

PERSONNEL/HUMAN SERVICES COMMITTEE

A G E N D A

TUESDAY, APRIL 16, 2013

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 4	III MINUTES (3/19/13)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
5- 9	A. Assistant County Executive for Recreation and Administrative Services - Do All Inc. - Golf Course Food Service (Seeking authorization to accept proposal from Do All Inc. to take over food service at the Bay County Golf Course - proposed resolution attached)
10-11	B. Retirement Coordinator - Purchase of Military Service (Seeking approval of purchase of one (1) year of military service for retirement purposes by Kim Withrow (Bay Arenac Behavioral Health Authority. NOTE: Pursuant to Board resolution no. 90151, adopted 6/12/90, Personnel Committee action is final.)
12-15	C. Personnel Director - Vacancies (Seeking authorization to post/fill the listed positions - proposed resolution attached)
16	1. Sheriff Department - Correctional Facility Officer (CFO) (ft, \$15.49/hr. entry)
17	2. Division on Aging - Driver (part time; \$9.88/hr.)
18	3. Civic Arena - Zamboni Driver/Team Leader (pt; \$8.50/hr.)
19-20	4. Prosecutor's Office - Child Support Specialist/Investigator (ft; \$20.84/hr.)
21	5. Buildings and Grounds - Custodian (ft; \$10.83/hr. entry)
	6. Information Systems Division
	A. Information Systems Manager (ft; \$57,221 entry)
	B. Senior Technical Services Coordinator (ft; \$43,347 entry)
22-23	7. Animal Control - Animal Census Takers (2) (pt; \$8.00/hr.) (The census takers will work from 5/15/2013 thru August 13, 2013 - 17 weeks - proposed resolution attached for referral to Board meeting immediately following this meeting due to time frame of census program)
	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/HUMAN SERVICES COMMITTEE

MINUTES

MEETING OF THE PERSONNEL/HUMAN SERVICES COMMITTEE ON TUESDAY, MARCH 19, 2013, 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 Krause.

Roll call:

MOTION NO.

COMMISSIONERS PRESENT		1	2	3	4	5	6	7	8	9	10	11
BRANDON KRAUSE, CHAIR	P	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y
DONALD J. TILLEY, VICE CHAIR	P	S/Y	Y	Y	M/Y	Y	Y	S/Y	M/Y	S/Y	M/Y	Y
VAUGHN J. BEGICK		E	X	C	U	S	E	D				
KIM J. COONAN	P	Y	Y	S/Y	Y	M/Y	S/Y	Y	Y	Y	Y	Y
THOMAS M. HEREK	P	Y	Y	Y	S/Y	Y	Y	Y	Y	Y	Y	Y
MICHAEL E. LUTZ	P	Y	S/Y	Y	Y	S/Y	M/Y	Y	Y	Y	Y	Y
ERNE KRYGIER, EX OFFICIO	P	M/Y	M/Y	M/Y	Y	Y	Y	MY	S/Y	Y	Y	Y

MOTION NO.

COMMISSIONERS PRESENT		12	13	14	15	16	17	18	19	20	21	22
BRANDON KRAUSE, CHAIR		Y										
DONALD J. TILLEY, VICE CHAIR		M/Y										
VAUGHN J. BEGICK		E										
KIM J. COONAN		S/Y										
THOMAS M. HEREK		Y										
MICHAEL E. LUTZ		Y										
ERNE KRYGIER, EX OFFICIO		Y										

MOTION NO.

COMMISSIONERS PRESENT		23	24	25	26	27	28	29	30	31	32	33
BRANDON KRAUSE, CHAIR												
DONALD J. TILLEY, VICE CHAIR												
VAUGHN J. BEGICK												
KIM J. COONAN												
THOMAS M. HEREK												
MICHAEL E. LUTZ												
ERNE KRYGIER, EX OFFICIO												

OTHERS PRESENT: M. GRAY, M. FITZHUGH, C. HEBERT, T. QUINN, B. GOIK, R. PABALIS, C. MILITELLO, B. MACGREGOR, J. STRASZ, F. HORGAN, J. MILLER, T. JENDEL, BAY 3 TV, D. BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT

**PERSONNEL/HUMAN SERVICES COMMITTEE
MINUTES
TUESDAY, MARCH 19, 2013
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 or can be viewed on Bay County's website www.baycountymi.gov/executive/videos.

