 2015

PAGE 3

MOTION NO.

- 4 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION CREATING A FULL TIME TYPIST CLERK POSITION SHARED BY THE PERSONNEL DEPARTMENT AND THE RETIREMENT DIVISION AND AUTHORIZING THE POSTING/FILLING OF SAID POSITION AND, IF NOT AGREEABLE WITH THE RETIREMENT BOARD, TO POST/FILL THE PART TIME VACANCY IN THE PERSONNEL DEPARTMENT.**

At this time Commissioner Duranczyk spoke to the advanced Bay Alerts Emergency System and urged the public to register and update their information. Chris Izworski, 9-1-1 Director, spoke to the improvements with the system and advised that there are a number of options and residents can put in as much or as little information as they want and designate what type of alerts they want and how they wish to receive them, i.e. text message, e-mail or voice message, when they register.

Board Chair Krygier advised of a meeting scheduled for Tuesday, November 17, 2015 at Bangor Township Hall to discuss crime in Bangor Township. Undersheriff Cunningham will be in attendance and individuals who have concerns should participate. It is hoped the private sector and law enforcement can unite to discuss this issue which has come to the forefront in recent months due to the illegal activities taking place in Bangor Township with a view to revitalizing the neighborhood watch.

Discussion then centered on heroin use and the fact that it has risen to epidemic proportion in our area. It was noted that education is key to helping to solve this problem. Commissioner Coonan also commented that mental health issues and treatment must be addressed. There is no middle class and no jobs and this often leads to depression resulting in drug use and dependency. Joel Strasz, Health Director, concurred commenting that heroin is cheap and people will transition from pain medications to heroin because it is cheap and easily obtained. 85% of people who overdose are with someone

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

TUESDAY, OCTOBER 20, 2015

PAGE 4

MOTION NO.

else when they overdose but, for fear of getting in trouble, they will leave the drug user. Legislation has been presented to protect someone who is with someone who overdoses on drugs so they can assist without fear of repercussions, i.e. Tattletale Bill. Commissioner Tilley spoke to drug problems with heroin in Iowa that were addressed in a relatively short time. There should be programs in schools, like there used to be, to educate children. These programs were successful but, unfortunately, due to funding cuts they were eliminated. There must be a clear expectation as a community and everyone must work together to achieve success in addressing the growing drug problem. Mr. Strasz noted that the Health Department is working out details of a grant that will be submitted to the Board in the near future. Opioid arresters are available to counter-act the effect of heroin and first responders are being equipped with them. For families who have issues, these can also be obtained from a physician through a prescription. Also, there are programs that can assist through Bay-Arenac Behavioral Health, Mid-State, Probate Court, Community Corrections agencies. Oftentimes, it takes 7 attempts at treatment before success is achieved. Mr. Strasz stressed that a robust program for schools is necessary. Committee Chair Lutz felt it unfortunate that people who have no hope for the future turn to drugs and alcohol.

Commissioner Begick advised that Project Access will take place on Wednesday, October 21, 2015 from 10 a.m. to 2 p.m. at the Community Center and families with needs can be assisted in various ways.

There being no further business, it was

5 MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:32 P.M.).

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**



Courthouse Erected A.D. 1932

Cynthia A. Luczak
Bay County Clerk

515 Center Ave., Suite 101
Bay City, MI 48708-5941
Phone (989) 895-4280
Fax (989) 895-4284
TDD (989) 895-4049

November 10, 2015

Bay County Board of Commissioners
Personnel/Human Services Committee
515 Center Avenue
Bay City, Michigan 48708

Committee Members:

Please consider the following item for your next committee session and then referral to the full board session for review/recommendation.

Request: Post/Advertise/Fill a Full-time Secretary to the County Clerk position. United Steelworker TU08 position. Expeditious approval will allow training to be potentially conducted before employment is ended.

Background: Request comes at the announcement of the retirement of the current Secretary to the County Clerk, Sheila Shaw

Finance: As this position will fill a vacancy, there is no added burden to the current budget.

Recommend: Post/Advertise/Fill a Secretary to the County Clerk, United Steelworker TU08 position due to the retirement of Sheila Shaw.

