

# PERSONNEL/JUDICIAL COMMITTEE

## A G E N D A

TUESDAY, OCTOBER 20, 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 (8/18/09)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
4-12	A. Personnel Director
13	1. Vacancies (Board approval 10/20/09 - proposed resolution attached)** a. Buildings and Grounds - Maintenance II (temporary - general fund)** b. Sheriff Department - Sergeant I and II (if necessary due to a promotion from within) (ft, general fund)**
14	2. Vacancies (Board approval 11/10/09 - proposed resolution attached) a. Health Department 1. Increased Hours for Part Time Communicable Disease Nurse making it a full time position w/benefits through 9/30/10 (grant funded) 2. Public Health Nurse (temporary, ft, State funded through 7/30/2010)
15-16	B. Personnel Director - Reorganization between Finance and Personnel Departments; Moving Animal Control Function to Recreation and Administrative Services (from Environmental Affairs) <b>(Note: Required public hearing will be scheduled for 11/10/09)</b>
17-18	C. Finance Director - Executive Directive #2007-11
	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, August 18, 2009, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.**

Call to order @ 4:02 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	M/Y	Y	Y	Y	M/Y	Y	Y				
ERNIE KRYGIER	P	S/Y	N	Y	S/Y	S/Y	Y	S/Y				
KIM COONAN		E	X	C	U	S	E	D				
BRIAN K. ELDER	P	Y	S/Y	Y	Y	Y	Y	Y				
EUGENE F. GWIZDALA	P	Y	M/Y	M/Y	M/Y	Y	M/Y	M/Y				
PATRICK H. BESON, EX OFFICIO	P	Y	Y	S/Y	Y	Y	S/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, M.BRISTOW, M.GRAY, A.BROWN, T.QUINN, J.STRASZ, B.MACGREGOW, K.ASBURY, R.REIMANN, 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, AUGUST 18, 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 7/21/09 PERSONNEL/JUDICIAL COMMITTEE MEETING AS PRINTED.**

**Public input was called. Mike Bristow, Bangor Township resident, spoke to the issue of water quality in Bay County. Impacting Bay County's water are run-off, chemicals which exceed the approved limit, combined sewer overflows, etc. Mr. Bristow brought with him water samples, water filters he uses and showed what that filter looks like after a short period of time, less than the manufacturer advises the filter has to be changed. Mr. Bristow invited the Commissioners to speak with him following this meeting.**

**The first agenda item was a recommendation to fill an Assistant Prosecutor vacancy in the Prosecutor's Office. Commissioner Krygier questioned if implementation of CherryLAN in the Prosecutor's office will increase efficiency and reduce the need for the current staffing level? Kurt Asbury, Prosecutor, indicated that it would increase efficiency. However CherryLAN won't cover what goes on in Court. Currently there are 8 assistant Prosecutors, previously (8 years ago) there were 9. Commissioner Krygier voiced his concern about filling a vacancy today only to have to cut that position in the not too distant future. Mr. Asbury noted that fewer attorneys will result in more congestion impacting both the Courts and Jail. He also pointed out that the new attorney will start at a P10 level \$57,699 rather than a P11 so there is a considerable savings there. Commissioner Elder pointed out that some positions are more necessary than others, i.e. Sheriff Department, Prosecutor's Office. He will not vote to cut positions in those departments. Following further brief discussion, it was**

**2** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL AN ASSISTANT PROSECUTING ATTORNEY (P10) VACANCY IN THE PROSECUTOR'S OFFICE.**

**The next request dealt with temporary help in the Finance Department. Finance Director Amanda Brown spoke to the need for this position through the end of December 2009. Reconcilements need to be caught up and MUNIS**

**PERSONNEL/JUDICIAL COMMITTEE**  
**TUESDAY, AUGUST 18, 2009**  
**PAGE 3**

**MOTION NO.**

**implementation of budget, asset management and payroll are still pending. Funds are available in the Finance Department budget from the unfilled staff accountant and Finance Director vacancies. It was**

