

**PERSONNEL/JUDICIAL COMMITTEE**

**A G E N D A**

**TUESDAY, OCTOBER 16, 2012**

**4:00 P.M.**

COMMISSIONERS' CONFERENCE ROOM, FOURTH FLOOR, BAY COUNTY BUILDING

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PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 4	III MINUTES (9/18/12)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
5- 7	A. Retirement Coordinator - Request of Michael Shehan (Department of Water and Sewer) to Purchase Government Service Credit for Retirement Purposes ( <b>Proposed resolution attached</b> )
	B. Personnel Director
8-10 & 13	1. Vacancies ( <b>Seeking authorization to post/fill - proposed resolution attached</b> )
11	a. Division on Aging - Driver (on-call, part time - \$9.88/hr.)
12	b. Sheriff Department - CFO (full time, \$15.49/hr. entry)
	c. Community Corrections Program - Pre-Trial Specialist (full time, grant funded, \$1,248.40/bl-weekly entry)
	d. 911 Central Dispatch - 911 Director (full time, \$54,454/yr. entry)
	e. Health Department (Communicable Disease/Family Planning/Administration) - Typist Clerk III (full time, \$12.71/hr. entry)
	2. Reclassification of Receptionist Occupancy Clerk at Center Ridge Arms from TU05 to Typist Clerk III Wage Rate TU06 - HUD Funded Position ( <b>Receive</b> )
	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, SEPTEMBER 18, 2012, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.**

Call to order @ 4:00 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		
ERNIE KRYGIER, VICE CHAIR	P	S/Y	S/Y	M/Y	M/Y	S/Y	S/Y	Y	Y	M/Y		
MICHAEL J. DURANCZYK	P	Y	M/Y	S/Y	Y	Y	Y	S/Y	Y	S/Y		
BRANDON KRAUSE	P	M/Y	Y	Y	S/Y	M/Y	Y	M/Y	S/Y	Y		
VAUGHN J. BEGICK	P	Y	Y	Y	Y	Y	Y	Y	N	Y		
DONALD J. TILLEY		E	X	C	U	S	E	D				
KIM COONAN, EX OFFICIO	P	Y	Y	Y	Y	Y	M/Y	Y	M/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:** J.DAVIS, C.RUPP, M.GRAY, M.FITZHUGH, C.HEBERT, T.QUINN, R.ROUPE, P.BOSTICK, T.ROEHR, L.NORMAN, L.AMSBUECHLER, B.MACGREGOR, K.JANER, BAY 3 TV, J.ENDEL, R.REDMOND, 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.baycounty-mi.gov/executive/videos](http://www.baycounty-mi.gov/executive/videos).

- 1 **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE AUGUST 21, 2012 PERSONNEL/JUDICIAL COMMITTEE MEETING AS PRINTED.**

Public input was called with no one expressing a desire to address the Committee.

The first item on the agenda was a request from the Register of Deeds Vicki Roupe for approval to extend the contracts of the individuals (3) working on the Indexing Project for her office. These individuals are working backwards and are now at 1984 - 1982. They submit time sheets and their hours can be verified. It was

- 2 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE EXTENSION OF CONTRACTS (3) FOR THE INDEXING PROJECT (REGISTER OF DEEDS).**
- 3 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE TRANSFER OF FIDUCIARY ROLE (HOMELAND SECURITY) (COUNTY EXECUTIVE).**

Marty Fitzhugh, Corporation Counsel, advised that the resolution going to the Board has to be revised. Bay County does not have the authority to transfer the fiduciary role, that must be done by the State. The resolution will state that Bay County will terminate the contract with 30 days notice. The question was raised as to if Bay County will have an financial responsibility and Ms. Fitzhugh advised that there is not a problem with this since the contract being transferred is for FY2011 and no funds have yet been provided for that contract year. The ongoing investigation was questioned and Ms. Fitzhugh noted that no final audit has been received from the State but the 2011 grant has been approved for Bay County so, if there had been a problem, that wouldn't have occurred.

MOTION NO.

- 4           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE RESOLUTION RE PURCHASE OF GOVERNMENTAL SERVICE CREDIT BY SUE GADILLE (HEALTH DEPARTMENT) (RETIREMENT DIVISION).**

**The next item on the agenda dealt with the direct deposit of payroll checks. Bob Redmond, the Board's Financial Analyst, advised that approx. 80% of county employees receive their payroll checks by direct deposit. E-mail is available to the vast majority of employee. The law now allows the mandating of direct deposit. Board Chair Coonan questioned if there is a savings by going to direct deposit and Mr. Redmond responded affirmatively, in both cost (paper) and time (processing and distributing). The County will assist the employees with going to direct deposit and offer it again voluntarily. Commissioner Krygier questioned if these e-mails will be subject to FOIA and Mr. Redmond advised that this is public information. It was**

