

PERSONNEL/HUMAN SERVICES COMMITTEE

A G E N D A

TUESDAY, DECEMBER 17, 2013

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 3	III MINUTES (11/19/13)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
4- 5	A. Fair Board - Fair Grounds (Seeking authorization to utilize Fairgrounds on various dates in 2014 for various events - proposed resolution attached)
6- 7	B. Retirement Division - Request to Purchase Military Time for Retirement Purposes (Seeking approval of request submitted by Patrick Baker (Bay Arenac Behavioral Health) to purchase 3 years of military service credit for retirement purposes. Note: Pursuant to resolution no. 90151, action by the Personnel Committee is final with no Board action required)
9-11	C. Personnel Director (Seeking authorization to post/fill the following vacancies - proposed resolution attached)
	1. Personnel Department - Typist Clerk II (pt, \$10.53/hr entry)
	2. Buildings and Grounds
	a. Mechanical Contractor/Maintenance Worker (ft, \$17.45/hr. entry)
	b. Lead Equipment Operator/Fabricator (ft, \$15.81/hr. entry)
	3. Information Systems - PC Technician (ft, \$17.45/hr. entry)
	4. Health Department - Community Health Educator (ft, \$17.92/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, NOVEMBER 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	Y			
DONALD J. TILLEY, VICE CHAIR	P	M/Y	Y	M/Y	Y	M/Y	Y	S/Y	S/Y			
VAUGHN J. BEGICK	P	Y	Y	Y	Y	Y	Y	Y	Y			
KIM J. COONAN	P	Y	M/Y	Y	S/Y	Y	S/Y	Y	Y			
THOMAS M. HEREK	P	Y	Y	Y	Y	Y	Y	Y	Y			
MICHAEL E. LUTZ	P	Y	Y	Y	Y	S/Y	Y	Y	Y			
ERNIE KRYGIER, EX OFFICIO	P	S/Y	S/Y	S/Y	M/Y	Y	M/Y	M/Y	M/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, R.ANDERSON, J.TAYLOR, T.ROEIRS, 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, NOVEMBER 19, 2013

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MOTION NO.

NOTE: In addition to these typed minutes, this Committee meeting was also taped by Bay 3 TV and those tapes are available for review in the Administrative Services Department or can be viewed on Bay County's website www.baycountymi.gov/executive/videos.

1 **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE OCTOBER 15, 2013 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

Public input was called with on one wishing to address the Committee.

2 **MOVED, SUPPORTED AND CARRIED TO APPROVE THE REQUEST TO CHANGE THE PART TIME PROBATE-JUVENILE ATTORNEY POSITION TO FULL TIME AND THE PART TIME ATTORNEY FOR CORPORATION COUNSEL TO FULL TIME (PROBATE COURT).**

3 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION APPROVING THE COUNTY EXECUTIVE'S PROPOSED REORGANIZATION WHICH INCLUDES THE CHANGE FROM PART TIME TO FULL TIME ATTORNEY IN PROBATE COURT AND IN CORPORATION COUNSEL (COUNTY EXECUTIVE).**

4 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION APPROVING THE REGION VII AREA AGENCY WAIVER CONTRACT (DIVISION ON AGING).**

5 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION APPROVING THE MEMORANDUM OF AGREEMENT FOR THE MATTER OF BALANCE PROGRAM (DIVISION ON AGING).**

6 **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION APPROVING THE SENIOR DINING CENTER AGREEMENTS FOR THE KAWKAWLIN TOWNSHIP HALL, WILLIAMS TOWNSHIP HALL AND HAMPTON HAPPY HEARTS SENIOR DINING CENTER (DIVISION ON AGING).**

**PERSONNEL/HUMAN SERVICES COMMITTEE
MINUTES
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MOTION NO.

- 7 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL THE CUSTODIAN/KENNEL ATTENDANT VACANCY AT ANIMAL CONTROL AND THE MAINTENANCE II VACANCY AT THE HOUSING DEPARTMENT (CENTER RIDGE ARMS).**
- 8 MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:03 P.M.).**

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**



800 Livingston * P.O. Box 633
Bay City, MI 48707-633
(Office) 989-895-3744
baycountyfair@yahoo.com

November 19, 2013

Mr. Brandon Krause, Chairman
Human Services Committee
Bay County Board of Commissioners
515 Center Ave
Bay City MI 48708

Dear Mr. Krause:

The Bay County Fair & Youth Exposition is requesting to extend our lease for 2014. We have been busy planning our 2014 community events, along with hosting the 149th Bay County Fair & Youth Exposition. Our Board of Directors is very committed to continue showcasing the youth of Bay County, while providing family friendly events for the community to enjoy. The following is a list of proposed events and dates:

