

PERSONNEL/JUDICIAL COMMITTEE

A G E N D A

TUESDAY, AUGUST 18, 2009

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 7	III MINUTES (7/21/09)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
8- 9	A. Personnel Director
10	1. Vacancy/Temporary Help (Seeking authorization to post/fill - proposed resolution attached)
	a. Prosecutor's Office - Assistant Prosecutor (\$57,699 entry to \$70,054 after 4 years)
	b. Finance Department - Temporary Help through 12/09
11-12	B. County Executive - Reorganization within Health Department (Seeking Board approval of proposed reorganization within the WIC & CSHCS Divisions of Health Department - proposed resolution attached)
13	C. Finance Director - Executive Directive #2007-11 (Receive)
	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, July 21, 2009, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:04 p.m. by Chair Tilley.

Roll call:

MOTION NO.

COMMISSIONERS PRESENT		1	2	3	4	5	6	7	8	9	10	11
DONALD J. TILLEY, CHAIR	P	Y	Y	Y	Y	Y	Y	Y				
DAWN A. KLIDA, VICE CHAIR	P	S/Y	Y	Y	Y	Y	S/Y	Y				
ERNIE KRYGIER	P	M/Y	S/Y	N	Y	S/Y	Y	S/Y				
KIM COONAN	P	Y	Y	N	M/Y	M/Y	Y	Y				
BRIAN K. ELDER	P	Y	Y	Y	Y	Y	Y	Y				
EUGENE F. GWIZDALA	P	Y	M/Y	M/Y	S/Y	Y	M/Y	MY				
PATRICK H. BESON, EX OFFICIO	P	Y	Y	S/Y	Y	Y	Y	Y				

MOTION NO.

COMMISSIONERS PRESENT		12	13	14	15	16	17	18	19	20	21	22
DONALD J. TILLEY, CHAIR												
DAWN A. KLIDA, VICE CHAIR												
ERNIE KRYGIER												
KIM COONAN												
BRIAN K. ELDER												
EUGENE F. GWIZDALA												
PATRICK H. BESON, EX OFFICIO												

MOTION NO.

COMMISSIONERS PRESENT		23	24	25	26	27	28	29	30	31	32	33
DONALD J. TILLEY, CHAIR												
DAWN A. KLIDA, VICE CHAIR												
ERNIE KRYGIER												
KIM COONAN												
BRIAN K. ELDER												
EUGENE F. GWIZDALA												
PATRICK H. BESON, EX OFFICIO												

OTHERS PRESENT: V.BEGICK, M.DURANCZYK, T.HICKNER, M.GRAY, A.BROWN, T.QUINN, B.MACGREGOR, R.REIMANN, D.KILDEE, R.BRZEZINSKI, N.MADAJ, R.PABALIS, C.IZWORSKI, R.REDMOND, BAY 3 TV, D.BERGER

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

-/-

PERSONNEL/JUDICIAL COMMITTEE

TUESDAY, JULY 21, 2009

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.

1 **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE 6/16/09 PERSONNEL/JUDICIAL COMMITTEE MEETING AS PRINTED.**

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

Bay County Treasurer Rick Brzezinski introduced Dan Kildee, Genesee County Treasurer, who was present to give a brief presentation on formation of a Land Bank Authority. Mr. Brzezinski noted that some counties have already established land banks, however, Mr. Brzezinski was a newly elected Treasurer when this was under consideration and he wished more time to become familiar with the process as well as the desire to make certain this process was functioning properly and it has. Over the last four years Mr. Brzezinski has returned excess revenue to the Delinquent Tax Fund in fees and has made some modest amounts on sales of property. During this time he has received requests and received information from both the public and private sector about a land bank for Bay County. He now feels it is time to get involved in a Land Bank Authority and view it as a natural extension of this process. There are benefits to the process. Genesee County's was the first land bank formed in the State. Mr. Kildee spoke to Genesee County's land bank. Michigan is very fortunate to have the strongest tax foreclosure and land bank law by just about any measure. Genesee County formed its land bank authority just after the tax foreclosure reform fully took effect. Prior to 1999 County governments sold tax liens rather than having the state or county conduct tax foreclosure. The former system, while a fairly efficient process of tax collection, had some negative consequences - primarily that communities would lose control of their own landscape by selling the right to foreclose to private investors. In Genesee County it was felt there was an immediate need for an alternative to the public auction for the disposition of tax foreclosed properties. This year Genesee County foreclosed on 1,600 properties but over the 7 years they have been conducting tax foreclosure, title was taken to 9,000 properties, 14% of the pieces of property in the City of Flint have come to the County through that process. It was important that the property be used in the neighborhoods in Flint in a way that advances the interest of the community. The land bank was

