

**PERSONNEL/HUMAN SERVICES COMMITTEE**

**AGENDA**

**TUESDAY, FEBRUARY 14, 2023**

**4:00 P.M.**

**COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING**

**PAGE NO.**

- I. CALL TO ORDER**
- II. ROLL CALL**
- 1-2 III. MINUTES (1/10/23)**
- IV. PUBLIC INPUT**
- V. PETITIONS AND COMMUNICATIONS**
  - 3-4 A. Office of Criminal Defense - Renewal Plan and Cost Analysis for MIDC Grant 2023-2024 (Seeking approval of MIDC Grant; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached)**
  - 5-7 B. Information Systems Manager – Approval for Employee OnBoarding Project (Seeking approval for purchase of software and implementation services associated with the Employee OnBoard Project not to exceed \$19,000; authorization for Board Chair to sign required documents; approval of required budget adjustments – proposed resolution attached)**
  - 8-10 C. Recreation & Facilities Director – 6-year Community Center Polling Location Agreement with the City of Bay City (Seeking approval of Agreement with an option for renewal; waiver of rental fees; authorization for Board Chair to sign required documents; approval of required budget adjustments – proposed resolution attached)**
  - D. Personnel Director**
    - 11-23 1. Vacancies (Seeking authorization to post/fill – proposed resolution attached)**
      - a. 9-1-1 Central Dispatch: Dispatcher (full time; \$17.80/hr. entry)**
      - b. Department on Aging: Support Staff (part time; \$12.02/hr. entry)**
      - c. Sheriff:**

i. Correctional Facilities Officer (full time; \$19.72/hr. entry)

ii. Marine Patrol (Grant Funded)

1. Supervisors (3) (\$14.00/hr)

2. Marine Deputies (25) (\$13.00/hr)

d. Mosquito Control: Seasonal Staff Positions - 32 Field and/or Biology Technicians (\$14.25 - \$15.25 per hour) (day shift year 1: \$14.25/hr.; day shift year 2: \$14.75/hr; night shift year 1: \$14.75; night shift year 2: \$15.25)

e. Recreation & Facilities – Golf Course (Seasonal)

24-37

2. FMLA Policy Update (Seeking approval of revised Bay County FMLA Policy; approval of required budget adjustments – proposed resolution attached)

38-41

E. Office of Assigned Counsel

a. Year End 2022 Report (Receive)

b. 2003-2022 Total Criminal Appointments/Total Number of Arraignments (Receive)

VI. REFERRALS

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

IX. CLOSED SESSION

X. MISCELLANEOUS

XI. ANNOUNCEMENTS

XII. ADJOURNMENT

PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL DEPARTMENT/DIVISION HEAD PLACING AN ITEM ON THIS AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

Join Zoom Meeting

<https://us02web.zoom.us/j/81694266170>

Meeting ID: 816 9426 6170

Passcode: 547697

One tap mobile

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The County of Bay will provide necessary and reasonable auxiliary aids and services such as signers for the hearing impaired and audio tapes of printed materials to individuals with disabilities upon 10 days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Davis-Johnson, ADA Coordinator  
Corporation Counsel  
515 Center Avenue  
Fourth Floor, Bay County Building  
Bay City, MI 48708  
989-895-4131

PERSONNEL/HUMAN SERVICES COMMITTEE MINUTES

MEETING OF THE BAY COUNTY WAYS AND MEANS COMMITTEE HELD ON TUESDAY, JANUARY 10, 2023, FOURTH FLOOR BAY COUNTY BUILDING.

CALL TO ORDER BY CHAIR NIEMIEC AT 4:00 P.M.

ROLL CALL:

**MOTION NO.**

COMMISSIONERS PRESENT:		1	2	3	4	5	6	7	8	9	10	11	12
KATHY NIEMIEC , CHAIR	P	Y	Y	Y	Y	Y	Y	Y					
COLLEEN MAILLETTE, V.CHAIR	P	Y	Y	Y	Y	Y	Y	S/Y					
TIM BANASZAK	P	Y	Y	Y	Y	Y	Y	Y					
VAUGHN J. BEGICK, EX OFFICIO	P	S/Y	Y	Y	Y	Y	Y	Y					
THOMAS M. HEREK	P	M/Y	M/Y	M/Y	M/Y	M/Y	S/Y	M/Y					
KAYSEY L. RADTKE	P	Y	S/Y	S/Y	S/Y	S/Y	Y	Y					
DENNIS R. POIRIER	P	Y	Y	Y	Y	Y	M/Y	Y					

QUORUM PRESENT- YES

**MOTION NO.**

COMMISSIONERS PRESENT:		1	2	3	4	5	6	7	8	9	10	11	12
KATHY NIEMIEC , CHAIR													
COLLEEN MAILLETTE, V.CHAIR													
TIM BANASZAK													
VAUGHN J. BEGICK, EX OFFICIO													
THOMAS M. HEREK													
KAYSEY L. RADTKE													
DENNIS R. POIRIER													

**MOTION NO.**

COMMISSIONERS PRESENT:		1	2	3	4	5	6	7	8	9	10	11	12
KATHY NIEMIEC , CHAIR													
COLLEEN MAILLETTE, V.CHAIR													
TIM BANASZAK													
VAUGHN J. BEGICK, EX OFFICIO													
THOMAS M. HEREK													
KAYSEY L. RADTKE													
DENNIS R. POIRIER													

OTHERS PRESENT: C.Gignac, J.Barca, A.Davis-Johnson, S.Walraven, L. Arsenault, N.Paige, C.Hill, P.Niemiec, N.Borushko, B. Eurich, F. DeWyse, K. Wiedman

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

PERSONNEL/HUMAN SERVICES COMMITTEE  
MINUTES  
Tuesday, January 10, 2023  
PAGE 2

MOTION NO.

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NOTE: In addition to these typed minutes which provide an overview of the meeting and are not verbatim, this Committee meeting was also videotaped and those tapes are available for review in the Executive's Office or can be viewed on Bay County's website [www.baycounty-mi.gov/executive/videos](http://www.baycounty-mi.gov/executive/videos).

1. **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE DECEMBER 6, 2022, PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

Public Input was called. Fran DeWyse, Chair of the Department of Health and Human Services Committee, introduced Kyle Wiedman as the new Administrator at the Bay County Medical Care Facility. Mr. Weidman gave a brief overview of his background and the Committee welcomed him to his new position.

The first item on the agenda came from the Board Chair and dealt with proposed amendments to Board Rules. Chair Begick explained the Board Rules resolution, however, it was felt further review and consideration was required. It was then

2. **MOVED, SUPPORTED AND CARRIED TO REFER BACK TO ADMINISTRATION FOR MORE INFORMATION RE: PROPOSED AMENDMENTS TO BOARD RULES (BOARD CHAIR BEGICK).**
3. **MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION APPROVING A NEW FULL TIME TYPIST CLERK II (TA05) POSITION IN THE BOARD OF COMMISSIONERS' OFFICE (BOARD COORDINATOR).**
4. **MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION TO POST/FILL VACANCIES RESULTING FROM RESIGNATIONS IN THE PROSECUTOR'S OFFICE FOR LEGAL SECRETARY (TU-07; FULL TIME), AND ASSISTANT PROSECUTOR (PN10; \$70,075.20-\$88,816.00; FULL TIME) (PROSECUTOR).**
5. **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL VACANCIES IN 911 CENTRAL DISPATCH, DEPARTMENT ON AGING, FINANCE (PERSONNEL).**
6. **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE NOVEMBER 2022 REPORT PROVIDED BY THE OFFICE OF ASSIGNED COUNSEL.**

Under Unfinished Business, Chair Begick reminded the Commissioner's to donate to the Flower Fund.

