

PERSONNEL/JUDICIAL COMMITTEE

A G E N D A

TUESDAY, JANUARY 17, 2012

4:00 P.M.

COMMISSIONERS' CONFERENCE ROOM, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 3	III MINUTES (12/6/11)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
4- 6	A. Retirement Coordinator - Purchase of Governmental Service Credit for Retirement Purposes - Ricky Hanover, Sheriff Department (Seeking approval of request to purchase 1 year and 6 months of service credit - proposed resolution attached)
7- 9	B. Personnel Director - Vacancies (Seeking authorization to post/fill - proposed resolution attached)
10	1. Mosquito Control Seasonal Staff - 34 Seasonal Field and/or Biology Technicians (\$8/hr. day shift; \$10/hr. night shift)
	2. Sheriff Department
11	a. Marine Division: 5 Supervisors (\$12/hr.); 25 Deputies (\$11/hr.)
12	b. Correctional Facility Officer X 1 (ft, \$15.49/hr.) and Sergeant X 1 (ft, \$23.25/hr.) (Note: Promotion of current CFO to Sgt. and filling 1 CFO vacancy)
13	c. Friend of the Court Officer
	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 6, 2011, 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 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			
ERNIE KRYGIER, VICE CHAIR		E	X	C	U	S	E	D				
MICHAEL J. DURANCZYK	P	M/Y	S/Y	M/Y	S/Y	S/Y	S/Y	Y	Y			
BRANDON KRAUSE	P	Y	Y	Y	Y	Y	Y	M/Y	S/Y			
VAUGHN J. BEGICK	P	S/Y	Y	Y	Y	M/Y	Y	S/Y	Y			
KIM COONAN		E	X	C	U	S	E	D				
DONALD J. TILLEY, EX OFFICIO	P	Y	M/Y	S/Y	M/Y	M/Y	M/Y	Y	M/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												
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, R.REDMOND, J.STRASZ, J.MILLER, L.NORMAN, B.MACGREGOR, T.ROEIRS, M.HAYES, M.LAURUS, M.HALSTEAD, S.MURPHY, 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.

- 1 **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE OCTOBER 18, 2011 PERSONNEL/JUDICIAL COMMITTEE MEETING AS PRINTED.**

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

A request to create a second Assistant 911 Director position and name Michelle Katt to that position was considered. Leonard Norman, 911 Director, explained that the workload has increased considerably with the addition of new technology/programs. Commissioner Begick gave kudos to the new Bay Alert System which seems to be working very well and is well received in the community. It was

- 2 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE MICHELLE KATT AS ADDITIONAL ASSISTANT 911 DIRECTOR (911 CENTRAL DISPATCH).**

- 3 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION APPROVING PURCHASE OF OTHER GOVERNMENTAL SERVICE CREDIT FOR RETIREMENT PURPOSES BY MARIE HAYES, HOUSING DEPT. (RETIREMENT OFFICE).**

- 4 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE CHANGE IN PROVIDERS FOR COUNTY'S PRESCRIPTION DRUG PROVIDER (PERSONNEL DEPT.)**

- 5 **MOVED, SUPPORTED AND CARRIED RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE EMPLOYEE PERCENTAGE CONTRIBUTION FOR HEALTH CARE FOR 2012 (PERSONNEL DEPT.).**

MOTION NO.

- 6** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE RATIFICATION OF LABOR AGREEMENTS FOR DISTRICT COURT, NURSES, PROBATE COURT, 911 DISPATCHERS, PART TIME C.F.O.s, AND COMMAND OFFICERS (PERSONNEL DEPT.).**
- 7** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF PROPOSED RESOLUTION AUTHORIZING FILLING VACANCIES IN THE DIVISION ON AGING, ANIMAL CONTROL, JUVENILE HOME, AND HEALTH DEPARTMENT (PERSONNEL DEPT.)**
- 8** **MOVED, SUPPORTED AND CARRIED TO ADJOURN (3:37 P.M.)**

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**

DATE: December 1, 2011

TO: Deanne Berger

FROM: Danean Wright

RE: Other Governmental Service Time- Ricky Hanover- Sheriff Department employee

Enclosed you will find the request from Ricky Hanover to purchase one year and six months of other governmental service credit from October 23, 1985 to August 1, 1986 and September 10, 1987 to May 19, 1988.

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

If you have any questions please contact me.

December / , 2011

Personnel Committee:

I, Ricky Hanover, an employee of the Sheriff Department, would like to request to purchase my other governmental service from Losco County, from October 23, 1985 through August 1, 1986 and from Coleman Police Department from September 10, 1987 through May 19, 1988 for a total of one year and six months. I have all of the necessary documents filed with Danean Wright, Retirement Administrator.

