

# PERSONNEL/JUDICIAL COMMITTEE

## A G E N D A

TUESDAY, JULY 20, 2010

**4:00 P.M.**

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

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PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 3	III MINUTES (6/15/10)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
	A. Director of Personnel and Employee Relations & Finance Officer
4	1. Reclassification (USW) - Secretary II in Recreation Administrative Services to Administrative Secretary Effective 1/1/2011 <b>(Receive)</b>
5- 7	2. Vacancies <b>(Seeking authorization to post/fill-proposed resolution attached)</b>
	a. Buildings and Grounds - Custodian/Attendant (pt - \$10.63/hr.)
	b. Division on Aging - On-call Driver (\$9.12/hr.)
8	3. Approval of Police Officers Labor Council (POLC) and Command Officers Labor Agreement <b>(Seeking approval of successor agreement 2009-2010 - proposed resolution attached)</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, JUNE 15, 2010, 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 Krygier.

Roll call:

**MOTION NO.**

COMMISSIONERS PRESENT		1	2	3	4	5	6	7	8	9	10	11
ERNIE KRYGIER, CHAIR	P	Y	Y	Y	Y	Y	Y					
KIM COONAN, VICE CHAIR	P	Y	M/Y	Y	M/Y	Y	Y					
MICHAEL J. DURANCZYK	P	Y	S/Y	S/Y	Y	S/Y	M/Y					
PATRICK H. BESON	P	M/Y	Y	M/Y	Y	M/Y	Y					
VAUGHN J. BEGICK	P	S/Y	Y	Y	S/Y	Y	S/Y					
DONALD J. TILLEY		E	X	C	U	S	E	D				
BRIAN K. ELDER, EX OFFICIO		E	X	C	U	S	E	D				

**MOTION NO.**

COMMISSIONERS PRESENT		12	13	14	15	16	17	18	19	20	21	22
ERNIE KRYGIER, CHAIR												
KIM COONAN, VICE CHAIR												
MICHAEL J. DURANCZYK												
PATRICK H. BESON												
VAUGHN J. BEGICK												
DONALD J. TILLEY												
BRIAN K. ELDER, EX OFFICIO												

**MOTION NO.**

COMMISSIONERS PRESENT		23	24	25	26	27	28	29	30	31	32	33
ERNIE KRYGIER, CHAIR												
KIM COONAN, VICE CHAIR												
MICHAEL J. DURANCZYK												
PATRICK H. BESON												
VAUGHN J. BEGICK												
DONALD J. TILLEY												
BRIAN K. ELDER, EX OFFICIO												

OTHERS PRESENT: C.MAILLETTE, G.GWIZDALA, M.GRAY, M.FITZHUGH, T.QUINN, B.GOIK, J.MILLER, R.PABALIS, D.GILL, R.REIMANN, M.HAYES, J.STRASZ, BAY 3 TV, D.BERGER

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

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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 MAY 18, 2010 PERSONNEL/JUDICIAL 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 JUSTICE ASSISTANCE GRANT (JAG) (SHERIFF DEPARTMENT) [NOTE: REFERRED TO AND APPROVED BY FULL BOARD AT MEETING IMMEDIATELY FOLLOWING 6/15/10 COMMITTEE MEETINGS].**

**3** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF EXTENSION OF THE CONTRACT WITH THE CITY OF AUBURN FOR PROVISION OF ROAD PATROL SERVICES (SHERIFF DEPARTMENT).[NOTE: REFERRED TO AND APPROVED BY FULL BOARD AT MEETING IMMEDIATELY FOLLOWING 6/15/10 COMMITTEE MEETINGS].**

**4** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL KENNEL ATTENDANT/CUSTODIAN VACANCY IN THE ANIMAL CONTROL DEPARTMENT.**

**5** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL ON-CALL SITE MANAGER VACANCY IN THE DIVISION ON AGING.**

**The upcoming 4<sup>th</sup> Annual Beach Wellness event at the Bay City State Recreational Facility was touched upon by Commissioner Coonan. He advised that the beach is coming along and the beach will be well-groomed for the event. Registrations continue to come in. Currently efforts are underway focused on designing equipment to clean the beach. Commissioner Coonan stressed that all monies raised go back into the beach improvements. Extras for the event (refreshments, entertainment, awards, etc.) are all donated. Commissioner Coonan spoke to the importance of the State Park to our community and its quality of life and to economic development. He invited all**

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**MOTION NO.**

**viewers to come to support the beach at the June 26<sup>th</sup> event which will feature various bands and a car show as well as the 5K and 10K races. Commissioner Beson spoke to the efforts of the Department of Water and Sewer and Hampton Township with the building of a 54,000,000 gal. reservoir which will help to alleviate much of the combined sewer overflow problems and brief discussion centered on this issue. Commissioner Duranczyk advised that on Friday, June 18<sup>th</sup>, there will be a dedication of the Sanford E. Charron pavilion at Pinconning Park. Mr. Charron was a State Representative in the 1960's who secured much funding for development of Pinconning Park. Commissioner Duranczyk also reminded of the Pinconning Cheese Festival this coming week-end. Commissioner Krygier touched on the availability rain barrels, equipment to check soils for phosphorus as well as kilowatt meters in Bangor Township.**