PERSONNEL/JUDICIAL COMMITTEE

TUESDAY, JULY 21, 2009

PAGE 3

MOTION NO.

devised as an alternative for properties that come through the tax foreclosure process back to the market, a pathway that allows a local community like Bay County, to adopt policies that govern the disposition of property that come through foreclosure. Public auction block is agnostic when it comes to the use of the land, simply the highest bidder wins often with no ties to the community. The use of the land, which Mr. Kildee views as a gift not a commodity, should have at least as high a priority as what can be obtained when liquidated through public auction. The land bank means different things in different communities but it gives a community the exclusive, statutory authority to say local investors from Bay County are given first consideration. It allows the County in land bank authority to work in concert to balance the interest of efficient tax collection with the interests of the neighborhoods and community. The land bank allows a community to devise its own system and to dispose of properties in a way consistent with its the community's values. In Genesee County, development tools were devised that enhanced the capacity of the local community to get properties into productive use. The land bank authority can hold the property tax exempt, which does help a local government or community-based organization to assemble land and not have significant holding costs. Michigan's Brownfield Redevelopment Financing Act was specifically amended to create a new definition of brownfield eligible property, property owned by Michigan Land Bank. There are tools in place for contaminated property that can be used for land bank-owned property. It provides an additional set of financing tools for those land bank-owned properties that are in a challenged market. It takes properties that are very difficult to develop and move to market utilizing these additional tools. A land bank is formed is by a county government in the person of the Treasurer, ratified by the Board of Commissioners and agreed to by the County Executive, to enter into an agreement with the Michigan State Land Bank Fast Track Authority to form a land bank governed by a board determined by the Board of Commissioners to decide who will sit at the table making policy to determine what will happen to these properties. Once all is done, the County then has the ability to take property through the tax foreclosure process or acquire other problem properties that would best be served by being placed in the hands of a land bank to qualify the properties for the redevelopment tools that a land bank has. It can be used minimally, to be used when needed, or it can be used as an aggressive land remediation tool. The ultimate goal is to put these properties into productive permanent use as quickly as possible. County Executive Tom Hickner interjected that Mr. Kildee is one of the three top

PERSONNEL/JUDICIAL COMMITTEE

TUESDAY, JULY 21, 2009

PAGE 4

MOTION NO.

people in the U.S. that understands land banks and understands urban redevelopment in using land banks as a tool. Mr. Hickner wished Mr. Kildee to touch upon the relationship that is in the process of being developed between land banks and MSHDA in implementing several hundred million of dollars in neighborhood stabilization program funds to deal with foreclosures. Mr. Kildee noted that both the Michigan State Housing Development Authority and the United States Department of Housing and Urban Development have identified land banks as the ideal mechanism for acquisition, management and disposition of mortgage foreclosed properties. Mortgage foreclosed properties are more of a threat to property values in Bay County than tax foreclosures will ever be. As a result, MSHDA has targeted some of the neighborhood stabilization programs to support land bank authorities and HUD has specifically named land bank authorities as an eligible use of neighborhood stabilization. Committee Chair Tilley noted that he brought up this issue to our Treasurer 3 years ago but Bay County was not in a position at that time to pursue the land bank. Commissioner Tilley questioned how the authority is funded? Mr. Kildee noted that no funding is required in the beginning, staff support may be required. However, if funding was required, the best source is of funding is the neighborhood stabilization program. Commissioner Tilley questioned zoning issues and Mr. Kildee responded that the land bank authority must comply with local zoning requirements. Commissioner Gwizdala questioned the number of members on the authority and Mr. Kildee responded that most are 7 members and comprised of public officials. To include realtors, bankers, construction reps, developers on the board often can result in those individuals having potential entanglement with a purchaser causing more potential for conflict. Following further discussion, it was