There being no further business, it was

7. **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:20 P.M.)**



# Department of Criminal Defense

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1230 Washington Ave., Ste. 630, Bay City, MI 48708

**ANDREA J. LaBEAN, Director**  
**CHRISTOPHER JOHNSON, Criminal Defense Attorney**  
**MICHAEL P. KANUSZEWSKI, Criminal Defense Attorney**

February 9, 2023

**To:** Kathy Niemiec, Chair of Personnel and Human Services

**Subject:** Submit Renewal Plan and Cost Analysis for MIDC grant

**Background:**

- Under MCL 780.993 Bay County must submit a plan and cost analysis to the Michigan Indigent Defense Commission (MIDC) in order to comply with standards in representing indigent defendants as required by the State of Michigan.
- Bay County must submit a renewal plan and cost analysis to MIDC for approval for the next fiscal year for the State of Michigan which begins October 1, 2023.
- The renewal plan will allow Bay County to continue to comply with standards set as well as provide representation for indigent defendants in Bay County.
- The renewal plan may require changes as requested or required by the MIDC regional manager or the MIDC.
- This application must be submitted via Electronic Grants Administration & Management System (EGRAMS).

**Finance:**

Submitting the plan will not use any funds. The plan, if approved, is requesting additional funds from the State of Michigan. No general funds are being requested.

**Recommendation:**

Apply for and accept the renewal grant. Allow the plan to be changed or adjusted as needed or required with guidance of the MIDC commission and regional manager prior to submitting the plan. Allow the Board Chair to sign any application or necessary documentation to implement grant after review by Corporate Counsel. Further, allow for the Board Chair to accept state funding and approve any budget adjustments as needed.

BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 21, 2023

RESOLUTION

**BY:** PERSONNEL/HUMAN SERVICES COMMITTEE (2/14/2023)

**WHEREAS,** Under 780.993 Bay County must submit a plan and cost analysis to the Michigan Indigent Defense Commission (MIDC) in order to comply with standards in representing indigent defendants as required by the State of Michigan; and

**WHEREAS,** Bay County must submit a renewal plan and cost analysis to MIDC for approval for the next fiscal year for the State of Michigan which begins October 1, 2023; and

**WHEREAS,** The renewal plan will allow Bay County to continue to comply with standards set as well as provide representation for indigent defendants in Bay County; and

**WHEREAS,** The renewal plan may require changes as requested or required by the MIDC regional manager or the MIDC; and

**WHEREAS,** The application must be submitted via Electronic Grants Administration & Management System (EGRAMS); and

**WHEREAS,** Submitting the plan will not use any funds and the plan, if approved, is requesting additional funds from the State of Michigan with no general funds being requested; Therefore, Be It

**RESOLVED** That the Bay County Board of Commissioners authorizes electronic submittal of the 2023-2024 MIDC application for grant renewal and authorizes the Chairman of the Board to sign the grant application documents electronically and, if approved by the State, authorizes the Chairman of the Board to sign any grant award documentation electronically, all contingent upon Corporation Counsel review and approval; Be It Further

**RESOLVED** That changes/adjustments to the plan, as needed or required with guidance of the MIDC Commission and Regional Manager prior to submittal, are permitted; Be It Finally

**RESOLVED** That related budget adjustments, if required, are approved.

KATHY NIEMIEC, CHAIR  
AND COMMITTEE

Criminal Defense - MIDC Grant Renewal – 2023-2024

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

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

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

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

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

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

AMENDED \_\_\_ CORRECTED \_\_\_ REFERRED \_\_\_ NO ACTION TAKEN \_\_\_



**BAY COUNTY  
FINANCE/INFORMATION SYSTEMS**

**James A. Barcia**  
County Executive


**Shawna Walraven**  
Finance Officer  
[walravens@baycounty.net](mailto:walravens@baycounty.net)

**Kimberly A. Priessnitz**  
Assistant Finance Officer  
[priessnitzk@baycounty.net](mailto:priessnitzk@baycounty.net)

**Frances A. Moore**  
Purchasing/Housing Rehab  
[mooref@baycounty.net](mailto:mooref@baycounty.net)

**Julie A. Coppens**  
Information Systems Manager  
[coppensj@baycounty.net](mailto:coppensj@baycounty.net)

**TO:** Kathy Niemiec, Chairperson  
Personnel/Human Services

**FROM:** Julie Coppens   
Information Systems Manager

**RE:** Approval for Employee OnBoarding Project

**DATE:** February 7, 2023

**REQUEST:**

Information Systems Division along with the Personnel Department is seeking approval to purchase the software and implementation services associated with the Employee OnBoard project with a solution by Tyler Munis. After review by Corporation Counsel authorize the Board Chair to sign any documents relating to the purchase and implementation of the new module.

**BACKGROUND:**

In the effort to move towards a streamlined, paperless process Information Systems Division is working the Personnel Department to find the best solution to onboard new employees of Bay County. Our current vendor, Tyler Technologies has a module in Munis that will Personnel to send a packet of documents for new employees to electronic sign and send back to file electronically to Personnel. The packet of documents is a vital part of the employee record and by making the process electronic, it will save time, paper cost and allow for a consist record of employee documents.

**ECONOMICS:**

No additional funds are requested. Each year Information Systems Division budgets training and implementing of projects. The requested amount of the project shall not exceed \$19,000 and each year the cost of any software maintenance of approximately \$9725 shall be included in the budget.



**RECOMMENDATION:**

Authorize the Board Chairman to sign any all documents related to the OnBoarding, implementation of the project and vendor specific documents.

cc: James A. Barcia Shawna Walraven Kim Priessnitz Tiffany Jerry Amber Davis-Johnson

BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 21, 2023

RESOLUTION

- BY:** PERSONNEL/HUMAN SERVICES COMMITTEE (2/14/2023)
- WHEREAS,** In the effort to move towards a streamlined paperless process, Information Systems Division is working with the Bay County Personnel Department to find the best solution to onboard new employees of Bay County; and
- WHEREAS,** The current vendor, Tyler Technologies has a module in Munis that will allow Personnel to send a packet of documents for new employees to electronically sign and send back to file electronically to Personnel; and
- WHEREAS,** The packet of documents is a vital part of the employee record and by making the process electronic, it will save time, paper cost and allow for a consist record of employee document; and
- WHEREAS,** No additional funds are requested. Each year Information Systems Division budgets training and implementing of projects. The requested amount of the project shall not exceed \$19,000 and each year the cost of any software maintenance of approximately \$9,725 shall be included in the budget; Therefore, Be it
- RESOLVED** That the Bay County Board of Commissioners approves the purchase of the software and implementation services associated with the Employee OnBoard project with a solution by Tyler Munis not to exceed \$19,000; Be It Further
- RESOLVED** That the Chairman of the Board is authorized to sign any documents relating to the purchase and implementation of the new model, if required, on behalf of Bay County (Information Systems Division) following Corporation Counsel review and approval; Be It Finally
- RESOLVED** That related budget adjustments, if required, are approved.