**There being no further business, it was**

**6                    MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:18 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)

**TO:** Mr. Ernie Krygier  
Chair, Personnel and Judicial Committee  
Bay County Board of Commissioners

**FROM:** Tim Quinn, Director, Personnel and Employee Relations  
& Finance Officer *TQ*

**DATE:** July 13, 2010

**SUBJECT:** *Reclassification Request – Steelworker Employee*

**Request:** Please accept the reclassification recommendation of the position of Secretary II (TU07) in Recreation Administrative Services to Administrative Secretary (TU08), effective January 1, 2011.

**Background:** The incumbent, Eliza Cortez, has been assigned to the position for a number of years. However, in the last two years, the scope of her responsibility and workload has increased dramatically with addition of administrative functions for Bay Area Housing and Animal Control, formerly assigned to Environmental Affairs and Community Development, as well as Homeland Security. These duties are far more complex and frequently require scheduling large groups of people from outside of the County. Ms. Cortez also oversees interns or summer workers, an additional administrative function which she did not previously perform.

She also now administers the County badge system, which requires encoding sensitive and important data, such as medical history and contact information.

The physical effort required has also increased significantly. She now is responsible for transporting large quantities of material to meetings outside of the County Building and is performing more tedious work on the computer, which can lead to cumulative stress disorders, such as carpal tunnel syndrome and vision problems. During this period, I have put two other requests on a six month hold. This is the only request granted in this six month period.

**Economics:** Current salary is \$34,444.80 annually. Recommend to reclassify to TU08, 1<sup>st</sup> year level, at \$35,963.20 annually. The Department has sufficient funds to cover this increase.

**Recommendation:** Receive this request.



**BAY COUNTY  
PERSONNEL DEPARTMENT**

**Thomas L. Hickner**  
County Executive

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

July 14, 2010

Mr. Ernie Krygier, 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 Krygier:

Please consider the following items for the agenda of your committee for its meeting on July 20, 2010.

- 1. Request:** We are in receipt of a request to post and fill a part-time Custodial/Attendant position with the Building and Grounds division.

**Background:** The employee that was responsible for cleaning the Juvenile Home and working at the Fairgrounds Canteen has resigned.

**Finance/Economics:** Part-time (16 hours per week) position with limited benefits. \$10.63 per hour entry, progressing to \$12.53 per hour after 6 years. U.S.W. part-time union. This position is in the 2010 budget.

**Recommendation:** Please approve the posting and filling of this part-time position.
- 2. Request:** We have received a request to post an on-call driver position with the Division on Aglmg.

**Background:** Current employee has resigned.

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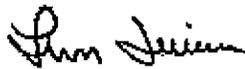
Mr. Ernie Krygier, Chairperson  
Personnel/ Judicial Committee  
Bay County Board of Commissioners  
July 14, 2010  
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**Finance/Economics:** Casual, variable, on-call hours at \$9.12 per hour. Non-union, no benefits. This position is in the 2010 budget.

**Recommendation:** Please approve the posting and filling of this on-call position.

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

Sincerely,



Tim Quinn, Director  
Personnel and Employee Relations

cc: Tom Hickner  
Michael Gray  
Marty Fitzhugh  
Rick Pabalis  
Barb MacGregor  
Becky Reimann  
Eric Boks

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**BAY COUNTY BOARD OF COMMISSIONERS**

**8/10/10**

**RESOLUTION**

BY: PERSONNEL/JUDICIAL COMMITTEE (7/20/10)

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 - Custodian/Attendant (pt - \$10.63/hr.)
- B. Division on Aging - On-call Driver (\$9.12/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 if grant funding is terminated.

ERNIE KRYGIER, CHAIR  
AND COMMITTEE

Vacancies - August 10

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

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

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Colleen M. Maillette				Brian K. Elder			
Patrick H. Beson				Ernie Krygier				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**

**8/10/10**

**RESOLUTION**

BY: PERSONNEL/JUDICIAL COMMITTEE (7/20/10)

WHEREAS, There is a collective bargaining agreement (2006-2008) between Bay County and the Police Officers Labor Council (POLC) and Command Officers; and

WHEREAS, The employer's bargaining team reached a tentative agreement with the POLC for a successor agreement (2009-2010); and

WHEREAS, The members of the POLC's bargaining unit have ratified the successor agreement; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners hereby ratifies the tentative POLC successor agreement (2009-2010).

ERNIE KRYGIER, CHAIR  
AND COMMITTEE

POLC - Command Officers - Labor Agt.

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

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

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Colleen M. Mallette				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 \_\_\_\_\_