

PERSONNEL/JUDICIAL COMMITTEE

A G E N D A

TUESDAY, APRIL 19, 2011

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.		
	I	CALL TO ORDER
	II	ROLL CALL
1- 3	III	MINUTES (3/15/11)
	IV	PUBLIC INPUT
	V	PETITIONS AND COMMUNICATIONS
4- 5	A.	Bay County Prosecutor - Agreement w/Department of Human Services for Legal Services to DHS for Abuse/Neglect Proceedings (Seeking approval of agreement; authorization for Board chair to sign; approval of any required budget adjustments - proposed resolution attached)
	B.	Financial Analyst (Will address the following at the meeting)
	1.	Retirement Incentive
	2.	Vacancy of Homeland Security Accountant
6- 8	C.	Danean Wright - Gary Lesley, Bay-Arenac Behavioral Health Authority - Request to Purchase Governmental Service Credit from Saginaw County and from Genesee County totaling 5 years (Proposed resolution attached)
9-11	D.	Personnel Director
12	1.	Vacancies (Seeking authorization to post/fill permanent and temporary positions as follows. Proposed resolution attached)
	A.	Finance Department
	1.	Budget/Accounts Payable Account Clerk IV (TU08)(ft, \$15.35/hr. entry)
	2.	Supervisor of Benefits and Payroll (ft, temporary)
	B.	Division on Aging
	1.	Home Delivered Meals Driver (temporary)
	2.	Home Delivered Meals Drivers (2) (part time)
	3.	On-call Driver
	4.	On-call Cook
13	2.	Employee Assistance Program (EAP) Referral Services - TEAM Human Capital Solutions for Employee Assistance Program (Seeking approval of Agreement w/TEAM Human Capital Solutions for Employee Assistance Program - proposed resolution attached)
	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 PERSONNEL/JUDICIAL COMMITTEE AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

PERSONNEL/JUDICIAL COMMITTEE

MINUTES

MEETING OF THE PERSONNEL/JUDICIAL COMMITTEE ON TUESDAY, MARCH 15, 2011, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:08 P.M. by Chair Ryder.

Roll call:

MOTION NO.

COMMISSIONERS PRESENT		1	2	3	4	5	6	7	8	9	10	11
TOM RYDER, CHAIR	P	Y	Y	Y	Y	Y	Y					
ERNIE KRYGIER, VICE CHAIR	P	M/Y	Y	M/Y	S/Y	Y	M/Y					
MICHAEL J. DURANCZYK	P	S/Y	S/Y	Y	Y	Y	Y					
BRANDON KRAUSE	P	Y	Y	Y	Y	Y	Y					
VAUGHN J. BEGICK	P	Y	Y	N	Y	S/Y	Y					
KIM COONAN	P	Y	M/Y	S/Y	M/Y	Y	Y					
DONALD J. TILLEY, EX OFFICIO	P	E	E	Y	Y	M/Y	S/Y					

MOTION NO.

COMMISSIONERS PRESENT		12	13	14	15	16	17	18	19	20	21	22
TOM RYDER, CHAIR												
ERNIE KRYGIER, VICE CHAIR												
MICHAEL J. DURANCZYK												
BRANDON KRAUSE												
VAUGHN J. BEGICK												
KIM COONAN												
DONALD J. TILLEY, EX OFFICIO												

MOTION NO.

COMMISSIONERS PRESENT		23	24	25	26	27	28	29	30	31	32	33
TOM RYDER, CHAIR												
ERNIE KRYGIER, VICE CHAIR												
MICHAEL J. DURANCZYK												
BRANDON KRAUSE												
VAUGHN J. BEGICK												
KIM COONAN												
DONALD J. TILLEY, EX OFFICIO												

OTHERS PRESENT: J.DAVIS, C.RUPP, T.HICKNER, M.GRAY, M.FITZHUGH, C.HEBERT, T.QUINN, J.MILLER, V.ROUPE, R.BRZEZINSKI, C.LUCZAK, C.MILITELLO, M.HALSTEAD, B.SHORT, R.PABALIS, R.BRZEZINSKI, M.MAILLETTE, B.GOIK, S.HUMPHREY, S.MURPHY, 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/JUDICIAL COMMITTEE
TUESDAY, MARCH 15, 2011
PAGE 2

MOTION NO.