- 5           **MOVED, SUPPORTED AND CARRIED TO REFER THIS MATTER TO THE OCTOBER WAYS AND MEANS COMMITTEE MEETING.**

- 6           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST AND FILL DISPATCHER VACANCIES (2) IN 911 CENTRAL DISPATCH.**

- 7           **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO FILL THE FOLLOWING HEALTH DEPARTMENT VACANCIES: NURSE (FT, TEMPORARY); COMMUNITY HEALTH EDUCATOR (PT); AND PUBLIC HEALTH NURSE (FT).**

**A referral from the 9/11/12 Board meeting re printing of election ballots was next on the agenda. A proposed resolution was submitted requesting the Election Commission to following the County's Purchasing Policy as regards to future purchases. Mr. Redmond noted that the same request was made to the Building Authority in the past and they had no objection and they do follow the County's Purchasing Policy. Commissioner Begick did not agree with the resolution and reminded that the Election Commission, made up of elected officials, should make the purchasing decisions as regards elections. Commissioner Coonan pointed out that they are being asked to consider using the Purchasing Policy as an effort to save money. It was**

MOTION NO.

- 8            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL AT THE BOARD MEETING FOLLOWING TONIGHT'S COMMITTEE MEETINGS. (COMMISSIONER BEGICK VOTED IN THE NEGATIVE)**
- 9            MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:14 P.M.)**

**Submitted by:**

*Deanne Berger*

**Deanne Berger  
Board Coordinator**



**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 Pett  
Tom Ryder  
Thomas Starkweather

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

**DATE:** October 9, 2012

**TO:** Deanne Berger

**FROM:** Danean Wright

**RE:** Other Governmental Service Time- Michael Shehan- Dept. Of Water & Sewer

Enclosed you will find the request from Michael Shehan to purchase seven years and two months of other governmental service credit from May 22, 1997 to August 9, 2004.

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

If you have any questions please contact me.

September 10, 2012

Personnel Committee:

I, Michael J. Shehan, an employee of the Bay County Department of Water and Sewer, would like to request to purchase my other governmental service from May 1997 through August 2004 for a total of 7 years and 2 months. I have all the necessary documents filed with Danean Wright, Retirement Administrator.

Thank you for your consideration in approving this purchase of other governmental service time.

Sincerely,



Michael J. Shehan

BAY COUNTY BOARD OF COMMISSIONERS  
11/13/12

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (10-16-12)

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 Michael Shehan (Department of Water and Sewer) to purchase seven years and two months of governmental service credit (May 22, 1997 to August 9, 2004 - City of Grandville) for retirement purposes in accordance with all terms and conditions contained in resolution no. 96-331.

TOM RYDER, CHAIR  
AND COMMITTEE

GovtServCredit-Retirement-Michael Shehan

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 Krygier				Christopher Rupp			
Vaughn J. Begick				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](mailto:quinnt@baycounty.net)

October 11, 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**

Dear Commissioner Ryder:

Please consider the following items for the agenda of your committee for the meeting on October 16, 2012.

- 1. Request:** Tammy Roehrs has submitted a request on behalf of the Division on Aging to post and fill a part-time, on-call Driver position. Please see the details of her request in the attached letter to me dated September 25, 2012.

**Recommendation:** Please approve posting and filling of an additional on-call Driver position.
- 2. Request:** Sheriff Miller has submitted a request to post and fill a mandated CFO position. Please see the details of his request in the attached letter to me dated September 28, 2012.

**Recommendation:** Please authorize the posting and filling of the full-time CFO position.
- 3. Request:** Jull Reynolds has submitted a request to post and fill a full-time Pre-trial Specialist position with the Community Corrections Program.

**Background:** Bay County has been awarded a grant that will allow the current temporary, grant-funded position to be upgraded to a full-time position with benefits.

**Finance/Economics:** Full-time BCAMPS position with benefits at \$1,278.40/biweekly entry, progressing to \$1,440.80/biweekly after 3 years (PB04).

**Recommendation:** Please authorize the posting and filling of this full-time position.

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Mr. Tom Ryder, Chairperson  
Personnel/Judicial Committee  
Bay County Board of Commissioners  
October 11, 2012  
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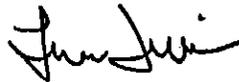
4. **Request:** Request permission to post and fill the position of 911 Director.
- Background:** Leonard Norman, 911 Director has announced his intent to retire in January, 2013. In order to provide a smooth transition, it is recommended that we post this department head level position as soon as possible. We also recommend that Mr. Norman be used on a transitional basis for up to 1,000 hours in 2012 and 2013.
- Finance/Economics:** Full-time with benefits at \$54,454 per year entry, progressing to \$63,253 per year after 4 years (MN12), funded by 911 funds.
- Recommendation:** Please authorize posting and filling this position.
5. **Request:** Reclassify the position of Receptionist Occupancy Clerk with the Bay County Department of Housing from a TU05 wage rate to a Typist Clerk III, TU06 wage rate.
- Background:** As a result of a request for reclassification under the provisions of the Steelworkers collective bargaining agreement, I reviewed the job duties of the Occupancy Clerk at Center Ridge Arms.
- My conclusion is that the employee is currently performing duties above her pay grade. The position, as classified, is a clerical position with little administrative or executive functions. However, my review revealed that in addition to normal clerical duties, she also performs scheduling and execution of necessary maintenance work at the facility, which is not in the job description. More importantly, she performs the function of the Director when the Director is not present.
- Ms. Marle Hayes agrees and supports this analysis and recommendation, as does the new Director, Ms. Rachelle Anderson.
- Finance/Economics:** No effect on general fund as all wages are paid by HUD.
- Recommendation:** RECEIVE

