

PERSONNEL/JUDICIAL COMMITTEE

A G E N D A

TUESDAY, DECEMBER 6, 2011

3:30 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 2	III MINUTES (10-18-11)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
3- 5	A. Director - 9-1-1 Central Dispatch - New Assistant Director Position (Seeking creation of an additional Assistant Director at Bay County Central Dispatch - proposed resolution attached)
6- 8	B. Retirement Coordinator - Purchase of Other Governmental Service Credit - Marie Hayes (Seeking approval of purchase of 1 year State of Michigan service credit by Marie Hayes (Housing Commission) for retirement purposes - proposed resolution attached)
	C. Personnel Director
9-10	1. Change in Providers for County's Prescription Drug Provider (Seeking approval of EIHM as prescription drug provider for Bay County; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached)
11-13	2. Health Care - Employee Percentage Contribution for 2012 (Requesting continuation of 85%/15% allocation of health care costs for 2012 - proposed resolution attached)
14-15	3. Ratification of 2012-2013 Labor Agreements: District Court; Nurses; Probate Court (Proposed resolution attached)
16-20	4. Vacancies (Seeking authorization to post/fill - proposed resolution attached): <ul style="list-style-type: none">a. Division on Aging - Site Manager (part time; \$9.12/hr. entry)b. Animal Control - Custodian/Kennel Attendant (part time; \$10.63/hr. entry)c. Juvenile Home - Youth Development Worker (part time, on-call; \$13.77/hr. entry)d. Health Department<ul style="list-style-type: none">1. WIC Program - Nurse (ft; grant funded)2. Children's Special Health Care Services (CSHCS) (part time, temporary; grant funded)
	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, OCTOBER 18, 2011, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:35 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	S/Y	M/Y	S/Y	M/Y	M/Y						
MICHAEL J. DURANCZYK	P	Y	S/Y	Y	Y	Y						
BRANDON KRAUSE	P	Y	Y	Y	Y	Y						
VAUGHN J. BEGICK	P	Y	Y	Y	Y	Y						
KIM COONAN	P	M/Y	Y	M/Y	S/Y	S/Y						
DONALD J. TILLEY, EX OFFICIO		E	X	C	U	S	E	D				

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, 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, OCTOBER 18, 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 EXCUSE COMMISSIONER DONALD J. TILLEY FROM TONIGHT'S PERSONNEL/JUDICIAL COMMITTEE MEETING.**

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

- 2** **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE SEPTEMBER 20, 2011 PERSONNEL/JUDICIAL COMMITTEE MEETING AS PRINTED.**

- 3** **MOVED, SUPPORTED AND CARRIED TO APPROVE PURCHASE OF MILITARY SERVICE CREDIT FOR RETIREMENT PURPOSES BY THOMAS DEWEY, BAY ARENAC BEHAVIORAL HEALTH EMPLOYEE.**

- 4** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION AUTHORIZING POSTING/FILLING OF FOUR (4) DISPATCHER VACANCIES IN 9-1-1 CENTRAL DISPATCH.**

There being no further business, it was

- 5** **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:41 P.M.).**

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**





Thomas L. Hickner
County Executive

BAY COUNTY

(989) 895-4061 • FAX (989) 892-3744

911 Central Dispatch

1228 Washington Ave., Bay City, MI 48708

Leonard Norman
Director

Memorandum

To: Tom Ryder, Chair – Personnel Committee
From: Leonard Norman LN
Date: October 27, 2011
Subject: New Assistant Director Position

Request:

It is recommended Michelle Katt will be appointed as an additional Assistant Director at Bay County Central Dispatch.

Background:

Bay County Central Dispatch has a current Assistant Director, Sally McCaffrey. Her duties and responsibilities have greatly increased with the additional technology generally associated with next generation 911. This includes a highly technical CAD and CAD View system, Bay Alerts, Media Page, Siren Warning System and activation. In addition to the added responsibilities both Assistant Directors would supervisor working dispatch teams as well. This would allow us the opportunity to have a working Assistant Director every day from 6:00 a.m. to 6:00 p.m., excluding vacation, personal days and sick days. The shift in Assistant Director Assignment and primary responsibility will be as follows:

Sally McCaffrey: CAD & CAD View.