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

Sincerely,

A handwritten signature in cursive script that reads "Ricky Hanover". The signature is written in black ink and is positioned below the word "Sincerely,".

Ricky Hanover

**BAY COUNTY BOARD OF COMMISSIONERS
2/14/12**

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (1/17/12)

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 Ricky Hanover (Sheriff Department) to purchase governmental service credit (combined 1 year and 6 months from Iosco County and from the Coleman Police Department) 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-Ricky Hanover

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				Ernle Krygler				Christopher Rupp			
Vaughn J. Beglck				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@baycounty.net

January 12, 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 Items

Dear Commissioner Ryder:

Please consider the following items for the agenda of your committee for the meeting on January 17, 2012.

- 1. Request:** Laura Ogar and Tom Putt have submitted a request to hire the seasonal staff for the 2012 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). 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:** Sheriff Miller has submitted a request to hire the 2012 Marine Personnel - DNR grant positions: 5 Supervisors and 25 marine deputies.

Background: Each year the Sheriff's Office participates in the Marine Safety Grant Program offered through the Michigan Department of Natural Resources and Environment. The grant provides funding for equipment as well as other expenditures used for boater safety education and enforcement in Bay County. The Marine Safety Grant provides for marine patrols during each boating season in Bay County.

Mr. Tom Ryder, Chairperson
Personnel/ Judicial Committee
January 12, 2012
Page 2

Finance/Economics: The DNRE agrees to reimburse Bay County a sum of money equal to 75% of total eligible costs for operation of the Marine Safety Program, but not to exceed our grant allocation of \$26,925. A total match of at least 25% of total eligible costs is required for this reimbursement. The Marine Safety Grant has been approved in the 2012 Budget Year. NOTE: Supervisors are paid \$12.00 per hour and deputies are paid \$11.00 per hour.

Recommendation: Approve the Sheriff's Office to participate in the program and hire the seasonal workers, and also authorize the finance department to make any required budget adjustments and expenditures.

3. Sheriff Miller has submitted a request to fill a mandated CFO position and a Sergeant position. Please refer to the attached letter which explains in detail the Sheriff's request.
4. Sheriff Miller has submitted a request to fill the full-time Friend of the Court Officer vacancy. Please refer to the attached letter which explains in detail the Sheriff's request.

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
Laura Ogar
Tom Putt
Sheriff Miller

G:\Board\Personnel-Judicial\2012\January.wpd

BAY COUNTY BOARD OF COMMISSIONERS

2/14/12

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (1/17/12)

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. **Mosquito Control** - Seasonal Field and/or Biology Technicians (34) - \$8.00/hr. day shift and \$10.00/hr night shift (same rate as 2011)
- B. **Sheriff Department**
 - 1. Friend of the Court Officer
 - 2. Correctional Facility Officer X 1 (ft, \$15.49/hr.) and Sergeant X 1 (ft, \$23.25/hr.) (Note: Promotion of current CFO to Sgt. and filling 1 CFO vacancy)
 - 3. Marine Division: 5 Supervisors (\$12/hr.); 25 Deputies (\$11/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 - January

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 MOSQUITO CONTROL
810 Livingston
Bay City, Michigan 48708

TOM PUTT, MANAGER
puttt@baycounty.net

Phone (989) 894-4555
Fax (989) 894-0526
TDD (989) 895-4049
<http://www.baycounty-mi.gov>



LAURA OGAR, DIRECTOR
ogarl@baycounty.net

Community Initiatives
Geographic Information Systems
Gypsy Moth Suppression Program
Mosquito Control
Transportation Planning

TOM HICKNER
County Executive

RECEIVED
JAN 12 2012
PERSONNEL DEPARTMENT

To: Tim Quinn, Director
Bay County Personnel

Through: Laura Ogar, Director
Environmental Affairs & Community Development

From: Thomas J. Putt, Manager
Bay County Mosquito Control

Date: January 13, 2012

Re: Placement on Personnel/Judicial Agenda

BACKGROUND:

With the upcoming 2012 mosquito season in mind, seasonal staffing preparations must soon begin. As in past years, I would like to request the hire of thirty-four (34) people to be trained as seasonal field and/or biology technicians.

FINANCE:

There are currently monies available in the line item 705.00.