Grandstands, Race Track, Bathrooms & Grounds

May 17 – Figure 8 Race
June 21 – Figure 8 Race
July 12 – Bump & Grind Race
Sept 27 – Figure 8 Race
Oct 25 – Figure 8 Race

Horse Riding Arenas, Horse Barn, Camping, Bathrooms & Showers

June 6, 7, & 8
July 18, 19, & 20

Canteen Building

Saturday, March 29 – Tack Sale
Friday, August 1 through Sunday, August 10 – Bay County Fair – still exhibits

Livestock Barn, Horse Barn, Camping, Bathrooms & Showers, Grounds, Horse Arenas, Grandstands and Race Track

July 27 – August 16 for The Bay County Fair & Youth Exposition – one week prior and one week after the event.

Please feel free to contact me if you have any questions regarding the proposed dates and events.

Sincerely,

Mary Jo Brandt
Mary Jo Brandt, President
989-859-8673 - cell

Cc: Tom Hickner, Rick Pabalis, Marty Fitzhugh, Beth Trahan

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BAY COUNTY BOARD OF COMMISSIONERS

12/17/13

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (12/17/13)
WHEREAS, The Bay County Fair Board is desirous of extending their current lease for the Bay County Fairgrounds and utilizing the Fairgrounds on several dates for various events including the Bay County Fair scheduled for July 27 - August 16 which includes one week prior and one week after the Fair; and
WHEREAS, The following dates are requested:

Grandstands, Race Track, Bathrooms & Grounds

- May 17 - Figure 8 Race
June 21 - Figure 8 race
July 12 - Bump & Grind Race
September 27 - Figure 8 Race
October 25 - Figure 8 Race

Horse Riding Arenas, Horse Barn, Camping, Bathrooms & Showers

- June 6, 7, & 8
July 18, 19, & 20

Canteen Building

- Saturday, March 29 — Tack Sale
Friday, August 1 through Sunday, August 10 — Bay County Fair — still exhibits

Livestock Barn, Horse Barn, Camping, Bathrooms & Showers Grounds
Horse Arenas Grandstands and Race Track

July 27 — August 16 for The Bay County Fair & Youth Exposition — one week prior and one week after the event.

RESOLVED By the Bay County Board of Commissioners approves extension of the Lease with the Bay County Fair Board for 2014; Be It Further

RESOLVED That the Bay County Fair Board is granted use of the Bay County Fairgrounds for the dates outlined above contingent upon compliance with all requirements outlined in the Fair Board lease including provision of required financial reports.

BRANDON KRAUSE, CHAIR
AND COMMITTEE

Fair Board - Fair Grounds for 2014 Fair

MOVED BY COMM. _____

SUPPORTED BY COMM.

Table with 12 columns: COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E. Rows include Brandon Krause, Ernie Krygier, Vaughn J. Begick, Kim J. Coonan, Thomas M. Herek, and Donald J. Tilley.

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

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

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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

Crystal Hebert
Finance Officer/Secretary

DATE: December 4, 2013

TO: Deanne Berger
Board of Commissioners

FROM: Sue Gansser *SG*
Retirement

RE: Military Service Credit - **Patrick Baker** - Bay Arenac Behavioral Health

BOARD OF TRUSTEES
Steven Gray, Chairperson
Richard Brzezinski
Ann Carpenter
Kim Coonan
Tom Herek
Jon Morse
Shari Peltier
Matthew Pett
Thomas Starkweather

ADMINISTRATIVE STAFF
Danean Wright
Tiffany Jerry
(989) 895-4030
TDD (989) 895-4049
FAX (989) 895-4113

Enclosed please find the request from Patrick Baker to purchase three (3) years and zero (0) months of military service credit from August 5, 1965 to August 4, 1968.

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

I would note that, normally, requests to purchase military service credit appear on the agenda of the Bay County Employees' Retirement System Board of Trustees the month after approval by the Personnel Committee. In this instance, that is not possible because Mr. Baker must make payment prior to his date of retirement, which is December 31, 2013, which is the last date employees are eligible to retire under the retirement incentive being offered to employees of Bay Arenac Behavioral Health. Therefore, his request will appear on the December 10, 2013 agenda of the BCERS Board. Approval by the BCERS Board will be contingent upon approval of the Personnel Committee. Mr. Baker first became aware that he was eligible to purchase military service credit on November 20, 2013. He is prepared to make payment immediately upon approval by the Personnel Committee.

