

PERSONNEL/HUMAN SERVICES COMMITTEE

A G E N D A

TUESDAY, DECEMBER 16, 2014

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.		
	I	CALL TO ORDER
	II	ROLL CALL
1- 3	III	MINUTES (11/18/14)
	IV	PUBLIC INPUT
	V	PETITIONS AND COMMUNICATIONS
4- 5	A.	Health Director - Independent Contractor Agreement (Seeking approval of Independent Contractor Agreement w/Tammy J. Hill; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached)
6-7&10	B.	Personnel Director - Vacancies (Seeking authorization to post/fill - proposed resolution attached)
	1.	Division on Aging - Driver (On-call, part time - \$10.18/hr.)
	2.	Treasurer's Office - Account Clerk II (temporary, full time - \$13.09/hr.)
8- 9	3.	Environmental Affairs & Community Development - Transportation Planner/Geographic Information System Technician (full time, \$40,830/yr. entry)
	VI	REFERRALS
	VII	UNFINISHED BUSINESS
	VIII	NEW BUSINESS
	IX	MISCELLANEOUS
	X	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, OCTOBER 21, 2014, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:02 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		
DONALD J. TILLEY, VICE CHAIR	P	Y	Y	Y	Y	M/Y	M/Y	M/Y	S/Y	M/Y		
MICHAEL J. DURANCZYK	P	S/Y	Y	S/Y	Y	Y	Y	Y	Y	Y		
VAUGHN J. BEGICK	P	Y	Y	Y	Y	Y	Y	Y	Y	Y		
KIM COONAN	P	Y	M/Y	Y	S/Y	S/Y	S/Y	Y	Y	Y		
THOMAS C. HEREK	P	Y	Y	Y	Y	Y	Y	S/Y	Y	Y		
ERNIE KRYGIER, EX OFFICIO	P	M/Y	S/Y	M/Y	M/Y	Y	Y	Y	M/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, A.DAVIS-JOHNSON, C.HEBERT, T.QUINN, J.MORSE, D.RUSSELL, T.JERRY, J.STRASZ, M.PICKELL, M.HALSTEAD, B.KRAUSE, T.ROEHRS, 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
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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 16, 2014 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

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

2 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE MEMORANDUM OF AGREEMENT WITH BAY COUNTY UNITED WAY RETIRED SENIOR VOLUNTEER PROGRAM (DIVISION ON AGING).**

3 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE MEMORANDUM OF AGREEMENT WITH REGION VII AREA AGENCY ON AGING FOR THE MATTER OF BALANCE PROGRAMS (DIVISION ON AGING).**

4 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE CIVIC ARENA ROOF TOP MUNTERS SERVICE AGREEMENT (RECREATION & FACILITIES - CIVIC ARENA).**

5 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE BAY ARENAC INTERMEDIATE SCHOOL DISTRICT AGREEMENT FOR STUDENT WORK EXPLORATION OPPORTUNITIES (ANIMAL CONTROL).**

6 **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE APPROVED RECLASSIFICATIONS, I.E. MATERNAL AND CHILDREN'S SERVICES MANAGER/RN (HEALTH DEPT.); PAYROLL CLERK (PERSONNEL DEPT.); DIRECTOR OF ADMINISTRATIVE SERVICES AND ANIMAL CONTROL (EXECUTIVE'S OFFICE); ANIMAL CONTROL OFFICER (ANIMAL CONTROL DEPARTMENT) WITH REQUIRED BUDGET ADJUSTMENTS TO BE PRESENTED AT THE 11/12/14 BOARD MEETING (PERSONNEL DEPT.).**

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**PERSONNEL/HUMAN SERVICES COMMITTEE
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MOTION NO.