Public input was called. Chuck Militello, Jr., operator of the County Market - Farmers & Flea Market, was present relative to his request to conduct a gun show at the Market site on May 17 and 18. He explained he has been working with Corporation Counsel and the Sheriff to meet the criteria to have this gun show. The Market will be fenced in with a 6' stockade fence and 8' sidewalls. A security company will be on site, there will be no loaded firearms, guns will be secured by zip-ties or cables. A federal firearms dealership will be on site and background checks can be done on site. Mr. Militello was looking for approval for this event and noted that he's planning future events and will back before this Board for approval of those events. It was

- 2 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL 3/19/13 OF MR. MILITELLO'S REQUEST FOR A GUN SHOW AT THE COUNTY MARKET FACILITY, WITH AUTHORIZATION FOR THE BOARD CHAIR TO EXECUTE THE AMENDMENT TO THE EXISTING LEASE ON BEHALF OF BAY COUNTY (COUNTY MARKET). (NOTE: APPROVED BY THE FULL BOARD 3/19/13 - RES. NO. 2013-49.)**

A request to extend the existing agreement re kayak rental at Pinconning Park was submitted by Michael Gray, Assistant County Executive for Recreation and Administrative Services. The Agreement is with Bob and Ellen Charlebois and this would be a three (3) year extension. Even though it was a late start last year, the program was successful and staff felt the Charlebois did a great job. The return to the County is 5%. It was

- 3 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE EXTENSION OF AGREEMENT FOR KAYAK RENTAL AT PINCONNING PARK (ADMINISTRATIVE SERVICES).**

**PERSONNEL/HUMAN SERVICES COMMITTEE
MINUTES
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PAGE 3**

MOTION
NO.

A proposal relative to golf carts at the Bay County Golf Course was next on the agenda. It is proposed that the County will repair the existing golf carts (28) in- house at a savings of \$3,040, ten carts will be rented from Titan in Linwood for the 4 busy months, and bids for the golf carts would be solicited for the 2014 golf season. A budget adjustment of \$10,400 within the Golf Course budget is required. It was

- 4 **MOVED, SUPPORTED AND CARRIED TO SUPPORT THE PROPOSAL RE GOLF CART REPAIR/LEASE/BUDGET ADJUSTMENT/BIDDING FOR 2014 SEASON, FULL BOARD ACTION TO BE TAKEN 3/19/13. (ADMINISTRATIVE SERVICES). (NOTE: APPROVED BY THE FULL BOARD 3/19/13, RES. NO. 2013-50.)**
- 5 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE BOYS AND GIRLS CLUB SUMMER RECREATION PROGRAMMING (ADMINISTRATIVE SERVICES).**
- 6 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE REPLACEMENT OF BOILERS (3) AT CENTER RIDGE ARMS (HOUSING DEPT.).**
- 7 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTIONS RE REQUESTS TO PURCHASE GOVERNMENTAL SERVICE CREDIT FOR RETIREMENT PURPOSES FILED BY DAVID ENGELHARDT (ENVIRONMENTAL AFFAIRS/TRANSPORTATION PLANNING) AND BARRY HUGO (ENVIRONMENTAL HEALTH).**

The next item on the agenda was the renewal of the membership agreement with Delta College. Committee Chair Krause spoke against the agreement noting that the County offers the community center and the civic arena and he felt that was sufficient. Commissioner Coonan felt that Delta College was logistically important for employees living closer to that facility. It is more convenient for some employees. He noted it is a beautiful facility that offers more than the other 2 sites, i.e. swimming pool and racquet ball courts. It was

**PERSONNEL/HUMAN SERVICES COMMITTEE
MINUTES
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PAGE 4**

**MOTION
NO.**

- 8 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE RENEWAL OF THE MEMBERSHIP AGREEMENT W/DELTA COLLEGE (PERSONNEL DEPT.).**
- 9 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL DIVISION ON AGING POSITIONS, I.E. ON-CALL DRIVERS(2) AND ON-ALL COOK.**
- 10 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL HEALTH DEPARTMENT POSITIONS, I.E. REGISTERED DIETITIAN (WIC-PT), ANALYST (ENVIRONMENTAL HEALTH-PT) AND HEALTH DIRECTOR (FT).**
- 11 **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE 2012 YEAR TO DATE REPORT FROM THE OFFICE OF ASSIGNED COUNSEL.**
- 12 **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:20 P.M.).**

