

**PERSONNEL/HUMAN SERVICES COMMITTEE**

**A G E N D A**

**TUESDAY, DECEMBER 15, 2015**

**4:00 P.M.**

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 3	III MINUTES (11/17/15)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
	A. Personnel Director
4- 6	1. Vacancies <b>(Seeking authorization to post/fill - proposed resolution attached)</b>
	a. Prosecutor - Legal Secretary (full time, \$14.37/hr. entry)
	b. Health Department
	1. Account Clerk in the Maternal Infant Health Care Program & Children's Special Health Care Program (full time, \$15.46/hr. entry)
	2. Laboratory Technician (temporary, part time, \$15.63/hr.)
7- 9	2. Health Department Position Requests <b>(Seeking approval of the requested position requests - proposed resolution attached)</b>
10-11	B. Corporation Counsel - Bay County 401K Trust Plan Committee <b>(Seeking concurrence with Executive's recommended appointments - proposed resolution attached)</b>
	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, NOVEMBER 17, 2015, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.**

Call to order @ 4:05 P.M. by Vice Chair Tilley.

Roll call:

**MOTION NO.**

COMMISSIONERS PRESENT	1	2	3	4	5	6	7	8	9	10	11
MICHAEL E. LUTZ, CHAIR	E	X	C	U	S	E	D				
DONALD J. TILLEY, VICE CHAIR P	Y	Y	Y	Y	Y	Y	Y	Y	Y		
MICHAEL J. DURANCZYK P	Y	Y	S/Y	Y	Y	Y	Y	Y	Y		
VAUGHN J. BEGICK P	S/Y	S/Y	Y	Y	Y	Y	Y	S/Y	S/Y		
KIM COONAN P	M/Y	M/Y	Y	M/Y	Y	Y	S/Y	M/Y	Y		
THOMAS C. HEREK P	Y	Y	Y	Y	S/Y	M/Y	Y	Y	Y		
ERNIE KRYGIER, EX OFFICIO P	Y	Y	M/Y	S/Y	M/Y	S/Y	M/Y	Y	M/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, R.BRZEZINSKI, C.LUCZAK, R.GRUBER, T.ROEHR, J.STRASZ, M.PICKELL, J.COPPENS, C.IZWORSKI, R.REDMOND, BAY 3 TV, D.BERGER

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

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**PERSONNEL/HUMAN SERVICES COMMITTEE  
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**MOTION NO.**

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

**1**            **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE OCTOBER 20, 2015 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

Public input was called with no one expressing a desire to address the Committee.

A request from the Bay County Clerk to post/fill a Secretary vacancy in her office resulting from a retirement was considered and it was

**2**            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL THE SECRETARY VACANCY IN THE BAY COUNTY CLERK'S OFFICE.**

**3**            **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE PERSONNEL DIRECTOR'S LETTER RE PERSONNEL AGENDA ITEMS.**

**4**            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A SUPERVISOR II VACANCY IN 9-1-1 CENTRAL DISPATCH.**

**5**            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL AN ACCOUNT CLERK II VACANCY IN THE TREASURER'S OFFICE.**

**6**            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL THREE (3) VACANCIES IN THE DIVISION ON AGING: PART TIME COOK; HEALTH AIDE/HOMEMAKING SERVICES WORKER; AND ON-CALL HOMEMAKER/PERSONAL CARE WORKER.**

**7**            **MOVED, SUPPORTED AND CARRIED TO RECEIVE INFORMATION RE RECLASSIFICATION OF NIGHT MANAGER AT CIVIC ARENA.**

**PERSONNEL/HUMAN SERVICES COMMITTEE  
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**MOTION NO.**

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- 8            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL THE FOLLOWING HEALTH DEPARTMENT VACANCIES: SECRETARY; STAFF ACCOUNTANT.**

**The proposed Division on Aging reorganization was withdrawn from the agenda.**

- 9            MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:10 P.M.).**

**Submitted by:**

*Deanne Berger*

**Deanne Berger  
Board Coordinator**



**BAY COUNTY  
PERSONNEL DEPARTMENT**

**Thomas L. Hickner**  
County Executive

**Tim Quinn, Director**  
[quinn1@baycounty.net](mailto:quinn1@baycounty.net)  
(989) 895-4098 (T)  
(989) 895-2076 (F)

**Tiffany Jerry, Payroll/Benefits Supervisor**  
[jenyl@baycounty.net](mailto:jeny1@baycounty.net)  
(989) 895-4032 (T)  
(989) 895-2076 (F)

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

**Jeanie Deckert, Wellness Coordinator**  
[deckertj@baycounty.net](mailto:deckertj@baycounty.net)  
(989) 895-4087 (T)  
(989) 895-2076 (F)

**Becky Smutek, Payroll Clerk**  
[smutekb@baycounty.net](mailto: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: December 9, 2015

Re: Personnel/Human Services Committee Agenda

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

**Request:** Kurt Asbury is requesting to post and fill a full-time Legal Secretary position in the Prosecutor's Office.

**Background:** Employee has submitted notice that she is accepting a position in the County Clerk's office and her last day will be December 31, 2015.

