

PERSONNEL/JUDICIAL COMMITTEE

A G E N D A

TUESDAY, FEBRUARY 15, 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 (1/18/11)
- IV PUBLIC INPUT
- V PETITIONS AND COMMUNICATIONS
- 4- 5 A. Bay County Sheriff - Blue Cross/Blue Shield Contract Renewal **(Seeking approval of renewal contract; authorization for Board Chair to sign, approval of required budget adjustments - proposed resolution attached)**
- 6-11 B. Personnel Director - Vacancies/Seasonal Positions/New Position **(Seeking authorization to post/fill the following positions - proposed resolution attached)**
- A. **Sheriff Department-2011 Marine Patrol** - 5 Supervisors; 25 Marine Deputies (seasonal)
- B. **Division on Aging** - Driver (part time, \$9.88/hr. entry)
- C. **Health Department** - Staff/Grant Coordinator (grant funded, temporary, part time)
- D. **Administrative Services** - Community Center Pool; Golf Course; Pinconning Park; Buildings and Grounds:

Community Center Pool Staff

Approximate dates: June 1st through August 19th

Position:

Pool Supervisor (1)
Pool Assistant Supervisor (1)
Water Safety Instructor (4)

Lifeguard (6)

Cashier (1)

Hourly Wage Rate:

\$11.00/hr.
\$9.50/hr.
\$7.90/hr. (entry level), \$8.40/hr. (1 yr. level)
\$7.50/hr. (entry level), \$7.90/hr. (1 yr. level)
\$7.40/hr.

Golf Course - CLUBHOUSE

Approximate dates: April 1st through November 1st

Position:

Clubhouse Leader (1)
Clubhouse Attendant, Team Leader (1)
Clubhouse Attendant (4)
Starter/Ranger, Team Leader (1)
Starter/Ranger (6)
Service Assistant, Team Leader (1)
Service Assistant (4)

Hourly Wage Rate:

\$11.00/hr.
\$9.00/hr.
\$7.40/hr.
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\$8.00/hr.
\$7.40/hr.

Golf Course – GROUNDS MAINTENANCE

Approximate dates: April 1st through November 1st

Position:

Equipment Operator, Team Leader (2)
Equipment Operator (5)
General Laborer, Team Leader (1)
General Laborer (2)

Hourly Wage Rate:

\$9.00/hr.
\$8.00/hr.
\$8.00/hr.
\$7.40/hr.

Golf Course - SNACK SHOP

Approximate dates: Mid-May through End of August

Position:
Snack Shop, Team Leader (1)
Snack Shop Attendant (3)

Hourly Wage Rate:
\$8.00/hr.
\$7.40/hr.

Pinconning Park Seasonal Rangers

Approximate dates: May 1st through Mid-September

Position:
Seasonal Lead/Park Ranger (1)
Seasonal Ranger (2)

Hourly Wage Rate:
\$9.00/hr.
\$7.40/hr. (entry level), \$7.75/hr. (1 yr. level)

Seasonal Recreation/Maintenance

Approximate dates: May 1st through Mid-October

Position:
Seasonal Recreation Workers-Full time (2)
Seasonal Recreation Worker-Part time (1)

Hourly Wage Rate:
\$8.00/hr.
\$7.40/hr.

Seasonal Property Maintenance
(Paid for by the County Treasurer)

Approximate date: May 1st through Mid-October

Position:
Seasonal Foreclosed Homes Worker (1)

Hourly Wage Rate:
\$8.00/hr.

- 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, JANUARY 18, , 2011 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 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				
ERNIE KRYGIER, VICE CHAIR	P	M/Y	M/Y	S/Y	M/Y	M/Y	S/Y	S/Y				
MICHAEL J. DURANCZYK	P	Y	Y	Y	Y	Y	Y	Y				
BRANDON KRAUSE	P	Y	Y	Y	Y	Y	Y	Y				
VAUGHN J. BEGICK	P	Y	Y	Y	S/Y	S/Y	Y	Y				
KIM COONAN	P	S/Y	Y	M/Y	Y	Y	M/Y	Y				
DONALD J. TILLEY, EX OFFICIO	P	Y	S/Y	Y	Y	Y	Y	M/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: COMMISSIONERS DAVIS AND RUPP; M.GRAY, M.FITZHUUGH, C.HIEBERT, T.QUINN, B.MACGREGOR, R.REIMANN, D.SMITH, C.IZWORSKI, T.PUTT, L.NORMAN, R.REDMOND, BAY 3 TV, D.BERGER

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

-/-

PERSONNEL/JUDICIAL COMMITTEE
TUESDAY, JANUARY 18, 2011
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MOTION NO.

