

**PERSONNEL/HUMAN SERVICES COMMITTEE**

**A G E N D A**

**TUESDAY, NOVEMBER 19, 2013**

**4:00 P.M.**

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

---

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 2	III MINUTES (10/15/13)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
3	A. Probate and Family Court Judge - Part Time to Full Time Probate-Juvenile Attorney in Office of Criminal Defense <b>(Requesting that part time Probate-Juvenile Attorney position be made full time for Office of Criminal Defense and the part time attorney for Corporation Counsel be made full time as well)</b>
4- 9	B. County Executive - Reorganization of Act 139 Departments <b>(Seeking approval of proposed reorganization and change from part time to full time attorney in Probate Court and in Corporation Counsel - proposed resolution attached)</b>
	C. Director of Division on Aging - Various Agreements <b>(Seeking approval of the following agreements - proposed resolutions attached)</b>
10-11	1. Region VII Area Agency Waiver Contract
12-13	2. Memorandum of Agreement for the Matter of Balance Program
14-15	3. Senior Dining Center Agreements
16-17	D. Personnel Director - Vacancies <b>(Seeking approval to post/fill - proposed resolution attached)</b>
	1. Animal Control - Custodia/Kennel Attendant (pt, \$10.63/hr. entry)
	2. Housing Dept. (Center Ridge Arms) - Maintenance II (ft, \$12.71/hr. 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/HUMAN SERVICES COMMITTEE**

**MINUTES**

**MEETING OF THE PERSONNEL/HUMAN SERVICES COMMITTEE ON TUESDAY, OCTOBER 15, 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					
DONALD J. TILLEY, VICE CHAIR	P	S/Y	M/Y	Y	Y	S/Y	S/Y					
VAUGHN J. BEGICK	P	Y	Y	Y	Y	Y	Y					
KIM J. COONAN		E	X	C	U	S	E	D				
THOMAS M. HEREK	P	Y	Y	Y	Y	Y	Y					
MICHAEL E. LUTZ	P	Y	Y	Y	Y	Y	M/Y					
ERNIE KRYGIER, EX OFFICIO	P	M/Y	S/Y	M/Y	M/Y	M/Y	Y					

**MOTION NO.**

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

**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												
ERNIE KRYGIER, EX OFFICIO												

**OTHERS PRESENT:** T.HICKNER, M.FITZHUGH, C.HEBERT, T.QUINN, K.PRIESSNITZ, R.BRZEZINSKI, M.HALSTEAD, R.GRUBER, K.RIFENBARK, J.TAYLOR, B.SHORT, J.STRASZ, C/IZWORSKI, J.DECKERT, R.REDMOND, 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, OCTOBER 15, 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.baycounty-mi.gov/executive/videos](http://www.baycounty-mi.gov/executive/videos).

**1**            **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE SEPTEMBER 17, 2013 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

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

**2**            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION IN SUPPORT OF H.B. 4803 (ANIMAL CONTROL OFFICERS ACCESS TO L.E.I.N.) (ANIMAL CONTROL).**

**3**            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTIONS AUTHORIZING CONTRACTS WITH PFIZER, FOR NURSE PRACTITIONER SERVICES AND WITH PROSPECTIVE HEALTH INSURANCE AND HEALTH MAINTENANCE ORGANIZATIONS FOR PROVIDER SERVICES (HEALTH DEPARTMENT).**

**4**            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A FULL TIME MAINTENANCE III VACANCY IN THE BUILDINGS AND GROUNDS DEPARTMENT (PERSONNEL DEPARTMENT).**

**5**            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND 10/15/13 BOARD APPROVAL TO POST/FILL AN ACCOUNT CLERK III VACANCY IN THE TREASURER'S OFFICE (PERSONNEL DEPARTMENT).**

**6**            **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:04 P.M.).**

**Submitted by:**

*Deanne Berger*

**Deanne Berger  
Board Coordinator**

*-2-*



BAY COUNTY PROBATE COURT  
EIGHTEENTH JUDICIAL CIRCUIT COURT - FAMILY DIVISION

1230 Washington Ave., Suite 715  
Bay City, Michigan 48708-5737

KAREN A. TIGHE  
Judge of Probate / Family Court

MARGE MARCHLEWICZ  
Court Administrator

Estates Division (989) 895-4205  
Juvenile Division (989) 895-4206

FAX (989) 895-4194  
TDD (989) 895-2059

November 12, 2013

Brandon Krause, Chair  
Personnel and Judicial Committee  
Board of Commissioners  
Bay County, MI

Chairman Krause:

Since I am unable to attend the Personnel-Judicial meeting personally, please let me express my support for the request to convert the part-time probate attorney in the Office of Criminal Defense to full time.