KATHY NIEMIEC, CHAIR  
AND COMMITTEE

ISD/Personnel– Approval for Employee OnBoarding Project

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

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

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

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

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

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

AMENDED \_\_\_ CORRECTED \_\_\_ REFERRED \_\_\_ NO ACTION TAKEN \_\_\_

## RECREATION & FACILITIES



## BAY COUNTY

**JAMES A. BARCIA**  
County Executive

Tel: (989) 895-4132  
Fax: (989) 895-2094

**CRISTEN GIGNAC, DIRECTOR**  
gignacc@baycounty.net

**Jon Morse, Buildings & Grounds Supervisor**  
morsej@baycounty.net

**Brad Moses, Civic Arena Manager**  
mosesb@baycounty.net

**Daniel Neering, Recreation Manager**  
neeringd@baycounty.net

**Dan Tomczak, Pinconning Park Manager**  
tomczakd@baycounty.net

**Beth Trahan, Recreation Coordinator**  
trahanb@baycounty.net

To: Kathy Neimiec, Chairman of Personnel Human Services  
From: Cristen Gignac, Director of Recreation & Facilities  
Date: January 19, 2023  
Subject: Community Center as a Polling Location

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**Request:** To gain approval to enter into an agreement with the City of Bay City to utilize the Bay County Community Center's small gym as a polling location for elections and to waive fees for this specific use.

**Background:** The City Clerk's office is looking for a new polling location in the 7<sup>th</sup> ward. Currently, they utilize Kolb Elementary. As the City Clerk described in her request, there are safety concerns in regard to opening schools to the public. The Community Center's small gym is an ideal location for this public mandatory service. Currently, there are four (4) possible election dates of each year and at this time, no odd year elections are scheduled unless a special one is called. The City Clerk has requested that fees be waived for this endeavor. I am recommending a six (6) year term with an option for renewal.

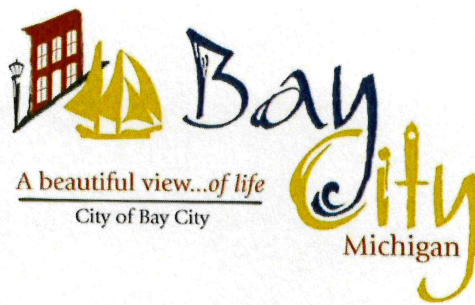
The Community Center would be able to continue many, if not all, of our services during the use for a polling location. The large gym, meeting rooms and fitness center will continue to be open during this time.

**Economics:** Waive rental fees for use of the Community Center's small gym for election services as this is a community service.

**Recommendation:** It is recommended that the Board authorize the Board chairman to sign documents related to this agreement upon favorable review from Corporation Counsel and waive rental fees for the small gym for use as a polling location.

Cc: Beth Trahan, Shawna Walraven, Corporation Counsel, Katie Zanotti, City Clerk's office.

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January 18, 2023

Cristen Gignac  
Director of Recreation & Facilities  
515 Center Avenue  
Bay City, MI 48708

**RE: Community Center as Polling Location**

Ms. Gignac,

The City of Bay City is responsible for conducting elections within the city limits. Currently, the 7<sup>th</sup> Ward utilizes Kolb Elementary School as a polling location. For safety concerns, it has been a priority for both the city and the school to find a new location to utilize on Election Day. There are many restrictions that make finding a new location limited, especially in the same ward.

I believe the small gymnasium in the Community Center would be an ideal location and am seeking approval to make the permanent switch. Currently, there are 4 possible election dates each year, although it would be very rare to see that many. We would be able to give you the potential dates in January of each year. At this time there are no odd year elections unless a special election is called, which you would still receive several months' notice of. I would also respectfully request there not be a term or monetary consideration set.

With no elections scheduled this year, an approval as soon as possible gives ample time to notify and educate voters of the change. The first anticipated election would be February 2024.

I appreciate your time, please let me know if you need any further information.

Thank you,

Tema J. Lucero, CMC, MiPMC II  
Bay City Clerk

BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 21, 2023

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (2/14/2023)

WHEREAS, The City Clerk’s office is currently utilizing Kolb Elementary as a polling location in the 7<sup>th</sup> ward and, due to safety concerns related to opening schools to the public, a new polling location is needed; and

WHEREAS, Currently there are four (4) possible election dates for each year and, at this time, no odd year elections are scheduled unless a special one is called; and

WHEREAS, The Bay County Community Center’s small gym is an ideal polling location for this public mandatory service; and

WHEREAS, The Community Center would be able to continue many, if not all, of its services during the use for a polling location. The large gym, meeting rooms and fitness center will continue to be open during this time; and

WHEREAS, As the City Clerk has requested a waiver of fees. It is recommended that Bay County waive rental fees for use of the Community Center’s small gym for election services, as a polling location is a community service; it is further recommended that Bay County and enter into a six (6) year Agreement with the City of Bay City, with an option for renewal, for use of the Community Center as a polling location; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves a 6 year Agreement with the City of Bay City, with an option for renewal, to utilize Bay County’s Community Center as a polling location for elections said Agreement to include a waiver of rental fees; Be It Further

RESOLVED The Chairman of the Board is authorized to execute said Agreement on behalf of Bay County (Recreation and Facilities) following Finance and Corporation Counsel review and approval; Be It Finally

RESOLVED That related budget adjustments, if required, are approved.

KATHY NIEMIEC, CHAIR  
AND COMMITTEE

Recreation & Facilities - City of Bay City 6-year Agreement - Community Center Polling Location

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

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

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

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

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

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

AMENDED \_\_\_ CORRECTED \_\_\_ REFERRED \_\_\_ NO ACTION TAKEN \_\_\_



**BAY COUNTY  
PERSONNEL DEPARTMENT**

**James A. Barcia**  
County Executive

**Tiffany Jerry**  
Director  
[jerryt@baycounty.net](mailto:jerryt@baycounty.net)

To: Kathy Niemiec, Chair Personnel/Human Services Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations

Date: February 7, 2023

Re: **Personnel/Human Services Committee Agenda**

Please consider the following items for the agenda of your committee meeting scheduled for February 14, 2023.

1. **Request (Vacancy):**

Brent Rubis has submitted a request to hire a full-time 9-1-1 dispatcher with Bay County Central Dispatch, if needed.

**Background:**

Due to the high turnover and the nature of 9-1-1 dispatcher positions, this is an attempt to maintain minimum staffing levels at Central Dispatch.

**Finance/Economics:**

Full-time position with benefits as provided for within the GELC labor agreement, although union membership is voluntary. Entry level rate of pay is \$17.80 per hour. Funds exist within the current existing budget.

**Recommendation:**

Please refer to the full board for approval to hire a full-time 9-1-1 dispatcher, if needed.

2. **Request (Vacancy):**

Beth Eurich has submitted a request to post and fill a part-time Department on Aging Support Staff position (formerly Handyman Services Worker position).

**Background:**

The current employee resigned effective 12/30/2022.