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**

BAY COUNTY
Administrative Services

Michael K. Gray
Assistant County Executive for
Recreation & Administrative Services
graym@baycounty.net

515 Center Avenue
Bay City, Michigan 48708

Phone (989) 895-4130
Fax (989) 895-7658
TDD (989) 895-4049
www.baycounty-mi.gov



Thomas L. Hickner
County Executive

ANIMAL CONTROL
Michael Halstead, Manager
halsteadm@baycounty.net

BUILDINGS & GROUNDS
Richard Pabaliss, Superintendent
pabalissr@baycounty.net

INFORMATION SYSTEMS
Brandon Short, Interim ISD Manager
shortb@baycounty.net

RECREATION
Brent Goik, Recreation & Clubhouse Supervisor
goikb@baycounty.net

Memo

To: Mr. Brandon Krause, Chairperson, Personnel and Human Services Committee, and Commissioners

From:  Michael Gray, Assistant County Executive for Recreation & Administrative Services

Date: April 10, 2013

Subject: Do All Inc. Proposal to operate golf course food service for 2013

Request: Approve the acceptance of the proposal from Do All Inc. to take over food service at the Bay County Golf Course for 2013.

Background: The financial difficulties at the Bay County Golf Course are well known to the Commissioners. Reserves have been depleted, revenues lag behind expenditures, capital needs are substantial without sufficient funds, and the General Fund recently loaned some funds to get the 2013 season started. At the same time we seek to avoid decisions which lower the quality of the course and further compound the problem.

We believe the availability of the snack shop is an important amenity. Unfortunately it has never successfully broken even. At the same time eliminating it could have a negative effect on golfers' decision to golf at Bay County.

Do All Inc. has submitted the attached proposal to operate the food service for the 2013 season by establishing one of their clients as a micro business.

Economics: In 2012 preliminary numbers appear that the snack shop expenses exceeded revenue by approximately \$3,000.00. By contracting with the Do All client we can continue to offer the snack shop service with little cost to the county. To the extent the operation may make a "profit" over expenses the net proceeds will be shared on a 50/50% split. Do All Inc. is a non-profit organization and will provide necessary administrative support to a client. The contract will be between Bay County and the individual and the County retains the option of approval prior to executing the agreement.

Note: Brent Goik will supply detailed snack shop numbers for the past several seasons to the May Ways & Means Committee, in consultation with the Finance Department.

Recommendation: Approve acceptance of the Do All Inc. proposal for one year and authorize the Board chairman to sign necessary contracts and documents to implement the program for the 2013 golf season as prepared and approved by administration and Corporation Counsel.

Encl.

cc: Tom Hickner Tim Quinn Bob Redmond Marty Fitzhugh Crystal Hebert
Brent Goik Rick Pabalis Tim Watkins Chris Gerard Sue Goddard

**Bay County Golf Course
Concessions Proposal**

Agency Name:	DO-ALL, INC.
Website Address:	www.doallinc.org
Address:	1400 South Lincoln, Bay City MI 48708
Phone Number:	(989) 391-9222
Contact:	Tina Adam
Email:	tadam@doallinc.org
MicroEnterprise Name:	To be Determined
Owner:	To be Determined

Intent of Proposal

It is the intent of Do-All Inc. to assist an individual with a disability to form a concession service (micro-enterprise) within the Bay County Golf Course. This micro-enterprise will be solely owned by the individual who will attain proper liability and insurance coverage of said micro-enterprise. Support will be provided by Do-All Inc. staff with experience in food service, serve-safe standards, and customer service. The individual owner (with needed assistance from Do-All Inc. staff) will develop a business plan based on the prior year's sales, inventories, processes as well as information regarding league play, tournaments and scheduled events.

Proposed Timeline

Start Date	Service	End Date
4/13	Approval from Bay County Board of Directors	4/13
4/13	Micro-Enterprise owner identified	4/13
5/13	Business Plan completed	5/13
5/13	Small Business Loan applied/received from Do-All Inc.	5/13
5/13	Health Department approval of concession	5/13
5/13	Concession operation	10/13
10/13	Wrap up/discussion of 2014 season	10/13

Proposal Detail

This proposal is for the 2013 golf season only. The contractual agreement shall be negotiable for future seasons after consideration of the micro-enterprise owner and the Bay County Golf Course.