- 3            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A TEMPORARY STAFF ACCOUNTANT POSITION IN THE FINANCE DEPARTMENT.**
- 4            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED REORGANIZATION WITHIN THE HEALTH DEPARTMENT, WIC AND CSHCS DIVISIONS.**
- 5            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A WIC NUTRITIONIST VACANCY AT THE HEALTH DEPARTMENT.**
- 6            MOVED, SUPPORTED AND CARRIED TO RECEIVE EXECUTIVE DIRECTIVE #2007-11.**
- 7            MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:18 P.M.).**

**Submitted by:**

*Deanne Berger*

**Deanne Berger**  
**Board Coordinator**



**BAY COUNTY  
PERSONNEL DEPARTMENT**

**Tim Quinn**  
Personnel Director  
[quinn1@baycounty.net](mailto:quinn1@baycounty.net)

**Thomas L. Hickner**  
County Executive

October 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 October 20, 2009.

- Request:** Rick Pabalys has submitted a request to hire a temporary Maintenance II position at the Law Enforcement Center.

**Background:** Current employee will be off work for medical reasons for an undetermined amount of time. Please note that Sheriff Miller is also in favor of filling this vacancy.

**Finance/Economics:** Full-time, temporary @ \$13.95 per hour. Non-represented with no benefits (general fund).

**Recommendation:** Please approve the hiring of a temporary Maintenance II at the Law Enforcement Center.
- Request:** Sheriff John Miller has submitted a request to fill a Sergeant I position at the jail.

**Background:** Due to illness and an upcoming retirement there is presently a shortage in mandated CFO command staff in the correctional facility. The vacant position creates an extensive amount of overtime and stress on the present command staff.

**Finance/Economics:** Funds are available in the 2009 budget. This is a full-time position with benefits at \$24.79 per hour and is covered under the contract by the POAM.

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- Recommendation:** Please approve the filling of the Sergeant I position at the correctional facility and also back fill a Sergeant II position (if necessary due to a promotion from within). Also, please approve any necessary budget adjustments that may be needed.
3. **Request:** The health department has submitted a request to add 8 hours per week to the part-time communicable disease nurse job description, making a temporary full-time position due to receipt of American Recovery and Reinvestment Act (ARRA) funds received in FY 2009-2010 CPBC agreement.
- Background:** The Bay County Health Department, through its communicable disease division, employs a part-time (24 hours per week) public health nurse to provide necessary services, including communicable disease investigation and staffing of the HIV/STD clinic. The board recently passed a resolution accepting funding (see Resolution 2009-197) per the FY2009-10 CPBC Agreement (beginning October 1, 2009), to assist the health department in devoting time and resources to ensure vaccination of uninsured and under-insured adults 19 years and older as part of the Michigan Vaccine Replacement Program (MI-VRP). To ensure this targeted population is receiving needed vaccinations, health department management is proposing adding one day per week to the CD nurse position temporarily, making it a full-time position with health insurance coverage during the FY09-10 grant cycle, in order to meet the Agreement deliverables.
- Finance/Economics:** There is no financial burden upon the County as the grant funding will cover 100% of this position's wages and benefits.
- Recommendation:** Please authorize the temporary creation of this position through the remainder of the grant-funding period, which ends September 30, 2010.
4. **Request:** Joel Strasz has submitted a request to fill a Temporary Public Health Nurse position at the Health Department.
- Background:** The Health Department, has received through its Phase III Pandemic Influenza allocation from the State of Michigan, enough resources to allocate to a full-time, temporary Registered Nurse to help coordinate clinical activities in relation to vaccination and any other public health clinical matters.
- Finance/Economics:** This temporary position is anticipated to be fully funded from

Mr. Donald Tilley, Chairperson  
Personnel/Judicial Committee  
Bay County Board of Commissioners  
October 13, 2009.  
Page 3

October 1 through July 30, 2010.