NOTE: In addition to these typed minutes, this Committee meeting was also taped by Bay 3 TV and those tapes are available for review in the Administrative Services Department.

- 1 **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE 2/15/11 PERSONNEL/JUDICIAL COMMITTEE MEETING AS PRINTED.**

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

At this time students from the BAISD Law Enforcement class were present to explain and provide the Commissioners, County Executive and Sheriff with "anti-bullying" bracelets as part of an anti-bullying campaign initiated by their class as a community service project. A photo of Board members, Executive and Sheriff was taken for inclusion in the campaign.

The first item on the agenda was renewal of the Sheriff Road Patrol - Township Contracts. It was

- 2 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE ROAD PATROL AGREEMENTS WITH THE TOWNSHIPS (SHERIFF DEPT.).***

The Prosecutor's request for approval of the Agreement w/Department of Human Services for legal services to DHS for abuse/neglect proceedings was withdrawn at the Prosecutor's request.

The Bay County Clerk Cynthia A. Luczak addressed the Board relative to staffing requests for the Clerk's office. She explained that due to a transfer her office now has a vacancy. In addition Mrs. Luczak wished to have another full time position reinstated in her office. She pointed out her office is a mandated service. With the current reduction in staff the Clerk is no longer doing passports, assumed names, conducting marriages, not undertaking an Identiphoto campaign, genealogy has been cut to 2 afternoons per week, no special Saturday hours, no community promotion, and is working with an elections vendor for the elections. A power point presentation was given by Mrs. Luczak which outlined the Clerks duties and covered statistics from the years 2005 to 2010.

- 3 **MOVED, SUPPORTED AND CARRIED NOT TO FILL THE VACANT TYPIST CLERK II POSITION IN THE COUNTY CLERK'S OFFICE NOR THE ADDITIONAL POSITION REQUESTED.***

Commissioner Krause questioned the County Executive relative to safety issues with less staff and the County Executive Tom Hickner responded that this is not a problem. Commissioner Coonan wished to clarify for the public that when the Clerk's office staffing was reduced by 1, Mrs. Luczak elected to stop doing many of the duties in her office and efforts are underway to reassign those duties so the public is not penalized because of this. He cautioned that more cuts are going to coming down the road, including this vacant position. Everyone must work together to provide services to the public. There is a budget crisis. Commissioner Krygier expressed his confidence that the County Executive will make certain that those services the Clerk is not longer providing will be provided to the public. Commissioner Begick spoke against the motion noting that the Clerk's office is a revenue generating department which is now losing revenue, eliminating the position will lose the opportunity to bring in revenue. Commissioner Krause was of the opinion that the previous Board acted prematurely relative to cutting a position. He was not in agreement with a reduction in services to the public and also felt there would be a problem at election time. Commissioner Krause suggested a "floater" position to assist

PERSONNEL/JUDICIAL COMMITTEE
TUESDAY, MARCH 15, 2011
PAGE 3

MOTION NO.

offices when there is a need. Board Chair Tilley pointed out that the County Clerk receives additional compensation over some other elected officials for the election duties she performs. If those duties are no longer performed, the pay should be reflected accordingly. He felt it perplexing that while not performing the duties, the Clerk is not giving back the additional pay for those duties. Robert Redmond, the Board's Financial Analyst, was called upon. He indicated that additional help has always been provided to the Clerk, when requested, for elections. With regard to passports, the Register of Deeds has been approached to assume this duty and is in agreement. Notary duties will be performed by the Treasurer's office, the Register of Deeds' office, County Executive's office and the Board office. Commissioner Begick felt this might be a good time to pursue combining the Clerk and Register of Deeds' office. He is award County Clerk Luczak was opposed to this in the past, but this might be the time to pursue this option.