- 7 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE POLICY RATE FOR LEADERS OF EMPLOYEES MAKING MINIMUM WAGE (PERSONNEL DEPT.).**
- 8 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL THE FOLLOWING VACANCIES SUBMITTED BY THE PERSONNEL DIRECTOR: HOMEMAKING SERVICE WORKER/PERSONAL CARE WORKER (DIVISION ON AGING); ATTENDANT/ CUSTODIAN (COMMUNITY CENTER); BUSINESS SERVICES MANAGER (HEALTH DEPT.); PUBLIC HEALTH NURSE (HEALTH DEPT.); AND YOUTH DEVELOPMENT WORKER (JUVENILE HOME).**

Committee Chair Lutz announced that items requiring Personnel/Human Services Committee action will be handled at the Wednesday, November 12th Board meeting.

Commission Begick advised there will be Veterans services at various locations, including the USS Edson, on November 11th beginning at Noon. He encouraged attendance.

There being no further business, it was

- 9 MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:13 P.M.).**

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**



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

TO: Michael Lutz, Chairperson, Personnel/Human Services Committee
FROM: Joel R. Strasz, Health Director
DATE: December 10, 2014
CC: Tom Hickner, Amber Johnson, Crystal Hebert, Kim Priessnitz, Tim Quinn
RE: Authorization to Renew Agreement with Tammy J. Hill, NP and Future Nurse Practitioners

BACKGROUND:

In January 2014, the Board authorized entering into a contractual agreement with Tammy J. Hill MSN NP who is a Nurse Practitioner and instructor at Saginaw Valley State University, and has considerable experience in Women’s Health and works in our Family Planning Program. Her contract is set to expire on December 31 of this year and it is our wish to continue with Ms. Hill in the program.

FINANCE AND ECONOMICS:

The contractual agreement will provide for payment of fees (up to \$55/hour). There are no economic considerations, as funding for Nurse Practitioner Services has already been budgeted for 2015, and can be utilized to pay all fees associated with the Independent Contractor Agreement.

RECOMMENDATION:

The Health Department recommends, with Corporation Counsel review, Board authorization of the Independent Contractor Agreement for Tammy J. Hill, RN NP and a replacement Nurse Practitioner(s) if necessary, as well as any budget adjustments relating to this Agreement.

BAY COUNTY BOARD OF COMMISSIONERS

1/13/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (12/16/14)

WHEREAS, In January 2014, the Bay County Board of Commissioners authorized entering into a contractual agreement with Tammy J. Hill MSN NP who is a Nurse Practitioner and instructor at Saginaw Valley State University, and has considerable experience in Women’s Health and works in our Family Planning Program; and

WHEREAS, Ms. Hill’s contract is set to expire on December 31 of this year and it is our wish to continue with Ms. Hill in the program; and

WHEREAS, The contractual agreement will provide for payment of fees (up to \$55/hour) and there are no economic considerations, as funding for Nurse Practitioner Services has already been budgeted for 2015, and can be utilized to pay all fees associated with the Independent Contractor Agreement; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Independent Contractor Agreement for Tammy J. Hill, RN NP; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute said Contractor Agreement on behalf of Bay County following legal review/approval; Be It Finally

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

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

Health Dept - Independent Contractor Agreement - Tammy Hill

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**

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

Thomas L. Hickner
County Executive

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)

December 10, 2014

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

Mr. Michael Lutz, Chairperson
Personnel/Human Services Committee
Bay County Board of Commissioners
515 Center Avenue
Bay City, MI 48708

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

Re: Personnel/Human Services Committee Agenda Items

Dear Commissioner Lutz:

Please consider the following items for the agenda of your committee for the meeting on December 16, 2014.

- Request:** Tammy Roehrs has submitted a request to post and fill an on-call Driver position with the Division on Aging.

Background: Vacancy exists due to the recent resignation of an employee.

Finance/Economics: This position is 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.

Recommendation: Please refer to the Board of Commissioners to grant approval to fill this position.
- Request:** There is a vacancy in the Bay County Treasurer's Office.

Background: This vacancy has occurred due to an employee that is on an extended leave of absence.

Finance/Economics: This is a temporary, full-time position with health care and no other benefits. Hourly rate of pay is \$13.09. Funds exist within the current existing budget.