If you have any questions please contact me.

December 4, 2013

Mr. Brandon Krause, Chairman
Bay County Personnel Committee
515 Center Avenue
Bay City, MI 48708

Re: Purchase of Military Time

Dear Mr. Krause:

I, Patrick Baker, am requesting to purchase three (3) years and zero (0) months of military service credit in the Bay County Retirement System.

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in cursive script that reads "Patrick Baker".

Patrick Baker
Bay-Arenac Behavioral Health



**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

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

December 11, 2013

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

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

Retirement Adm./Acct.
(989) 895-4043 (T)
(989) 895-4113 (F)

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 meeting on December 17, 2013.

1. **Request:** Request permission to fill the Part-time Typist Clerk II vacancy in the Personnel Department.

Background: Employee transferred to the full-time Administrative Assistant vacancy at the Housing Department effective November 20. An increase in hours (from 20 to 29 hours per week) is requested in anticipation of the office relocation to the 3rd floor and it is the intention to dedicate up to 10 hours per week to work on scanning all active personnel, payroll and benefits files.

Finance/Economics: Non-represented, part-time position (up to 29 hours per week) with no benefits. \$10.53 per hour entry, progressing to \$12.61 per hour after 2 years (TN05). General fund dollars are available in the 2014 budget.

Recommendation: Please refer to the full board for approval to fill.

2. **Request:** Jon Morse, Supervisor of Buildings and Grounds, has submitted a request to post and fill the vacant Mechanical Contractor/Maintenance position.

Background: The position is currently vacant due to Jon being promoted to the position of Supervisor of Buildings and Grounds. The Mechanical Contractor is responsible for the maintenance of the court facility, health department, as well as repair and installation of HVAC systems at all county facilities.

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Mr. Brandon Krause, Chairperson
Personnel/Human Services Committee
December 11, 2013
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Finance/Economics: Full-time position with benefits, in the USW full-time unit. \$17.45 per hour entry, progressing to \$20.79 per hour, after two years (TU09). Funds exist within the current existing general fund budget.

Recommendation: Please refer to the full board for approval to fill.

3. **Request:** Jon Morse has also submitted a request to post and fill the Lead Equipment Operator/Fabricator position with the Building and Grounds division.

Background: The vacancy is due to the upcoming retirement of the current employee (12/27/2013).

Finance/Economics: Full-time position with benefits as provided for within the U.S.W. full-time labor agreement. \$15.81 per hour entry, progressing to \$18.80 per hour after 2 years (TU08). Funds exist within the current existing general fund budget.

Recommendation: Please refer to the full board for approval to fill.

4. **Request:** I am in receipt of a request to post and fill the PC Technician vacancy with the Information Systems Division.

Background: The vacancy (formerly entitled: Hardware and Software Computer Technician) is a result of an inner-departmental transfer/promotion.

Finance/Economics: This is a full-time position in the USW full-time unit. \$17.45 per hour entry, progressing to \$20.79 per hour after 2 years (TU09). Funds exist within the current existing general fund budget.

Recommendation: Please refer to the full board for approval to fill.

5. **Request:** The health department has submitted a request to post and fill a part-time Community Health Educator.

Mr. Brandon Krause, Chairperson
Personnel/Human Services Committee
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Background: Current employee has accepted a full-time position outside of the Bay County Health Department.

Finance/Economics: This is a part-time grant-funded position with limited benefits and is covered by the BCAMPS labor agreement. \$17.92 per hour entry, progressing to \$20.46 per hour after 3 years (BT05).

Recommendation: Please refer to the full board for approval to fill.

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

cc: Tom Hickner
Marty Fitzhugh
Crystal Hebert
Deb Russell
Jon Morse
Andy Chartier
Joel Strasz
Melissa Maillette
Richelle Jimenez
Wanda Behmlander

G:\Board\Personnel-Judicial\2013\December.wpd

BAY COUNTY BOARD OF COMMISSIONERS

12/17/13

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (12/17/13)

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. Personnel Department - Typist Clerk II (pt, \$10.53/hr entry)
- b. Buildings and Grounds
 - 1. Mechanical Contractor/Maintenance Worker (ft, \$17.45/hr. entry)
 - 2. Lead Equipment Operator/Fabricator (ft, \$15.81/hr. entry)
- c. Information Systems - PC Technician (ft, \$17.45/hr. entry)
- d. Health Department - Community Health Educator (ft, \$17.92/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.

BRANDON KRAUSE, CHAIR
AND COMMITTEE

Vacancies - December 17, 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 _____

-11-