**Recommendation:** The Health Department recommends filling this position as soon as possible to maintain current service demands in regards to H1N1 virus.

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; Barb MacGregor; Joel Strasz; File

G:\Board\Personnel-Judicial\2009\October.wpd

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THOMAS L. HICKNER  
Bay County Executive



Richard C. Pabalis  
Superintendent of  
Buildings and Grounds  
[pabalistr@baycounty.net](mailto:pabalistr@baycounty.net)  
<http://www.baycounty-mi.gov>

BAY COUNTY BUILDINGS  
AND GROUNDS DIVISION  
515 Center Avenue, Suite G101  
Bay City, Michigan 48708-5121

TEL (989) 895-4097  
FAX (989) 895-4222  
TDD (989) 895-4049  
(HEARING IMPAIRED)

RECEIVED

OCT - 6 2009

PERSONNEL DEPARTMENT

## MEMO

TO: TIM QUINN, PERSONNEL DIRECTOR

FROM:  RICHARD PABALIS, SUPERINTENDENT OF BUILDINGS & GROUNDS

RE: TEMPORARY MAINTENANCE POSITION

DATE: OCTOBER 6, 2009

One of the maintenance men in the Law Enforcement Center will be off on sick and accident for a significant period of time. I am requesting we fill this position with a temporary maintenance person until the full time employee can return to work.

The Law Enforcement Center is a 24/7 operation with numerous maintenance requests and equipment to maintain and monitor. The filling of this position with a temporary person is extremely important for the efficient operation of this facility.

The funding for this position will come from the unspent wages for the full time employee that will go on the sick and accident insurance fund.

Thank you for your consideration of this request.

Cc: Mike Gray  
Sheriff John Miller

**John E. Miller**  
**Sheriff Of Bay County**

Michael T. Janiskee  
Undersheriff

Newt Jerome  
Jail Administrator



Date: October 6, 2009

To: Rick Pabalis  
Director, Buildings & Grounds  
Bay County Building  
515 Center Ave.  
Bay City, Mi 48708

RECEIVED

OCT - 6 2009

PERSONNEL DEPARTMENT

From: Sheriff John E. Miller *JEM*

Ref: Maintenance Staffing/ Law Enforcement Center

Be advised that I have become aware that a maintenance person assigned to our building is going to be absent from work for an extended period of time. I am very concerned that the lack of proper staffing in this facility can cause an unsafe and acceptable situation.

As you are aware, we are a 24/7 operation and we house approximately 225 inmates as well as two Law Enforcement agencies and their support staff. Let me also point out that the building in question is over 30 yrs old and has many problems and many safety concerns for our staff. Furthermore, we are undergoing an extensive project involving installation of a new security system and a fully staffed maintenance crew is necessary to insure required project support.

I would hereby request that a replacement person be assigned to our facility as soon as possible. If you need further documentation or support regarding this matter, please contact me.

Cc: Patrick Beson, Chairman, Bay County Board of Commissioners  
Michael Gray, Deputy County Executive  
Undersheriff Michael Janiskee  
Newt Jerome, Jail Administrator  
File

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October 8, 2009

F.L.S.A.: Non-exempt

### NOTICE

There is a job opening in the BAY COUNTY BUILDINGS & GROUNDS DIVISION.

JOB TITLE: TEMPORARY MAINTENANCE III

RATE OF PAY: \$13.95 per hour

**Full-time, temporary assignment, non-union, no benefits**

**GENERAL SUMMARY:** Under direct supervision of the maintenance supervisor and sheriff department administration in the Law Enforcement Center. Performs a variety of semi-skilled and skilled building maintenance tasks. Work includes maintenance involving carpentry, plumbing, electrical, heating, air conditioning, refrigeration and masonry repairs.