2 MOVED, SUPPORTED AND CARRIED TO RECEIVE THE REPORT REFORMING A LAND BANK AUTHORITY.

The next item on the agenda was recommendation from the Personnel Director to post/fill a vacant Staff/Grant Accountant vacancy in the Finance Department. Commissioner Coonan cautioned against filling this vacancy due to upcoming budget issues. This Board will have to make adjustments to compensate for loss of revenue. At a recent Retirement Board meeting it was learned that Bay County will be contributing approx. \$300,000 to \$500,000 to the Retirement System in 2009 and \$1 million in 2010. The consultants are reviewing County's policies at an approx. cost of \$15,000 with a possible additional \$15,000 in

-4-

PERSONNEL/JUDICIAL COMMITTEE

TUESDAY, JULY 21, 2009

PAGE 5

MOTION NO.

charges. No report has been presented as of yet. Solutions on how to perform work more efficiently are needed. This vacancy should not be filled until a report is received. Efforts should be made to streamline the processes in the Finance Department and Treasurer's Office. It is hoped there will be a revenue meeting in the very near future. Commissioner Elder indicated he would support filling the vacancy in the hope that some things will start getting done. While a work process study was under consideration, a better use of the consultants was to implement MUNIS. As a result the workflow hasn't been finalized. Filling the Finance Director's position took time. The fiscal outlook strategy is looking at all positions. An actuarial study is needed as well. The numbers that are coming down will affect all positions in the future and possible reorganization will be required in the future. Commissioner Krygier called for input from Robert Redmond, the Board's Financial Analyst, and asked if filling this position at this time will result in the elimination of another position in the future? Mr. Redmond responded that it is possible but not known at this time. Administration is convinced that if this position is filled there will be a personnel savings in the future. Tim Quinn, Personnel Director, indicated that there could be a personnel savings in some areas. Commissioner Klida advised that she would support this position. Everyone is aware that their position could be gone in the future based on the current economics and all positions will be looked at. Commissioner Begick noted his concerns about the auditors comments. Commissioner Coonan did not understand why work is not being done in the Finance Department when the tools to do the work were provided, i.e. temporary help through the end of July. County Executive Hickner commented that the consultants are not reviewing working processes but doing something else instead. A report can be provided at the upcoming Ways and Means Committee meeting. Tim Quinn, Personnel Director, noted that the consultants have been reviewing policies and practices and have made significant progress. They are reviewing disconnects between Finance and the Treasurer's office. Policies are being revised as evidenced by the recently Board approved amendments to the County's Procurement Policy. The consultants are not working on the personnel audit. Treasurer Brzezinski noted that his department has had major differences with the Finance Department on cash receipts and these issues are being resolved through the consultants. There is still much work to be done but much has been accomplished. Commissioner Klida questioned why the consultants are doing work they weren't commissioned to do and how much more will these services cost? The County Executive explained that the Board wanted a report

PERSONNEL/JUDICIAL COMMITTEE

TUESDAY, JULY 21, 2009

PAGE 6

MOTION NO.

by September 2009. The fiscal strategy became the focus and specifics will be addressed in the future. Based on input the consultants shifted their focus from personnel issues to financial issues. The staff has been struggling with MUNIS. The old software had to change and now staff must change as well. A comprehensive report will be provided to the W&M Committee or full Board. As regards the staff accountant position, this is an important position. The Executive continued that a balanced budget will be presented to the Board with a realistic approach. There will be staff reductions not entirely by attrition and lay-offs will be mitigated as much as possible. On a good note, Bay County's property values are not falling as much as other counties. Commissioner Klida questioned if monies for the consultants are exceeding the budgeted amount? Commissioner Elder advised that funds were not budgeted for a personnel audit. Commissioner Krygier again voiced his concern about hiring someone as a staff accountant and letting another employee go in the future. Committee Chair Tilley expressed confidence that change will be brought about in County government. The pension fund debt rose and must be addressed. He cautioned that if staff is reduced less dollars will go into the pension fund as well and this should be considered. The County has hit critical mass. No one is safe in the public or private sector. Commissioner Tilley noted he would support the staff accountant position but he stressed that there must be cross-training and flexibility among positions. There being no further discussion, it was