**Finance/Economics:**

This is a part-time position as provided for within the USW Part-time labor agreement, although union membership is voluntary. Rate of pay is \$12.02 per hour progressing to \$13.82 per hour after 2 years (TS03). This is a budgeted position.

**Recommendation:**

Please refer to the full board for approval of hiring a part-time Department on Aging Support Staff position.

3. **Request (Vacancy):**

Sheriff Cunningham submitted a request to post and fill a full-time Correctional Facility Officer position.

**Background:**

The vacancy is due to an employee resignation effective December 13, 2022.

**Finance/Economics:**

This is a full-time position with benefits as provided for within the POLC labor contract, although union membership is voluntary. Entry rate of pay is \$19.72 per hour progressing to \$27.61 after 5 years (CF01.) This is a mandated position and funds have been allocated for the 2023 budget.

**Recommendation:**

Please refer to the full board for approval to hire a full-time Correctional Facility Officer mandated position.

4. **Request (Vacancies):**

Each year the Bay County Sheriff's Office participates in the Marine Safety Grant Program offered through the Michigan Department of Natural Resources & Environment. This grant provides funding for equipment as well as other expenditures used for boater safety education and enforcement in Bay County. The Marine Safety Grant provides for Marine patrols during each boating season in Bay County. Sheriff Cunningham is requesting three (3) Supervisors at the rate of \$14.00 per hour and twenty-five (25) marine deputies at the rate of \$13.00 per hour.

**Finance/Economics:**

The DNR agrees to reimburse Bay County a sum of money equal to 75% of total eligible costs for operation of the Marine Safety Program, but not to exceed our grant allocation of \$21,000.00. A total match of at least 25% of total eligible costs is required for this reimbursement. The Marine Safety Grant has been approved in the 2023 Budget Year.

**Recommendation:**

Please refer to the full board for approval to participate in this program as well as authorize any necessary budget adjustments and expenditures.

5. **Request (Vacancies):**

Mosquito Control has submitted a request to hire 32 Seasonal Field and/or Biology Technicians for 2023.

**Background:**

The effectiveness and success of Bay County Mosquito Control is dependent upon the capabilities of our seasonal workforce. Seasonal positions at Mosquito Control require extensive training, knowledge and independent decision-making, exceeding those of typical entry-level jobs. State and Federal regulations also require employees to become Certified Pesticide Applicators through the Michigan Department of Agriculture and Rural Development, which requires additional training and passing two proctored exams.

**Finance/Economics:**

Wages will continue to be \$14.25-\$14.75 an hour for day shift employees and \$14.75-\$15.25 for night shift employees. Funding currently exists in line item 705.00 Temporary Help.

Day Shift		Night Shift	
1 <sup>st</sup> Year	2 <sup>nd</sup> Year	1 <sup>st</sup> Year	2 <sup>nd</sup> Year
\$14.25	\$14.75	\$14.75	\$15.25

**Recommendation:**

Please refer to the full board for approval to post and fill 32 seasonal Mosquito Control positions at the recommended pay rate as well as approve any necessary budget adjustments related to this request.

6. **Request (Vacancy):**

Cristen Gignac has submitted a request to hire seasonal staff for the County Golf Course, Community Center Pool, Summer Recreation Program, Pinconning Park and Buildings and Grounds.

**Background:**

Due to the Affordable Health Care Act rules and regulations regarding seasonal employment, they are requesting the ability to hire seasonal help as needed without exceeding the budgeted appropriations.

**Finance/Economics:**

The number of positions is approximate, but the total appropriation will not be exceeded.

**Golf Course – Clubhouse**  
**October**

**Approx. Dates of Employment: April -**

**Position:**

**Hourly Wage:**

Clubhouse Assistant (2)  
Clubhouse Attendants - Part Time (4+)  
Service Assistants - Part Time (5+)

\$13.00/hr  
\$10.50/hr  
\$10.50/hr

**Golf Course – Starters/Rangers**  
**October**

**Approx. Dates of Employment: April -**

**Position:**

**Hourly Wage:**

Starter/Rangers – Part Time (8+)

\$10.50/hr

**Golf Course – Grounds/Maintenance**  
**April - October**

**Approx. Dates of Employment:**

**Position:**

**Hourly Wage:**

Equipment Operator/Team Leader – Variable Hours (3)  
Equipment Operators - Variable Hours (6+)  
General Laborers - Variable Hours (2+)

\$12.00/hr  
\$11.00/hr  
\$11.00/hr



**Community Center Pool Staff**  
**June - August**

**Approx. Dates of Employment:**

<b>Position:</b>	<b>Hourly Wage:</b>
Pool Supervisor (1)	\$13.00/hr
Pool Asst. Supervisor (1)	\$12.00/hr
Lifeguard/WSI (10+)	\$10.50/hr
Cashier (2+)	\$10.10/hr

**Community Center Summer Recreation Program** **Approx. Dates of Employment: June – August**

<b>Position:</b>	<b>Hourly Wage:</b>
Supervisor (2)	\$13.00/hr
Counselor (13+)	\$10.50/hr

**Pinconning Park Rangers**

**Approx. Dates of Employment: May-Sep**

<b>Position:</b>	<b>Hourly Wage:</b>
Seasonal Rangers (2+)	\$12.00/hr (entry level) \$12.25/hr (1 year level)

**Seasonal Recreation / Maintenance**  
**October**

**Approx. Dates of Employment: May -**

<b>Position:</b>	<b>Hourly Wage:</b>
Seasonal Recreation Workers/Variable Hours (2+)	\$12.00/hr
General Laborer/Variable Hours (1)	\$13.00/hr

**Seasonal Property Maintenance**  
**October**

**Approx. Dates of Employment: May -**

<b>Position:</b>	<b>Hourly Wage:</b>
Seasonal Foreclosed Homes Worker/Variable Hrs (1+)	\$12.00/hr

**Recommendation:**

Please refer to the full board for approval to hire the seasonal staff outlined above.

Thank you for your consideration and approval of any necessary budget adjustments related to the aforementioned requests. If you have any questions or concerns, please feel free to contact me.

cc:	Beth Eurich
Jim Barcia	Rebecca Brandt
Amber Davis-Johnson	Laura Ogar
Shawna Walraven	Troy Cunningham
Kim Priessnitz	Chris Mausolf
Brent Rubis	Troy Stewart
Laura Ogar	Cristen Gignac



**BAY COUNTY  
DEPARTMENT ON AGING**


**James A. Barcia  
County Executive**

Beth Eurich, LBSW  
Director

[euriche@baycounty.net](mailto:euriche@baycounty.net)

January 6, 2023

To: Tiffany Jerry  
Personnel Director

From: Beth Eurich, LBSW   
Bay County Department on Aging Director

**Request:**

To post and fill one Part-time Department on Aging Support Staff position. (Formerly Handyman Services Worker position.)

**Background:**

Current employee gave his notice and last day was 12/30/22.

**Finance/Economics:**

This is a Part-time position as provided for within the USW Part-time agreement, although union membership is voluntary. Rate of pay \$12.02 (TS03) per hour, after 2 years and \$13.82 (TS03) per hour, after 2 years. It is a budgeted Part-time position.

**Recommendation:**

To post and fill the Part-time Department on Aging Support Staff position. Additionally, if this position is filled with an internal candidate, requesting permission to post and fill (yet to be determined) vacancy as well.