RECOMMENDATION:

I would recommend hiring 34 seasonal technicians at the hourly wage rate of \$8.00 per hour (days) and \$10.00 per hour (nights), this will remain the same as last year. Thank you for your consideration.

cc: Tom Hickner
Mike Gray

John E. Miller
Sheriff Of Bay County

Michael T. Janiskee
Undersheriff

Troy A. Stewart
Jail Administrator



RECEIVED
JAN 11 2012
PERSONNEL DEPARTMENT

TO: Tim Quinn, Personnel Director
FROM: Sheriff John E. Miller *JEM/SSG*
DATE: January 11, 2012
SUBJECT: 2012 Marine Personnel – DNR Grant Positions

BACKGROUND:

Each year the Bay County Sheriff's Office participates in the Marine Safety Grant Program offered through the Michigan Department of Natural Resources & Environment. This grant provides funding for equipment as well as other expenditures used for boater safety education and enforcement in Bay County. The Marine Safety Grant provides for Marine patrols during each boating season in Bay County. I am requesting five Supervisors at the rate of \$12.00 per hour and twenty-five (25) marine deputies at the rate of \$11.00 per hour.

FINANCE/ECONOMICS:

The DNRE agrees to reimburse Bay County a sum of money equal to 75% of total eligible costs for operation of the Marine Safety Program, but not to exceed our grant allocation of \$26,925.00. A total match of at least 25% of total eligible costs is required for this reimbursement. The Marine Safety Grant has been approved in the 2012 Budget Year.

RECOMMENDATION:

I am requesting approval of the Board of Commissioners to participate in this program as well as authorize the Finance Department to make any required budget adjustments and expenditures.

CC: Undersheriff Michael Janiskee
Personnel/Judicial, Tom Ryder, Chairman
Deanne Berger, B.O.C.
Kim Priessnitz, Budget Supervisor
Personnel Department, Michele Reilly (10133100-70500)

in/Personnel/Marine/Positions2011

Phone: (989) 895-4050

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

Fax: (989) 895-4058



John E. Miller
Sheriff Of Bay County

Michael T. Janlskee
Undersheriff

Troy A. Stewart
Jail Administrator



RECEIVED
DEC - 9 2011
PERSONNEL DEPARTMENT

TO: Tim Quinn
Personnel Director

FROM: Sheriff John E. Miller *JEM*

DATE: December 9, 2011

RE: Mandated CFO Position x1 & Sergeant Position x 1

BACKGROUND: There will be a vacant position due to retirement for a full time/with full benefit Correctional Facility Officer (CFO) X 1 and Sergeant (Sgt.) X 1 position at the Sheriff's Office. Both Sergeant and CFO positions is budgeted for in the 2012 County Budget. This amounts to the Sgt. Position being filled and the hiring of one CFO. For a total on 1 person being hired.

FINANCE/ECONOMICS: Our 2012 budget has funds allocated for this mandated position of CFO and Sgt. The rate of pay for these full-time/with benefits position is \$15.49 per hour for CFO and \$23.25 per hour for Sgt and is under the contract of the POAM.

RECOMMENDATION: Due to an opening effective January 2012 we need to fill a Correctional Facility Officer (CFO) X1 position and Sergeant (Sgt.) X 1, both are 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. Janlskee
Tom Ryder, Chairman of Personnel/Judicial
Hebert, Crystal, Finance Director
Kim Priessnitz, Budget Supervisor
File Copy

LspAj-efopos12-11

Phone: (989) 895-4050

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

Fax: (989) 895-4058



-12-

John E. Miller
Sheriff Of Bay County

Michael T. Janiskee
Undersheriff

Troy A. Stewart
Jail Administrator



DATE: December 19, 2011
TO: Tim Quinn
Director of Personnel
FROM: Sheriff John E. Miller *JEM*
SUBJECT: Grant Position -- Friend of the Court Officer

BACKGROUND:

Due to an untimely retirement of a full time Friend of the Court (FOC) Warrant Officer grant position at the Sheriff's Office in January 2012. The vacant FOC Officer position was budgeted for in the 2012 County Budget. I am requesting this grant position be filled.

FINANCE/ECONOMICS:

There will be no additional cost to Bay County for this position. This is a grant-funded position under (10131100) in the 2012 Budget, and is a POLC Union position.

RECOMMENDATION:

I am requesting approval and authorization for the filling of a full time FOC Warrant Officer; also upon approval(s) to make any necessary budget adjustments.

CC: Tom Ryder, Chairman Personnel/Judicial
Michael T. Janiskee, Undersheriff
Deanne Berger, Board Coordinator
Crystal Hebert, Finance Director
Kim Priessnitz, Budget Supervisor
File Copy

La/Personnel.FOC-position

Phone: (989) 895-4050

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

Fax: (989) 895-4058



-13-