Mr. Tom Ryder, Chairperson  
Personnel/Judicial Committee  
Bay County Board of Commissioners  
October 11, 2012  
Page 3

6. **Request:** Request permission to post and fill a Typist Clerk III position with the Health Department, Communicable Disease, Family Planning and Administration.
- Background:** Current employee will be transferred to a position with the Division on Aging.
- Finance/Economics:** Full-time USW position with benefits. \$12.71 per hour entry, progressing to \$15.01 per hour after 2 years (TU06).
- Recommendation:** Please authorize posting and filling the full-time Typist Clerk III position at the Health Department.

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  
Tammy Roehrs  
Barb MacGregor  
Juli Reynolds  
Sheriff Miller  
Chris Izworski  
Leonard Norman  
Rachelle Anderson

Thomas L. Hickner  
Bay County Executive

Tammy Roehrs  
Director



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TDD (989) 895-4049  
Web Site: [www.baycounty-mi.gov/aging](http://www.baycounty-mi.gov/aging)  
E-mail: [divonaging@baycounty.net](mailto:divonaging@baycounty.net)

To: Tim Quinn, Personnel Director  
From: Tammy Roehrs, Division on Aging Director  
Date: September 25, 2012  
RE: Filling On-Call Driver Position In Division on Aging

**BACKGROUND:**

Currently, the Division on Aging has four On-Call drivers; however they are often limited in the hours and times they are available to fill in. Adding an additional on-call driver will ensure proper coverage in the event of illness or other absences in which short notice is given.

**FINANCE AND ECONOMICS:**

This position is on-call; with part-time variable hours pay \$9.88 per hour. Non-union, with no benefits. Funds exist within the current Division on Aging budget.

**RECOMMENDATION:**

The Division on Aging recommends filling the On-Call driver and seeks approval to post/hire this position.

Cc: Tom Hickner, Tim Quinn, Barb MacGregor

-11-

*John E. Miller*  
*Sheriff Of Bay County*

Michael T. Janiskee  
Undersheriff

Troy A. Stewart  
Jail Administrator



TO: Tim Quinn  
Personnel Director

FROM: Sheriff John E. Miller *JEM/MS*

DATE: September 28, 2012

RE: Mandated CFO Position

**BACKGROUND:** There will be a vacant position due to the retirement of a full time/with benefits Correctional Facility Officer (CFO) at the Sheriff's Office. This CFO position is budgeted for in the 2012 County Budget.

**FINANCE/ECONOMICS:** Our 2012 budget has funds allocated for this mandated position of CFO. The rate of pay for a full-time/with benefits position is \$15.49 per hour and is under the contract of the POAM.

**RECOMMENDATION:** Due to an opening effective September 2012 we need to fill a Correctional Facility Officer (CFO) position, this is a mandated position. Your cooperation and assistance to conduct necessary budget adjustments when required is greatly appreciated in filling this position in order to maintain minimum shift staffing and reducing cost for overtime wages.

CC: Jail Administrator Troy Stewart  
Undersheriff Michael T. Janiskee  
Tom Ryder, Chairman of Personnel/Judicial  
Hebert, Crystal, Finance Director  
Klm Priessnitz, Budget Supervisor  
File Copy

Ls/p&j-cfopos12

Phone: (989) 895-4050

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

Fax: (989) 895-4058



*-12-*

**BAY COUNTY BOARD OF COMMISSIONERS**

**11/13/12**

**RESOLUTION**

BY: PERSONNEL/JUDICIAL COMMITTEE (10/16/12)

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. Division on Aging - Driver (on-call, part time - \$9.88/hr.)
- B. Sheriff Dept. - CFO (full time, \$15.49/hr. entry)
- C. Community Corrections Program - Pre-Trial Specialist (full time, grant funded, \$1,248.40/bi-weekly entry)
- D. 911 Central Dispatch - 911 Director (full time, \$54,454/year entry)
- E. Health Department (Communicable Disease/Family Planning/Administration) Typist Clerk III (full time, \$12.71/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 - November

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 Krygier				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 \_\_\_\_\_