Michelle Katt: Bay Alerts Reverse Notification and Emergency Siren Warning system issues. Ms. Katt will continue her duties and responsibilities as our Law Enforcement Information Network or LEIN Terminal Agency Coordinator as well as our Master Street Addressing Guide or MSAG Coordinator. She will assume all training duties as well, both training and in-service training related issues.

Finance/Economics:

Once the next generation 911 technology and other assignments are completed, one Assistant Director Position will be eliminated. This request will include an hourly pay increase for Ms. Katt as mentioned in the current collective bargaining agreement. Funds are available for this request.

BAY COUNTY BOARD OF COMMISSIONERS

12/13/11

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (12/6/11)

WHEREAS, Bay County Central Dispatch has a current Assistant Director, Sally McCaffrey, whose duties and responsibilities have greatly increased with the additional technology generally associated with the next generation 911 to include a highly technical CAD and CAD View system, Bay Alerts, Media Page, Siren Warning System and activation; and

WHEREAS, This current workload merits the addition of another Assistant Director at Bay County Central Dispatch and Michelle Katt will assume these duties with an hourly pay increase pursuant to the current collective bargaining agreement; and

WHEREAS, In addition to the added responsibilities both Assistant Directors would supervise working dispatch teams and allow the opportunity to have a working Assistant Director every day from 6:00 a.m. to 6:00 p.m., excluding vacation, personal days and sick days; and

WHEREAS, Once the next generation 911 technology and other assignments are completed, one Assistant Director position will be eliminated; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves appointment of Michelle Katt as Assistant Director with an increase in hourly pay pursuant to the current bargaining agreement; Be It Further

RESOLVED That once the next generation 911 technology and other assignments are completed one Assistant Director position will be eliminated.

TOM RYDER, CHAIR
AND COMMITTEE

911 - Addl Assltant Director

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 _____

-5-



BAY COUNTY EMPLOYEES' RETIREMENT SYSTEM
BAY COUNTY VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATION
BAY COUNTY BUILDING
515 CENTER AVENUE, SUITE 706
BAY CITY, MICHIGAN 48708-5128

THOMAS L. HICKNER
Bay County Executive

BOARD OF TRUSTEES
Steven Gray
Chairperson
Richard Brzezinski
Ann Carpenter
Kim Coonan
William Deaton
Shari Peltier
Matthew Pelt
Tom Ryder
Thomas Starkweather

ADMINISTRATIVE STAFF
Sue Ganser
Danean Wright
(989) 895-4030
TDD (989) 895-4049
FAX (989) 895-4039

DATE: November 18, 2011

TO: Deanne Berger

FROM: Danean Wright

RE: Other Governmental Service Time- Marie Hayes- Housing Commission employee

Enclosed you will find the request from Marie Hayes to purchase one year of other governmental service credit from January 2, 1992 to December 31, 1992.

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

If you have any questions please contact me.

November 14, 2011

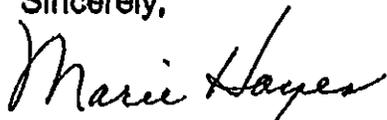
Mr. Thomas Ryder, Chairperson
Personnel/Judicial committee
515 Center Ave.
Bay City, MI 48708

Dear Chairperson Ryder:

I, Marie Hayes, an employee of the Bay County Housing Department, am requesting permission to purchase my other governmental service with the State of Michigan, from January 2, 1992, to December 31, 1992, for a total of one (1) year. I have all the necessary documents filed with Danean Wright, Retirement Administrator.

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in cursive script that reads "Marie Hayes".

Marie Hayes

**BAY COUNTY BOARD OF COMMISSIONERS
12/13/11**

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (12/6/11)

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 Marie Hayes (Housing Commission) to purchase governmental service credit (1 year with the State of Michigan) for retirement purposes in accordance with all terms and conditions contained in resolution no. 96-331.

TOM RYDER, CHAIR
AND COMMITTEE

GovtServCredit-Retirement-Marie Hayes

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@baycountv.net

To: Mr. Tom Ryder, Chair, Personnel and Judicial Committee

From: Tim Quinn, Director of Personnel and Labor Relations *TQD*

Date: November 29, 2011

Re: ***Change In providers for prescription drug provider, per new labor agreements***

Please include the following item on the agenda of your committee meeting scheduled for December 6, 2011.

Request: Change providers for prescription drug providers.