The abuse-neglect caseload has more than doubled over the last 2 years. In past years we averaged about 30-35 new cases per year. The rates of new filings have gradually increased. As of this writing, we have had 62 new cases filed this year and still climbing. With the increased cases comes an increased workload. We use Jan Miner on all of these cases. She rotates representing children and parents. Her position has saved the county money in outside appointed counsel costs. The neglect cases require her to travel to foster homes, a task she has been accomplishing evenings and weekends so that she can be available to the court during the week.

I know she has been less and less available to help Martha Fitzhugh in the Corporation Counsel's office due to the requirement that she appear in court more days per week than originally planned. This has placed an unfair burden on Ms. Fitzhugh, who continues to need the assistance of another attorney in her office.

Therefore I respectfully request that the Personnel and Judicial Committee of the Board recommend making a full time position for the probate-juvenile attorney, and doing the same for the part-time attorney position for the Corporation Counsel.

Thank you for your consideration of this request.

  
Karen A. Tighe  
Judge of Probate and Family Court



**OFFICE OF  
BAY COUNTY EXECUTIVE**

515 Center Avenue, Suite 401  
Bay City, Michigan 48708-5125  
(989) 895-4130 ● FAX (989) 895-7658

**Thomas L. Hickner**  
County Executive

To: Brandon Krause, Chair, Personnel Committee  
Bay County Board of Commissioners

From: Tom Hickner, County Executive

Re: **Reorganization of Act 139 Departments**

Date: November 13, 2013

**Director of Buildings, Grounds and Recreation, MN-14, FLSA Exempt, (annual salary range \$62,254.40-\$73,236.80). This position is currently posted and vacant.**

This FLSA Exempt position, held by Michael Gray, formerly included ISD, Animal Control, and Administrative Services and was populated at MN-15 (annual salary range \$66,456.00-\$78,915.20). In order to increase the efficiency and level the workload, those functions have been distributed as indicated below:

- **Executive Assistant, Administrative Services, FLSA Exempt, (annual salary range \$46,841.60-\$56,014.40). This position is a reclassification (from PN07 to PN08).**

This reclassification reflects the increased responsibilities of the position, (incumbent Debra Russell) which will include overall administration of Animal Control and Administrative Services.

**Reassignment of ISD Responsibilities**

Information Systems Division responsibilities will be assigned to the Finance Officer. No change in salary.

**Recreation – abolish position of Manager of Recreation – Civic Arena and Community Center, FLSA Non-exempt MB09 classification (annual salary range \$45,531.20-\$50,876.80).**

- Brent Goik, Supervisor of Recreation, will assume responsibilities for both the Golf Course and the Civic Arena. No change in salary.
- Beth Trahan, Recreation Assistant/Account Clerk, will continue to coordinate activities in the Community Center. In addition, she will assume overall responsibility for the pool,

E-Mail: [countyexecutive@baycounty.net](mailto:countyexecutive@baycounty.net) Web: [www.baycounty-mi.gov](http://www.baycounty-mi.gov)  
TDD (Hearing Impaired) (989) 895-4049

-4-

summer recreation, and building administration. In addition, she has initiated a number of new classes which generate new revenues and which lends itself to our wellness efforts. I would like to reclassify her from TU-07 to TU-08 (\$29,016 to \$31,928). She would report directly to the Director of Buildings, Grounds and Recreation.

- Reclassify Steve Buczek from TU-07 to TU-08 (\$29,016 to \$31,928); Steve was hired to provide maintenance support at the Community Center. Since that time, he has assumed all maintenance responsibility for the Civic Arena, including the ammonia refrigerant system for the ice sheets.
- Both Brent Goik and Beth Trahan will report directly to Director of Buildings, Grounds and Recreation (currently vacant).

