

PERSONNEL/JUDICIAL COMMITTEE

A G E N D A

TUESDAY, SEPTEMBER 20, 2011

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 2	III MINUTES (8/16/11)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
3- 5	A. Victoria Roupe, Register of Deeds - Request to Purchase Government Service for Retirement Purposes (Seeking approval to purchase 1 year of other governmental service from Bay City School System - proposed resolution attached)
6- 8	B. Bay County Treasurer - Extension of Contract w/Title Check LLC (Seeking approval of 5 year contract extension; authorization for Board Chair & Treasurer to sign required documents; approval of required budget adjustments - proposed resolution attached)
9-12	C. Personnel Director
13	1. Vacancy in Health Department - WIC Coordinator (ft, \$43,347.20 entry) (Seeking authorization to post/fill - proposed resolution attached)
14	2. Permanent Part Time Position in ISD (Seeking change in position status from temporary, part time to permanent part time - 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, AUGUST 16, 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						
ERNIE KRYGIER, VICE CHAIR	P	M/Y	S/Y	Y	M/Y	Y						
MICHAEL J. DURANCZYK	P	Y	M/Y	Y	S/Y	S/Y						
BRANDON KRAUSE		E	X	C	U	S	E	D				
VAUGHN J. BEGICK	P	Y	Y	Y	Y	Y						
KIM COONAN	P	Y	Y	M/Y	Y	Y						
DONALD J. TILLEY, EX OFFICIO	P	S/Y	Y	S/Y	Y	MY						

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: C.RUPP, J.DAVIS, T.HICKNER, M.GRAY, C.HEBERT, T.QUINN, J.MILLER, L.NORMAN, J.DURANCZYK, J.SMITH, MR.&MRS.TOM TOBER, P.SHORKEY, 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 EXCUSE COMMISSIONER BRANDON KRAUSE FROM THIS MEETING DUE TO A SCHEDULING CONFLICT.**

2 **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE JULY 19, 2011 PERSONNEL/JUDICIAL COMMITTEE MEETING AS PRINTED.**

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

Renewal of the BXBS Inmate Services Contract was the first item for consideration and Sheriff Miller responded to questions regarding contract rate (no change) and service provided. It was

3 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE BXBS INMATE SERVICES CONTRACT (SHERIFF DEPARTMENT).**

4 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE REORGANIZATION IN THE FINANCE DEPARTMENT AND RECLASSIFICATION OF CRYSTAL HEBERT TO FINANCE OFFICER (MB15) AND KIM PRIESSNITZ TO ASSISTANT FINANCE OFFICER (MB12) (FINANCE DEPARTMENT).**

Commissioner Krygier offered appreciation to Crystal Hebert who came into the Finance Department in the midst of much turmoil and has handled it admirably.

There being no further business, It was

5 **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:06 P.M.).**

Submitted by:

Deanne Berger

Deanne Berger
Board Coordinator

- 2 -

August 31, 2011

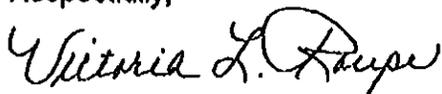
Mr. Thomas Ryder, Chairman
Personnel/Judicial Committee
515 Center Avenue
Bay City, Michigan 48708

Dear Chairman Ryder:

I, Victoria L. Roupe, an employee of Bay County as the Register of Deeds, would like to request to purchase my other governmental service from 01/01/1981 to 12/31/1981 for a total of one year. I have all the necessary documents filed with Danean Wright, Retirement Administrator.

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

Respectfully,

A handwritten signature in cursive script that reads "Victoria L. Roupe".

Victoria L. Roupe

DATE: September 1, 2011

TO: Deanne Berger

FROM: Danean Wright

RE: Other Governmental Service- Victoria Roupe- General County employee

Enclosed you will find the request from Victoria Roupe to purchase one year of other governmental service credit from January 1, 1981 through December 31, 1981.

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

If you have any questions please contact me.

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

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (9/20/11)

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 Victoria L. Roupe (Bay County Register of Deeds) to purchase governmental service credit (1 year with Bay City School System) for retirement purposes in accordance with all terms and conditions contained in resolution no. 96-331.

TOM RYDER, CHAIR
AND COMMITTEE

GovtServCredit-Retirement-Victoria L. Roupe
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				Klm Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

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



COUNTY OF BAY

515 Center Avenue, Suite 103 Bay City, MI 48708-5122

RICHARD F. BRZEZINSKI
BAY COUNTY TREASURER

Phone: (989) 895-4285
Fax: (989) 895-4082
brzezinski@baycounty.net

To: Tom Ryder, Chair of Personnel/Judicial Committee
Date: September 15, 2011
Re: Contract Extension with Tax Reversion Processing Agent, Title Check LLC

Request:

Grant permission to the Chairman of the Board of Commissioners and the Bay County Treasurer as the Foreclosing Government Unit to sign a five year contract extension with Title Check LLC subject to Corporation Counsel's review and approval of the contract extension.

