SPECIAL MEETING

BAY COUNTY BOARD OF COMMISSIONERS

A G E N D A

TUESDAY, DECEMBER 15, 2015

4:15 P.M. (Or immediately following Committee meeting)

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.		
	I	**CALL TO ORDER (CHAIRMAN KRYGIER)**
	II	**ROLL CALL**
	III	**INVOCATION**
	IV	**PLEDGE OF ALLEGIANCE**
	V	**CITIZEN INPUT**
	VII	**ITEMS FOR CONSIDERATION**
		A. Personnel/Human Services Committee (12/15/15)
1		1. Res. No. 2015-278 - Vacancies: Prosecutor's Office; Health Department; County Clerk
2-3		2. Res. No. 2015-279 - Division on Aging Staffing Changes
4		3. Res. No. 2015-280 - Bay County 401K Trust Plan Committee
	VIII	**UNFINISHED BUSINESS**
	IX	**NEW BUSINESS**
	X	**MISCELLANEOUS**
	XI	**ANNOUNCEMENTS**
	XII	**CLOSED SESSION**
	XIII	**RECESS/ADJOURNMENT**

No. 2015-278

BAY COUNTY BOARD OF COMMISSIONERS

12/15/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (12/15/15)

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. Prosecutor - Legal Secretary
2. Health Department
   a. Account Clerk in the Maternal Infant Health Care Program & Children's Special Health Care Program
   b. Laboratory Technician
3. County Clerk - Clerk Typist II

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 - 12-15-15

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 BOARD OF COMMISSIONERS

12/15/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (12/15/15)

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; and

WHEREAS, The changes proposed 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.

No. 2015-279

BAY COUNTY BOARD OF COMMISSIONERS

12/15/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (12/15/15)

RECLASSIFICATIONS:

FROM: Volunteer Coordinator (PB05, 3 year) $42,556.80
TO: Program/Event Manager (MB08, entry) $44,220.80

FROM: Senior Services Coordinator (MB07, 4 year) $45,926.40
TO: Senior Programs Coordinator (PB06, 3 year) $46,904.00

FROM: LBSW Case Management Workers (PB05, 3 year) $42,556.80
TO: In-home Services Manager(s) (MB08, entry) $44,220.80

NEW POSITION:

New part-time position
Part-time Case Management Worker (BT05, hire) ($17.92 to $20.46)

RESOLVED That the Bay County Board of Commissioners approves the proposed outlined changes and authorizes posting/filling the new part time position; Be It Finally

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

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

DOA - Staffing Changes

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_____

No. 2015-280

BAY COUNTY BOARD OF COMMISSIONERS

12/15/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE(12/15/15)

WHEREAS, The Bay County 401K Committee was created in 1985 upon adoption of the original county 401(k) plan and the Committee is composed of three County employees-at-large appointed by the County Executive with concurrence of the Board of Commissioners, as well as the Director of Finance and the Human Resources Director; and

WHEREAS, The Plan Agreement was restated in 2003; and

WHEREAS, The current 401(k) Committee, currently comprised of Tim Quinn, Personnel Director (virtue), Crystal Hebert, Finance Officer (virtue), Jim Lillo, (appointed), James Marter (appointed), and one vacant appointed position, serves as both the Administrator and the Trustee of the County's 401(k) Plan, with investment decisions regarding the management of the Plan being handled by Nationwide. Tiffany Jerry will serve as a Committee member effective on the date of Mr. Quinn's retirement; and

WHEREAS, A historical review of past Board Minutes reveal that the Board's formal concurrence with the current appointments to the Committee is not easily located, so, to clarify the record and streamline business dealings with potential investment and insurance entities, it is suggested that the Board formally receive, concur and reaffirm the appointment of the current 401(k) Committee members, and receive and concur in the appointment of Shawna Walraven, Assistant Corporation Counsel, to fill the vacant employee-at-large position; and

WHEREAS, There is no financial impact in the receipt and concurrence of these appointments; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners hereby formally receives and concurs with the Executive's prior appointments of Jim Lillo and James Marter, currently serving on the 401(k) Committee, and concurs with the appointment of Shawna Walraven, Assistant Corporation Counsel, to fill the current vacancy on the Committee, as employee-at-large, said appointments to serve indefinitely and at the County Executive's pleasure.

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

Executive - 401(k) Committee Appointments

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							

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AMENDED_____ CORRECTED____ REFERRED_____