Vacancies were next on the agenda. It was

- 4 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL VACANCIES IN THE FOLLOWING OFFICES: REGISTER OF DEEDS (P.T. TYPIST CLERK III); TREASURER (F.T. ACCOUNT CLERK II); ANIMAL CONTROL (F.T. TEMPORARY ANIMAL CONTROL OFFICER); SHERIFF DEPARTMENT (F.T. CORRECTIONAL FACILITY OFFICER); HEALTH DEPARTMENT (F.T. TEMPORARY TYPIST CLERK II).***

With regard to the vacancies, Commissioner Krause clarified that these are existing positions, not new positions. Commissioner Coonan also clarified that in the case of the Sheriff, this is a mandated position and with regard to the Register of Deeds and Treasurer, these offices are taking on additional duties.

- 5 **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE MONTHLY REPORT YEAR TO DATE 2010 PROVIDED BY THE OFFICE OF ASSIGNED COUNSEL.**

It was noted that the Retirement Incentive Program affecting certain active members of the Bay County Employees' Retirement System is still under review.

There being no further business, it was

- 6 **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:59 P.M.).**

Submitted by:

Deanne Berger

Deanne Berger
Board Coordinator

- 3 -

* Action on these items was taken at the special Board meeting 3/15/2011.

BAY COUNTY PROSECUTING ATTORNEY

KURT C. ASBURY

Victim's Rights Advocates

Cindy A. Howell
Wendy D. Hoffard
Kristin M. Monaghan

Assistant Prosecuting Attorneys

Nancy E. Borushko
Chief Assistant

J. Dee Brooks
Barbara J. Hayward
John C. Keuvelaar
Margaret A. Leaming
Scott A. Gordon
Sylvia L. Linton
Jordan Case

TO: Tom Ryder
Chairperson, Personnel/Judicial Committee

FROM: Kurt C. Asbury ~~KA~~
Bay County Prosecutor

RE: Agreement between Michigan Department of Human Services (DHS) and
the Bay County Prosecutor's Office

DATE: March 31, 2011

Request: To be placed on the agenda for the next Personnel/Judicial Committee for approval of the Agreement between Michigan Department of Human Services (DHS) and the Bay County Prosecutor's Office for the fiscal period February 1, 2011, through December 31, 2013.

Background: This proposed agreement between DHS and the Bay County Prosecutor's Office covers a three (3) year period to provide legal services to DHS regarding abuse/neglect proceedings in Probate Court involving children. This agreement covers part of an assistant prosecutor's wages directly related to the IV-E agreement for legal services provided to DHS regarding abuse/neglect of children.

The projected three (3) year revenue under the IV-E contract is \$126,684.00, with a local match.

Recommendation: Request Board approval, including authorization for the Board Chair to sign the Agreement and any other required documents after Corporation Counsel review.

Request the Board to approve any necessary budget adjustments.

cc: Martha Fitzhugh, Corporation Counsel

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BAY COUNTY COURT FACILITY, 1230 WASHINGTON, STE. 768, BAY CITY, MICHIGAN 48708

TELEPHONE: (989) 895-4185

FAX: (989) 895-4167

TDD [HEARING IMPAIRED]: (989) 895-2059

BAY COUNTY BOARD OF COMMISSIONERS

05/12/11

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (4/19/11)

WHEREAS, A proposed Agreement between the Department of Human Services (DHS) and Bay County (Prosecutor's Office) has been submitted; and

WHEREAS, This three year Agreement provides legal services to DHS regarding abuse/neglect proceedings in Probate Court involving children; and

WHEREAS, This Agreement funds a portion of an Assistant Prosecutor's wages directly related to the IV-E Agreement (formerly referred to as IV-D) for legal services to DHS regarding abuse/neglect of children; and

WHEREAS, The projected three (3) year revenue under the IV-E contract is \$126,684.00 with no local match required; Therefore, Be It

RESOLVED By the Bay County Board of Commissioners that the Agreement between Michigan Department of Human Services (DHS) and Bay County (Prosecutor's Office) is approved and the Chairman of the Board authorized to execute said Agreement on behalf of Bay County following legal review/approval; Be It Finally

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

TOM RYDER, CHAIR
AND COMMITTEE

Prosecutor - DHS Agreement
MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Joe Davls				Tom Ryder			
Brandon Krause				Ernie Krygier				Christopher Rupp			
Vaughn J. Begick				Klm Coonan				Donald J. Tilley			

VOTE TOTALS:

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

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

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DATE: March 24, 2011

TO: Deanne Berger

FROM: Danean Wright

RE: Other Governmental Service- Gary Lesley- BABH employee

Enclosed you will find the request from Gary Lesley to purchase five years of other governmental service credit from July 1980 through July 1983 and December 1976 through June 1979.