- 1 MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE DECEMBER 7, 2010 PERSONNEL/JUDICIAL COMMITTEE MEETING AS PRINTED.**

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

Mark Basket, Remonumentation Coordinator, was present to update the Committee on Bay County's Remonumentation Program. In 1990 the State created a program where all land corners are visited and gone through a peer review committee of professional surveyors that work in the area to make certain the locations are correct and that they are as true a position as was originally set in the original survey of Michigan. There was a memo in December of 2010 that the Office of Remonumentation sent out that affected Bay County's grant slightly. There is no county contribution to the grant anymore. Only grant money from the State is used. All but 20 land corners for the public land system in Bay County have been remonumented and the locations have been checked for accuracy. Commissioner Coonan had sent an e-mail questioning how Bay County's program is affected by Memorandum 16. There is no impact to Bay County other than Bay County will not be contributing general fund money any longer. Commissioner Krygier questioned if the markers are locked into a GPS? Mr. Basket explained that there are three phases to the Remonumentation Program, the first is to remount the corners, establish a marker with a brass cap (often the corners already exist in another form). These are standardized corners. The caps are marked with "Bay County Remonumentation Program". The second phase is to obtain state coordinates on the section corners and that is currently being done and by the end of 2011 various townships will be completed. This is then turned over to the GIS department and they will utilize them to revamp the maps to make them more accurate. Bay County is the upper percentage of successful Remonumentation Programs in Michigan. Commissioner Coonan questioned if Bay County will always have the necessary dollars to support the program? Mr. Basket responded that the third phase is maintenance mode and once at that level, funding decreases because it is not as costly. With regard to Memorandum 16, some counties may have been abusing the Remonumentation Grant funds and using up to 40 - 50% of the money for things not pertaining to the Remonumentation Program. There was an audit of the programs in the State and 4 or 5 programs found to be in that situation. It was addressed with a statewide memorandum. Administration fees have been lowered to 10%. Most of the counties were in the 15 to 18% range with Bay County in the 15 - 17% range. It was the counties charging 40 to 50% that were targeted. Bay County has always had a contribution to the matching funds and that's why Bay County is in the upper 25% of counties in Michigan as having the Remonumentation Program complete. Bay County is further along than most counties and way ahead of the schedule but it will take 5 to 6 years to complete the program. Mr. Basket was thanked for his update.

A request from Bay County Clerk Cynthia Luczak to purchase other governmental service credit (Arenac County) for retirement purposes was considered. It was

- 2 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION AUTHORIZING PURCHASE OF 2 YEARS AND 8 MONTHS OF ARENAC COUNTY GOVERNMENTAL SERVICE BY CYNTHIA A. LUCZAK FOR RETIREMENT PURPOSES.**

**PERSONNEL/JUDICIAL COMMITTEE
TUESDAY, JANUARY 18, 2011
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MOTION NO.

- 3** **MOVED, SUPPORTED AND CARRIED TO APPROVE THE PURCHASE OF MILITARY SERVICE CREDIT (4 YEARS) BY BARRY HUGO, ENVIRONMENTAL HEALTH SANITARIAN. (NOTE: PERSONNEL/JUDICIAL COMMITTEE ACTION IS FINAL PURSUANT TO BOARD RESOLUTION 90151.)**
- 4** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL MOSQUITO CONTROL SEASONAL TECHNICIAN POSITIONS (34) AND A FULL TIME TEMPORARY TECHNICIAN POSITION IN THE INFORMATION SYSTEMS DEPARTMENT.**
- 5** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A COMMUNITY HEALTH EDUCATOR/COMMUNITY ANALYST VACANCY IN THE HEALTH DEPARTMENT (GRANT FUNDED, FULL TIME).**
- 6** **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE RECLASSIFICATION REPORT)**
- 7** **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:10 P.M.)**

SUBMITTED BY:

Deanne Berger

**DEANNE BERGER
BOARD COORDINATOR**

John E. Miller
Sheriff Of Bay County

Michael T. Janiskee
Undersheriff

Newton Jerome
Jail Administrator



TO: Tom Ryder, Chairperson
Personnel/Judicial Committee

FROM: Sheriff John E. Miller *J. E. Miller*

DATE: January 31, 2011

RE: Blue Cross / Blue Shield Contract Renewal for Inmate Services

BACKGROUND: Bay County has contracted with Blue Cross/Blue Shield (BCBS) in past years for an inmate Administrative Services Contract. The BCBS contract provides for certain medical coverage to county inmates while incarcerated. The BCBS program helps to defer medical expenses that would be otherwise incurred to the county. The BCBS contract is up for renewal May 2011- April 2012 and requires the Boards' support to continue their services.