#### TYPICAL DUTIES:

1. Confers with supervisor to receive assignments, establish priorities and schedule work repair projects.
2. Estimates in conjunction with supervisor, type and amount of material necessary for job.
3. Performs electrical repairs such as installing light fixtures, adding electrical outlets and replacing switches and fuses.
4. Performs plumbing repairs such as opening clogged drains, draining water fountains and repairing plumbing fixtures such as faucets and sinks; mends leaking or bursted pipes.
5. Maintains and repairs heating and cooling equipment such as fan-coil units, cooling towers, boilers and chillers.
6. Maintains and repairs security equipment such as low voltage electronic locks and electronic magnetic locking system.
7. Observes operation, monitors gauges and instruments, and performs routine service and maintenance operations on heating system.
8. Uses a variety of power and hand tools along with various testers and metering devices.
9. Frequently is placed in an on-call status for emergency repairs.
10. Repairs, evacuates and recharges refrigeration equipment.
11. Maintains proper operating condition of door closers and locks.
12. Updates records of equipment to reflect service performed on each piece of equipment.
13. Shovels snow and salts entrances and sidewalks, when necessary.
14. Runs telephone line and computer lines to various departments and locations.
15. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**QUALIFICATIONS:** Requires knowledge in the following areas: air conditioning, refrigeration, hot water boilers, low pressure steam boilers, gas fired forced air furnaces, heat pumps, heat exchangers, ventilation equipment, plumbing, electrical and general maintenance and preventative maintenance.

Requires certificates for air conditioning, refrigeration, boilers, electrical wiring, electronics and a minimum of two years of directly related on-the-job experience. Applicants may be required to take written and/or other examinations.

**PHYSICAL:** This position requires sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight and frequency: 50 to 100 pounds up to one third of the time.

Applications available at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or in person at the Bay County Personnel Department, 515 Center Avenue, Bay City, Michigan 48708 no later than 4:00 p.m., Wednesday, October 21, 2009.

#### AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF HANDICAPPED STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."

G:\POSTINGS\Temporary Maintenance III 10.09.wpd

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**John E. Miller**  
**Sheriff Of Bay County**

Michael T. Janiskee  
Undersheriff

Newt Jerome  
Jail Administrator



Date: October 9, 2009  
To: Tim Quinn  
Director of Human Resources  
From: Sheriff John E. Miller *JEM*  
Ref: CFO Sergeant Position

RECEIVED  
OCT 12 2009  
PERSONNEL DEPARTMENT

**BACKGROUND:** Due to illness and an upcoming retirement, there is presently a shortage in mandated CFO Command Staff in our Correctional Facility. The requested Sergeant I position is full time with benefits. The vacant position creates an extensive amount of overtime and stress on the present command staff.

**FINANCE/ECONIMICS:** The 2009 budget has adequate funds available for the requested position. The rate of pay is \$24.79 per hour and is covered under the contract by the Police Officers Association of Michigan (POAM).

**RECOMMENDATION:** The Sheriff hereby requests to fill the Sergeant I position in the Correctional Facility and also back fill a Sergeant II position if necessary do to a promotion to Sergeant I from the available candidates presently in a Sergeant II position. I would also request any necessary budget adjustments be authorized.

CC: Donald Tilley, Chairman, Personnel/Judicial Committee  
Undersheriff Michael Janiskee  
Jail Administrator Newt Jerome  
Amanda Brown, Finance Director  
Kim Priessnitz, Budget Supervisor  
File



Thomas L. Hickner  
Bay County Executive



**BAY COUNTY**  
**Health Department**

Creating A Healthy Environment For The Community

Barbara MacGregor, RN, BSN  
Health Director

Joel R. Strasz  
Public Health Services Manager

1200 Washington Avenue  
Bay City, Michigan 48708  
(989) 895-4006  
FAX (989) 895-4014  
TDD (989) 895-4049

To: Tim Quinn, Director  
Personnel

From: Joel R. Strasz  
Public Health Services Manager

Date: October 12, 2009

RE: Authorization to Add 8 Hours/Week to Part-Time Communicable Disease Nurse Job Description, Making a Temporary Full-Time Position, Due to Receipt of American Recovery and Reinvestment Act (ARRA) Funds Received in FY2009-10 CPBC Agreement.