- 3 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL STAFF/GRANT ACCOUNTANT VACANCY IN THE FINANCE DEPARTMENT.**
- 4 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF INDEPENDENT CONTRACT FOR BAY COUNTY HEALTH DEPARTMENT MEDICAL DIRECTOR SERVICES WITH KIRK HERRICK, D.O.**
- 5 MOVED, SUPPORTED AND CARRIED TO RECEIVE THE RECLASSIFICATION REPORT PROVIDED BY THE PERSONNEL DIRECTOR.**
- 6 MOVED, SUPPORTED AND CARRIED TO RECEIVE EXECUTIVE DIRECTIVE #2007-11.**

**PERSONNEL/JUDICIAL COMMITTEE
TUESDAY, JULY 21, 2009
PAGE 7**

MOTION NO.

7 MOVED, SUPPORTED AND CARRIED TO ADJOURN (5:02 P.M.).

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**



**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tim Quinn
Personnel Director
quinnt@baycounty.net

August 13, 2009

Mr. Donald Tilley, Chairperson
Personnel/Judicial Committee
Bay County Board of Commissioners
515 Center Avenue
Bay City, MI 48708

Re: **Items for the Agenda of the Personnel/Judicial Committee**

Dear Commissioner Tilley:

Please consider the following items for the agenda of your committee for the meeting on August 18, 2009.

- 1. Request:** Kurt Asbury has submitted a request to post and fill an Assistant Prosecuting Attorney vacancy.

Background: The vacancy exists due to an employee's retirement.

Finance/Economics: This is a full-time, non-represented position, with full benefits. The salary is \$57,699 per year entry, progressing to \$70,054 per year after 4 years (PN10). Funding for this position is in the 2009 general fund budget. Please note that the current position is classified at a PN11 pay grade with a salary range of \$64,064 - \$78,312; and Mr. Asbury is recommending the vacancy be filled at a PN10 pay grade (salary listed above).

Recommendation: Please approve the filling of the full-time Assistant Prosecuting Attorney (PN10) vacancy.
- 2. Request:** Amanda Brown has submitted a request for authorization of the Accounting, Budget, Purchasing and Payroll Divisions to use available funds within the personnel services category in current budget year 2009 for temporary help.

Background: The Finance Department has currently received approval to fill the accountant position with the expectation of it being filled in September. The accountant position has been vacant since October 2008 and many job duties have been delayed. The Board of

Mr. Donald Tilley, Chairperson
Personnel/Judicial Committee
Bay County Board of Commissioners
August 13, 2009
Page 2

Commissioners authorized the use of available funds during the vacancy for full-time temporary, part-time temporary, overtime or contractual help through July, 2009. During that time, temporary help and current staff overtime was able to assist with the December 31, 2008, year end closing of Bay County's books, prepare the Comprehensive Annual Financial Report, and prepare grant/reimbursement reports for the current year 2009. In addition, with the implementation of new county-wide financial software in January, 2009, plus the upcoming implementation of payroll, budgeting and fixed assets in January, 2010, the current overtime budget is being exhausted. Furthermore, fund reconcilements, internal financial reports and general ledger adjustments have not been completed since December 2008. Fund reconcilements are very critical to insure accurate financial reports especially with implementation of the new financial software. Lastly, training the newly hired accountant will take place through the end of this year which will require current staff time being pulled from other projects and cause some inefficiency.

Finance/Economics: Funds currently exist in the accounting budget due to the accountant and finance officer positions being vacant during a portion of the year.

Recommendation: The Bay County Board of Commissioners authorize the accounting, budget, purchasing and payroll divisions to use available funds through December, 2009, for temporary help and any personnel budget transfers required between departments be approved.

Thank you for considering these items for the agenda of your committee.

Sincerely,



Tim Quinn, Director
Personnel and Employee Relations

. Encl.

cc (via email): Tom Hickner; Mike Gray; Marty Fitzhugh; Kurt Asbury; Amanda Brown; File

BAY COUNTY BOARD OF COMMISSIONERS

9/8/09

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (8/18/09)

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. Prosecutor's Office - Assistant Prosecutor (ft - \$57,699 entry)
- B. Finance Department - Temporary Help (through 12/09)

RESOLVED That budget adjustments, if required, are approved.