#### **Upgrade two non-represented, part time positions at the Civic Arena.**

This upgrade is to provide supervision to the part-time employees at Civic Arena, mostly on the night shift, a task previously assigned to the eliminated position of Manager of Recreation – Civic Arena and Community Center. This is the time slot in which we have experienced decreased revenues over the years. This will increase the efficiency of the operations, as well as the cleanliness of the facility, as these employees are assigned to the night shift. Both of these positions will report directly to the Civic Arena – Office Supervisor.

- Reclassify the part-time Supervisor in Charge (\$10.00/hr.) to full-time Night-time Manager (\$13.00/hr. – no benefits). Increased responsibilities: supervision of all part-time employees on night shift; inventory control; and building relationships with leagues to potentially bringing back leagues which have gone elsewhere. The Night-time Manager will be assigned 40 hours on the night shift. The individual involved has demonstrated leadership and initiative over a number of years and we believe he can make significant progress in improving operations and bottom line results to the Civic Arena. He will report directly to Office Manager Tara Chaffin.
- Reclassify the Pro-shop Team Leader (\$8.50 hr.) to Supervisor in Charge (\$10.00/hr.). Increased responsibilities are to assist in supervisory duties, take the place of the Night-time Manager when not scheduled, and develop and execute a plan to dramatically increase the cleanliness and optics of the Civic Arena. The Supervisor in Charge will also report directly to Office Manager Tara Chaffin.

**Reassign Staff Attorney PN-10 (annual salary range \$57,699.20-70,054.40) to full-time at Probate Court (currently 40% County/60% Probate) and add a full time Staff Attorney to Corporation Counsel staff @ PN-10 (hire rate). (Effective January 2014, subject to approval of budget).**

- This change is requested in order to meet the needs of the County in an ever-increasing workload in both Corporation Counsel and Probate Court activities. The restructuring should reduce the dependence on more costly outside counsel and reduce the throughput time of legal review and drafting.

- (A copy of Judge Tighe's letter is a separate agenda item. The cost of that allocation to Probate Court of an additional 40% attorney's services is \$33,009 including fringes.)

**Summary**

The elimination of the Recreation Manager reduces the overall cost of wages and pays for the reclassifications and the additional allocation of legal services to Corporation Counsel with a net savings to Act 139 2014 budget of \$9,544.

	Before		After		Difference
Director Buildings and Grounds	\$	78,915	\$	62,254	\$ (16,661)
Executive Assistant	\$	50,128	\$	53,747	\$ 3,619
Eliminate Rec. Manager	\$	45,531	\$	-	\$ (45,531)
Community Center Manager - reclassification	\$	29,016	\$	31,928	\$ 2,912
Maintenance CC/ CA – reclass.	\$	29,016	\$	31,928	\$ 2,912
Attorney (40% to 100%)	\$	28,012	\$	57,699	\$ 29,687
Reclassify PT Supervisor in Charge to FT Night Time Manager (no benefits)	\$	15,080	\$	27,040	\$ 11,960
Reclassify Pro Shop Team Leader to Supervisor in Charge	\$	17,000	\$	20,000	\$ 3,000
				\$	\$ (8,102)
<b>Wages with Fringes</b>				\$	\$ (9,544)

**Advantages**

- Puts more management at a level where it is required in the Civic Arena and Community Center.
- Eliminates a layer of Management.
- Increases potential throughput in Corporation Counsel Office and may have the effect over time of reducing reliance on outside counsel.
- Provides extra strength for much needed legal services in Probate Court.

**Recommendation**

Approve the recommended changes, including the change to Probate Court, and budget adjustments as necessary. We further recommend that the changes be made effective January 1, 2014.

TQ/mr/Enc.

**BAY COUNTY BOARD OF COMMISSIONERS**

**12/10/13**

**RESOLUTION**

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (11/19/13)

WHEREAS, The Bay County Executive has submitted his plan of reorganization of Act 139 Departments as follows:

**Director of Buildings, Grounds and Recreation, MN-14, FLSA Exempt, (annual salary range \$62,254.40-\$73,236.80). This position is currently posted and vacant.**

This FLSA Exempt position, held by Michael Gray, formerly included ISD, Animal Control, and Administrative Services and was populated at MN-15 (annual salary range \$66,456.00- \$78,915.20). In order to increase the efficiency and level the workload, those functions have been distributed as indicated below:

- **Executive Assistant, Administrative Services, FLSA Exempt, (annual salary range \$46,841.60-\$56,014.40). This position is a reclassification (from PN07 to PN08).**

This reclassification reflects the increased responsibilities of the position, (incumbent Debra Russell) which will include overall administration of Animal Control and Administrative Services.