**BACKGROUND:**

The Bay County Health Department, through its Communicable Disease Division, employs a part-time (24 hour/week) Public Health Nurse to provide necessary services, including communicable disease investigation and staffing of the HIV/STD Clinic. The board recently passed a resolution accepting funding (see Resolution 2009-197) per the FY2009-10 CPBC Agreement (beginning October 1, 2009), to assist the Health Department in devoting time and resources to ensure vaccination of uninsured and under-insured adults 19 years and older as part of the Michigan Vaccine Replacement Program (MI-VRP). To ensure this targeted population is receiving needed vaccinations, I am proposing adding one day per week to the CD Nurse position temporarily, making it a full-time position (without health insurance coverage) during the FY09-10 grant cycle, in order to meet the Agreement deliverables.

**FINANCE AND ECONOMICS:**

There is no financial burden upon the County as the grant funding will cover 100% of this position's wages and benefits.

**RECOMMENDATION:**

The Department recommends the temporary creation of this position through the remainder of the grant funding period, which ends September 30, 2010.

JRS

- CC: Barbara MacGregor, Health Director  
Marilyn Laurus, Maternal Child Services Manager  
Tom Hickner, County Executive  
Michael Gray, Administrative Services Director  
Marty Fitzhugh, Corporation Counsel  
Amanda L. Brown, Finance Director  
Kim Priessnitz, Finance

-//-



Thomas L. Hickner  
Bay County Executive



**BAY COUNTY**  
**Health Department**

Creating A Healthy Environment For The Community

Barbara MacGregor, RN, BSN  
Health Director

Joel R. Strasz  
Public Health Services Manager

1200 Washington Avenue  
Bay City, Michigan 48708  
(989) 895-4006  
FAX (989) 895-4014  
TDD (989) 895-4049

To: Tim Quinn  
Personnel Director

From: Joel R. Strasz  
Public Health Services Manager

Date: October 13, 2009

RE: Temporary Public Health Nurse Vacancy

**BACKGROUND:** The Bay County Health Department, has received through its Phase III Pandemic Influenza allocation from the State of Michigan, enough resources to allocate to a full-time, temporary Registered Nurse to help coordinate clinical activities in relation to vaccination and any other public health clinical matters.

**FINANCE AND ECONOMICS:** This temporary position is anticipated to be fully funded from October 1 through July 30, 2010.

**RECOMMENDATION:** The Health Department recommends filling this position as soon as possible to maintain current service demands in regards to the H1N1 virus.

JRS

CC: Barbara MacGregor, Health Director  
Marilyn Laurus, Maternal Child Services Manager  
Melissa Maillette, Emergency Services Manager  
Tom Hickner, County Executive  
Michael Gray, Administrative Services Director  
Marty Fitzhugh, Corporation Counsel  
Amanda L. Brown, Finance Director  
Kim Priessnitz, Finance

**BAY COUNTY BOARD OF COMMISSIONERS**

**10/20/09**

**RESOLUTION**

BY: PERSONNEL/JUDICIAL COMMITTEE (10/20/09)

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. Buildings and Grounds - Maintenance II (temporary)
- B. Sheriff Department - Sergeant I (ft) and Sergeant II (ft) (if necessary due to a promotion from within)

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 - October 20

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				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**

**11/10/09**

**RESOLUTION**

BY: PERSONNEL/JUDICIAL COMMITTEE (10/20/09)

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. Health Department

1. Communicable Disease Nurse (ft, temporary, grant-funded)  
(Note: This full time position results frm an additional 8 hours per week added to part time Communicable Disease Nurse)
2. Public Health Nurse (temporary, State 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 - Health Department

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				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

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

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

-14-



**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

September 23, 2009

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

Re: **Item for the Personnel /Judicial Agenda October 20, 2009**

Dear Commissioner Tilley:

Please consider the following items for the agenda of your committee for its meeting on October 20, 2009

- 1. Request:** Reorganization between Finance and Personnel Department(s).