Background:

In December 2004, The Bay County Board of Commissioners rescinded its prior resolution by which it elected to have the State of Michigan foreclose property forfeited to the County Treasurer for the non-payment of delinquent property taxes and appointed the County Treasurer as the Foreclosing Government Unit.

The following are some of the activities required as part of the forfeiture and foreclosure process:

- Title research to determine who has an interest in the property;
- Locating all parties with an interest in the property;
- Property visits to inspect property and serve legal notice to occupants;
- Create and forward to the printer and local newspaper the publication notice;
- Organize and conduct auctions of the foreclosed property;
- Offer title insurance to property buyers;

In 2005, a Request For Qualifications and Request For Proposal was requested from outside entities to perform the services of a Tax Reversion Processing Agent. A Qualifications Based Selection Committee was established consisting of the County's, Corporation Counsel, Finance Officer, Treasurer and Purchasing Agent.

The committee received RFQ/RFP's from two companies. Only the proposal from Title Check LLC received sufficient points from the committee to qualify. The second company has since gone out of business. Title Check LLC had been

doing this work for the State Of Michigan, the Foreclosing Government Unit for fifty opt-out counties, including Bay County. The company is currently performing this work for over 67 counties in Michigan.

Title Check LLC started performing work in June 2005. In 2006 Title Check LLC and Bay County agreed to a five year extension with a 15% reduction in the amount of fees charged to the County for general administration and title searches. Fee amounts charged would remain the same for the next five years. All services have been performed in an outstanding manner.

Finance/Economics:

The statutory fees that are added when real properties have been delinquent for one year and reach forfeiture status is more than sufficient to cover the costs submitted in the contract with Title Check LLC. A budget has been established and approved that reflects revenue exceeding expenditures.

Below are actual results for activity performed by Title Check LLC:

Tax year	2003	2004	2005	2006	2007
Fee Revenue	\$175,581	\$162,578	\$154,396	\$200,441	\$217,964
Expenses	84,141	67,908	61,932	83,047	102,274
Excess Revenue	\$91,440	\$94,670	\$92,464	\$117,394	\$115,690

The excess revenue is transferred to the delinquent tax revolving fund by directive of the Michigan Department of Treasury. Approximately \$59,000.00 in excess revenue has been used to purchase BSA software and .net upgrades for the Equalization department and tax, delinquent tax and principal residence exemption administration software for the Treasurer's office. \$25,000.00 in excess revenue was used to make an advance to the Bay County Land Bank Authority for start up costs and to cover initial activity until revenue is generated.

Recommendation:

Grant permission to the Chairman of the Board of Commissioners and the Bay County Treasurer as the Foreclosing Government unit to sign a five year contract extension with Title Check LLC subject to Corporate Counsel's review and approval of the contract extension.

BAY COUNTY BOARD OF COMMISSIONERS

10/11/11

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (9/20/11)

WHEREAS, In December 2004 the Bay County Board of Commissioners rescinded prior resolution by which it elected to have the State of Michigan foreclose property forfeited to the County Treasurer for the non-payment of delinquent property taxes and appointed the County Treasurer as the Foreclosing Government Unit; and

WHEREAS, In 2005 through the County's QBS System the Qualifications Based Selection Committee (Corporation Counsel, Finance Officer, Treasurer and Purchasing Agent) determined the Title Check LLC be named as the Tax Reversion Processing Agent for Bay County and they began performing these duties in June 2005; and

WHEREAS, In 2006 Title Check LLC and Bay County agreed to a five year extension with a 15% reduction in the amount of fees charged to the County for general administration and title searches and fee amounts charged remained the same for the next five years; and

WHEREAS, Title Check LLC has performed all services in an outstanding manner; and

WHEREAS, The statutory fees that are added when real properties have been delinquent for one year and reach forfeiture status is more than sufficient to cover the costs submitted in the contract with Title Check LLC; and

WHEREAS, Excess revenue collected is transferred to the Delinquent Tax Revolving Fund by directive of the Michigan Department of Treasury; and

WHEREAS, Excess revenue has been used for software upgrades for the Equalization Department and the Treasurer's Office and \$25,000 was advanced to the Bay County Land Bank Authority for start-up costs and to cover initial activity until revenue is generated; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves a five (5) year extension of the contract with Title Check LLC and authorizes the Chairman of the Board and Bay County Treasurer to execute all documents required for the contract extension on behalf of Bay County following legal review/approval; Be It Finally

RESOLVED That related required budget adjustments are approved.

TOM RYDER, CHAIR
AND COMMITTEE

Treasurer - Title Check LLC Contract Extension

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. Beglick				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

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

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

- 8 -



**BAY COUNTY
PERSONNEL DEPARTMENT**

**Thomas L. Hickner
County Executive**

Tim Quinn
Personnel Director
quinn@baycounty.net

September 15, 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 September 20, 2011.

- 1. Request:** Health Department administration has submitted a request to post and fill the WIC Coordinator position.

Background: The current Coordinator, Barbara Kraysler, has been awarded a position with the Division on Aging effective September 26.