The micro-enterprise owner will operate the concession for the 2013 season free of rent or utility cost. In return for occupying the concession space and use of existing equipment for sole purposes of operation, the mirco-enterprise owner will offer a profit share to the Bay County Golf Course of 50% of profits above and beyond all costs, to include operational costs, payment of staff and self. Records of costs and profits will be shared at the end of the season, and payment (should a profit exist) to the Bay County Golf Course by November 15, 2013.

The Bay County Golf Course also understands that this is a soley owned micro-enterprise owner. Do-All Inc. holds no liability for the business operation, only for any support provided by Do-All Inc. staff. A staff list will be provided upon request.

BAY COUNTY BOARD OF COMMISSIONERS

05/14/13

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (4/16/13)

WHEREAS, A proposal from Do All Inc. to take over food services at the Bay County Golf Course for the 2013 season has been submitted; and

WHEREAS, The Bay County Golf Course continues to experience financial difficulties and the snack shop at this facility, while an important amenity, has never successfully broken even and in 2012 preliminary numbers reflect snack shop expenses exceeded revenue by \$3,000; and

WHEREAS, It is felt that by contracting with the Do All client, Bay County can continue to offer the snack shop service with little cost to the County; and

WHEREAS, To the extent the operation may make a "profit" over expenses the net proceeds will be shared on a 50/50% split; and

WHEREAS, Do All Inc. is a non-profit organization and will provide necessary administrative support to a client; and

WHEREAS, The contract will be between Bay County and the individual with the County retaining the option of approval prior to executing the agreement; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves acceptance of the Do All Inc. proposal for one (1) year and, on behalf of Bay County, the Board Chair is authorized to sign necessary contracts and documents to implement the program for the 2013 golf season as prepared and approved by administration and Corporation Counsel; Be It Further

RESOLVED That related required budget adjustments are approved.

BRANDON KRAUSE, CHAIR
AND COMMITTEE

Adm Serv - Golf Course Snack Shop - Do All Inc

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

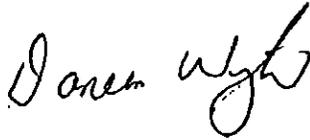
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

DATE: March 25, 2013

TO: Deanne Berger

FROM: Danean Wright



RE: Military Service Time - Kim Withrow- Bay Arenac Behavioral Health

Enclosed you will find the request from Kim Withrow to purchase a total of one year of his total military time.

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

If you have any questions please feel free to contact me.

March 17, 2013

Personnel Committee:

I, Kim A. Withrow, an employee of Bay-Arenac Behavioral Health, would like to request to purchase my military service credit from August 1, 1976 through August 1, 1977. I have all of the necessary documents filed with BCERS (Bay County Employees' Retirement System).

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

Sincerely,

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

Kim A. Withrow



**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tim Quinn, Director
quinnmt@baycounty.net
(989) 895-4098 (T)
(989) 895-2076 (F)

Tiffany Jerry, Payroll/Benefits Super.
jerryt@baycounty.net
(989) 895-4032 (T)
(989) 895-4039 (F)

April 10, 2013

Danean Wright, Retirement Adm./Acct.
wrightd@baycounty.net
(989) 895-4043 (T)
(989) 895-4113 (F)

Mr. Brandon Krause, Chairperson
Personnel/Human Services Committee
Bay County Board of Commissioners
515 Center Avenue
Bay City, MI 48708

Rebecca Smutek, Payroll Clerk
smutekr@baycounty.net
(989) 895-4044 (T)
(989) 895-4039 (F)

Re: Personnel/Human Services Committee Agenda Items

Dear Commissioner Krause:

Please consider the following items for the agenda of your committee for the meeting on April 16, 2013.

- 1. Request:** Sheriff Miller has submitted a request to fill a mandated Correctional Facility Officer (CFO) vacancy.

Background: Please see letter attached from Sheriff Miller dated March 15, 2013 for background and financial information.

Recommendation: Please approve filling this mandated position.
- 2. Request:** Tammy Roehrs has submitted a request to hire a part time Home Delivered Meal Driver with the Division on Aging.

Background: The vacancy is due to a resignation effective March 19, 2013.

Finance/Economics: This is a part-time position (18 to 23 hours per week) that pays \$9.88 per hour entry, progressing to \$11.41 per hour after 6 years (TS03), with limited benefits as provided for in the USW Part-time union. Funds exist within the current Division on Aging budget and can be utilized to fill this position.