**Troy R. Cunningham**  
*Sheriff Of Bay County*

Christopher D. Mausolf  
Undersheriff

Troy A. Stewart  
Jail Administrator

TO: Tiffany Jerry  
Personnel Director

FROM: Sheriff Troy R. Cunningham *TRC*

DATE: January 9, 2023

RE: Mandated CFO Position

**BACKGROUND:** Due to a resignation effective December 13, 2022 there will be an open position for one full time/with benefits Correctional Facility Officer (CFO) at the Sheriff's Office. This CFO position is budgeted for in the 2023 County Budget.

**FINANCE/ECONOMICS:** Our 2023 budget has funds allocated for the mandated position of CFO. The rate of pay for a full-time/with benefits position is \$19.71 per hour and is under the contract of the POLC.

**RECOMMENDATION:** Due to a resignation an opening, effective December 13, 2022, we need to fill these Correctional Facility Officer (CFO) positions, this is a mandated position. Your cooperation and assistance to conduct any and all necessary budget adjustments when required is greatly appreciated in filling this position in order to maintain minimum shift staffing and reducing cost for overtime wages.

CC: Jail Administrator Troy Stewart  
Undersheriff Christopher D. Mausolf  
Kathy Niemiec, Chairman of Personnel/Human Services  
Shawna Walraven, Finance Director  
Kim Priessnitz, Budget Supervisor  
Tracy Cederquist, Personnel (10130100)  
Becky Smuteck, Payroll  
File Copy

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# Troy R. Cunningham

## Sheriff Of Bay County

Christopher D. Mausolf  
Undersheriff

Troy A. Stewart  
Jail Administrator

DATE: January 9, 2023  
TO: Tiffany Jerry, Personnel Director  
FROM: Sheriff Troy R. Cunningham *TRC*  
SUBJECT: **2023 Marine Personnel – DNR Grant Positions**

### **BACKGROUND:**

Each year the Bay County Sheriff's Office participates in the Marine Safety Grant Program offered through the Michigan Department of Natural Resources & Environment. This grant provides funding for equipment as well as other expenditures used for boater safety education and enforcement in Bay County. The Marine Safety Grant provides for Marine patrols during each boating season in Bay County. I am requesting three Supervisors at the rate of \$14.00 per hour and twenty-five (25) marine deputies at the rate of \$13.00 per hour.

### **FINANCE/ECONOMICS:**

The DNR agrees to reimburse Bay County a sum of money equal to 75% of total eligible costs for operation of the Marine Safety Program, but not to exceed our grant allocation of \$21,000.00. A total match of at least 25% of total eligible costs is required for this reimbursement. The Marine Safety Grant has been approved in the 2023 Budget Year.

### **RECOMMENDATION:**

I am requesting approval of the Board of Commissioners to participate in this program as well as authorize the Finance Department to make any required budget adjustments and expenditures.

CC: Undersheriff Christopher D. Mausolf  
Kathy Niemiec, Chairman, Personnel/Human Services  
Lindsey Arsenault, B.O.C.  
Shawna Walraven, Finance Director  
Kim Priessnitz, Assistant Finance Officer  
Tracy Cederquist, Personnel Department (10133100-70500)

ls/Personnel.MarinePTpositions2023

**BAY COUNTY MOSQUITO CONTROL**

810 Livingston Street  
Bay City, Michigan 48708

**REBECCA BRANDT, MANAGER**

brandtr@baycounty.net

Phone (989) 894-4555  
Fax (989) 894-0526  
TDD (989) 895-4049  
<http://www.baycounty-mi.gov>



**JAMES A. BARCIA**  
County Executive

**LAURA OGAR, DIRECTOR**  
ogarl@baycounty.net

Community Initiatives  
Geographic Information Systems  
Gypsy Moth Suppression Program  
Mosquito Control  
Transportation Planning

**To:** Tiffany Jerry, Director  
Bay County Personnel & Employee Relations

**Through:** Laura Ogar, Director  
Bay County Environmental Affairs & Community Development

**From:** Rebecca Brandt, Manager  
Bay County Mosquito Control

**Date:** January 27, 2023

**Re:** Request to Post and Fill Seasonal Staff Positions

**REQUEST:** Mosquito Control requests to hire 32 seasonal field and/or biology technicians for the 2023 treatment season.

**BACKGROUND:** The effectiveness and success of Bay County Mosquito Control is dependent upon the capabilities of our seasonal workforce. Seasonal positions at Mosquito Control require extensive training, knowledge and independent decision-making, exceeding those of typical entry-level jobs. State and Federal regulations also require employees to become Certified Pesticide Applicators through the Michigan Department of Agriculture and Rural Development, which requires additional training and passing two proctored exams.

**FINANCE:** Wages will continue to be \$14.25-\$14.75 for day shift employees, and \$14.75-\$15.25 for night shift employees. Funding currently exists in line item 705.00 Temporary Help.

Day Shift		Night Shift	
1 <sup>st</sup> year	2 <sup>nd</sup> year	1 <sup>st</sup> year	2 <sup>nd</sup> year
\$14.25	\$14.75	\$14.75	\$15.25

**RECOMMENDATION:** To post and fill 32 seasonal Mosquito Control positions at the recommended pay rate following Board approval, reference checks, drug testing, and legal review, as well as approval of any necessary budget adjustments related to this request.

Cc: Jim Barcia  
Lindsey Arsenault

## RECREATION & FACILITIES



## BAY COUNTY

**CRISTEN GIGNAC, DIRECTOR**  
gignacc@baycounty.net

**Jon Morse, Buildings & Grounds Supervisor**  
morsej@baycounty.net

**Brad Moses, Civic Arena Manager**  
mosesb@baycounty.net

**Daniel Neering, Recreation Manager**  
neeringd@baycounty.net

**Dan Tomczak, Pinconning Park Manager**  
tomczakd@baycounty.net

**Beth Trahan, Recreation Coordinator**  
trahanb@baycounty.net

**JAMES A. BARCIA**  
County Executive

Tel: (989) 895-4132  
Fax: (989) 895-2094

TO: Tiffany Jerry, Director of Personnel & Employee Relations  
FROM: Cristen Gignac, Director of Recreation & Facilities  
RE: Summer Help 2023  
DATE: January 27, 2023

The following are the 2023 requested summer positions for Recreation and Buildings & Grounds. Due to the Affordable Health Care Act rules and regulations regarding seasonal employment, we are requesting the ability to hire seasonal help as needed without exceeding the budgeted appropriations. In the list below, the number of positions is approximate, but the total appropriation will not be exceeded.