Background: One of the provisions of the templated agreements that have been negotiated is the shift from a "\$10/\$20" prescription program to a "0/\$10/\$30/\$50/20% (\$100 min/\$200max) program. The current provider, BCBS, does not offer a plan of this nature. Through our third party provider, Public Employees Benefits Solutions (PEBS) two appropriate vendors were selected and interviewed by Angela Garner, Tiffany Jerry, and me.

One vendor, EHM, was clearly superior in our view in terms of customer service and cost-savings potential.

Finance: This should provide a substantial savings in the County's prescription drug costs. As you are aware, we have also included a "rebate" for employees for savings greater than one-half of the projected increase of costs. Therefore, this should be a win-win for the County and for employees.

Recommendation: Move this item to the Board of Commissioners' meeting for approval and Chairperson's signature.

Thank you for your consideration of this item for the agenda of your committee. If you should have any questions or concerns regarding this matter, please feel free to contact me.

cc: Tom Hickner
Mike Gray
Marty Fitzhugh
Tiffany Jerry

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515 Center Avenue, Suite G102, Bay City, MI 48708-6121
(989) 895-4098 • FAX (989) 895-2076 • TDD (Hearing Impaired) (989) 895-4049
Web: www.baycountv-mi.gov

BAY COUNTY BOARD OF COMMISSIONERS

12/13/11

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (12/6/11)

WHEREAS, One of the provisions of the templated labor agreements that have been negotiated is the shift from a "\$10/\$20" prescription program to a "0/\$10/\$30/\$50/20% (\$100 min/\$200max)" program; and

WHEREAS, The current provider, BCBS, does not offer a plan of this nature but, through the County's third party provider, Public Employees Benefits Solutions (PEBS), two appropriate vendors were selected and interviewed and one vendor, EIHM, was deemed to be clearly superior; and

WHEREAS, This change in provider should result in a substantial savings in the County's prescription drug costs; and

WHEREAS, Also included is a "rebate" for employees for savings greater than one-half of the projected increase of costs resulting in a "win-win" for the County and for employees; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves EIHM as the provider for prescription drugs, per new labor agreements, and authorizes the Chairman of the Board to execute all documents required for the change in provider on behalf of Bay County following legal review/approval; Be It Finally

RESOLVED That related required budget adjustments are approved.

ERNIE KRYGIER, CHAIR
AND COMMITTEE

Personnel - EIHM as County Prescription Drug Provider

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 _____



**BAY COUNTY
PERSONNEL DEPARTMENT**

Tim Quinn
Personnel Director
quinnt@baycounty.net

Thomas L. Hickner
County Executive

To: Mr. Tom Ryder, Chair, Personnel and Judicial Committee

From: Tim Quinn, Director of Personnel and Labor Relations *TQ*

Date: November 29, 2011

Re: **Health care - employee percentage contribution 2012**

Please consider this item for the agenda of your committee meeting scheduled for December 6, 2011.

Request: To continue 85%/15% allocation of health care costs for 2012.

Background: For several years, County represented and non-represented employees have borne a 15% cost contribution to their health care coverage, long before most other counties. In addition, County employees have not had a raise in base pay since 2008, although as their monetary contribution to health care increases with inflation. In addition, this year bargaining units in the County have agreed to a managed prescription drug care plan which will in some cases increase the cost to employees. Moreover, the unions have agreed to provisions concerning new hires which should provide savings in the future.

On September 27, 2011, Act 152, Public Acts of 2011, became effective and provided, among other items, that the employer shall bear no more than 80% of total health care costs (Section 3 of the Act) unless, "Sec. 8. (1) By a 2/3 vote of its governing body each year, a local unit of government exempt itself from the requirements of this act for the succeeding year."

This provision is made as part of the consideration of the agreements reached with the County's various bargaining units.

Finance: This should have little impact on the budget for 2012: the recommended budget from the Administration contemplated continuing an 85/15 allocation. Moreover, the changes in the managed prescription drug plan should provide a savings over the projected increase in that plan and the waiver by the unions of a wage increase (total 2009, 2010, 2011, 2012, and 2013) justify continuing this 85/15 allocation through the duration of 2012.

Recommendation: I recommend that by resolution of the Board of Commissioners, the 85/15 allocation of health care costs continue through 2012 for employees represented by unions with ratified collective bargaining agreements for 2012 - 2013 and non-represented employees and elected officials and this Item be moved to the Board of Commissioners' meeting for approval.