Recommendation: I concur with the department's recommendation to fill this part-time vacancy.
- 3. Request:** I am in receipt of a request to post and fill a Part-time Zamboni Driver/Team Leader vacancy at the Civic Arena.

Background: Current employee has submitted his notice of resignation.

Finance/Economics: Part-time, non-represented position at \$8.50 per hour, with no benefits. Filling this position will not affect the finances of the Civic Arena, as it is a direct replacement of current hours.

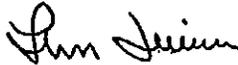
Recommendation: Concur with department's recommendation to fill this part-time position.
- 4. Request:** Kurt Asbury has submitted a request to post and fill the Child Support Specialist/Investigator position in the Prosecutor's Office.

- Background:** Please see the attached letter submitted by Mr. Asbury for all the details related to this request.
- Recommendation:** I concur with the department's recommendation to post and fill this vacancy.
5. **Request:** I am in receipt of a request to post and fill a full-time Custodian vacancy with the Building and Grounds division.
- Background:** Vacancy is a result of a current employee's retirement which will be effective May 1, 2013.
- Finance/Economics:** U.S.W. full-time unit position with benefits at \$10.83 per hour entry, progressing to \$12.71 per hour after two years (TU06).
- Recommendation:** Please approve posting and filling this full-time vacancy in Building and Grounds.
6. **Request:** I am in receipt of a request to post and fill a vacancy with the Information Systems Division.
- Background:** There are currently 2 vacancies in the division: Information Systems Manager and a Senior Technical Services Coordinator.
- Finance/Economics:** Both positions are full-time with benefits in the BCAMPS unit. The Information Systems Manager salary range is \$57,221 entry progressing to \$68,224 after 3 years (PB10) and the Senior Technical Services Coordinator position pays \$43,347 entry, progressing to \$50,336 after 3 years (PB07).
- Recommendation:** It is recommended that we fill one of the vacancies in the Information Systems Division.
7. **Request:** Animal Control has submitted a request to post and fill 2 seasonal Census Takers.
- Background:** See letter from Mike Halstead for details of this request.
- Recommendation:** Please approve posting and filling the seasonal Census Takers.

Mr. Brandon Krause, Chairperson
Personnel/Human Services Committee
Bay County Board of Commissioners
April 10, 2013
Page 3

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

Encl.

cc: Tom Hickner	John Miller	Bob Metcalfe
Mike Gray	Joel Strasz	Tammy Roehrs
Marty Fitzhugh	Rick Pabalis	Brandon Short
Crystal Hebert	Kurt Asbury	Mike Halstead

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BAY COUNTY BOARD OF COMMISSIONERS

5/14/13

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (4/16/13)

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/new positions, monies for said positions to come from the respective departmental budgets:

1. Sheriff Department - Correctional Facility Officer (CFO) (ft, \$15.49/hr.entry)
2. Division on Aging - Driver (part time; \$9.88/hr.)
3. Civic Arena - Zamboni Driver/Team Leader (pt; \$8.50/hr.)
4. Prosecutor's Office - Child Support Specialist/Investigator (ft; \$20.84/hr.)
5. Buildings and Grounds - Custodian (ft; \$10.83/hr. entry)
6. Information Systems Division
 - A. Information Systems Manager (ft; \$57,221 entry)
 - B. Senior Technical Services Coordinator (ft; \$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.

BRANDON KRAUSE, CHAIR
AND COMMITTEE

Vacancies - May

MOVED BY COMM. _____

SUPPORTED BY COMM.

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

John E. Miller
Sheriff Of Bay County

Michael T. Janlskee
Undersheriff

Troy A. Stewart
Jail Administrator



RECEIVED

MAR 15 2013

PERSONNEL DEPARTMENT

TO: Tim Quinn
Personnel Director

FROM: Sheriff John E. Miller *JEM*

DATE: March 15, 2013

RE: Mandated CFO Position

BACKGROUND: There will be a vacant position due to the resignation of a full time/with benefits Correctional Facility Officer (CFO) at the Sheriff's Office. This CFO position is budgeted for in the 2013 County Budget.

