

PERSONNEL/JUDICIAL COMMITTEE

A G E N D A

TUESDAY, JANUARY 18, 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 (12/7/10) |
| | IV PUBLIC INPUT |
| | V PETITIONS AND COMMUNICATIONS |
| 4- 6 | A. Cynthia A. Luczak - Request to Purchase Other Governmental Service Credit (Seeking authorization to purchase 2 years and 8 months of Arenac County governmental service - proposed resolution attached) |
| 7- 8 | B. Barry Hugo - Request to Purchase Military Service Credit for Retirement Purposes (Seeking approval to purchase 4 years of military service credit. Note: Per Board resolution no. 90151, Personnel/Judicial Committee action is final.) |
| 9-15 | C. Personnel Director |
| | 1. Seasonal Staff (Mosquito Control) and Temporary Help (Information Systems) (Seeking authorization to fill requested positions - proposed resolution attached) |
| | a. Mosquito Control - Seasonal Technicians (34) (\$8/hr. day shift; \$10/hr. night shift) |
| | b. Information Systems - Tech Position (full time, temporary, \$24.20/hr). |
| | 2. Reclassification Report (Seeking acceptance of report which reclassifies two positions, one in the Finance Dept. and one in the Clerk's Office - Receive) |
| 16 | 3. Vacancy - Health Department - Community Health Educator/Community Analyst (grant funded, full time - \$43,347 entry) (Included in vacancies resolution on page 15) |
| | 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, DECEMBER 7, 2010, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 3:30 p.m. by Chair Krygier.

Roll call:

MOTION NO.

COMMISSIONERS PRESENT		1	2	3	4	5	6	7	8	9	10	11
ERNIE KRYGIER, CHAIR	P	Y	Y	Y	Y	Y	Y	Y	Y	Y		
KIM COONAN, VICE CHAIR		E	X	C	U	S	E	D				
MICHAEL J. DURANCZYK	P	S/Y	Y	Y	Y	Y	S/Y	Y	S/Y	S/Y		
PATRICK H. BESON	P	Y	Y	Y	Y	Y	Y	Y	Y	Y		
VAUGHN J. BEGICK	P	Y	Y	S/Y	Y	S/Y	Y	Y	Y	Y		
DONALD J. TILLEY	P	M/Y	M/Y	M/Y	S/Y	M/Y	M/Y	M/Y	Y	M/Y		
BRIAN K. ELDER, EX OFFICIO	P	Y	S/Y	Y	M/Y	Y	Y	S/Y	M/Y	Y		

MOTION NO.

COMMISSIONERS PRESENT		12	13	14	15	16	17	18	19	20	21	22
ERNIE KRYGIER, CHAIR												
KIM COONAN, VICE CHAIR												
MICHAEL J. DURANCZYK												
PATRICK H. BESON												
VAUGHN J. BEGICK												
DONALD J. TILLEY												
BRIAN K. ELDER, EX OFFICIO												

MOTION NO.

COMMISSIONERS PRESENT		23	24	25	26	27	28	29	30	31	32	33
ERNIE KRYGIER, CHAIR												
KIM COONAN, VICE CHAIR												
MICHAEL J. DURANCZYK												
PATRICK H. BESON												
VAUGHN J. BEGICK												
DONALD J. TILLEY												
BRIAN K. ELDER, EX OFFICIO												

OTHERS PRESENT: E.GWIZDALA, B.KRAUSE, J.DAVIS, T.RYDER, T.HICKNER, M.GRAY, T.QUINN, J.MILLER, V.ROUPE, R.REIMANN, M.HAYES, F.HORGAN, C.GWIZDALA, 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, DECEMBER 7, 2010

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 APPROVE THE MINUTES OF THE 11/16/10 PERSONNEL/JUDICIAL COMMITTEE MEETING AS PRINTED.**

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

2 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE FACILITY INMATE SERVICES AGREEMENT WITH EVERCOM SYSTEMS, INC.**

3 **MOVED, SUPPORTED AND CARRIED TO APPROVE PURCHASE OF MILITARY TIME FOR RETIREMENT PURPOSES BY ROB BISEL, EMPLOYEE OF BUILDINGS AND GROUNDS.**

4 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A TECHNICIAN VACANCY IN INFORMATION SYSTEMS DEPARTMENT.**

5 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL AN ON-CALL DRIVER VACANCY FOR DIVISION ON AGING.**

6 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A PART TIME TYPIST CLERK III POSITION IN THE REGISTER OF DEEDS OFFICE.**

7 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A FULL TIME ACCOUNT CLERK IV VACANCY IN THE FINANCE DEPARTMENT.**

**PERSONNEL/JUDICIAL COMMITTEE
TUESDAY, DECEMBER 7, 2010
PAGE 3**

MOTION NO.

