

# PERSONNEL/JUDICIAL COMMITTEE

## A G E N D A

TUESDAY, DECEMBER 15, 2009

**4:00 P.M.**

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 3	III MINUTES (11/17/09)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
4- 6	A. Personnel Director
7	1. Upgrade Maintenance/Custodian Position at Center Ridge Arms from Part Time to Full Time <b>(seeking full time status to accommodate the maintenance needs at Center Ridge Arms - proposed resolution attached)</b>
8	2. Vacancies <b>(Seeking authorization to post/fill; proposed resolution attached)</b>
	A. 9-1-1 - Dispatcher (ft, millage funded)
	B. Treasurer's Office - Account Clerk II (ft, general fund)
	C. Fish Consumption Grant Educator (temporary, grant funded)
9-11	3. Reclassification Report <b>(Accept report- proposed resolution is attached which covers reclassification of the non-represented position which requires Board approval)</b>
	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, November 17, 2009, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.**

Call to order @ 4:03 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						
DAWN A. KLIDA, VICE CHAIR	P	M/Y	S/Y	Y	S/Y	Y						
ERNIE KRYGIER	P	S/Y	Y	S/Y	Y	S/Y						
KIM COONAN		E	X	C	U	S	E	D				
BRIAN K. ELDER	P	Y	Y	Y	Y	Y						
EUGENE F. GWIZDALA	P	Y	M/Y	M/Y	M/Y	M/Y						
PATRICK H. BESON, EX OFFICIO		E	X	C	U	S	E	D				

**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: M.GRAY, M.FITZHUGH, A.BROWN, T.QUINN, K.KRUPA, K.RUBIS, R.PABALIS, B.MACGREGOR, M.MILITELLO, 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, NOVEMBER 17, 2009**

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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.

- 1** **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE OCTOBER 20, 2009 PERSONNEL/JUDICIAL COMMITTEE MEETING WITH A CORRECTION IN THE SPELLING OF RAY ESSENMACHER'S NAME.**

Public input was called. Ken Krupa, resident and landlord, addressed the Committee relative to comments/questions he made at a previous meeting. He questioned if anyone had any answers to his questions. Commissioner Krygier advised that he contacted the Sheriff as to Mr. Krupa's concerns and the Sheriff indicated that the jail is overcrowded and law enforcement must be selective about who is jailed with the most serious offenders being locked up. Mr. Krupa questioned if it was not illegal to not enforce the law, he felt this was prejudiced and discriminating. Commissioner Elder responded that it is neither prejudiced nor discriminating. The Sheriff has the authority to determine who goes to jail. It was suggested that Mr. Krupa contact the Sheriff personally.

The first item on the agenda was Personnel Director's recommendation relative to the Equalization Department, i.e. combine Equalization Director position with the Appraiser position with an hourly rate of \$26.29 until Level IV status is achieved and the rate will increase to \$30.38/hr., upgrade Appraiser Aide to Appraiser Aide/GIS and hire a part time Typist Clerk II for up to 1,000 per year. Bob Redmond, Financial Analyst, indicated that he met with the Personnel Director and has spoken to the Drain Commissioner about sharing clerical staff on a trial basis for 2 - 3 months. Mr. Quinn will also speak to the Register of Deeds about her office's roll in assisting. Rick Pabalis, Superintendent of Buildings and Grounds, has indicated that the phone system can be altered to assist in this trial period. Mr. Redmond spoke to the Board office sharing staff with ISD and transferring calls to the Executive's office when required. A note is placed on the Board office door advising to seek assistance from the Executive's office. This arrangement has worked very well for all involved. The Personnel Director concurs. It was

**PERSONNEL/JUDICIAL COMMITTEE  
TUESDAY, NOVEMBER 17, 2009  
PAGE 3**

**MOTION NO.**

- 2            MOVED, SUPPORTED AND CARRIED TO CONCUR WITH THE RECOMMENDATION TO COMBINE THE EQUALIZATION DIRECTOR POSITION WITH THE APPRAISER POSITION WITH AN HOURLY RATE OF \$26.29 UNTIL LEVEL IV STATUS IS ACHIEVED AT WHICH TIME THE RATE WILL INCREASE TO \$30.38/HR. AND TO UPGRADE APPRAISER AIDE TO APPRAISER AIDE/GIS . THE HIRING OF A PART TIME TYPIST CLERK II IS EXCLUDED.**
- 3            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL AN ON-CALL PERSONAL CARE/HOMEMAKING SERVICE/ RESPITE CARE WORKER IN THE DIVISION ON AGING.**
- 4            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF POST/FILL A REGISTERED DIETITIAN VACANCY IN THE HEALTH DEPARTMENT.**
- 5            MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:09 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](mailto:quinnt@baycounty.net)

December 10, 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 December 15, 2009.