**Background:** Currently, the Finance Department supervises employees who manage Payroll and Benefits (including retirement). This alignment is not based on a logistically-sound workflow, as payroll, benefits, and retirement are more closely tied to human resource functions than accounting.

**Finance/Economics:** Use existing budgeted funds – no additional funds requested. This will require the budget transfer of three full-time employees (two BCAMPs and one Steelworker) and one part-time employee (Steelworker) from the Finance Department to the Personnel Department. There will be no other costs associated with this, except for some future minimal labor to relocate some offices on the 7<sup>th</sup> floor to more closely align with this new structure.

**Recommendation:** Move to Board of Commissioners for approval.
- 2. Request:** Move Animal Control from Environmental Affairs and Community Development to Recreation and Administrative Services.

**Background:** Currently, Animal Control is managed by the department

head of Environmental Affairs. This function is more closely aligned to the work performed by Recreation and Administrative Services employees. Additionally, this will allow Environmental Affairs and Community Development staff to focus more on its core business functions.

**Finance/Economics:** Use existing budgeted funds – no additional funds requested.

**Recommendation:** Move to Board of Commissioners for approval.

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

Sincerely,



Tom Hickner  
County Executive

cc: Michael Gray  
Marty Fitzhugh  
Amanda Brown  
Pat Beson  
Robert Redmond  
Tim Quinn

THOMAS L. HICKNER  
Bay County Executive

Amanda L. Brown  
Finance Officer

Finance Department  
7<sup>th</sup> Floor  
Bay County Building  
515 Center Avenue, Suite 701  
Bay City, MI 48708-5128



Accounting/Purchasing  
Amanda L. Brown  
brownal@baycounty.net

Budget/Grants  
Kim Priessnitz  
priessnitzk@baycounty.net

Payroll/Benefits  
Susan J. Gansser  
ganssers@baycounty.net

TEL (989) 895-4030  
TDD (989) 895-4049  
FAX (989) 895-4039

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

FROM: Amanda L. Brown,   
Finance Officer

RE: Executive Directive #2007-11

DATE: October 15, 2009

**REQUEST:**

Please place this memo on the October 20, 2009 agenda for your committee's information.

**BACKGROUND:**

On October 2, 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 Division on Aging has received notice from Region VII Area Agency on Aging that beginning October 1, 2009 a total of \$19,143 will be reduced from the following grant programs:

Congregate Meals	(27667206)	\$2,793
Home Delivered Meals	(27667208)	\$9,076
Homemaking	(27667201)	\$2,616
Personal Care	(27661701)	\$1,500
In-Home Respite	(27660200)	<u>\$3,158</u>
		\$19,143

The Division on Aging Department Head has been working on a plan of action to address the anticipated reduction in funding in the 2010 budget.

- B. The Sheriff Department received notice that due to a shortfall in revenue for Secondary Road Patrol and Accident Prevention Program Fund, the Office of Highway Safety Planning (OHSP) must decrease the amount of funds allocated to the participating counties for the current fiscal year ending 9/30/09. The Secondary Road Patrol Program is funded from a \$10 surcharge on all moving violations. Originally, OHSP predicted a 12% withholding of each county's Secondary Road Patrol allocation which would equal a \$21,945 reduction to Bay County from the original allocation of \$182,878. However, The Office of Highway Safety Planning's new program formula has determined that revenue has increased during the 3<sup>rd</sup> quarter of 2009. Therefore, Bay County's new allocation is \$168,428, which is a \$14,450 decrease or a 7.9% reduction from the original (SRP) grant amount of \$182,878.

The Division on Aging Director and Sheriff will attend the Personnel meeting.

**RECOMMENDATION:**

To receive,

c: Tom Hickner  
Michael Gray  
Marty Fitzhugh  
Tim Quinn  
Kim Prlessnitz