Thank you in advance.

Sincerely,

Cynthia A. Luczak
Bay County Clerk



**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tim Quinn, Director
quinn1@baycounty.net
(989) 895-4098 (T)
(989) 895-2076 (F)

Tiffany Jerry, Payroll/Benefits Supervisor
jerynl@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)

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

From: Tim Quinn, Director of Personnel and Employee Relations *TCQ*

Date: November 10, 2015

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

Re: Personnel/Human Services Committee Agenda

Please consider the following items for the agenda of your committee meeting scheduled for November 17, 2015.

- 1. Request:** The Director of Personnel and Employee Relations has announced his retirement in January 2016. This request is to replace him and also to authorize the backfill if the successful candidate is chosen from among County employees.

Background: The current Director of Personnel and Employee Relations has been employed at Bay County since August, 2008 and is classified as PN12 at \$90,188. We propose the hiring rate for the successful candidate based on the following:

MN14 - \$64,126 per year entry, progressing to \$75,441 after 4 years with all these qualifications:

- Active participant in at least one collective bargaining agreements
- Bachelor's degree in HR or PHR or SHRM-CP certification
- Two years as assistant human resource manager or assistant director.

MN15 - \$68,452 per year entry, progressing to \$81,286 after 4 years with all required qualifications listed above, and

- Lead negotiator and administrator of at least two collective bargaining agreements
- Bachelor's degree in human resources, industrial, or labor relations or
- Bachelors in business administration and SPHR or SHRM-SCP certification
- Four years in a senior level (HR Director) position.

PN12 - \$73,091 per year entry, progressing to \$90,188 after 4 years with all required qualifications listed above, and

- MBA or Masters in human resources, industrial, or labor relations or JD degree and member of State Bar.
- Excellent writing and presentation skills (test may be administered)
- High degree of computer literacy (MS Office and HRIS systems)
- Budget preparation, analysis, and administration experience (2 years)
- Benefits administration experience (3 years)

Finances: This will not require an increase in the budget because the Personnel Director's position is already budgeted at a PN12 level.

Recommendation: Refer this recommendation to fill the Personnel Director position and also any backfill, if filled by an internal candidate, to the Board of Commissioners for approval.

2. **Request:** 9-1-1 Director Christopher Izvorski has submitted a request to fill a Supervisor II vacancy at Central Dispatch.

Background: 9-1-1 Central Dispatch current staffing levels call for a Supervisor I and a Supervisor II on each Dispatch Team. Currently, due to a recent retirement, there is a vacancy for Supervisor II.

Finances: This is a budgeted position. Full-time with benefits at \$14.10 per hour entry, progressing to \$19.21 per hour after 4 years.

Recommendation: Refer this recommendation to fill the Supervisor II vacancy and also any backfill, if filled by an internal candidate, to the Board of Commissioners for approval.

3. **Request:** Bay County Treasurer Rick Brzezinski has submitted a request to fill an Account Clerk II position in the Treasurer's Office.

Background: This vacancy is as a result of a recent retirement.

Finances: This is a full-time position with benefits and funds exist in the current existing budget. The rate of pay is \$13.09 entry progressing to \$15.46 per hour after 2 years (TU06).

Recommendation: Refer this recommendation to fill the Account Clerk II vacancy.

4. **Request:** Tammy Roehrs, Division on Aging Director has submitted a request to hire a part-time Cook.

Background: This vacancy is a result of a resignation effective November 13, 2015.

Finances: This is a part-time position with limited benefits; variable hours at \$10.95 per hour entry, progressing to \$12.91 after 6 years (TS04). Funds exist within the current Division on Aging budget.

Recommendation: Refer this recommendation to fill this part-time Cook position.

5. **Request:** Tammy Roehrs, Division on Aging Director has submitted a request to hire a full-time Health Aide/Homemaking Services Worker.

Background: This vacancy is a result of a retirement effective January 1, 2016.

Finances: This is a full-time position with limited benefits; \$11.15 per hour entry, progressing to \$13.09 per hour after 2 years (TU04). Funds exist within the current Division on Aging budget.