1. **Request:** Marie Hayes has submitted a request to upgrade the part-time Maintenance/Custodian position to full-time at Center Ridge Arms.

**Background:** Under the management of a previous director, Center Ridge Arms had 2 full-time maintenance employees. At that time, the county plowed the parking lot and contracted out for a cleaning service and yard maintenance. When the Housing Department was reorganized, the maintenance staff was cut to 1 full-time and 1 part-time person with all cleaning and yard work done in-house. Since then, a truck has been purchased with a plow and the plowing is now done in-house also.

The aging population at Center Ridge Arms has increased the apartment turn-overs due to transitioning to assisted living, nursing homes, etc. The previous average was 10 per year and last year there were 21. This year, there has been 17 with another possible 5. For unit turnover, the maintenance staff are responsible for removing the carpet, total apartment preparation and painting, all other surface cleaning, appliance cleaning and any other work necessary to make the apartment(s) safe, clean and habitable. Depending on the amount of work necessary and no interruptions for work orders or emergency maintenance work, it can take anywhere from 3 to 10 days to make ready.

Work orders for the first 10 months of 2009 total approximately 800 (and counting).

Mr. Donald Tilley, Chairperson  
Personnel/Judicial Committee  
Bay County Board of Commissioners  
December 10, 2009  
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The staff are struggling to keep up with the day-to-day maintenance operations and the required annual HUD inspections. With an aging building, the maintenance issues continue to increase. Increasing the part-time maintenance position to full-time would be a great help.

- Finance/Economics:** U.S.W. full-time position with benefits. \$10.83 per hour entry, progressing to \$12.71 per hour after 2 years (TU04). (HUD funds).
- Recommendation:** Please authorize the part-time Maintenance/Custodian position being converted to full-time with benefits.
2. **Request:** Leonard Norman has submitted a request to fill a 9-1-1 dispatcher vacancy.
- Background:** This vacancy is a result of a resignation.
- Finance/Economics:** \$12.57 per hour entry, progressing to \$17.06 per hour after 4 years (CD01). P.O.L.C. full-time position with benefits, 9-1-1 funds.
- Recommendation:** Please grant permission to fill the full-time 9-1-1 dispatcher vacancy.
3. **Request:** Rick Brzezinski has submitted a request to post and fill an Account Clerk II position in the Treasurer's Office.
- Background:** Vacancy is caused by a retirement.
- Finance/Economics:** \$12.71 per hour entry, progressing to \$15.01 per hour after 2 years (TU06). U.S.W. full-time position with benefits, general funds.
- Recommendation:** Please grant permission to post and fill the full-time Account Clerk II position in the Treasurer's Office.
4. **Request:** The health department has submitted a request to post and fill a temporary Fish Consumption Grant Educator.
- Background:** The current employee has been awarded a full-time B.C.A.M.P.S. position within the health department.
- Finance/Economics:** Grant-funded, part-time, temporary position at \$17.40 per hour.

Mr. Donald Tilley, Chairperson  
Personnel/Judicial Committee  
Bay County Board of Commissioners  
December 10, 2009  
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**Recommendation:** Please authorize the posting and filling of this position.