### Golf Course – Clubhouse

**Approx. Dates of Employment: April - October**

<b>Position:</b>	<b>Hourly Wage:</b>
Clubhouse Assistant (2)	\$13.00/hr
Clubhouse Attendants - Part Time (4+)	\$10.50/hr
Service Assistants - Part Time (5+)	\$10.50/hr

### Golf Course – Starters/Rangers

**Approx. Dates of Employment: April - October**

<b>Position:</b>	<b>Hourly Wage:</b>
Starter/Rangers – Part Time (8+)	\$10.50/hr

### Golf Course – Grounds/Maintenance

**Approx. Dates of Employment: April - October**

<b>Position:</b>	<b>Hourly Wage:</b>
Equipment Operator/Team Leader – Variable Hours (3)	\$12.00/hr
Equipment Operators - Variable Hours (6+)	\$11.00/hr
General Laborers - Variable Hours (2+)	\$11.00/hr

**Community Center Pool Staff**

**Approx. Dates of Employment: June - August**

<b>Position:</b>	<b>Hourly Wage:</b>
Pool Supervisor (1)	\$13.00/hr
Pool Asst. Supervisor (1)	\$12.00/hr
Lifeguard/WSI (10+)	\$10.50/hr
Cashier (2+)	\$10.10/hr

**Community Center Summer Recreation Program**

**Approx. Dates of Employment: June - August**

<b>Position:</b>	<b>Hourly Wage:</b>
Supervisor (2)	\$13.00/hr
Counselor (13+)	\$10.50/hr

**Pinconning Park Rangers**

**Approx. Dates of Employment: May - September**

<b>Position:</b>	<b>Hourly Wage:</b>
Seasonal Rangers (2+)	\$12.00/hr (entry level) \$12.25 (1 year level)

**Seasonal Recreation / Maintenance**

**Approx. Dates of Employment: May - October**

<b>Position:</b>	<b>Hourly Wage:</b>
Seasonal Recreation Workers/Variable Hours (2+)	\$12.00/hr
General Laborer/Variable Hours (1)	\$13.00/hr

**Seasonal Property Maintenance**

**Approx. Dates of Employment: May - October**

<b>Position:</b>	<b>Hourly Wage:</b>
Seasonal Foreclosed Homes Worker/Variable Hrs (1+)	\$12.00/hr

BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 21, 2023

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (2/14/2023)

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:

I. VACANCIES (BUDGETED)

- a. 9-1-1 Central Dispatch: Dispatcher (full time; \$17.80/hr. entry)
- b. Department on Aging: Support Staff (part time; \$12.02/hr. entry)
- c. Sheriff:
  - 1. Correctional Facilities Officer (full time; \$19.72/hr. entry)
  - 2. Marine Patrol (Grant Funded)
    - 1. Supervisors (3) (\$14.00/hr)
    - 2. Marine Deputies (25) (\$13.00/hr)
- d. Mosquito Control: Seasonal Staff Positions - 32 Field and/or Biology Technicians (\$14.25 - \$15.25 per hour) (day shift year 1: \$14.25/hr.; day shift year 2: \$14.75/hr; night shift year 1: \$14.75; night shift year 2: \$15.25)
- e. Recreation & Facilities – Golf Course (Seasonal)

**Golf Course — Clubhouse**

**October**

**Position:**

- Clubhouse Assistant (2)
- Clubhouse Attendants - Part Time (4+)
- Service Assistants - Part Time (5+)

**Approx. Dates of Employment: April -**

**Hourly Wage:**

- \$13.00/hr
- \$10.50/hr
- \$10.50/hr

**Golf Course — Starters/Randers**

**October**

**Position:**

- Starter/Rangers — Part Time (8+)

**Approx. Dates of Employment: April -**

**Hourly Wage:**

- \$10.50/hr



**Golf Course — Grounds/Maintenance**  
**April - October**

**Approx. Dates of Employment:**

**Position:**  
 Equipment Operator/Team Leader — Variable Hours (3)  
 Equipment Operators - Variable Hours (6+)  
 General Laborers - Variable Hours (2+)

**Hourly Wage:**  
**\$12.00/hr**  
 \$11.00/hr  
 \$11.00/hr

**Community Center Pool Staff**  
**August**

**Approx. Dates of Employment: June -**

**Position:**  
 Pool Supervisor (1)  
 Pool Asst. Supervisor (1)  
 Lifeguard/WSI (10+)  
 Cashier (2+)

**Hourly Wage:**  
 \$13.00/hr  
 \$12.00/hr  
 \$10.50/hr  
 \$10.10/hr

**Community Center Summer Recreation Program** **Approx. Dates of Employment: June —August**

**Position:**  
 Supervisor (2)  
 Counselor (13+)

**Hourly Wage:**  
 \$13.00/hr  
 \$10.50/hr

**Pinconning Park Rangers**

**Approx. Dates of Employment: May-Sep**

**Position:**  
 Seasonal Rangers (2+)

**Hourly Wage:**  
 \$12.00/hr (entry level)  
 \$12.25/hr (1 year level)

**Seasonal Recreation I Maintenance**

**Approx. Dates of Employment: May October**

**Position:**  
 Seasonal Recreation WorkersVariable Hours (2+)  
 General LaborerVariable Hours (1)

**Hourly Wage:**  
 \$12.00/hr  
 \$13.00/hr

**Seasonal Property Maintenance**

**Approx. Dates of Employment: May October**

**Position:**  
 Seasonal Foreclosed Homes WorkerVariable Hrs (1+)

**Hourly Wage:**  
 \$12.00/hr

- RESOLVED** That authorization is granted to post/fill vacancies resulting from moves within a department whereby a Board approved vacancy was filled from staff within the department creating another vacancy in the same department, monies for said positions to come from the respective departmental budgets; Be It Further
- RESOLVED** That in the event individuals hired to fill approved vacancies prove to be unqualified or no longer want the position, the Personnel Director is authorized to post/fill the previously approved vacancy within a 60 day time period; Be It Further
- RESOLVED** That budget adjustments, if required, are approved; Be It Further
- 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

**KATHY NIEMIEC, CHAIR  
AND COMMITTEE**

Vacancies – February

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

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

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

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

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

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

AMENDED \_\_\_ CORRECTED \_\_\_ REFERRED \_\_\_ NO ACTION TAKEN \_\_\_



**BAY COUNTY  
PERSONNEL & EMPLOYEE RELATIONS**

**James A. Barcia**  
County Executive

---

**Tiffany Jerry**  
Director  
jerryt@baycounty.net

TO: Kathy Niemiec, Chairperson, Personnel & Human Services

FROM: Tiffany Jerry, Director of Personnel & Employee Relations

DATE: February 6, 2023

RE: P/HS Committee Agenda

Please consider the following for the agenda of your committee meeting:

**Request:**

Request approval of an updated FMLA policy.

**Background:**

The previous review of the Family Medical Leave Act Policy took place in 1998 and since that time, there have been several updates required. An attorney specializing in FMLA has reviewed and updated the policy to follow the provisions of the law.

**Finance/Economics:**

There is no financial impact of updating this policy; no additional general funds are required.

**Recommendation:**

Upon favorable review by Corporation Counsel, please approve the updated FMLA policy.

Thank you for your consideration.

Cc: Jim Barcia  
Amber Johnson  
Jayson Hoppe  
Tracy Cederquist

BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 21, 2023

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (2/14/2023)

WHEREAS, The previous review of the Family Medical Leave Act Policy took place in 1998 and since that time, there have been several updates required; and

WHEREAS, An attorney specializing in FMLA has reviewed and updated Bay County’s policy to follow the provisions of the law; and

WHEREAS, There is no financial impact resulting from updating this policy; no additional general funds are required; Therefore, Be It

RESOLVED By the Bay County Board of Commissioners that the attached Bay County FMLA Policy, as revised, is hereby adopted and shall take effect immediately following Corporation Counsel review and approval; Be It Further

RESOLVED That related budget adjustments, if required, are approved.