Thank you for your consideration. If you should have any questions concerning this matter, I will be available at the committee meeting on Tuesday.

cc: Tom Hickner
Mike Gray
Marty Fitzhugh
Tiffany Jerry

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BAY COUNTY BOARD OF COMMISSIONERS

12/13/11

RESOLUTION

BY: Personnel/Judicial Committee (12/6/11)

WHEREAS, For several years, County represented and non-represented employees have borne a 15% cost contribution to their health care coverage, long before most counties; and

WHEREAS, County employees have not had a raise in base pay since 2008 however their monetary contribution to health care continues to increase with inflation; and

WHEREAS, This year bargaining units in Bay County have agreed to a managed prescription drug care plan which will in some cases increase the cost to employees; and

WHEREAS, The unions have agreed to provisions concerning new hires which should provide savings in the future; and

WHEREAS, On September 27, 2011, Act 152, Public Acts of 2011, became effective and provided, among other items, that the employer shall bear no more than 80% of total health care costs (Section 3 of the Act) unless, "Sec 8.(1) By a 2/3 vote of its governing body each year, a local unit of government exempt itself from the requirements of this act for the succeeding year."; and

WHEREAS, This provision is made as part of the consideration of the agreements reached with the County's various bargaining units; and

WHEREAS, Maintaining the 85%/15% allocation of health care costs for 2012 should have little impact on the budget for 2012; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the 85%/15% allocation of health care costs through 2012 for employees represented by unions with ratified collective agreements for 2012-2013 and non-represented employees and elected officials.

TOM RYDER, CHAIR
AND COMMITTEE

Personnel - Health Care - Employee Percentage Contributions 2012

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. Begick				Klm 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
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tim Quinn
Personnel Director
quinn1@baycounty.net

November 29, 2011

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

Dear Commissioner Ryder:

Please be advised that the County's bargaining team has reached a tentative agreement between Bay County and the following labor unions:

Probate Court (2012 - 2013)
District Court (2012 - 2013)
Nurses (2012 - 2013)

The members of the above bargaining units have ratified the tentative agreements. We are recommending that the Board of Commissioners ratify the tentative agreements with the above-referenced bargaining units. Also please authorize the Chairman of the Board to sign said labor agreements on behalf of Bay County.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Quinn".

Tim Quinn, Director
Personnel and Employee Relations/Finance

cc: Tom Hickner
Mike Gray
Marty Fitzhugh
Karen Tighe

Marge Marchlewicz
Barb MacGregor
Kathy Trepkowski
Kim Mead
Leah Fournier

BAY COUNTY BOARD OF COMMISSIONERS

12/13/11

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (12/6/11)

WHEREAS, Bay County's bargaining team has reached tentative agreements between Bay County and the following labor unions:

District Court - 2012 - 2013

Nurses - 2012 - 2013

Probate Court - 2012 - 2013

WHEREAS, The members of the above bargaining units have ratified the tentative agreements; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners hereby ratifies the tentative agreements with the following labor unions;

District Court - 2012 - 2013

Nurses - 2012 - 2013

Probate Court - 2012 - 2013

RESOLVED That the Chairman of the Board is authorized to sign said labor agreements on behalf of Bay County, contingent upon execution by all official representatives of the labor unions, as well as any letters of understanding deriving from the negotiation process.

TOM RYDER, CHAIR
AND COMMITTEE

Personnel - Labor Agts

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 _____



**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tim Quinn
Personnel Director
quinnnt@baycounty.net

November 29, 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 agenda of the Personnel/Judicial Committee meeting on December 6, 2011.

1. **Request:** I have received a request from Joel Strasz at the health department to hire a full-time Nurse for the WIC Program.

Background: One of the goals of the Health Department's strategic planning process is to improve the efficiency of services to clients. When the Nutritionist/RD position became vacant in the WIC Program, it presented an opportunity to evaluate the program. The WIC Program enrolls more than 3,000 clients per year, of which a large percentage are enrolled in Medicaid; therefore it makes sense to screen these individuals for other Health Department services, such as the MIHP, Lead Program, Immunizations, Early On, etc.

A registered nurse can perform the duties and responsibilities of the Nutritionist/RD. In addition, an RN can administer immunizations; follow-up on high blood levels, and cross-train in the maternal infant Health Program.

Finance/Economics: There is no financial impact as there are WIC grant funds available to cover the costs of this position 100%.

Recommendation: Please refer this item to the full Board for approval.