A proposed reorganization of the Office of Criminal Defense and Office of Public Defender was explained by Tim Quinn, Personnel Director. A public hearing, as required by P.A. 139, to consider combining/eliminating the Department of Criminal Defense and the Department of Public Defender is scheduled for 12/14/10 at 4 p.m. Also under consideration is provision of an ad-hoc sourcing of work as determined by the Chief Judge of the Circuit Court for the period 1/1/2011 through 3/31/2011 and to authorize the bid process to source excess felony work to outside counsel. It was

8 MOVED, SUPPORTED AND CARRIED TO REFER THE PROPOSED REORGANIZATION TO THE 12/14/10 BOARD MEETING.

9 MOVED, SUPPORTED AND CARRIED TO ADJOURN (3:40 P.M.).

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**

DATE: January 5, 2011

TO: Deanne Berger

FROM: Danean Wright

RE: Other Governmental Service- Cynthia Luczak- General County employee

Enclosed you will find the request from Cynthia Luczak to purchase two years and eight months of other governmental service credit from April 29, 1985 thru October 12, 1987.

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

If you have any questions please contact me.

January 5, 2011

Bay County Employees' Retirement System
Attn: Danean Wright
515 Center Avenue
Bay City, Michigan 48708

Dear Danean:

I believe that my paperwork is in order and ready for submission to the Board of Trustees for consideration of the purchase of other governmental service credit from the County of Arenac.

I would ask that you proceed with this request at this time.

Sincerely,



Cynthia A. Luczak
Bay County Clerk

BAY COUNTY BOARD OF COMMISSIONERS
2/8/11

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (9/18/11)

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 Cynthia A. Luczak (Bay County Clerk) to purchase governmental service credit (2 years, 8 months with Arenac County) for retirement purposes in accordance with all terms and conditions contained in resolution no. 96-331.

TOM RYDER, CHAIR
AND COMMITTEE

GovtServCredit-Retirement-Cynthia A. Luczak

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 _____

DATE: December 20, 2010

TO: Deanne Berger

FROM: Danean Wright

RE: Military Service Credit - Barry Hugo- General County employee

Enclosed you will find the request from Barry Hugo to purchase four years of military service credit from, May 7, 1991 thru May 6, 1995.

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

If you have any questions please contact me.

December 14, 2010

TO: Personnel Committee, Bay County Employees' Retirement System Ordinance

FROM: Barry Hugo, Environmental Health Sanitarian

RE: Purchase of Military Service

I, Barry F. Hugo, am requesting the board to approve my purchase of my military service as described in the Bay County Employees' Retirement System Ordinance, 4.032, Sec 32. I served with the U.S. Army from May 1991 to May of 1995, see the enclosed DD214.

Thank you all for your time and consideration.


Barry Hugo



**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tim Quinn
Personnel Director
quinnt@baycounty.net

January 13, 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 January 18, 2011.

- 1. Request:** Laura Ogar and Tom Putt have submitted a request to hire the seasonal staff for the 2011 mosquito season.

Background: As in past years, the department is requesting to hire thirty-four people to be trained as seasonal field and/or biology technicians.

Finance/Economics: Temporary, non-represented positions at the hourly rate of pay at \$8.00 per hour (day shift) and \$10.00 per hour (night shift). NOTE: This is the same rate of pay from the 2010 season. There are currently monies available in the temporary (705.00) line item.

Recommendation: Concur with the department's recommendation to hire thirty-four seasonal technicians.
- 2. Request:** Please review the reclassification report attached with regard to requests submitted recently.

Background: In accordance with county policy, meetings were held with supervisors, union representatives and employees with regard to requests submitted. The job reclassification process is also attached.

Finance/Economics: Please refer to the attached report.

Mr. Tom Ryder, Chairman
Personnel/Judicial Committee
January 13, 2011
Page 2

Recommendation: Please accept the report which reclassifies two positions, one in the Finance Department and one in the Clerk's Office.

3. **Request:** Michael Gray has submitted a request to hire a temporary employee to work in the Information System Division for up to 4 months.

Background: At the present time, ISD has one vacant full-time technical position, one full-time employee on medical leave and one employee scheduled to be on a medical leave in February. Retired Senior Technical Services Coordinator Lydia Solinski is available to come back on a temporary basis to help during this time. Because she retired less than one year ago, she is knowledgeable of all current systems and could be of great assistance.

Finance/Economics: Full-time, temporary, non-represented position at \$24.20 per hour. General funds exist in the 2011 ISD budget.

Recommendation: Please authorize hiring a temporary full-time Senior Technical Services Coordinator to cover for staff vacancies in ISD.

Thank you for your consideration.

