

PERSONNEL/JUDICIAL COMMITTEE

A G E N D A

TUESDAY, AUGUST 21, 2012

4:00 P.M.

COMMISSIONERS' CONFERENCE ROOM, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I CALL TO ORDER
- II ROLL CALL
- 1- 2 III MINUTES (7/17/12)
- IV PUBLIC INPUT
- V PETITIONS AND COMMUNICATIONS
- 3- 5 A. Retirement Administrator - Other Government Service Time for Retirement Purposes **(Seeking approval for Patricia Shorkey, Clerk's Office, to purchase five years and six months of other governmental service credit from Williams Charter Township - proposed resolution attached)**
- B. Personnel Director
- 11 1. Vacancies **(Seeking authorization to post and fill - proposed resolution attached)**
- 6- 7 a. Finance Department - Payroll Clerk Vacancy and Part Time Support **(In addition to filling full time vacancy, seeking authorization to hire part time support for up to 800 additional hours in 2012 & 2013 - proposed resolution attached)**
- 8 b. Community Corrections Coordinator (full time, \$36,192/yr. entry)
- 8 c. Senior Park Ranger (full time, \$13.95/hr. entry)
- 8- 9 d. Community Center Attendants (2) (part time, \$10.63/hr. entry)
- 9-10 e. Community Center/Civic Arena Programming Manager (full time, \$45,531/yr. entry)
- 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 WAYS AND MEANS 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, JULY 17, 2012, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:01 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								
ERNIE KRYGIER, VICE CHAIR	P	Y	Y	M/Y								
MICHAEL J. DURANCZYK	P	Y	Y	Y								
BRANDON KRAUSE	P	M/Y	S/Y	Y								
VAUGHN J. BEGICK	P	S/Y	Y	Y								
DONALD J. TILLEY	P	Y	M/Y	S/Y								
KIM COONAN, EX OFFICIO	P	Y	Y	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												
DONALD J. TILLEY												
KIM COONAN, 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												
DONALD J. TILLEY												
KIM COONAN, EX OFFICIO												

OTHERS PRESENT: Commissioners Davis & Rupp; T.Hickner, C.Hebert, T.Quinn, E.Boks, M.Samyn, J.Strasz, N.Mallette, M.Laurus, 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 or can be viewed on Bay County's website www.baycountymi.gov/executive/videos.

1 **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE JUNE 19, 2012 PERSONNEL/JUDICIAL COMMITTEE MEETING AS PRINTED.**

Public input was called with no one addressing the Committee.

2 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL THE COMMUNITY HEALTH EDUCATOR (FT, \$36,192/YR. ENTRY) VACANCY (HEALTH DEPT.).**

3 **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:03 P.M.).**

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**



**BAY COUNTY EMPLOYEES' RETIREMENT SYSTEM
BAY COUNTY VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATION**

BAY COUNTY BUILDING
615 CENTER AVENUE, SUITE 706
BAY CITY, MICHIGAN 48708-6128

THOMAS L. HICKNER
Bay County Executive

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

ADMINISTRATIVE STAFF
Tiffany Jerry
Danean Wright
(989) 895-4030
TDD (989) 895-4049
FAX (989) 895-4039

DATE: August 15, 2012

TO: Deanne Berger

FROM: Danean Wright

RE: Other Governmental Service Time- Patricia Shorkey- County Clerk's Dept.

Enclosed you will find the request from Patricia Shorkey to purchase five years and six months of other governmental service credit from January 1, 1999 to July 1, 2004.

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

If you have any questions please contact me.

August 15, 2012

Tom Ryder, Chairperson
Personnel/Judicial Committee of the
Bay County Board of Commissioners

Dear Chairperson Ryder and Commissioners,

I, Patricia Shorkey, am respectfully requesting your approval of my request to purchase five (5) years and six (6) months of prior governmental service credit from January 1, 1999 through July 1, 2004. During that time, I was employed by Williams Charter Township.

Completed applications and supporting documentation are filed with Danean Wright, Retirement Administrator.

Thank you for your time and consideration of my request.

Sincerely,

A handwritten signature in black ink, appearing to read "Patricia Shorkey", with a long horizontal flourish extending to the right.

Patricia Shorkey

**BAY COUNTY BOARD OF COMMISSIONERS
9/11/12**

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (8/21/12)

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 Patricia Shorkey (Clerk's Office) to purchase up to five years and six months of governmental service credit (January 1, 1999 to July 1, 2004) from Williams Charter Township , for retirement purposes in accordance with all terms and conditions contained in resolution no. 96-331, contingent upon confirmation of governmental service credit from Social Security Administration.

TOM RYDER, CHAIR
AND COMMITTEE

GovtServCredit-Retirement-Patricia Shorkey

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 _____



**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tim Quinn
Personnel Director
quinnt@baycounty.net

August 15, 2012

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

Re: Personnel/Judicial Committee Agenda Item

Dear Commissioner Ryder:

Please consider the following item for the agenda of your committee for the meeting on August 21, 2012.

Request: Hire Payroll Clerk (TU-08), effective December 3, 2012, and authorize part-time support for up to 800 additional hours in 2012 and 2013.

Background: The incumbent Payroll Clerk has stated that she will retire in the first quarter of 2013, although the date is not yet determined.

This position is one requiring an extensive knowledge of the pay provisions of the County's 12 bargaining agreements and the Personnel Policy. In addition to the various provisions concerning pay, the employee must also be proficient in administering non-wage pay provisions, such as foul weather gear reimbursement.

In addition, there are numerous periodic reports and events that occur as infrequently as once a year, such as the annual audit or year-end closing.

Paying employees correctly is of paramount importance. Such detail work can only be learned on a side-by-side basis.