FINANCE/ECONOMICS: Funds are available in the County's 2011 budget year to continue BCBS inmate Administrative Services Contract (ASC). The ASC administrative charge, which represents cost paid by the county is 11%, remains the same as last year.

RECOMMENDATION: I am requesting the committee's approval and authorizations to continue the agreement with BCBS/ASC for the period of May 2011 to April 2012 and conduct necessary budget adjustments when required.

CC: Deanne Berger, BOC
Kim Priessnitz, Finance Supervisor
Marty Fitzhugh, Corp, Counsel
Undersheriff, Michael T. Janiskee
Newton Jerome, Jail Administrator
File Copy

Enclosure-1

La/P&J.BCBS-10renewal

Phone: (989) 895-4050

Public Safety Depends On You!
603 Third Street, Bay City, Michigan 48708

Fax: (989) 895-4058

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BAY COUNTY BOARD OF COMMISSIONERS

3/8/11

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (2/15/11)

WHEREAS, The Bay County Inmate Services Contract with Blue Cross/Blue Shield is up for renewal for the May 2011 - April 2012 period; and

WHEREAS, The Administrative Services Agreement administrative charge, which represents the cost paid by the county, is 11%, the same as the last contract period; Therefore, Be It

RESOLVED By the Bay County Board of Commissioners that the Administrative Services Contract with Blue Cross/Blue Shield for the period May 2011 - April 2012 is approved and the Chairman of the Board authorized to execute said Agreement following legal review; Be It Further

RESOLVED That any budget adjustments required are approved.

TOM RYDER, CHAIR
AND COMMITTEE

Sheriff Dept - BXBS ContractRenewal

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				Klm 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

February 10, 2011

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

Re: **Personnel/Judicial Committee Agenda Items**

Dear Commissioner Ryder:

Please consider the following items for the agenda of your committee for the meeting on February 15, 2011.

- Request:** Sheriff Miller has submitted a request to hire the 2011 Marine Personnel - DNR grant positions: 5 Supervisors and 25 marine deputies.

Background: Each year the Sheriff's Office participates in the Marine Safety Grant Program offered through the Michigan Department of Natural Resources and Environment. The grant provides funding for equipment as well as other expenditures used for boater safety education and enforcement in Bay County. The Marine Safety Grant provides for marine patrols during each boating season in Bay County.

Finance/Economics: The DNRE agrees to reimburse Bay County a sum of money equal to 75% of total eligible costs for operation of the Marine Safety Program, but not to exceed our grant allocation of \$26,925. A total match of at least 25% of total eligible costs is required for this reimbursement. The Marine Safety Grant has been approved in the 2011 Budget Year.

Recommendation: Approve the Sheriff's Office to participate in the program and hire the seasonal workers, and also authorize the finance department to make any required budget adjustments and expenditures.
- Request:** Becky Relmann has submitted a request to post and fill a part-time Driver position with the Division on Aging.

Background: Vacancy is due to the recent death of our driver, Tammy Stratton.

Finance/Economics: This is a part-time position in the USW part-time unit. 18 to 23 hours per week at \$9.88 per hour (TS03, hire level). Limited benefits as provided for in the USW part-time labor agreement.

Recommendation: Authorize the posting and filling of the part-time Driver vacancy.

3. **Request:** Administrative Services has submitted a request to fill various seasonal positions at the Community Center Pool, Golf Course, Pinconning Park and Building and Grounds.

Background: The recommended rate of pay for each position is the same from the 2010 season. Tentatively the plan is to open the pool, however we understand circumstances may change. (No hiring to be done until the final budget has been made).

This list of staff is being submitted along with all the seasonal positions:

Community Center Pool Staff

Approximate dates: June 1st through August 19th

Position:

Pool Supervisor (1)
Pool Assistant Supervisor (1)
Water Safety Instructor (4)
Lifeguard (6)
Cashier (1)

Hourly Wage Rate:

\$11.00/hr.
\$9.50/hr.
\$7.90/hr. (entry level), \$8.40/hr. (1 yr. level)
\$7.50/hr. (entry level), \$7.90/hr. (1 yr. level)
\$7.40/hr.

