PERSONNEL/JUDICIAL COMMITTEE

A G E N D A

TUESDAY, JULY 19, 2011

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.		
	I	CALL TO ORDER
	II	ROLL CALL
1- 4	III	MINUTES (6/21/11)
	IV	PUBLIC INPUT
	V	PETITIONS AND COMMUNICATIONS
5- 6		A. Personnel Director - Vacancy - Animal Control Officer (full time, $15.35/hr. entry) **(Seeking authorization to post/fill - proposed resolution attached)**
		B. Update on Employee/Retiree Health Insurance Program and Fund **(Available at meeting)**
	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, JUNE 21, 2011, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:00 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	Y	Y	N	Y	Y
ERNIE KRYGIER, VICE CHAIR	P	M/Y	S/Y	M/Y	M/Y	M/Y	M/Y	M/Y	S/Y	S/N	M/Y	S/Y
MICHAEL J. DURANCZYK	P	Y	Y	S/Y	S/Y	S/Y	Y	Y	Y	N	Y	Y
BRANDON KRAUSE		E	X	C	U	S	E	D				
VAUGHN J. BEGICK	P	S/Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y
KIM COONAN	P	Y	M/Y	Y	Y	Y	S/Y	Y	Y	N	S/Y	Y
DONALD J. TILLEY, EX OFFICIO	P	Y	Y	Y	Y	Y	Y	S/Y	M/Y	M/N	Y	M/Y

MOTION NO.

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

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, M.GRAY, M.FITZHUGH, C.HEBERT, T.QUINN, J.MILLER, V.ROUPE, M.JANISKEE, B.MACGREGOR, J.STRASZ, E.BOKS, K.MEAD, S.LAMERE, B.SHORT, B.GOIK, F.HORGAN, M.HAYES, D.EAST, R.REDMOND, C.LUCZAK, BAY 3 TV, D.BERGER

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

-/-

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 MAY 17, 2011 PERSONNEL/JUDICIAL 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 from the Sheriff to fill a full time, mandated CFO vacancy. It was

2 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A FULL TIME MANDATED CFO VACANCY IN THE SHERIFF DEPARTMENT.**

3 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO ALLOW THE PURCHASE OF 4 YEARS OF OTHER GOVERNMENTAL SERVICES CREDIT FOR RETIREMENT PURPOSES SUBMITTED BY ROBERT BLACKFORD, BABHA.**

The Register of Deeds was approached by the Board's Financial Analyst relative to notary services previously provided by the County Clerk's office. Vicki Roupe, Register of Deeds, indicated that she is willing to have her staff provide notary services to the public but THEY cannot notarize deeds. In those instances, the Treasurer's office will provide this service (3 Treasurer's office staff are notaries).

With regard to the issuance of passports, the Register of Deeds will take over these duties, with Board approval. Mrs. Roupe recently attended a meeting where the issue of conflict with the County Clerk office issuing passports was discussed. This is a conflict because County Clerks also issue birth certificates and this is viewed as a conflict. Commissioner Begick questioned if this was hostile takeover and if anyone approached the Clerk regarding this? Commissioner Krygier did not feel there was any hostile takeover. The County Clerk has indicated that her office will no longer provide these services and other departments are willing to continue to provide the services to the public. Michael Gray, Assistant County Executive for Recreation and Administrative Services, explained that currently individuals are sent to the 4th floor for notary services and this is an inconvenience to the public. While 4th floor staff will continue to provide those services if asked, the public will be better served without having to leave the first floor for these services. It was

4 **MOVED, SUPPORTED AND CARRIED TO RECEIVE NOTIFICATION THAT THE REGISTER OF DEEDS' AND TREASURER'S OFFICES WILL PROVIDE NOTARY SERVICES.**

5 **MOVED, SUPPORTED AND CARRIED TO APPROVE ISSUANCE OF PASSPORTS BY THE REGISTER OF DEEDS' OFFICE.**

MOTION NO.

Kim Mead, Court Administrator, updated the Committee on the status of e-ticketing which he feels is on-track. E-ticketing was authorized by the Board last fall and Mr. Mead explained how the system will work. The system is being implemented in steps. The first step is with the Sheriff Department and that phase should be completed in late July, early August. It is anticipated the system will be fully operational and all agencies on board by the end of 2011. Everything is going smoothly. Undersheriff Janiskee updated the Committee on the electronic dailies. By July 1st this operation will be paperless and it is anticipated a savings of $7,000 will be realized annually. Commissioner Krygier expressed his appreciation for efforts to utilize technology that makes departments more efficient and is a cost savings.