**Finance/
Economics:** Budget adjustments in 2012 and 2013 for up to 800 hours may be required. This is a full-time position in the USW bargaining unit. \$15.35 per hour entry, progressing to \$18.25 per hour after 2 years (TU08) with benefits.

Recommendation: Move this to the September Board of Commissioners' meeting.

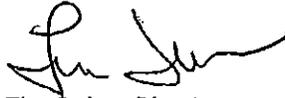
515 Center Avenue, Suite G102, Bay City, MI 48708-5121
(989) 895-4098 • FAX (989) 895-2076 • TDD (Hearing Impaired) (989) 895-4040
Web: www.baycounty-mi.gov

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Mr. Tom Ryder, Chairperson
Personnel/Judicial Committee
Bay County Board of Commissioners
August 15, 2012
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Thank you for your consideration and if you have any questions, I will be available at the Committee meeting.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tim Quinn', written in a cursive style.

Tim Quinn, Director
Personnel and Employee Relations

cc: Tom Hickner
Mike Gray
Marty Fitzhugh
Wanda Behmlander



**BAY COUNTY
PERSONNEL DEPARTMENT**

**Thomas L. Hickner
County Executive**

Tim Quinn
Personnel Director
quinnt@baycounty.net

August 16, 2012

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

Re: Personnel/Judicial Committee Agenda Item

Dear Commissioner Ryder:

Please consider the following item for the agenda of your committee for the meeting on August 21, 2012.

- 1. Request:** Requesting to post and fill the Community Corrections Coordinator vacancy.

Background: Current employee has submitted his resignation and will be leaving in September.

Finance/Economics: Full-time BCAMPS position with benefits. \$36,192 per year entry, progressing to \$41,309 per year after 3 years (PB05). Minimal general fund dollars have been used for this position (about \$4,000 annually to address the grant shortfall).

Recommendation: Please approve filling this position.
- 2. Request:** Request permission to post and fill the Senior Park Ranger position at Pinconning Park.

Background: Position has been vacant since July 25th due to a resignation.

Finance/Economics: Full-time U.S.W. position with benefits at \$13.95 per hour entry, progressing to \$16.56 per hour after 2 years (TU07). Funds are available in the current existing general fund budget.

Recommendation: Please approve filling this position.
- 3. Request:** Request permission to post and fill 2 part-time Community Center Attendant positions.

515 Center Avenue, Suite G102, Bay City, MI 48708-5121
(989) 895-4098 • FAX (989) 895-2078 • TDD (Hearing Impaired) (989) 895-4049
Web: www.baycounty-mi.gov

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Mr. Tom Ryder, Chairperson
Personnel/Judicial Committee
Bay County Board of Commissioners
August 16, 2012
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Background: Current employee has resigned. We are proposing to hire 2 employees because this is generally a weekend only position and this will allow each employee to cover for each other. No additional funds will be used.

Finance/Economics: Part-time U.S.W. position at \$10.63 per hour entry, progressing to \$12.53 per hour after 6 years (TS04). Funds exist within the current general fund budget.

Recommendation: Please approve filling 2 part-time Community Center Attendant positions.

4. **Request:** Approve the hiring of a Community Center/Civic Arena Programming Manager.

Background: The Civic Arena manager recently tendered his resignation. Under this restructuring, the Manager would oversee all operations in both the Civic Arena and the Community Center. He or she would be responsible for financial controls, operations, inventory, as well as personnel at those locations.

This position would be structured as a business operation, with more emphasis at the respective locations based on the "busy" seasons. The individual would be responsible for developing and executing a business plan to reduce expenditures, increase revenues, and improve communications with the various groups and stakeholders at each operation.

In addition, the Steelworker maintenance employee currently employed at the Community Center will be assigned 50/50 between the Community Center and the Civic Arena and charged with increasing the efficiency of both operations. At this time, we recommend that this person remain classified as a TU07, but reserve the right to evaluate the duties when the entire recreation plan is brought before the Board of Commissioners. In that regard, we are not presenting a complete plan for recreation at this time, based on input received from various sources, but are recommending hiring someone for this position as soon as possible, given some of the operational concerns at the Civic Arena and Community Center. A plan will be presented at the September Ways and Means Committee meeting which will detail all plans for improving the financial performance of recreation activities.

Mr. Tom Ryder, Chairperson
Personnel/Judicial Committee
Bay County Board of Commissioners
August 16, 2012
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Finance/Economics: Full-time BCAMPS position with benefits at \$45,531 per year entry, progressing to \$50,877 per year after 4 years (MB09). This should be cost neutral, although it is expected that this will produce non-wage savings through increased revenues and decreased expenditures in a relatively short time.

Recommendation: Move this request to the Board of Commissioners.

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

Sincerely,



Tim Quinn, Director
Personnel and Employee Relations

cc: Tom Hickner
Mike Gray
Marty Fitzhugh
Crystal Hebert
Rick Pabalis
Brent Golk
Chris Izworski
Wanda Behmlander

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BAY COUNTY BOARD OF COMMISSIONERS

9/11/12

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (8/21/12)

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. Finance Department
 - 1. Payroll Clerk (ft, \$15.35/hr. entry)
 - 2. Payroll Clerk Support (pt, 800 additional hours in 2012 and 2013, \$15.35/hr. entry)
- B. Community Corrections - Community Corrections Coordinator (ft, \$36,192/yr. entry)
- C. Pinconning Park - Senior Park Ranger (ft, \$13.95/hr. entry)
- D. Community Center - Community Center Attendants (2) (pt, \$10.63/hr. entry)
- E. Community Center/Civic Arena - Programming Manager (ft, \$45,531/yr. 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 - September

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. Beglick				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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