Golf Course - CLUBHOUSE

Approximate dates: April 1st through November 1st

Position:

Clubhouse Leader (1)
Clubhouse Attendant, Team Leader (1)
Clubhouse Attendant (4)
Starter/Ranger, Team Leader (1)
Starter/Ranger (6)
Service Assistant, Team Leader (1)
Service Assistant (4)

Hourly Wage Rate:

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Mr. Tom Ryder, Chairperson
Personnel/ Judicial Committee
Bay County Board of Commissioners
February 10, 2011
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Golf Course – GROUNDS MAINTENANCE

Approximate dates: April 1st through November 1st

Position:
Equipment Operator, Team Leader (2)
Equipment Operator (5)
General Laborer, Team Leader (1)
General Laborer (2)

Hourly Wage Rate:
\$9.00/hr.
\$8.00/hr.
\$8.00/hr.
\$7.40/hr.

Golf Course - SNACK SHOP

Approximate dates: Mid-May through End of August

Position:
Snack Shop, Team Leader (1)
Snack Shop Attendant (3)

Hourly Wage Rate:
\$8.00/hr.
\$7.40/hr.

Pinconning Park Seasonal Rangers

Approximate dates: May 1st through Mid-September

Position:
Seasonal Lead/Park Ranger (1)
Seasonal Ranger (2)

Hourly Wage Rate:
\$9.00/hr.
\$7.40/hr. (entry level), \$7.75/hr. (1 yr. level)

Seasonal Recreation/Maintenance

Approximate dates: May 1st through Mid-October

Position:
Seasonal Recreation Workers-Full time (2)
Seasonal Recreation Worker-Part time (1)

Hourly Wage Rate:
\$8.00/hr.
\$7.40/hr.

Seasonal Property Maintenance
(Paid for by the County Treasurer)

Approximate date: May 1st through Mid-October

Position:
Seasonal Foreclosed Homes Worker (1)

Hourly Wage Rate:
\$8.00/hr.

Finance/Economics: There are currently monies available in the temporary (705.00) line item.

Recommendation: Approve the budgeted seasonal positions for the Community Center Pool, Golf Course, Pinconning Park and Seasonal Recreation/ Maintenance and Seasonal Property Maintenance.

Mr. Tom Ryder, Chairperson
Personnel/ Judicial Committee
Bay County Board of Commissioners
February 10, 2011
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4. **Request:** Barb MacGregor has submitted a request to use Available Grant Funds to hire a Temporary Part-time Staff/Grant Coordinator at the Health Department.

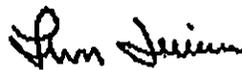
Background: The Bay County Health Department, since October 1, 2010, has received notice of new grant funding in the amount of \$342,000 for Environmental Health special projects, Pandemic Influenza Response, and within the past week, the Health Department was notified that extra funding for the WIC Program will be forthcoming in Amendment #1 of the CPBC Agreement. These additional funds, as well as the new, electronic financial reporting system (E-grams) adopted by the Michigan Department of Community Health (MDCH) have resulted in added financial tracking and reporting requirements for the Health Department. The new funding provided to the Health Department is federal, which has added tracking and reporting requirements necessary for completion of the Single Audit.

Finance/Economics: All of the grants received by the Health Department allow for the charging of Administrative Costs. 100% of the cost of this temporary position would be covered by grant funding, with the understanding that once grant funding ceases, the position will end.

Recommendation: Authorize the filling of this part-time temporary position, as well as all budget adjustments required.

Thank you for your consideration.

Sincerely,



Tim Quinn, Director
Personnel and Employee Relations/Finance

cc: Tom Hickner
Mike Gray
Marty Fitzhugh
Sheriff Miller

Barb MacGregor
Becky Relmann
Paul Paballs
Brent Golk
Rick Brzezinski
Rick Paballs

BAY COUNTY BOARD OF COMMISSIONERS

3/8/11

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (2/15/11)

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. **Sheriff Department-2011 Marine Patrol** - 5 Supervisors; 25 Marine Deputies (seasonal)
- B. **Division on Aging** - Driver (part time, \$9.88/hr. entry)
- C. **Health Department** - Staff/Grant Coordinator (grant funded, temporary, part time)
- D. **Administrative Services** - Community Center Pool; Golf Course; Pinconning Park; Buildings and Grounds:

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Position:	Hourly Wage Rate:
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BAY COUNTY BOARD OF COMMISSIONERS

3/8/11

RESOLUTION

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Seasonal Property Maintenance
(Paid for by the County Treasurer)

Approximate date: May 1st through Mid-October

Position:
Seasonal Foreclosed Homes Worker (1)

Hourly Wage Rate:
\$8.00/hr.

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 - 3-8-11

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 _____

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