Recommendation: Refer this recommendation to fill this full-time Health Aide/Homemaking Service Worker position.

6. **Request:** Tammy Roehrs, Division on Aging Director has submitted a request to hire an On-Call Homemaker/Personal Care Worker.

Background: This vacancy is a result of a resignation effective November 6, 2015.

Finances: This on-call position is part-time with variable hours at \$10.95 per hour for Health Aide duties and \$10.18 per hour for Homemaking duties. Funds exist within the current Division on Aging budget.

Recommendation: Refer this recommendation to fill this On-call Homemaker/Personal Care Worker position.

7. **Request:** Please be advised of the following reclassifications:

Background: The night-time manager at the Civic Arena will be placed at the MB03 level on the BCAMPS scale: \$33,446 per year entry, progressing to \$35,630 per year after 3 years. Previously this position was a trial unclassified position, which was not in our wage structure.

Finances: A budget adjustment will be necessary.

Recommendation: Please receive this reclassification report and approve a budget adjustment as needed.

Thank you for considering the aforementioned items on the agenda of your committee meeting. If you have any questions or concerns, please feel free to contact me.

cc: Tom Hickner; Deb Russell; Amber Davis-Johnson; Shawna Walraven; Crystal Hebert; Kim Priessnitz; Cristen Gignac; Chris Izworski; Rick Brzezinski; Tammy Roehrs

BAY COUNTY BOARD OF COMMISSIONERS

12/08/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (11/17/15)
WHEREAS, The Director of Personnel and Employee Relations has announced his retirement in January 2016 and, as a result, it is requested to fill this vacancy and to authorize the backfill if the successful candidate is chosen from among County employees; and
WHEREAS, The current Director of Personnel and Employee Relations has been employed at Bay County since August, 2008 and is classified as PN12 at \$90,188 and it is recommended that the hiring rate for the successful candidate based on the following:

MN14 - \$64,126 per year entry, progressing to \$75,441 after 4 years with all these qualifications:

- Active participant in at least one collective bargaining agreements
Bachelor's degree in HR or PHR or SHRM-CP certification
Two years as assistant human resource manager or assistant director.

MN15 - \$68,452 per year entry, progressing to \$81,286 after 4 years with all required qualifications listed above, and

- Lead negotiator and administrator of at least two collective bargaining agreements
Bachelor's degree in human resources, industrial, or labor relations or
Bachelor's degree in business administration and SPHR or SHRM-SCP certification
Four years in a senior level (HR Director) position.

PN12 - \$73,091 per year entry, progressing to \$90,188 after 4 years with all required qualifications listed above, and

- MBA or Masters in human resources, industrial, or labor relations or JD degree and member of State Bar.
Excellent writing and presentation skills (test may be administered)
High degree of computer literacy (MS Office and HRIS systems)
Budget preparation, analysis, and administration experience (2 years)
Benefits administration experience (3 years); and

WHEREAS, No increase in the budget because the Personnel Director's position is already budgeted at a PN12 level and is included in the 2016 budget; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes posting/filling the Personnel Director's position as well as any backfill if the Personnel Director position is filled by an internal candidate; Be It Further

RESOLVED That budget adjustments, if required, are approved.

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE'

Personnel Director Vacancy
MOVED BY COMM. _____

SUPPORTED BY COMM. _____

Table with 12 columns: COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E. Rows include names like MICHAEL J. DURANCZYK, ERNIE KRYGIER, VAUGHN J. BEGICK, KIM J. COONAN, THOMAS M. HEREK, DONALD J. TILLEY, and MICHAEL E. LUTZ.