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

If you have any questions please contact me.

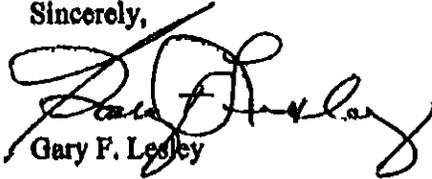
March 23, 2011

Personnel Committee:

I, Gary F. Lesley, an employee of Bay-Arenac Behavioral Health would like to request to purchase my other governmental services from Saginaw County Community Mental Health from July 1980 through July of 1983 and from Genesee County Community Mental Health from December of 1976 through June of 1979, for a total of 5 years. I have all the necessary documents filed with Danean Wright, Retirement Administrator.

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

Sincerely,



Gary F. Lesley

**BAY COUNTY BOARD OF COMMISSIONERS
5/10/11**

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (4/19/11)

RESOLVED By the Bay County Board of Commissioners that pursuant to its resolution no. 96-331- OTHER GOVERNMENTAL SERVICE CREDIT FOR RETIREMENT - adopted December 17, 1996, authorization is granted for Gary F. Lesley (Bay Arenac Behavioral Health Authority) to purchase governmental service credit (5 years from Saginaw County and Genesee County combined) for retirement purposes in accordance with all terms and conditions contained in resolution no. 96-331.

TOM RYDER, CHAIR
AND COMMITTEE

GovtServCredit-Retirement-Gary F. Lesley

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Joe Davls				Tom Ryder			
Brandon Krause				Ernie Krygler				Christopher Rupp			
Vaughn J. Beglck				Kim Coonan				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
Personnel Director
quinnt@baycounty.net

April 14, 2011

Mr. Tom Ryder, Chairperson
Personnel/ Judicial Committee
Bay County Board of Commissioners
515 Center Avenue
Bay City, MI 48708

Dear Commissioner Ryder:

Please consider the following items for the Personnel/Judicial Committee meeting on April 19, 2011.

- Request:** Hire Budget/Accounts Payable Account Clerk IV (TU08) to replace an employee who left the department to take a position in the Treasurer's Office.

Background: This is a position which combines the Accounts Payable position with budgetary duties.

Finance/Economics: The job will assume higher level payroll and benefits duties from other employees in the Finance Department whose workload exceeds what can normally be expected in a work period. I am recommending that this job be upgraded to a TU08, with a pay rate of \$15.35 per hour entry, progressing to \$18.25 per hour after 2 years, compared to the rate of \$13.95 to \$16.56 per hour (TU07).

Recommendation: Move this to the May Board of Commissioners meeting.
- Request:** Hire a supervisor of Benefits and Payroll, effective June 1, 2011.

Background: The current supervisor of Benefits and Payroll has expressed an unequivocal Intent to retire on September 1, 2011. This position requires a great deal of sophistication and accounting knowledge as it oversees several grant, accounting, payroll, benefits and

retirement programs. Many of the complex functions are not daily in nature, and require side by side training. This condition is exacerbated by the implementation of Munis systems and converting the old systems.

Finance/Economics: This will require a budget adjustment to cover extra wages and benefits for about 3-4 months. However, the adverse consequences of having an untrained person in this position is grave. This should ensure a smoother transition in this very critical position.

Recommendation: Move this to the Board of Commissioners meeting in May 2011.

3. **Request:** Authorize a new EAP provider to replace the current provider, whose contract is expired and is being paid on a month-to-month basis. Both of the providers are Michigan firms, but neither is local.

Background: The current EAP referral service, HelpNet has been performing the service for a number of years. The service it provides has been adequate. However, it limits the amount of in-house counseling sessions to five. When that is exhausted, the employees must either cease treatment or seek outside medical help, which comes from the County's Health Insurance Fund.

Although it is impossible to ascertain how many employees require more than five treatments because of confidentiality concerns, the number is believed to be significant, based on a statistical model. The added cost of out-patient care, based on a referral model, is believed to be about \$39,400 (net) more per year, than the preferred provider, which has a historical in-house termination rate of 93% and is staffed with degreed professionals who use a solution-based model. The statistical average for most referral-based EAP providers is about 20%.