**Reassignment of ISD Responsibilities**

Information Systems Division responsibilities will be assigned to the Finance Officer. No change in salary.

**Recreation – abolish position of Manager of Recreation – Civic Arena and Community Center, FLSA Non-exempt MB09 classification (annual salary range \$45,531.20-\$50,876.80).**

- Brent Goik, Supervisor of Recreation, will assume responsibilities for both the Golf Course and the Civic Arena. No change in salary.
- Beth Trahan, Recreation Assistant/Account Clerk, will continue to coordinate activities in the Community Center. In addition, she will assume overall responsibility for the pool, summer recreation, and building administration. In addition, she has initiated a number of new classes which generate new revenues and which lends itself to our wellness efforts. I would like to reclassify her from TU-07 to TU-08 (\$29,016 to \$31,928). She would report directly to the Director of Buildings, Grounds and Recreation.

- Reclassify Steve Buczek from TU-07 to TU-08 (\$29,016 to \$31,928); Steve was hired to provide maintenance support at the Community Center. Since that time, he has assumed all maintenance responsibility for the Civic Arena, including the ammonia refrigerant system for the ice sheets.
- Both Brent Goik and Beth Trahan will report directly to Director of Buildings, Grounds and Recreation (currently vacant).

**Upgrade two non-represented, part time positions at the Civic Arena.**

This upgrade is to provide supervision to the part-time employees at Civic Arena, mostly on the night shift, a task previously assigned to the eliminated position of Manager of Recreation – Civic Arena and Community Center. This is the time slot in which we have experienced decreased revenues over the years. This will increase the efficiency of the operations, as well as the cleanliness of the facility, as these employees are assigned to the night shift. Both of these positions will report directly to the Civic Arena – Office Supervisor.

- Reclassify the part-time Supervisor in Charge (\$10.00/hr.) to full-time Night-time Manager (\$13.00/hr. – no benefits). Increased responsibilities: supervision of all part-time employees on night shift; inventory control; and building relationships with leagues to potentially bringing back leagues which have gone elsewhere. The Night-time Manager will be assigned 40 hours on the night shift. The individual involved has demonstrated leadership and initiative over a number of years and we believe he can make significant progress in improving operations and bottom line results to the Civic Arena. He will report directly to Office Manager Tara Chaffin.
- Reclassify the Pro-shop Team Leader (\$8.50 hr.) to Supervisor in Charge (\$10.00/hr.). Increased responsibilities are to assist in supervisory duties, take the place of the Night- time Manager when not scheduled, and develop and execute a plan to dramatically increase the cleanliness and optics of the Civic Arena. The Supervisor in Charge will also report directly to Office Manager Tara Chaffin.

**Reassign Staff Attorney PN-10 (annual salary range \$57,699.20-70,054.40) to full-time at Probate Court (currently 40% County/60% Probate) and add a full time Staff Attorney to Corporation Counsel staff @ PN-10 (hire rate). (Effective January 2014, subject to approval of budget).**

- This change is requested in order to meet the needs of the County in an ever-increasing workload in both Corporation Counsel and Probate Court activities. The restructuring should reduce the dependence on more costly outside counsel and reduce the throughput time of legal review and drafting. A letter requesting the full time staff attorney in Probate Court has been submitted. The cost of that allocation to Probate Court of an additional 40% attorney's services is \$33,009 including fringes.)

## Summary

The elimination of the Recreation Manager reduces the overall cost of wages and pays for the reclassifications and the additional allocation of legal services to Corporation Counsel with a net savings to Act 139 2014 budget of \$9,544.

## Advantages

- Puts more management at a level where it is required in the Civic Arena and Community Center.
- Eliminates a layer of Management.
- Increases potential throughput in Corporation Counsel Office and may have the effect over time of reducing reliance on outside counsel.
- Provides extra strength for much needed legal services in Probate Court.

RESOLVED By the Bay County Board of Commissioners that the Reorganization of Act 139 Departments as submitted by the Bay County Executive, outlined above, are approved, including changing the part time staff attorney in Probate Court to full time and changing the part time staff attorney in Corporation Counsel to full time, effective January 1, 2014; Be It Further

RESOLVED That related budget adjustments, as required, are approved.