Recommendation: Please refer to the full Board for approval to fill.

3. **Request:** Laura Ogar has submitted a request to post and fill the vacant Transportation Planning/GIS Technician position within the Environmental Affairs and Community Development Department.
- Background:** Vacancy exists due to an internal transfer to the position of Transportation Planning Division Manager.
- Finance/Economics:** This is a full-time position in the BCAMPS union with full benefits. Salary range: \$40,830 per year entry, progressing to \$46,904 per year after 3 years (PB06).
- Recommendation:** Please refer to the full Board for approval to fill.

Thank you for your consideration. If you have any questions concerning the items listed, please feel free to contact me.

Sincerely,



Tim Quinn, Director
Personnel and Employee Relations

cc: Tom Hickner
Crystal Hebert
Kim Priessnitz
Deb Russell
Joel Strasz
Tammy Roehrs
Rick Brzezinski
Holly Kukla
Laura Ogar
Jay Anderson
Richelle Jimenez

**BAY COUNTY DEPARTMENT OF
ENVIRONMENTAL AFFAIRS
& COMMUNITY DEVELOPMENT**

515 Center Avenue, Suite 501
Bay City, Michigan 48708

Phone 989-895-4135
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<http://www.baycounty-mi.gov>



TOM HICKNER
County Executive

LAURA OGAR, DIRECTOR
ogarl@baycounty.net

Community Initiatives
Geographic Information Systems
Gypsy Moth Suppression Program
Mosquito Control
Transportation Planning

MEMORANDUM

DATE: December 10, 2014

TO: Commissioner Michael Lutz, Chair
Personnel/Human Services Committee

FROM: Laura Ogar, Director
Environmental Affairs & Community Development

RE: **Approval to Fill Vacant GIS Technician/Transportation Planner Position
Environmental Affairs & Community Development Department.**

Background:

Jay Anderson has been promoted to the Transportation Planning Division Manager position, leaving the GIS Technician/Transportation Planner position vacant. The GIS Technician/Transportation Planner is responsible for professional transportation planning as well as general planning techniques, processes and practices. They also prepare professional studies and reports required to maintain the certified transportation planning process in the Bay City Metropolitan Planning Organization. These studies and reports will include, but are not limited to: Highway Performance Monitoring System (HPMS) data collection, Asset Management annual road condition surveys, analysis and tabulation of traffic count data, data acquisition and maintenance regarding the Tri-County Travel Demand Model, drafting of the transportation Long Range Plan, as well as other transportation planning functions as assigned. Responsibilities include mapping of existing transportation infrastructure, analysis of transportation improvement projects for Title VI and Environmental Justice compliance and general GIS and mapping services for transportation general planning activities. Responsible for the direct maintenance and operation of the Bay County Geographic Information System including the update and creation of digital map layers/themes and management of the GIS database, map preparation and analysis, and online mapping application maintenance and development.

Finance & Economics:

This is a full-time BCAMPS position (PB06) at \$40,830.40 to \$46,904.00 annual salary range with full benefits. The position will be funded 70% through the Transportation (funded with Transportation grant and the local match) and 30% through the general fund.

Recommendation:

Refer to the Board of Commissioners for approval to fill the Full-Time GIS Technician/Transportation Planner position.

cc: Tom Hickner
Tim Quinn
Deanne Berger

June 3, 2013

NOTICE

F.L.S.A.: Non-exempt

There is a job vacancy with the Bay County Environmental Affairs and Community Development Department.

Job Title: Transportation Planner/Geographic Information System Technician

Rate of Pay: \$1,524.80/biweekly entry, progressing to \$1,751.20/biweekly after 3 years (PB06)

B.C.A.M.P.S. position, full-time with benefits

General Summary:

Responsible for professional transportation planning, general planning techniques, processes and practices as well as GIS database management, map preparation and analysis, and online mapping application maintenance and development. Prepares professional studies and reports required to maintain the certified transportation planning process for the Bay City Metropolitan Planning Organization. These studies and reports will include, but are not limited to: Highway Performance Monitoring System (HPMS) data collection, Asset Management annual road condition surveys, analysis and tabulation of traffic count data, The Transportation Improvement Program, the Transportation Long Range Plan, as well as, other transportation planning functions as assigned. Acts as the manager for the Bay County SDE for all Bay County GIS needs including 9-1-1 Dispatch, online mapping applications and various county departments' daily GIS needs.

