

# PERSONNEL/JUDICIAL COMMITTEE

## A G E N D A

TUESDAY, MAY 17, 2011

**4:00 P.M.**

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

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PAGE NO.

- I CALL TO ORDER
- II ROLL CALL
- 1- 3 III MINUTES (4/19/11)
- IV PUBLIC INPUT
- V PETITIONS AND COMMUNICATIONS
- 4- 6 A. Personnel Director - Vacancies **(Seeking authorization to post/fill - proposed resolution attached)**
  - 1. **Buildings and Grounds** - Custodian (ft, \$10.83/hr. entry)
  - 2. **Housing Department** - Typist Clerk (temporary, no benefits, HUD funds, \$11.79/hr.) **(Note: Temporary employee to start 5/31/11 filling in during leave of absence of 2 months.)**
  - 3. **Civic Arena** - Zamboni Drivers (up to 4); Concession Workers (up to 4) (pt, \$7.40/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, APRIL 19, 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	Y	Y	Y	Y
ERNIE KRYGIER, VICE CHAIR	P	M/Y	M/Y	Y	M/Y	S/Y	Y	Y	Y	Y	Y	Y
MICHAEL J. DURANCZYK	P	Y	S/Y	S/Y	Y	Y	S/Y	S/Y	Y	Y	S/Y	Y
BRANDON KRAUSE		E	X	C	U	S	E	E	D			
VAUGHN J. BEGICK	P	Y	Y	Y	Y	Y	Y	Y	Y	S/Y	Y	Y
KIM COONAN	P	S/Y	Y	M/Y	Y	M/Y	Y	Y	M/Y	M/Y	Y	M/Y
DONALD J. TILLEY, EX OFFICIO	P	Y	Y	Y	S/Y	Y	M/Y	M/Y	S/Y	Y	M/Y	S/Y

**MOTION NO.**

COMMISSIONERS PRESENT		12	13	14	15	16	17	18	19	20	21	22
TOM RYDER, CHAIR		Y										
ERNIE KRYGIER, VICE CHAIR		M/Y										
MICHAEL J. DURANCZYK		Y										
BRANDON KRAUSE		E										
VAUGHN J. BEGICK		Y										
KIM COONAN		Y										
DONALD J. TILLEY, EX OFFICIO		S/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:** C.RUPP, T.HICKNER, M.GRAY, M.FITZHUUGH, C.HIEBERT, T.QUINN, JSTRASZ, M.MAILLETTE, M.LAURUS, B.MACGREGOR, K.ASBURY, J.MILLER, F.HORGAN, T.PAIGE, R.REIMANN, R.REDMOND, S.MURPHY, DAY 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 MARCH 15, 2011 PERSONNEL/JUDICIAL COMMITTEE MEETING AS PRINTED.**
  
- 3            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION APPROVING THE DEPARTMENT OF HUMAN SERVICES CONTRACT FOR PROVISION OF THE PROSECUTOR'S LEGAL SERVICES TO DHS FOR ABUSE/NEGLECT PROCEEDINGS (PROSECUTOR).**

**At this time, Robert Redmond, the Board's Financial Analyst, addressed the issue of retirement incentives. There have been many rumors about the offering of early retirement, however, the numbers are not reconciled to determine if there will be a savings resulting from an early retirement offer. Mr. Redmond does not favor early retirement at this time. His recommendation is to wait for the reconciled numbers and to see what the State is going to do.**

**As regards the Homeland Security Accountant, testing in on-going for this position.**

- 4            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PURCHASE OF GOVERNMENT SERVICE CREDIT FOR RETIREMENT PURPOSES BY GARY LESLEY, A BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY EMPLOYEE.**

**Commissioner Krygler noted that Mr. Lesley will be greatly missed when he retires, everyone will be sorry to see him leave as he is a valued employee liked by all.**

- 5            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A BUDGET/ACCOUNTS PAYABLE ACCOUNT CLERK IV VACANCY IN THE FINANCE DEPARTMENT AT A TU08 CLASSIFICATION.**

MOTION NO.