Sincerely,



Tim Quinn, Director
Personnel and Employee Relations/Finance

cc: Tom Hlckner
Mike Gray
Marty Fitzhugh
Eric Boks
Matt Burley
Cindy Luczak
Laura Ogar
Tom Putt

Mr. Tom Ryder, Chairman
Personnel/Judicial Committee
January 13, 2011
Page 3

RECLASSIFICATION REPORT
January, 2011

Job Title/Department	Union	Current Pay Grade	Recommendation
Staff Accountant/ Retirement Payroll & Benefits	B.C.A.M.P.S.	PB07	Reclassify to Retirement Administrator/Accountant (PB08) retroactive January 1, 2010
Secretary to the County Clerk County Clerk	U.S.W. full-time	TU07	Reclassify to Secretary to the County Clerk (TU08) effective January 1, 2011

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

-11-

Job Reclassification Process

- **Job Analysis Questionnaires can be submitted for review by May 1st, or September 1st, of each year (Depending of applicable labor contract or personnel policy).**
- **Employee fills out a Job Analysis Questionnaire and submits it to Supervisor for review and comment.**
- **The questionnaire, along with supervisor input, is referred to Personnel Department.**
- **The Personnel Director meets with the employees' supervisor to review the reclassification request.**
- **The Personnel Director meets with the employee and union representative (if applicable) to review the reclassification request.**
- **The Personnel Director either approves or rejects the reclassification request. ***
- **If the request is approved, it is placed on the Personnel Committee agenda for review.**
- ***USW only. Requests from other bargaining units go to Personnel Committee for review and approval.**

NO. 96-072

RESOLUTION

3/12/96

BY: PERSONNEL/JUDICIAL COMMITTEE (2/27/96)

RESOLVED By the Bay County Board of Commissioners that a Letter of Understanding be drafted by legal counsel and signed by the Board Chairman, the Chairman of the Personnel/Judicial Committee, the County Executive and U.S.W.A., 15157 representatives stating that the Bay County Board of Commissioners has no role in the U.S.W.A., Local 15157 reclassification process.

MICHAEL F. HALSTEAD, CHAIRMAN
PERSONNEL/JUDICIAL COMMITTEE

RECLASS.POL

Bay County Board of Commissioners 3-12-96 Session
Resolution/Motion No. 96072 Sponsored By: _____
Moved by Comm. Halstead Supported by Comm. Reder
Disposition: Adopted X Defeated _____ Withdrawn _____
Amended _____ Corrected _____ Referred _____

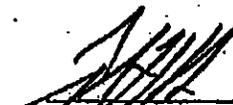
VOICE
8-Years, 1-May

-48-

-13-

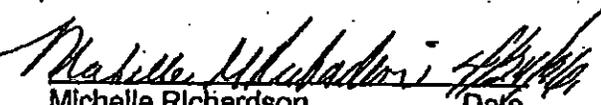
**LETTER OF UNDERSTANDING BETWEEN
BAY COUNTY AND U.S.W.A. (FULL-TIME) LOCAL 15157**

The parties mutually acknowledge that Michigan law empowers the Bay County Board of Commissioners to adopt wage and salary programs. The Bay County Board of Commissioners had adopted programs according to which members of the Union may request the Human Resources Director to reclassify their positions through analysis and application of specific, point-weighted factors. Through this Letter of Understanding the parties mutually agree that the Bay County Board of Commissioners shall assume no role whatsoever in implementing reclassification determinations, nor shall they intervene after such determinations have occurred. No terms or conditions contained in the Collective Bargaining Agreement are changed as a result of this agreement.



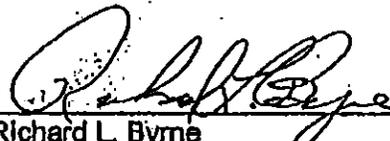
Thomas L. Hickner
Bay County Executive

4/26/96
Date



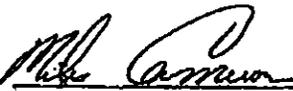
Michelle Richardson
President, Local 15157

Date



Richard L. Byrne
Chairman of the Board

4-30-96
Date



Myles Cameron
U.S.W.A. Staff Representative

4-24-96
Date



Michael F. Halstead
Chairman of Personnel/Judicial

5/2/96
Date

BAY COUNTY BOARD OF COMMISSIONERS

2/8/11

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (1/18/11)

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. **Mosquito Control** - Seasonal Field and/or Biology Technicians (34) - \$8.00/hr. day shift and \$10.00/hr night shift (same rate as 2010)
- B. **Information Systems** - Tech Position (full time, temporary, \$24.20/hr.)
- C. **Health Department** - Community Health Educator/Community Analyst (granted funded, full time - \$43,347 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 - 2-8-11

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 _____



**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tim Quinn
Personnel Director
quinn@baycounty.net

January 13, 2011

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

Re: **Additional Item for the Personnel/Judicial Committee Agenda**

Dear Commissioner Ryder:

Please consider the following item for the agenda of your committee for the meeting on January 18, 2011.

Request: Barb MacGregor has submitted a request to post and fill a Community Health Educator/Community Analyst position at the health department.

Background: Current employee has tendered her resignation.

Finance/Economics: There are no financial considerations, as this position is 100% grant-funded. \$43,347 entry, progressing to \$50,336 annual salary after 3 years (PB07), full-time with benefits.

Recommendation: Concur with the department's recommendation to post and fill the Community Health Educator/Community Analyst position.

Thank you for your consideration.

Sincerely,

Tim Quinn, Director
Personnel and Employee Relations/Finance

cc: Tom Hickner; Mike Gray; Marty Fltzhugh; Eric Boks; Barb MacGregor

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