2. **Request:** Marilyn Laurus has submitted a request to post and fill a part-time temporary Public Health Nurse position for Children's Special Health Care Services (CSHCS).

Mr. Tom Ryder, Chairperson
Personnel/ Judicial Committee
Bay County Board of Commissioners
November 29, 2011
Page 2

Background: The Bay County Health Department (BCHD), as one of 45 Local Health Departments throughout the state, acts as an agent of the CSHCS Program in achieving its charge to be community-based and to assure that children with special health care needs receive the services they require.

BCHD's CSHCS Program assures that adequate, trained personnel are available to provide outreach, enrollment and support services for children and youth with special health care needs and their families.

The Health Department has implemented staffing for this program, in accordance with the Michigan Department of Community Health's (MDCH) requirement designating the services of a part-time Public Health Nurse, at a minimum, based on the funding the BCHD has received.

Due to an unexpected, extended leave of absence of one of the Health Department's Public Health Nurses, the Health Department will fall short of this minimum staffing without recruiting a part-time temporary Public Health Nurse to provide CSHCS services.

Finance/Economics: There are no economic considerations as the MDCH provides funding adequate to cover 100% of the cost of this position.

Recommendation: Please refer the full Board to approve posting and hiring for this position, and also recommend approval for all necessary budget adjustments relating to this change.

Thank you for your time and consideration.

Sincerely,



Tim Quinn, Director
Personnel and Employee Relations/Finance



**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tim Quinn
Personnel Director
quinnt@baycounty.net

To: Mr. Tom Ryder, Chairperson, Personnel and Judicial Committee

From: Tim Quinn, Director of Personnel and Labor Relations *TQ*

Date: November 29, 2011

Re: **Personnel/Judicial Agenda Items**

Please consider the following items for the agenda of your committee meeting scheduled for December 6, 2011:

1. **Request:** Replace Mary Wilson's position as site manager following her retirement December 2, 2011.

Background: Ms. Wilson has notified her supervisor that she will retire on December 2, 2011. A site manager is a required position for the senior meal sites.

Finance: This position is included in the 2011 and 2012 proposed budget to administration. This is a part-time position, 16 hours per week at \$9.12 per hour entry, progressing to \$10.51 per hour after 6 years (TS02), with limited benefits as provided for in the USW part-time labor agreement.

Recommendation: Move this item to the Board of Commissioners' meeting for approval.

2. **Request:** Replace a part-time Custodian/Kennel Attendant position with Animal Control.

Background: Position is currently vacant due to an employee's separation from employment.

Finance: This is a part-time position, up to 29 hours per week at \$10.63 per hour entry, progressing to \$12.53 per hour after 6 years (TS04). This position pays limited benefits as provided for in the USW part-time labor agreement and is included in the 2011 and 2012 proposed budget.

Recommendation: Move this item to the Board of Commissioners' meeting for approval.

515 Center Avenue, Suite G102, Bay City, MI 48708-5121
(989) 895-4098 • FAX (989) 895-2078 • TDD (Hearing Impaired) (989) 895-4040
Web: www.baycounty-mi.gov

-18-

3. **Request:** Replace a part-time Youth Development Worker position with the Juvenile Home.

Background: Position is currently vacant due to an employee's transfer to a different position within the County.

Finance: This is a part-time, on-call position with variable hours at \$13.77 per hour entry, progressing to \$16.40 per hour after 6 years (TS07). This position pays limited benefits as provided for in the USW part-time labor agreement and is included in the 2011 and 2012 proposed budget.

Recommendation: Move this item to the Board of Commissioners' meeting for approval.

Thank you for your consideration and if you have any questions concerning the items, please feel free to contact me.

cc: Tom Hickner
Mike Gray
Marty Fitzhugh
Barb MacGregor
Tammy Roehrs
Mike Halstead
Jill Reynolds
Bruce Boman

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BAY COUNTY BOARD OF COMMISSIONERS

12/13/11

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (12/6/11)
 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**
 - 1. WIC Program - Nurse (full time, grant funded)
 - 2. Children's Special Health Care Services (CSHCS) - Nurse (part time, temporary, grant funded)
- B. **Division on Aging - Site Manager** (part time, 16 hrs/wk., \$9.12/hr. entry)
- C. **Animal Control - Custodian/Kennel Attendant** (part time, \$10.63/hr. entry)
- D. **Juvenile Home - Youth Development Worker** (part time, on-call, \$13.77/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 - December

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 _____