- 6            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A TEMPORARY SUPERVISOR OF BENEFITS AND PAYROLL POSITION IN THE FINANCE DEPARTMENT.**
- 7            MOVED, SUPPORTED AND CARRIED TO POST/FILL A HOME DELIVERED MEALS DRIVER TEMPORARY POSITION IN THE DIVISION ON AGING.**
- 8            MOVED, SUPPORTED AND CARRIED TO POST/FILL HOME DELIVERED MEALS DRIVERS (2) POSITIONS (PART TIME) IN THE DIVISION ON AGING.**
- 9            MOVED, SUPPORTED AND CARRIED TO POST/FILL AN ON-CALL DRIVER POSITION IN THE DIVISION ON AGING.**
- 10           MOVED, SUPPORTED AND CARRIED TO POST/FILL AN ON-CALL COOK POSITION IN THE DIVISION ON AGING.**
- 11           MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE CONTRACT WITH TEAM HUMAN CAPITAL SOLUTIONS FOR EMPLOYEE ASSISTANCE PROGRAM (PERSONNEL DEPT.).**

**Commissioner Begick questioned the status of the request for temporary help for the Clerk and Register of Deeds' offices? Mr. Redmond advised that there will be a budget adjustment at the May Ways and Means Committee meeting that will allow for the Personnel Director to fill temporary positions in departments when deemed necessary. It will not be limited to the Clerk and Register of Deeds.**

**There being no further business, it was**

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

**Submitted by:**

*Deanne Berger*

**Deanne Berger  
Board Coordinator**



**BAY COUNTY  
PERSONNEL DEPARTMENT**

**Thomas L. Hickner**  
County Executive

Tim Quinn  
Personnel Director  
[quinnt@baycounty.net](mailto:quinnt@baycounty.net)

May 12, 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 May 17, 2011.

- 1. Request:** Request to post and fill a full-time Custodian position for the Building and Grounds Division.

**Background:** Employee that is assigned to the court facility and 911 is retiring effective May 18, 2011.

**Finance/Economics:** Full-time position with benefit as provided for in the USW full-time labor agreement. \$10.83 per hour entry, progressing to \$12.71 per hour after 2 years (TU04). Funds exist within the current budget.

**Recommendation:** Please approve the posting and filling of this position and move to the Board of Commissioners meeting in June, 2011.
- 2. Request:** Request to hire a full-time temporary Clerk with the Bay County Housing Department/Center Ridge Arms.

**Background:** This is necessary to cover for an employee who will be on a leave of absence for approximately 2 months.

515 Center Avenue, Suite G102, Bay City, MI 48708-5121  
(989) 895-4098 • FAX (989) 895-2076 • TDD (Hearing Impaired) (989) 895-4049  
Web: [www.baycounty-mi.gov](http://www.baycounty-mi.gov)

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**Finance/Economics:** Temporary, non-union position with no benefits at \$11.79 per hour, using HUD funds.

**Recommendation:** Please approve hiring a temporary clerk and move to the full board for approval as soon as possible.

3. **Request:** Request to fill part-time up to 8 part-time positions with the Bay County Civic Arena.

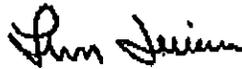
**Background:** It is anticipated that some of the current staff will be leaving the arena in the very near future. Staff is trying to be proactive with staff graduating from college and others leaving for college. The anticipated staff loss will range from 6 to 8 employees. Up to 4 Zamboni Drivers and up to 4 Concession workers.

**Finance/Economics:** Positions are part-time with no benefits at \$7.40 per hour. Funds exist within the current Civic Arena budget.

**Recommendation:** Favorably move this to the Board of Commissioners meeting in June, 2011.

Thank you for your time and consideration.

Sincerely,



Tim Quinn, Director  
Personnel and Employee Relations/Finance

cc: Tom Hickner  
Mike Gray  
Marty Fitzhugh  
Rick Pabalis  
Marie Hayes  
Crystal Hebert  
Brent Golk

**BAY COUNTY BOARD OF COMMISSIONERS**

**6/14/11**

**RESOLUTION**

BY: PERSONNEL/JUDICIAL COMMITTEE (5/17/11)

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. **Buildings and Grounds** - Custodian (ft, \$10.83/hr. entry)
- B. **Housing Department** - Typist Clerk (temporary, no benefits, HUD funds, \$11.79/hr.) **(Note: Temporary employee to start 5/31/11 filling in during leave of absence of 2 months.)**
- C. **Civic Arena** - Zamboni Drivers (up to 4); Concession Workers (up to 4) (pt, \$7.40/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 - June

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 \_\_\_\_\_