Finance/Economics: Full-time position with benefits included in the BCAMPS organization. \$43,347.20 per year entry, progressing to \$50,936 per year after three years (PB07).

Recommendation: Please authorize filling this full-time position.
- 2. Request:** Mike Gray has submitted a request to establish a permanent part-time position for Cherrylan.

Background: Background and finance/economic details are listed in the enclosed letter from Mr. Gray.

Recommendation: Please authorize the current temporary position in ISD being converted to regular part-time.

Mr. Tom Ryder, Chairperson
Personnel/ Judicial Committee
Bay County Board of Commissioners
September 15, 2011
Page Two

Thank you for your time and consideration.

Sincerely,



Tim Quinn, Director
Personnel and Employee Relations/Finance

Encl.

cc: Tom Hickner
Mike Gray
Marty Fitzhugh
Barb MacGregor
Joel Strasz
Eric Boks

G:\Board\Personnel-Judicial\2011\September.wpd

**BAY COUNTY
Administrative Services**

Michael K. Gray
Assistant County Executive for
Administrative Services
graym@baycounty.net

515 Center Avenue
Bay City, Michigan 48708

Phone (989) 895-4130
Fax (989) 895-7658
TDD (989) 895-4048
www.baycounty-mi.gov



Thomas L. Hickner
County Executive

ANIMAL CONTROL
Michael Halstead, Manager
halsteadm@baycounty.net

BUILDINGS & GROUNDS
Richard Pabalis, Superintendent
pabalir@baycounty.net

INFORMATION SYSTEMS
Robert Super, Director
superr@baycounty.net

PURCHASING
Frances Horgan, Purchasing Agent
horganf@baycounty.net

RECREATION
Brent Golk, Recreation & Clubhouse Supervisor
golkb@baycounty.net

MEMORANDUM

TO: Tim Quinn, Director of Personnel
FROM: *M. Gray* Michael K. Gray, Assistant County Executive
SUBJECT: Request to establish permanent part-time position for CherryLan; Offset cost by reduced work schedule of Tom Plachta
DATE: September 14, 2011

Request: Place this matter on the agenda of the Personnel/Judicial Committee of September 20, 2011.

Background: Retired ISD employee Lydia Solinski has returned to work for Bay County in the Information Systems Division this year, primarily assisting with matters relating to CherryLan and the Board of Commissioner's paperless initiative. She is working part-time, no benefits. As you know retirees may work up to 1,000 hours in a calendar year without jeopardizing their retirement benefits.

In discussing who would become the internal CherryLan point of contact when this temporary authorization ends, ISD employee Tom Plachta expressed a desire to have his schedule changed from 40 hours per week to 32 and suggested with the savings we could make Ms. Solinski's temporary assignment into permanent part-time. Coincidentally, Board Analyst Robert Redmond has requested similarly that we consider making this a permanent part-time position not to exceed the 1,000 hour per year cap.

Economics: Ms. Solinski is currently paid an hourly rate of \$24.20. Annual cost for 1,000 hours will be \$24,200.00.

Mr. Plachta is classified PB07 which is an hourly rate of \$23.36. Savings will equate to 16 hours less per pay period times 26 pay periods in a year.

I am not proposing a budget adjustment at this time. The ISD budget for salaries and wages has experienced some savings from sick leaves early in the year and may not require one. This can be analyzed in late October with year-to-date figures and determine whether or not a minor adjustment is necessary.

Recommendation: Place this matter on the agenda of the September 20, 2011 Personnel/Judicial Committee to seek Board of Commissioner's approval.

If you have any questions, please contact me. Thank you for your attention to this matter.

cc: Tom Hickner Robert Redmond All ISD Staff Crystal Hebert

BAY COUNTY BOARD OF COMMISSIONERS

10/11/11

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (9/20/11)

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. Health Department - WIC Coordinator (full time, \$43,347.20 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 - October

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 _____

13-

BAY COUNTY BOARD OF COMMISSIONERS

10/11/11

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (9/20/11)

WHEREAS, Retired Information Systems employee Lydia Solinski returned to work for Bay County in the Information Systems Division on a temporary part-time, no benefits, basis, assisting with matters relating to CherryLan and the Board of Commissioners' paperless initiative; and

WHEREAS, In the process of determining the internal CherryLan point of contact when the temporary authorization ends, ISD employee Tom Plachta expressed a desire to have his hours reduced from 40 to 32 and suggested that with the savings the temporary assignment could be made permanent, part time; and

WHEREAS, This arrangement had previously been recommended by the Board's Financial Analyst as well; and

WHEREAS, Due to the reduction in hours for Mr. Plachta and other savings resulting from sick leaves early in 2011, a budget adjustment is not required at this time and, if determined in the future, it will be minor; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves a change of status of the position held by Lydia Solinski from temporary part time, no benefits, to permanent part time, no benefits (1,000 hrs/yr.); Be It Further

RESOLVED That related required budget adjustments are approved.

TOM RYDER, CHAIR
AND COMMITTEE

Administrative Services (ISD) - Permanent Part Time Position

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. Beglick				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

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

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

-14-