**Finances:** The current rate of pay is \$14.37 per hour entry, progressing to \$17.06 per hour after 2 years (TU07). This is a full-time position with benefits.

**Recommendation:** Please refer to the full board for approval to fill this vacancy.

Thank you for considering this item for your agenda. If you have any questions or concerns, please feel free to contact me.

cc: Tom Hickner  
Ernie Krygier  
Deb Russell  
Amber Davis-Johnson  
Shawna Walraven  
Crystal Hebert  
Kim Priessnitz  
Kurt Asbury

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Thomas L. Hickner  
Bay County Executive



Joel R. Strasz  
Public Health Director

1200 Washington Avenue  
Bay City, Michigan 48708

(989) 895-4003  
FAX (989) 895-4014  
TDD (989) 895-4049  
[www.baycounty-mi.gov/Health](http://www.baycounty-mi.gov/Health)

**TO:** Tim Quinn, Personnel Director  
**FROM:** Joel R. Strasz, Health Director  
**DATE:** December 8, 2015  
**CC:** Tiffany Jerry, Michele Reilly, Mark Pickell, Kathleen Janer, Melissa Maillette, Crystal Hebert  
**RE:** Health Department Position Requests

**Request:** I would like to request permission to post a full-time Account Clerk (TU06) in the Maternal Infant Health Care Program and Children’s Special Health Care Program as it currently vacant.

**Finance/Economics:** The position is currently budgeted. No additional general funds are necessary.

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

**Request:** The Part-Time Laboratory Technician is currently on sick leave. I would like to request permission to post this temporary position (TU08) so that a qualified candidate can be chosen and the position is filled.

**Finance/Economics:** The position is currently budgeted. No additional general funds are necessary.

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

**BAY COUNTY BOARD OF COMMISSIONERS**

**JANUARY 12, 2016**

**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 (full time, \$14.37/hr. entry)
2. Health Department
  - a. Account Clerk in the Maternal Infant Health Care Program & Children's Special Health Care Program (full time, \$15.46/hr. entry)
  - b. Laboratory Technician (temporary, part time, \$15.63/hr.)

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 - January

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



Joel R. Strasz  
Public Health Director

1200 Washington Avenue  
Bay City, Michigan 48708

(989) 895-4003  
FAX (989) 895-4014  
TDD (989) 895-4049  
[www.baycounty-mi.gov/Health](http://www.baycounty-mi.gov/Health)

**TO:** Tim Quinn, Personnel Director  
**FROM:** Joel R. Strasz, Health Director  
**DATE:** December 8, 2015  
**CC:** Tammy Roehrs, Tiffany Jerry, Michele Reilly, Tom Hickner, Crystal Hebert  
**RE:** Health Department Position Requests

**BACKGROUND:**

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:

1. 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, the Volunteer Coordinator will be reclassified to the Program/Event Manager (MB08).
2. The Senior Services Coordinator (MB07) will be reclassified to the Senior Programs Coordinator (PB06) and 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.
3. 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)—reclassified from current LBSW Case Managers (PB05)-- 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.

**FINANCIAL/ 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.

**RECOMMENDATION:**

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

**BAY COUNTY BOARD OF COMMISSIONERS**

**JANUARY 12, 2016**

**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.

**BAY COUNTY BOARD OF COMMISSIONERS**

**JANUARY 12, 2016**

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

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

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



**OFFICE OF  
BAY COUNTY EXECUTIVE**

**Thomas L. Hickner**  
County Executive

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

TO: Michael Lutz, Chairman  
Personnel and Human Services Committee

FROM: Thomas Hickner, County Executive

RE: Bay County 401K Trust Plan Committee

DATE: December 9, 2015

**BACKGROUND:**

The Bay County 401K Committee was created in 1985 upon adoption of the original county 401(k) plan. 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. The Plan Agreement was restated in 2003. The current 401(k) Committee 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. The Committee is currently comprised of Tim Quinn, Personnel Director (virtue), Crystal Hebert, Finance Officer (virtue), Jim Lillo, (appointed), James Marter (appointed), and one vacant appointed position. Tiffany Jerry will serve as a Committee Member effective on the date of Mr. Quinn's retirement. A historical review of past Board Minutes reveal that that the Board's formal concurrence with the current appointments to the Committee is not easily located. 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.

**FINANCIAL IMPACT:**

There is no financial impact in the receipt and concurrence of these appointments.

**RECOMMENDATION:**

That this Board formally receive and concur with the Executive's prior appointments of Jim Lillo and James Marter, currently serving on the 401(k) Committee, and Shawna Walraven, Assistant Corporation Counsel, to fill the current vacancy on the Committee, as employee at large appointments to serve indefinitely and at the County Executive's pleasure.

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BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 12, 2016

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. \_\_\_\_\_

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

VOTE TOTALS:

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

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

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

-11-