FINANCE/ECONOMICS: Our 2013 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 March 18, 2013 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. Janlskee
Brandon Krause, Chairman of Personnel/Judicial
Hebert, Crystal, Finance Director
Kim Priessnitz, Budget Supervisor
Michele Reilly, Personnel (10130100-70400)
File Copy

La/p&j-cfopos3-13

Phone: (989) 895-4050

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

Fax: (989) 895-4058



-16-

Thomas L. Hickner
Bay County Executive

Tammy Roehrs
Director



Bay County Building 2nd Floor, Suite 202
515 Center Avenue
Bay City, MI 48708-5123
(989) 895-4100
Toll Free (877) 228-8960

FAX (989) 895-4094
TDD (989) 895-4049
Web Site: www.baycounty-mi.gov/aging
E-mail: divonaging@baycounty.net

RECEIVED
APR - 1 2013
PERSONNEL DEPARTMENT

To: Tim Quinn, Personnel Director
From: Tammy Roehrs, Director
Date: April 1, 2013
RE: Filling Vacant Position In Division on Aging

BACKGROUND:

Currently, the Division on Aging has a vacant Home Delivered Meal Driver position due to the resignation of the current Meal Driver, effective March 19, 2013.

FINANCE AND ECONOMICS:

This is a part-time position paying \$9.88 per hour entry level progressing to \$11.41 per hour after six years. This is a union position with limited benefits. Funds exist within the current Division on Aging budget and can be utilized to fill this position.

RECOMMENDATION:

The Division on Aging recommends filling the Home Delivered Meal Driver position, and seeks approval to post/hire this position.

Cc: Tom Hickner, County Executive
Barbara MacGregor, Health Director
Michael Gray, Administrative Services
Crystal Hebert, Finance

TO: Mike Gray, Assistant County Executive
Tim Quinn, Personnel Director

FROM: Robert Metcalfe, Civic Arena and Community Center Manager

DATE: 4/3/2013

SUBJECT: New hire at Civic Arena

Request: I am submitting this request for approval to hire one new employee. The position would be either a Team Leader or a Zamboni Driver.

Background: On Tuesday April 2nd, 2013 one of our current Team Leaders (David Phillips) submitted notice that he will be leaving in early May. All of our Team Leaders are also Zamboni Drivers. While we can get by through the summer with the number of Team Leaders we will have, we will be short on Drivers.

I would like to open the position up to be able to hire either way based on an applicants qualifications/experience. If I end up hiring someone as a Driver we will need to look to promote someone from within later in the year.

Finance: This position will not really affect the finances of the Civic Arena, as it is a direct replacement of current hours.

Recommendation: Please receive this request and approve the proposed position.

BAY COUNTY PROSECUTING ATTORNEY

KURT C. ASBURY

Victim's Rights Advocates

Cindy A. Howell
Wendy D. Hoffard
Kristin M. Monaghan

Assistant Prosecuting Attorneys

Nancy E. Borushko
Chief Assistant

J. Dee Brooks
Barbara J. Hayward
John C. Keuvelear
Margaret A. Leeming
Scott A. Gordon
Sylvia L. Linton
Jordan Case

TO: Mr. Brandon Krause, Chairperson
Personnel/Human Services Committee

FROM: Kurt C. Asbury *KCA*
Bay County Prosecutor

RE: Personnel/Human Services Committee Agenda

DATE: March 26, 2013

Request: To be placed on the Agenda for the next Personnel/Human Services Committee.

Background: Request to fill the position of Child Support Specialist/Investigator due to the upcoming retirement of the current Child Support Specialist/Investigator. The Child Support Specialist/Investigator, under the general supervision of the Prosecutor, processes paternity, family support, UIFSA (responding and initiating referrals) and status and emancipation referrals, and who is responsible for timely submission of reports and for accurately following the rules and regulations of the funding source, and for following all stipulations of the grant. Tina Coones currently holds this position and will be retiring May 17, 2013. It is important that her position be filled as soon as possible, so that the new hire can train extensively with Tina before she leaves. There is no one else within my office who performs the duties that she does.

Finance: IV-D grant funded position. I am attaching to this request a copy of the Estimated PB07 personal services costs, as provided by Finance.

Recommendation: Request Board approval for filling this position.