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

Sincerely,



Tim Quinn, Director  
Personnel and Employee Relations

cc (via email): Tom Hickner  
Mike Gray  
Marty Fitzhugh  
Marie Hayes  
Leonard Norman  
Allan Pelletier  
Rick Brzezinski  
Barb MacGregor  
Joel Strasz  
Melissa Mallette  
Matt Burley  
File

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**BAY COUNTY BOARD OF COMMISSIONERS**

**12/15/09**

**RESOLUTION**

BY: PERSONNEL/JUDICIAL COMMITTEE (12/15/09)  
 WHEREAS, In prior years, Center Ridge Arms had two (2) full time maintenance employees whose duties included plowing the lot and the cleaning service and yard work was contracted out; and  
 WHEREAS, Under a Housing Department reorganization, maintenance staff was cut to 1 full time and 1 part time position with all cleaning and yard work done in-house; and  
 WHEREAS, Since that time a truck was purchased with a plow and plowing is now also done in-house; and  
 WHEREAS, An aging building and the increasing apartment turn-overs requiring removal of carpet, apartment preparation and painting, surface and appliance cleaning and additional duties can take anywhere from 3 to 10 days; and  
 WHEREAS, Over 800 work orders have been submitted in 2009 and staff is unable to keep up with the day-to-day maintenance operations and the required annual HUD inspections; and  
 WHEREAS, It is recommended that the part time maintenance position be increased to full time to address the need; and  
 WHEREAS, This position is HUD funded; Therefore, Be It  
 RESOLVED That the Bay County Board of Commissioners approves the increase in hours for the part time Maintenance/Custodian position to full time status with benefits.

DONALD J. TILLEY, CHAIR  
 AND COMMITTEE

Housing - Center Ridge Arms - Full Time Maintenance

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

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

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_

AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

**BAY COUNTY BOARD OF COMMISSIONERS**

**12/15/09**

**RESOLUTION**

BY: PERSONNEL/JUDICIAL COMMITTEE (12/15/09)

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. 9-1-1 Central Dispatch - Dispatcher (ft, millage funded)
- B. Treasurer - Account Clerk II (ft, general fund)
- C. Health Department - Fish Consumption Grant Educator (temporary, grant funded)

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 - 911; Treasurer; Health Dept.

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 \_\_\_\_\_



**BAY COUNTY  
PERSONNEL DEPARTMENT**

**Thomas L. Hickner**  
County Executive

**Tim Quinn**  
Personnel Director  
[quinnt@baycounty.net](mailto:quinnt@baycounty.net)

December 9, 2009

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

**Re: Reclassification Report for the agenda of the Personnel/Judicial Committee**

Dear Commissioner Tilley:

Please consider the following item for the agenda of your committee for the meeting on December 15, 2009.

**Request:** Please review the reclassification report attached with regard to requests submitted by May 1, 2009.

**Background:** In accordance with county policy, meetings were held with supervisors, union representatives and employees with regard to requests submitted.

**Finance/Economics:** Please refer to the attached report.

**Recommendation:** Please accept the report which reclassifies one position in Building and Grounds and another in Administrative Services and one in Personnel and Employee Relations and denies reclassification of four employees in two other county positions.

Thank you for considering this item for the agenda of your committee.

Sincerely,

Tim Quinn, Director  
Personnel and Employee Relations

cc (via email): Tom Hickner; Mike Gray; Marty Fitzhugh; Barb MacGregor; Joel Strasz; File

**RECLASSIFICATION RECOMMENDATION**  
**EFFECTIVE DATE: 07/01/2009**

<b>Job Title/ Department</b>	<b>Union</b>	<b>Current Pay Grade</b>	<b>Recommendation</b>
Typist Clerk III Register of Deeds (3 requests)	U.S.W. full-time	TU06	Request denied
Part-time Typist Clerk II Building and Grounds	U.S.W. part-time	TS05 - hire level	Reclassify to TS06 - hire level (P.T. Typist Clerk III)
Supervisor Mosquito Control	B.C.A.M.P.S.	PB05	Request denied
Recreation and Clubhouse Supervisor Administrative Services	B.C.A.M.P.S.	MB08 - 2 year level	Reclassify to MB10 - hire level
Clerk - Personnel	Non-represented	TA08	Reclassify to PN06 - six month rate

**BAY COUNTY BOARD OF COMMISSIONERS**

**12/15/09**

**RESOLUTION**

BY: PERSONNEL/JUDICIAL COMMITTEE (12/15/09)

RESOLVED By the Bay County Board of Commissioners that the reclassification of the non-represented Personnel Clerk in the Personnel Department from a TA08 to PN06 - six month rate is approved effective 7/1/09.

DONALD J. TILLEY, CHAIR

AND COMMITTEE

Personnel Dept. - Personnel Clerk Reclassification

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. Begick				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_

AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_