KATHY NIEMIEC, CHAIR  
AND COMMITTEE

Personnel – FMLA Policy 2023

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

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

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

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

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

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

AMENDED \_\_\_ CORRECTED \_\_\_ REFERRED \_\_\_ NO ACTION TAKEN \_\_\_

## RULE 20

### FAMILY AND MEDICAL LEAVE POLICY FOR THE COUNTY OF BAY (FMLA)

In order to comply with the provisions of the Family and Medical Leave Act and ensure that the County of Bay and all of its employees are able to freely exercise the rights and avail themselves of the protection provided by the Act, the County of Bay has adopted the following Family and Medical Leave Policy.

#### 20.1 Definitions

The terms used in this FMLA Policy shall have the following meanings unless otherwise specifically provided herein:

- a. "FMLA" or "Act" means the Family and Medical Leave Act of 1993, as amended.
- b. "Employee" means any person employed by the Employer.
- c. "Employer" means the County of Bay.
- d. "Family Leave" means leave taken to care for an employee's newborn child or child placed for adoption or foster care within 12 months of the birth or placement or to care for a child, parent or spouse with a serious health condition.
- e. "Medical Leave" means leave taken to care for the employee's own serious health condition that makes the employee unable to perform the essential functions of their position.
- f. "Qualifying Exigency Family Leave" means a leave due to a qualifying exigency that arises when a spouse, parent or child of the employee is on or has been called to covered active duty. A call to active duty refers to a federal call to active duty. State calls to active duty are not covered unless under order of the President of the United States, pursuant to certain laws.
- g. "Military Caregiver Family Leave" means leave to care for the employee's spouse, child, parent, or next of kin who is a covered servicemember and who suffers from a serious injury or illness incurred in the line of duty while on active duty in the Armed Forces.
- h. "Intermittent Leave" means leave taken in separate periods of time due to a single serious health condition, rather than for one continuous period of time. For example, intermittent leave would include time taken off work for a series

of physical therapy sessions, or leave taken several days at a time over a period of months, such as for a course of chemotherapy.

- i. “Reduced Schedule Leave” means a leave taken based on a work schedule which reduces the number of hours worked per day or week on a regular basis.
- j. “Serious Health Condition” means an illness, injury, impairment, or physical or mental condition that involves inpatient care or “continuing treatment by a health care provider” for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Unless complications arise, the common cold, flu, upset stomachs, headaches, routine dental problems and cosmetic treatments do not meet the definition of a “serious health condition.”
- k. Subject to certain conditions, “Continuing Treatment by a Health Care Provider” includes (1) a period of incapacity of more than three consecutive calendar days (including subsequent treatments or periods of incapacity relating to the same condition) that requires at least two visits to a health care provider, or one visit plus a regimen of continuing treatment (e.g., a course of prescription drugs, physical therapy), (2) a period of incapacity due to pregnancy or for prenatal care, (3) a period of incapacity or treatment due to a chronic condition (e.g., asthma, diabetes, epilepsy), (4) a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective (e.g., a severe stroke or the terminal stages of a disease), or (5) a period of incapacity to receive multiple treatments by a health care provider for restorative surgery or a condition that, if left untreated, could result in a period of incapacity of more than three consecutive calendar days (e.g., dialysis for kidney disease or chemotherapy for cancer).
- l. “FMLA Policy” means the County of Bay Family and Medical Leave Policy and any amendments to the Policy.
- m. “Group Health Plan” means the County of Bay group health insurance plan.
- n. “Leave Year” means a “rolling” twelve (12) month period measured back from the commencement date of the leave, except in the case of a Military Caregiver Family Leave which is calculated based on a single twelve (12) month period the commences on the first day of the Military Caregiver Family Leave.

## **20.2 Eligibility and Qualification**

To be **eligible** for a Family and Medical Leave, an employee must:

- a. Have been employed by the Employer for at least twelve (12) months which need not be consecutive;

- b. Have worked at least 1,250 hours during the twelve (12) months immediately preceding the commencement of the leave; and
- c. Work at a location where the Employer employs 50 or more employees within a 75-mile radius.

All periods of absence from work due to or necessitated by USERRA-covered military service is counted in determining an employee's eligibility for FMLA leave.

An eligible employee is **qualified** to use Family and Medical Leave for the following purposes:

- a. To care for a newborn following the birth of a child;
- b. To care for a newborn child or for a newly-adopted child or child recently placed in the employee's home for foster care;
- c. To care for a spouse, child or parent (but not parent-in-law) who has a serious health condition;
- d. The employee's own serious health condition;
- e. For a qualifying exigency that arises when a spouse, parent or child of the employee is on or has been called to covered active duty ("Qualifying Exigency Family Leave"); or
- f. When the employee is a spouse, parent, son, daughter or next of kin of a covered servicemember and is needed to care for that covered servicemember who suffers from a serious injury or illness incurred on active duty ("Military Caregiver Family Leave").

Family leave to care for a newborn child or for adoption or foster care placement of a child must be completed within 12 months of the birth, adoption or placement of the child.

### **20.3 Qualifying Exigency Family Leave**

The FMLA Policy permits eligible employees to take leave for a "qualifying exigency" that arises when a spouse, parent or child is on or has been called to "covered active duty." "Covered active duty" means duty by a member of the regular Armed Forces during deployment to a foreign country. In the case of a member of the reserve component of the Armed Forces, "covered active duty" means duty during deployment to a foreign country under a call or order to active duty. "Qualifying exigencies" include absences:

- a. Due to short-notice deployments (short-notice deployments occur when notice of the deployment is received within seven days of the deployment and leave is limited to seven calendar days from the notice);
- b. To attend any official military ceremony, program, or event related to covered active duty or call to covered active duty status or to attend certain family support or assistance programs and informational briefings;
- c. To arrange for alternative childcare, to provide childcare on an urgent, immediate need basis, to enroll in or transfer to a new school or daycare facility, or to attend meetings with staff at a school or daycare facility;
- d. To make or update various financial or legal arrangements, or to act as the covered military member's representative before a federal, state, or local agency in connection with service benefits;
- e. To attend counseling (by someone other than a health care provider) for yourself, for the military member, or for a child or dependent when necessary as a result of duty under a call or order to covered active duty;
- f. To spend time with a servicemember who is on short-term rest and recuperation leave during a period of deployment (limited to fifteen days for each instance of short-term rest and recuperation leave);
- g. To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to ninety (90) days following termination of the military member's active duty status. This also encompasses leave to address issues that arise from the death of a military member while on active duty status;
- h. To care for a parent who is incapable of self-care, when the care is necessitated by the covered active duty, including arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility, or attending meeting with staff at a care facility (the parent must be the military member's biological, adoptive, step or foster father or mother, or any other individual who stood *in loco parentis* to the military member when the member was under eighteen (18) years of age); and
- i. To address other events arising out of the active duty or call-up, provided that the employee and the Employer agree that the leave qualifies as an exigency and agree as to both the timing and duration of such leave.

#### **20.4 Military Caregiver Family Leave**

The FMLA Policy permits a spouse, son, daughter, parent or next of kin to take up to 26 weeks of leave during a single 12-month period to care for a covered servicemember who



suffers from a serious injury or illness incurred on active duty. The leave is limited to a single 12-month period but can last as long as 26 weeks. During the single 12-month period, an employee is limited to a combined total of 26 weeks of Military Caregiver Family Leave and any other type of Family and Medical leave.