VOTE TOTALS:
ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

BAY COUNTY BOARD OF COMMISSIONERS

12/08/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (11/17/15)
 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. County Clerk - Secretary (full time, \$15.81/hr. entry)
2. 9-1-1 Central Dispatch - Supervisor II (full time, \$14.10/hr. entry)
3. Treasurer - Account Clerk II (full time, \$13.09/hr. entry)
4. Division on Aging
 - a. Cook (part time, \$10.95/hr. entry)
 - b. Health Aide/Homemaking Services Worker (full time, \$11.15/hr. entry)
 - c. On-Call Homemaker (\$10.95/hr. entry)/Personal Care Worker (\$10.18/hr. entry)
5. Health Department
 - a. Secretary (full time, \$14.37/hr. entry)
 - b. Staff Accountant (part time, \$23.48/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 - December

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

Tim Quinn, Director
quinn1@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)

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

From: Tim Quinn, Director of Personnel and Employee Relations
Tim Quinn
Jeanie Deckert, Wellness Coordinator
deckertj@baycounty.net
(989) 895-4087 (T)
(989) 895-2076 (F)

Date: November 10, 2015

Re: Personnel/Human Services Committee Agenda
Becky Smutek, Payroll Clerk
smutekb@baycounty.net
(989) 895-4044 (T)
(989) 895-2076 (F)

Please consider the following for the agenda of your committee meeting scheduled for November 17, 2015.

1. **Request (Vacancy):**
Health Director Joel Strasz has submitted a request to post and fill a full-time Secretary position at the Bay County Health Department.

Background:

The current employee is retiring in January, 2016 and Mr. Strasz would like to fill the position prior to January, so that training can be accomplished prior before the current employees leaves employment.

Finance/Economics:

This position is currently budgeted and no additional funds are necessary. This is a full-time position with full benefits at \$14.37 per hour entry, progressing to \$17.06 per hour after 2 years (TU07).

Recommendation:

Please refer to the full board for approval so that the position may be filled expediently.

2. **Request (Vacancy):**
Health Director Joel Strasz has submitted a request to post and fill a part-time Staff Accountant vacancy due to a retirement in early 2016.

Background:

Mr. Strasz would like to fill this position so that training can be accomplished prior to the final date of the current Staff Accountant's employment.

Finance/Economics:

The position is currently budgeted and no additional funds are necessary. The hourly rate of pay is \$23.48 per hour, variable hours with no benefits.

Recommendation:

Please refer to the full board for approval, so that the position may be filled expediently.

3. **Recommendation (Reclassification of the Division on Aging):**

The needs of the older adult population are changing and require a higher standard of service and responsiveness to Division on Aging clients. With this in mind, a re-organization of the Division's management staff has been developed to help increase accountability, meet programmatic requirements, more evenly distribute workload, and fully foster collaboration. It is anticipated that the combination of these enhancements will ultimately provide improved services to the older adult population of Bay County and meet the needs and demands of its client base. Currently the Division has approximately 63 employees with oversight by three supervisors which includes the Director (overseeing the entire operations of the Division as well as administrative staff, case managers and nursing staff), the Nutrition Manager (overseeing food production, distribution and activity centers) and the Senior Services Coordinator (overseeing Personal Care and Homemakers and providing program coordination in various areas.) To more effectively provide oversight to programs offered by the Division, effectively balance workloads and to accomplish the goals listed above, the following changes are proposed:

- Realign oversight of the staff, volunteers and programming at the (5) Senior/Activity Centers and allow a more centralized approach to provide a consistent standard of management across Senior/Activity Centers in Bay County. To accomplish this, a Program/Event Manager (MB08) position which will be responsible for the oversight of said activities will be created.
- Create and staff a Senior Programs Coordinator (PB06) position that will help to meet the growing demands for coordination of health, wellness and other related services; to write grants and to assist the Program/Event Manager by developing further programming.
- Align the home based services into a single and cohesive unit, the In-Home Services Department. This department will be supervised by two Managers (MB08) so that proper day to day oversight of case management of clients, personal care and home making services is accomplished in a systematic, coordinated manner. Additionally, it is proposed to hire a part-time case worker (PB05), to meet the growing demand of clients needing case management services and to help balance workloads.
- Creation of the aforementioned positions due to the proposed realignment will result in the following positions being eliminated: Senior Services Coordinator (MB07), Special Events/Volunteer Coordinator (PB05) and two Case Manager positions (PB05).

The positions listed above would be posted and qualified applicants interviewed. It is anticipated that they will be filled from within the organization (except for the PT Caseworker), with no layoffs occurring.