Finance/Economics: By using the preferred solution based provider instead of the current provider, we should recognize a significant net savings of about \$39,400, although the cost of the preferred provider is about \$6,500 more per year. The provisions of the Health Care Parity Act which remove many restrictions on the number of visits should make the cost avoidance even more dramatic in the future.

Recommendation: Move this to the Board of Commissioners meeting in May, 2011.

4. **Request:** Rebecca Reimann has submitted a request to post and fill the following positions: one temporary home delivered meals driver, up to 2 part-time home delivered meals driver positions, one on-call driver and one on-call cook.

Background: The division on aging will be experiencing some turnover and short-term work shortages due to different reasons, i.e. surgery, retirement, resignations, etc.

Finance/Economics: No general fund dollars are used for division on aging staff.

Recommendation: Move this to the Board of Commissioners meeting in May, 2011.

Thank you for your time and consideration.

Sincerely,



Tim Quinn, Director
Personnel and Employee Relations/Finance

cc: Tom Hickner
Mike Gray
Marty Fitzhugh
Crystal Hebert
Barbara MacGregor
Rebecca Reimann

BAY COUNTY BOARD OF COMMISSIONERS

5/10/11

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (4/19/11)
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, monies for said positions to come from the respective departmental budgets:

A. Finance Department

- 1. Budget/Accounts Payable Account Clerk IV (TU08) (ft, \$15.35/hr entry)
2. Supervisor of Benefits and Payroll (ft, temporary)

B. Division on Aging

- 1. Home Delivered Meals Driver (temporary)
2. Home Delivered Meals Drivers (2) (part time)
3. On-call Driver
4. On-call Cook

RESOLVED That budget adjustments, if required, are approved.

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.

TOM RYDER, CHAIR AND COMMITTEE

Vacancies - 5/10/11

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, Brandon Krause, Vaughn J. Begick, Joe Davis, Ernie Krygler, Kim Coonan, Tom Ryder, Christopher Rupp, Donald J. Tilley.

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

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

Handwritten number 12

BAY COUNTY BOARD OF COMMISSIONERS

05/10/11

RESOLUTION

- BY: PERSONNEL/JUDICIAL COMMITTEE (4/19/11)
- WHEREAS, The current Employee Assistance Program (EAP) referral services, HelpNet, has been performing the EAP service for a number of years and their service has been adequate; and
- WHEREAS, The current provider limits the amount of in-house counseling sessions to five and when that is exhausted, employees must either cease treatment or seek outside medical help, which comes from the County's Health Insurance Fund; and
- WHEREAS, The current provider's contract has expired and the provider is being paid on a month-to-month basis; and
- WHEREAS, While it is difficult to ascertain the number of employees requiring more than five treatments due to confidentiality concerns, the number is believed to be significant based on a statistical model; and
- WHEREAS, The added cost of out-patient care, based on a referral model, is believed to be about \$39,400 (net) more per year, than the preferred provider, which has a historical In-house termination rate of 93% and is staffed with degreed professionals who use a solution-based model; and
- WHEREAS, The statistical average for most referral-based EAP providers is about 20%; and
- WHEREAS, While using the preferred solution based provider instead of the current provider, Bay County should recognize a significant net savings of about \$39,400, however, the cost of the preferred provider is about \$6,500 more per year; and
- WHEREAS, The provisions of the Health Care Parity Act which remove many restrictions on the number of visits should make the cost avoidance even more dramatic in the future; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners approves entering into an agreement with TEAM Human Capital Solutions for Employee Assistance Program services; Be It Further
- RESOLVED That the Chairman of the Board is authorized to execute said Agreement on behalf of Bay County following legal review/approval; Be It Finally
- RESOLVED That related budget adjustments, if required, are approved.

TOM RYDER, CHAIR
AND COMMITTEE

Personnel - EAP Services - TEAM

MOVED BY COMM. _____
SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Joe Davis				Tom Ryder			
Brandon Krause				Ernie Krygler				Christopher Rupp			
Vaughn J. Beglck				Kim Coonan				Donald J. Tilley			

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

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

-13-