BAY COUNTY COURT FACILITY, 1230 WASHINGTON, STE. 768, BAY CITY, MICHIGAN 48708

TELEPHONE: (989) 895-4185

FAX: (989) 895-4167

TDD [HEARING IMPAIRED]: (989) 895-2059

-19-

2013 Estimated PB07 Personal Services Costs

DESCRIPTION	AMOUNT	
NUMBER OF HOURS PAID IN TOTAL NUMBER OF STRAIGHT TIME HOURS	2013	2,088
PB07 Hire Hourly Wage		\$20.84
		ANNUAL 2013
<hr/>		
WAGES		
BASE ANNUAL WAGE		
SUB-TOTAL		
TOTAL WAGES		
<hr/>		
FRINGES		
SOCIAL SECURITY	7.65%	
HEALTH INSURANCE		19,352
LIFE INSURANCE		86
RETIREMENT	8.25%	
SELF INSURANCE ADMINISTRATION	0.17%	
WORKERS COMPENSATION	1.46%	
SICK AND ACCIDENT INSURANCE	0.66%	
UNEMPLOYMENT INSURANCE	0.54%	246
TOTAL FRINGES	18.73%	
TOTAL PERSONAL SERVICES		

Self Insurance Admin, Workers Compensation, Sick & Accident and Unemployment rates based on 12/31/11 act.



**BAY COUNTY
BUILDINGS & GROUNDS DIVISION**

**Thomas L. Hickner
County Executive**

Richard C. Pabalis
Superintendent of Buildings & Grounds
pabalrs@baycounty.net

RECEIVED

APR 10 2013

PERSONNEL DEPARTMENT

MEMO

**TO: TIM QUINN
PERSONNEL DIRECTOR**

FROM: RICHARD PABALIS 
SUPERINTENDENT OF BUILDINGS & GROUNDS

DATE: APRIL 9, 2013

RE: CUSTODIAL VACANCY

One of our Custodians that work in the Law Enforcement Center will be retiring May 1, 2013. I am requesting permission to fill this full time budgeted position. The Law Enforcement Center is one of the most active facilities we have running 24/7, as you know.

Thank you for your consideration of this request.

**Cc: Mike Gray
Sheriff John Miller
Under Sheriff Michael Janiskee
Captain Troy Stewart
Chief Mike Cecchini**

- 21 -

OK #22 4-10-13

**BAY COUNTY
Administrative Services**

Michael K. Gray
Assistant County Executive for
Recreation & Administrative Services
graym@baycounty.net



515 Center Avenue
Bay City, Michigan 48708

Phone (989) 895-4130
Fax (989) 895-7658
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Thomas L. Hickner
County Executive

ANIMAL CONTROL
Michael Halstead, Manager
halsteadm@baycounty.net
989-894-0678
989-894-0149 FAX

BUILDINGS & GROUNDS
Richard Paballe, Superintendent
paballe@baycounty.net

INFORMATION SYSTEMS
Brandon Short, Interim ISD Manager
shortb@baycounty.net

RECREATION
Brandon Cook, Recreation & Clubhouse Supervisor
cookb@baycounty.net

TO: Brandon Krause, Chairman, Personnel Committee

FROM: M. F. Halstead, Manager, Bay County Animal Control

DATE: April 10, 2013

REQUEST: Seeking approval for the hiring of two (2) Part-Time (29 hrs per wk) Animal Census Takers for the period of May 15, 2013 thru August 13, 2013.

BACKGROUND: Bay County Animal Control does not presently have a means of determining those animals (cats & dogs) unlicensed in Bay County save direct contact with the animals and/or their owners. Loss of revenue to Bay County via unlicensed animals is indeterminate. It is considered that through a census, identification of owners of unlicensed animals will increase licensing revenue and insure that Rabies vaccination has taken place.

FINANCE/ECONOMICS: Two paid positions at \$8.00 per hour; 40 hours per week; 17 weeks; \$11,300 Wage Costs w/Fringes Budgeted under 10143000-71900 for Temporary Help, Census Workers.

RECOMMENDATION; That the Bay County Board of Commissioners supports the proposed hirings for the purposes described above.

BAY COUNTY BOARD OF COMMISSIONERS

4/16/13

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (4/16/13)

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/new positions, monies for said positions to come from the respective departmental budgets:

1. Animal Control - Animal Census Takers (2) (pt; \$8.00/hr.) (The census takers will work from 5/15/2013 thru August 13, 2013 - 17 weeks)

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.

BRANDON KRAUSE, CHAIR
AND COMMITTEE

Vacancies - 4-16-2013

MOVED BY COMM. _____

SUPPORTED BY COMM.

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
BRANDON KRAUSE				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____