RESOLVED That it is clearly understood that any positions funded through a grant shall be terminated if grant funding is terminated.

DONALD J. TILLEY, CHAIR
AND COMMITTEE

Vacancies - September

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Dawn A. Kilda				Brian K. Elder			
Patrick H. Beson				Ernie Krygler				Eugene F. Gwizdala			
Vaughn J. Beglick				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

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

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



**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

MEMORANDUM

**To: Commissioner Donald Tilley, Chairperson
Personnel/Judicial Committee**

From: Tom Hickner *TH*

Re: Reorganization within Health Department

Date: August 13, 2009

Please consider the following item for the agenda of your committee for the meeting on August 18, 2009.

Request: Reorganization within the Health Department of certain grant-funded positions.

Background: The Women, Infant and Children Program (WIC) and Children's Special Health Care Services (CSHCS) need to be realigned due to changes in the State's change from a manual WIC process to an automated "MI-WIC" system. Additionally, these mandated changes would enable the hiring of a Registered Dietician.

Finance/Economics:

CHANGES

Job	From	To	
WIC Clerk	5 days/week	2-3 days/week	\$30,000
Public Health Nurse	5 days/week	3 days/week	\$22,800
Health Educator	20 hours/week	12 hours/week	\$ 8,660
Registered Dietician	0	5 days/week	(\$54,645)
Total			\$ 6,815

Recommendation: Move to Board of Commissioners for approval.

BAY COUNTY BOARD OF COMMISSIONERS

9/8/09

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (8/18/09)

WHEREAS, The Women, Infant and Children Program (WIC) an Children's Special Health Care Services (CSHCS) need to be realigned due to changes in the State's change from a manual WIC process to an automated "MI-WIC" system; and

WHEREAS, These mandated changes will enable the hiring of a Registered Dietician; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the following reorganization within the Bay County Health Department, including any budget adjustments that may be required:

CHANGES			
Job	From	To	
WIC Clerk	5 days/week	2-3 days/week	\$30,000
Public Health Nurse	5 days/week	3 days/week	\$22,800
Health Educator	20 hrs/week	12 hrs/week	\$ 8,660
Registered Dietician	0	5 days/week	(\$54,645)
		Total	\$ 6,815

DONALD J. TILLEY, CHAIR
AND COMMITTEE

Health Dept - WIC Reorganization

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Dawn A. Kilda				Brian K. Elder			
Patrick H. Beson				Ernie Krygler				Eugene F. Gwizdala			
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 _____

-12-

THOMAS L. HICKNER
Bay County Executive

Amanda L. Brown
Finance Officer

Finance Department
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515 Center Avenue, Suite 701
Bay City, MI 48708-5128



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Payroll/Benefits
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TO: Mr. Donald J. Tilley, Chairperson
Personnel/Judicial Committee

FROM: Amanda Brown, *AB*
Finance Director

RE: Executive Directive #2007-11

DATE: August 13, 2009

REQUEST:

Please place this memo on the August 18, 2009 agenda for your committee's information.

BACKGROUND:

On August 4, 2009, an e-mail was sent requesting departments to contact their grantor agencies to confirm their level of grant funding for the current year. As stated previously, the Finance Department would request monthly updates from these departments regarding their grant funding status and then provide a status update to your committee at your monthly meeting.

ECONOMICS:

As of the date of this missive, the following are the updates to the previous correspondence:

1. The state grantor agencies that have responded to department's requests indicate that funding levels for the State Grants with regard to fiscal year 2008 and/or 2009 appear to have no changes, except what is noted below:
 - A. The Probate Court Officer received notice that as of October 1, 2009, the Great Program (10175105) will no longer receive the Strong Family/Safe Children grant of \$19,500.

Under this activity (10175105) the State of Michigan Child Care Fund pays 50% of all qualifying expenditures. The expenditures related to this \$19,500 grant would now qualify for 50% State of Michigan Child Care Fund reimbursement.

RECOMMENDATION:

To receive.

c: Tom Hickner
Michael Gray
Marty Fitzhugh
Kim Priessnitz