BRANDON KRAUSE, CHAIR  
AND COMMITTEE

Executive - Reorganization of Act 139 Departments

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 \_\_\_\_\_

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) 229-9960

FAX (989) 895-4094  
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:** Brandon Krause, Chairman, Human Services Committee  
**From:** Tammy Roehrs, Division on Aging Director  
**Date:** November 12, 2013  
**CC:** Tom Hickner, Joel Strasz, Marty Fitzhugh, Crystal Hebert  
**RE:** Region VII Area Agency Waiver Contract

**BACKGROUND:**

Region VII Area Agency on Aging Waiver Division operates on a contract basis with Division on Aging. A contract has been sent to extend the current agreement that covers payment and services under the MI Choice Waiver program for period of October 1, 2013 through September 30, 2014.

**FINANCIAL IMPLICATIONS:**

Division on Aging wishes to maintain a working relationship with Region VII Area on Aging Waiver Division and continue to receive funding for services provided to this agency's Waiver clients.

**RECOMMENDATION:**

Upon favorable review by Corporation Counsel, the Division on Aging recommends that the contract of extension from Region VII Area Agency on Aging agreement for Waiver Services be approved. Any agreements relating to this contract are signed by the Board Chair and seek Board approval of any budget adjustments related to this agreement.

**BAY COUNTY BOARD OF COMMISSIONERS**

**12/10/13**

**RESOLUTION**

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (11/19/13)

WHEREAS, Region VII Area Agency on Aging contracts with the Division on Aging for services under the MI Choice Waiver Program and Division on Aging receives funding for the services provided to the agency's waiver clients; and

WHEREAS, A renewal contract for the period October 1, 2013 through September 31, 2014 has been submitted; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the contract for waiver services between Region VII Area Agency on Aging and Bay County (Division on Aging) and authorizes the Chairman of the Board to execute said contract and all related documents on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That required related budget adjustments are approved.

BRANDON KRAUSE, CHAIR  
AND COMMITTEE

DOA-Region VII AAA Waiver Services Agt.

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 \_\_\_\_\_

-11-

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) 229-9960

FAX (989) 895-4094  
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:** Brandon Krause, Chairman, Human Services Committee  
**From:** Tammy Roehrs, Division on Aging Director  
**Date:** November 8, 2013  
**CC:** Tom Hickner, Joel Strasz, Marty Fitzhugh  
**RE:** Memorandum of Agreement for the Matter of Balance Program

**BACKGROUND:**

The Memorandum of Agreement is between Region VII Area Agency on Aging and the Bay County Division on Aging in developing, implementing and assessing Matter of Balance programs. The contract will cover the period of October 1, 2013 through September 30, 2014.

**FINANCIAL IMPLICATIONS:**

The Division on Aging is required that all Title IIID funding be used for programs and activities which have been demonstrated to be evidenced-based. Region VII Area Agency on Aging will provide \$100.66 per hour of training conducted up to a maximum of three sessions of training. The grant funds require matching funds and the (11.5) percent match per unit would come from in-kind services.

**RECOMMENDATION:**

It is recommended that the Memorandum of Agreement between Region VII Area on Aging and the Bay County Division on Aging be approved, subject to Corporation Counsel review, and further that any subsequent addendums or amendments that may become necessary in the course of the next fiscal year be approved. All budget adjustments related to this action are approved.

-12-

**BAY COUNTY BOARD OF COMMISSIONERS**

**12/10/13**

**RESOLUTION**

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (11/19/13)

WHEREAS, Region VII Area Agency on Aging has submitted a Memorandum of Agreement covering development, implementation and assessing Matter of Balance Programs for the period October 1, 2013 through September 30, 2014; and

WHEREAS, A requirement of Title IIID funding is that it be used for programs and activities that have been demonstrated to be evidenced-based and Region VII will provide \$100.66 per hour of training conducted up to a maximum of three (3) sessions of training; and

WHEREAS, The grant funds require 11.5 percent local match and this match would come from in-kind services; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Memorandum of Agreement between Region VII AAA and Bay County (Division on Aging) and authorizes the Chairman of the Board to execute said MOA and other related documents on behalf of Bay County following legal review/approval; Be It Finally

RESOLVED That related required budget adjustments are approved.