Typical Duties:

1. Receives formal transportation planning assignments from the Transportation Planning Manager, together with parameters, special considerations, time frame and objectives.
2. Systematically summarizes findings to first draft report sections, analyzing findings, gathering added data, and converting to final sections.
3. Shares and coordinates project responsibilities with other staff members in areas such as maintaining Long Range Plan, annual report, and assuring county obligations/responsibilities are met in accordance with funding responsibility.
4. Coordinates work processes to automated data processing systems and keep current on grant requirements, program guidelines and methods. Administers existing grants documentation and reporting as assigned.
5. Responsible for the update, maintenance and enhancement of the Bay County GIS data layers including 9-1-1 GIS database, addresses, road, zoning and provide assistance on tax ownership parcel layer, including the addition of dimension information, survey notes, the creation of a subdivision plat-line layer, and addition of other map annotation information. Spatial realignment or correction of existing tax parcel layer to the more accurate remonumentation corners once GPS coordinates are established.
6. Creation of individual projects as they are requested by other departments.
7. Integrates existing databases and other data into G.I.S. usable formats.
8. Provides training and other support services to county and other member unit staff on G.I.S. operating techniques.
9. Develop and maintain online mapping application with ArcGIS Online and/or standalone application.
10. All other duties as assigned.

The above statements are intended to describe the general nature of the work performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified within this department. General duties of this position will be reviewed with applicants who are interested.

CHARACTERISTICS OF THE CLASS:

Responsible for management of portions of the transportation planning program within the department. Carries out other assignments as directed requiring more independent judgment, research, report writing, decision making, relating to the transportation planning function of the Bay City Metropolitan Planning Organization. Heavy reliance on Geographic Information System software and associated data bases for better long term decision making. Participates in the creation and maintenance of the Bay County G.I.S., provides training to county staff in use of a G.I.S., cooperating with county departments and understanding their applications, and staying current with technology advances.

MINIMUM QUALIFICATIONS:

Bachelors degree in geography, environmental science, land use planning, or similar subject area with emphasis on GIS applications. One to two years experience including land conveyance and tax assessing process. Specific GIS applications or database management. One to two years experience using Esri ArcGIS software. Knowledge of Spatial Database Engine concepts and design. Strong Microsoft Excel skills is a necessity. Must have a valid Michigan operator's license.

KNOWLEDGE, ABILITIES AND SKILLS:

Excellent written and oral communication skills: ability to effectively interact with citizens, developers, appointed and elected officials and staff members. Knowledge of principles, methods and practices applicable to transportation planning and the Federal Transportation requirements. Ability to conduct research in complex and varied subjects; ability to present and interpret technical data in professional reports and papers and convey to general public in a meaningful way. Skilled in research, mathematics, drafting, oral and written presentations. Skilled in programmatic practices and GIS design and production techniques. This position involves sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 20 pounds of force up to 1/3 of the time

Make application online at www.baycounty-mi.gov or via US mail/in person at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708-5121. APPLICATION DEADLINE: 4:00 p.m. Monday, June 17, 2013.

AN EQUAL OPPORTUNITY EMPLOYER

'BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN ITS PROGRAMS AND ACTIVITIES.'

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BAY COUNTY BOARD OF COMMISSIONERS

1/13/154

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (12/16/14)

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 - Driver (On-call, part time - \$10.18/hr.)
2. Treasurer's Office - Account Clerk II (temporary, full time - \$13.09/hr.)
3. Environmental Affairs & Community Development - Transportation Planner/Geographic Information System Technician (full time, \$40,830/yr. 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 - January

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 _____