Finance/Economics:

The changes proposed above would add an additional \$31,621.00 to the Division on Aging budget which would be supported through the senior millage. No general fund dollars will be necessary.

- Program/Event Manager (MB08) position is full-time with benefits (\$44,220 - \$49,004 salary range).
- Senior Programs Coordinator (PB06) position is full-time with benefits (\$40,830 - \$46,904 salary range).
- In-Home Services Manager (MB08) positions are full-time with benefits (\$44,220 - \$49,004 salary range).
- Part-time Case Worker (BT05) position is part-time with limited benefits (\$17.92 per hour - \$20.46 per hour salary range).

RECOMMENDATION:

The Division on Aging recommends approval of the reorganizational plan, and seeks approval to post/hire these positions as well as for all necessary budget adjustments relating to these changes.

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
Joel Strasz
Tammy Roehrs

BAY COUNTY BOARD OF COMMISSIONERS

12/08/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (11/17/15)

WHEREAS, The needs of the older adult population are changing and require a higher standard of service and responsiveness to Division on Aging clients; and

WHEREAS, With this in mind, a re-organization of the Division's management staff has been developed to help increase accountability, meet programmatic requirements, more evenly distribute workload, and fully foster collaboration; and

WHEREAS, It is anticipated that the combination of these enhancements will ultimately provide improved services to the older adult population of Bay County and meet the needs and demands of its client base; and

WHEREAS, Currently the Division has approximately 63 employees with oversight by three supervisors which includes the Director (overseeing the entire operations of the Division as well as administrative staff, case managers and nursing staff), the Nutrition Manager (overseeing food production, distribution and activity centers) and the Senior Services Coordinator (overseeing Personal Care and Homemakers and providing program coordination in various areas.); and

WHEREAS, To more effectively provide oversight to programs offered by the Division, effectively balance workloads and to accomplish the goals listed above, the following changes are proposed:

- Realign oversight of the staff, volunteers and programming at the (5) Senior/Activity Centers and allow a more centralized approach to provide a consistent standard of management across Senior/Activity Centers in Bay County. To accomplish this, a Program/Event Manager (MB08) position which will be responsible for the oversight of said activities will be created.
- Create and staff a Senior Programs Coordinator (PB06) position that will help to meet the growing demands for coordination of health, wellness and other related services; to write grants and to assist the Program/Event Manager by developing further programming.
- Align the home based services into a single and cohesive unit, the In-Home Services Department. This department will be supervised by two Managers (MB08) so that proper day to day oversight of case management of clients, personal care and home making services is accomplished in a systematic, coordinated manner. Additionally, it is proposed to hire a part-time case worker (PB05), to meet the growing demand of clients needing case management services and to help balance workloads.
- Creation of the aforementioned positions due to the proposed realignment will result in the following positions being eliminated: Senior Services Coordinator (MB07), Special Events/Volunteer Coordinator (PB05) and two Case Manager positions (PB05).

The positions listed above would be posted and qualified applicants interviewed. It is anticipated that they will be filled from within the organization (except for the PT Caseworker), with no layoffs occurring.

BAY COUNTY BOARD OF COMMISSIONERS

12/08/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (11/17/15)

WHEREAS, The changes proposed above would add an additional \$31,621.00 to the Division on Aging budget which would be supported through the senior millage. No general fund dollars will be necessary.

- Program/Event Manager (MB08) position is full-time with benefits (\$44,220 - \$49,004 salary range).
- Senior Programs Coordinator (PB06) position is full-time with benefits (\$40,830 - \$46,904 salary range).
- In-Home Services Manager (MB08) positions are full-time with benefits (\$44,220 - \$49,004 salary range).
- Part-time Case Worker (BT05) position is part-time with limited benefits (\$17.92 per hour - \$20.46 per hour salary range); Therefore, Be It
-

RESOLVED That the Bay County Board of Commissioners approves the reorganization plan and authorizes posting/filling these positions; Be It Finally

RESOLVED That budget adjustments, if required and related to these changes, are approved.

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

DOA - Reorganization

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 _____