Michael Gray opened the presentation on CherryLan and provided history which began with Docushare and ended with CherryLan, a long term filing system. Shawn LaMere, Senior Technician, ISD, updated the Committee on the use of CherryLan and provided a graft showing 2010 & 2011 use. More effort will be given to encouraging countywide use of this system to include refresher training. Lydia Solinski, a county retiree from IT, was brought back on a part time basis when IT staffing was very low. It is recommended her time be extended by 3 months to pursue use of CherryLan. Commissioner Tilley questioned a Google Docs program and Mr. LaMere indicated he would look into this. Michael Gray advised that did see a presentation on the google docs program but the cost is $30,000. It was noted that Bay County has a new program that will track department's use of CherryLan. Following brief discussion, it was

6 **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE REPORT ON CHERRYLAN.**

Personnel/Director Tim Quinn provided an update on the status of union contracts/ negotiations. Six (6) contracts will expire 12/31/11, 5 expired in 2010. Sheriff Deputies are going to 312 arbitration and the issue is the retirement multiplier.

The next item on the agenda was vacancies. It was

7 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A DIVISION ON AGING ON-CALL HOMEMAKER/PERSONAL CARE WORKER VACANCY.**

8 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO GRANT A 3 MONTH EXTENSION OF TEMPORARY/PART TIME ASSISTANCE PROVIDED BY LYDIA SOLINSKI IN THE IT DEPARTMENT (24/HRS/WK - $24.20/HR.)**

9 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A TYPIST CLERK (TU05 - DOWNGRADED FROM TU08) POSITION IN MSU EXTENSION (NOTE: <u>MOTION DEFEATED</u>, POSITION WILL NOT BE FILLED).**

MOTION NO.

10 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL DIVISION ON AGING DIRECTOR (FT) POSITION.**

11 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL DIVISION ON AGING NUTRITION SERVICES COORDINATOR (FT) VACANCY.**

12 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL LAB TECH I VACANCY IN THE HEALTH DEPARTMENT. NOTE: THIS POSITION HAS BEEN REDUCED FROM FULL TIME TO PART TIME.**

13 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO HIRE REBECCA C. REIMANN ON A TEMPORARY BASIS FOR UP TO 323 HOURS AT A COST OF $31.00/HR. TO PREPARE THE REQUIRED DIVISION ON AGING GRANT REQUIRED STATISTICS AND REPORTS AND TO ASSIST WITH TRAINING FOR FUTURE REPORTING, NO CONTRACT REQUIRED.**

There being no further business, it was

14 **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:29 P.M.).**

Submitted by:

Deanne Berger

Deanne Berger
Board Coordinator

BAY COUNTY
PERSONNEL DEPARTMENT

Tim Quinn
Personnel Director
quinnt@baycounty.net

Thomas L. Hickner
County Executive

July 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 July 19, 2011.

Request: Animal Control has submitted a request to fill a full-time Animal Control Officer job vacancy.

Background: Position is vacant as a result of a separation of employment.

Finance/Economics: $15.35 per hour entry, progressing to $18.25 per hour after 2 years (TU08). U.S.W. full-time position with benefits. Funds are budgeted in the general fund budget.

Recommendation: Authorize filling this full-time position.

Thank you for your time and consideration.

Sincerely,

Tim Quinn, Director
Personnel and Employee Relations/Finance

cc: Tom Hickner
Mike Gray
Marty Fitzhugh
Mike Halstead
Matt Burley

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No. 2011-

BAY COUNTY BOARD OF COMMISSIONERS

8/9/11

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (7/19/11)

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. **Animal Control** - Animal Control Officer (ft, $15.35/hr. entry)

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 - August

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 Krygier				Christopher Rupp			
Vaughn J. Begick				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:
ROLL CALL: YEAS_____ NAYS_____ EXCUSED_____
VOICE: YEAS_____ NAYS_____ EXCUSED_____

DISPOSITION: ADOPTED_____ DEFEATED_____ WITHDRAWN_____
AMENDED_____ CORRECTED____ REFERRED_____