BRANDON KRAUSE, CHAIR  
AND COMMITTEE

DOA - MOA - Matter of Balance Programs

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 \_\_\_\_\_

-13-

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) 229-9960

FAX (989) 895-4094  
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:** Brandon Krause, Chairman, Human Services Committee  
**From:** Tammy Roehrs, Division on Aging Director  
**Date:** November 8, 2013  
**CC:** Tom Hickner, Joel Strasz, Marty Fitzhugh  
**RE:** Senior Dining Center Agreements

**BACKGROUND:**

The Dining Center site agreements between Bay County Division on Aging and the Kawkawlin Township Hall, Williams Township Hall and Hampton Happy Hearts Senior Dining Center will expire December 31, 2013.

**FINANCIAL IMPLICATIONS:**

All utility expenses are included in the 2014 Division on Aging budget.

**RECOMMENDATION:**

Upon favorable review by Corporation Counsel, the Division on Aging recommends that the Dining Center agreements with Kawkawlin, Williams and Hampton Townships, be approved. Any agreements relating to these contracts are signed by the Board Chair and seek Board approval of any budget adjustments related to this agreement.

**BAY COUNTY BOARD OF COMMISSIONERS**

**12/10/13**

**RESOLUTION**

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (11/19/13)

WHEREAS, The Bay County Board of Commissioners wishes to continue to provide nutrition services to the senior citizen population of Bay County; and

WHEREAS, Currently there are Dining Center Site Agreements for the Hampton Township Happy Hearts Senior Dining Center, Kawkawlin Township Hall, and Williams Township Hall; and

WHEREAS, The same provisions for the calendar year of 2014 continue as in recent past years; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Dining Center Site Agreements for the Hampton Township Happy Hearts Senior Dining Center, Kawkawlin Township Hall, and Williams Township Hall, subject to approval of the county budget for calendar year 2014 and continued receipt of the budgeted grant funding from Region VII Area Agency on Aging; Be It further

RESOLVED That the Chairman of the Board is authorized to execute the Dining Center Site Agreements and all related documents on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That the grant applicant/recipient departments are required to work with the Finance Department whose staff will provide financial oversight of grant funds; Be It Further

RESOLVED That related budget adjustments, if required, are approved.

BRANDON KRAUSE, CHAIR  
AND COMMITTEE

DOA - 2014 Dining Center Site Agts - Hampton, Kawkawlin & Williams Twps.

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 \_\_\_\_\_

-15-



**BAY COUNTY  
PERSONNEL DEPARTMENT**

**Tim Quinn, Director**  
[quinn@baycounty.net](mailto:quinn@baycounty.net)  
(989) 895-4098 (T)  
(989) 895-2076 (F)

November 13, 2013

**Thomas L. Hickner**  
County Executive

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

Retirement Adm./Acct.  
(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](mailto: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 November 19, 2013.

- Request:** Request received to post and fill a part-time Custodian/Kennel Attendant, Animal Control vacancy.

**Background:** Employee has submitted his resignation notice with an effective date of November 30, 2013.

**Finance/Economics:** Part-time USW position with limited benefits. \$10.63 per hour entry, progressing to \$12.53 per hour after 6 years (TS04). General fund dollars are available in the current existing budget.

**Recommendation:** Please refer to the full board for approval to fill.
- Request:** Request received to post and fill a full-time Maintenance II position at Center Ridge Arms (Housing Department).

**Background:** Current employee will be transferring to the Maintenance III vacancy.

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

Sincerely,

Tim Quinn, Director  
Personnel and Employee Relations

515 Center Avenue, Bay City, MI 48708 • TDD (Hearing Impaired) (989) 895-4049  
[www.baycounty-mi.gov](http://www.baycounty-mi.gov)

-16-

**BAY COUNTY BOARD OF COMMISSIONERS**  
**12/10/13**  
**RESOLUTION**

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (11/19/13)  
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:

**VACANCIES:**

- a. Animal Control - Custodian/Kennel Attendant (pt, \$10.63/hr. entry)
- b. Housing Department (Center Ridge Arms) - Maintenance II (ft, \$12.71/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.

BRANDON KRAUSE, CHAIR  
AND COMMITTEE

Vacancies - December

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 \_\_\_\_\_