A “covered servicemember” is a member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness, who (a) is undergoing medical treatment, recuperation, or therapy, (b) is otherwise in outpatient status, or (c) is otherwise on a temporary disability retired list. A “covered servicemember” is also a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

In the case of a member of the Armed Forces, a “serious injury or illness” means an injury or illness incurred by a servicemember in the line of duty on active duty, or that existed before the active duty and was aggravated by service in the line of duty on active duty that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.

In the case of a veteran who was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the veteran undergoes medical treatment, recuperation or therapy, a “serious injury or illness” means an injury or illness that was incurred by the servicemember in the line of duty on active duty in the Armed Forces, or that existed before the active duty and was aggravated by service in the line of duty on active duty, and that manifested itself before or after the servicemember became a veteran, and is:

- a. A continuation of the serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered him/her unable to perform the duties of his/her office, grade, rank or rating; or
- b. A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating of 50% or greater based in whole or in part on the condition precipitating the need for leave; or
- c. A physical or mental condition that substantially impairs, or would do so absent treatment, the covered veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service; or
- d. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

To be eligible for Military Caregiver Family Leave, you must be a spouse, son, daughter, parent or next of kin of the covered servicemember. *Next of kin* means the nearest blood relative of the servicemember, other than the servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the servicemember has specifically designated, in writing, another blood relative as their nearest blood relative for purposes of Military Caregiver Family Leave. You must also meet all other eligibility standards as set forth within the FMLA Policy.

## **20.5 Duration of the Leave**

Eligible Employees may take up to twelve (12) weeks of unpaid leave during any rolling twelve (12) month period for a purpose which qualifies for a family leave, a disability/medical leave, or a Qualifying Exigency Family Leave under the FMLA Policy. The twelve (12) month leave year is calculated backwards from the date the requested leave commences.

If an eligible Employee qualifies for a Military Caregiver Family Leave, he/she may take up to twenty-six (26) weeks of leave during a single twelve (12) month period. The single twelve (12) month period is different than the rolling twelve (12) month period addressed in section 5.1 and begins on the first day of a Military Caregiver Family Leave.

Military Caregiver Family Leave applies on a per-injury basis for each servicemember. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered servicemember, and/or for each and every serious injury or illness of the same covered servicemember. A total of no more than twenty-six (26) work weeks of Military Caregiver Family Leave, however, may be taken within any single 12-month period.

If spouses are both employed by the Employer and both are eligible for a Family or Medical Leave, spouses may take up to a combined total of twelve (12) weeks of Family and Medical Leave for the birth and care of a newborn child, the placement of a child in the spouses' home for adoption or foster care, or the care of a seriously ill parent. This limitation does not apply to the care of a spouse or child with a serious health condition or to the employee's own serious health condition. For example, if one spouse takes eight (8) weeks to care for a newborn child and the other spouse takes four (4) weeks for the same reason, neither spouse will be able to take additional Family and Medical Leave Act time for that same reason. However, the first spouse would have four (4) weeks remaining within the twelve (12) month period and the other spouse, eight (8) weeks, to use for other kinds of Family and Medical Leaves (or longer, if they take Military Caregiver Family Leave), if necessary.

If both spouses are employed by the Employer and both attempt to use a Military Caregiver Family Leave, the aggregate number of weeks that they can use is a combined

total of 26 during a single 12-month period, including any time spent on other types of Family and Medical Leave.

## **20.6 Intermittent and Reduced Scheduled Leaves**

Family and Medical Leaves for absences necessitated by a serious health condition or the treatment of a serious health condition may be taken intermittently or on a reduced schedule basis, but only if such a schedule is medically necessary (including the care of and psychological comfort to a parent, child or spouse suffering from a serious health condition or needing treatment for a serious health condition).

In the case of caring for a newborn, adopted or foster child, intermittent Family and Medical Leave or a reduced schedule requires prior approval by the Employer. The Employer's consideration of such requests will include several factors, such as the length of the requested leave, the nature of your job, your existing and proposed work schedule and the Employer's business needs.

Military Caregiver Family Leave and Qualifying Exigency Family Leave may be taken intermittently or on a reduced leave schedule.

If a Family and Medical Leave is a foreseeable intermittent or reduced schedule leave for planned medical treatment, the Employer may require an employee to transfer temporarily to an alternative position with equivalent pay and benefits that better accommodates recurring periods of absence or to a part-time schedule. Employees must also make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Employer's operations.

## **20.7 Notice of the Need for Family and Medical Leave**

- a. **Foreseeable Leave:** If the need for a Family and Medical Leave is foreseeable, employees should give at least 30 days' notice of their intent to use the leave. If it is not possible to provide 30 days' notice for a foreseeable leave, the employee must give notice as soon as practicable, which ordinarily means by the same or next business day. Failure to provide such notice may be grounds for delay or denial of leave.
- b. **Unforeseeable Leave:** When the need for a Family and Medical Leave is unexpected, employees must provide notice as soon as practicable after the need for the leave is known. This means that employees generally must comply with the Employer's normal call-in procedures. Failure to provide such notice may be grounds for delay or denial of leave and may result in discipline for failing to comply with the Employer's call-in procedures.
- c. **Content of the Notice:** Employees must provide sufficient information for the Employer to determine if the leave may qualify as an Family and Medical Leave and the anticipated timing and duration of the leave. Sufficient information may

include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for Qualifying Exigency or Military Caregiver Family Leave. Employees must also inform the Employer if the requested leave is for a reason for which Family and Medical Leave was previously taken or certified. If the request is for intermittent leave or reduced schedule leave, employees shall include the proposed leave schedule.

- d. **Applying for Family and Medical Leave:** Notice of the need for Family and Medical Leave should be made in writing, absent extenuating circumstances, and submitted to Personnel. To apply for a Family and Medical Leave, contact Personnel for a Family and Medical Leave Request form.

## 20.8 **Certification**

- a. **Generally:** If an employee is requesting a Family and Medical Leave due to their own serious health condition or to care for a parent, child or spouse with a serious health condition, they will be required to provide medical certification from a health care provider of the health condition involved and, if applicable, verification that the employee is needed to care for the ill family member and for how long. Forms for this purpose will be provided by Personnel when an employee notifies the Employer of the need for the leave. Employees must provide the requested medical certification within 15 days of being supplied with the necessary certification form or the request for a Family and Medical Leave may be delayed or denied.
- b. **Second and Third Opinions:** After submitting the required medical certification, the Employer may require, at its option and its own expense, that a medical certification be obtained from a health care provider of the Employer's own choosing to verify the need for the requested Family and Medical Leave. If the first and second medical certifications differ, the Employer may require, at its option and at its own expense, that a third certification be obtained from a third health care provider who is jointly selected by the Employer and the employee. The third medical certification will be final and binding on both parties.
- c. **Certification of a Qualifying Exigency Family Leaves:** The Employer may seek certification of a Qualifying Exigency Family Leave each time the employee requests such leave in connection with a covered military member. The first time the employee requests such leave, the Employer may also require that the employee provide a copy of active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or called to active duty during deployment in a foreign country and the dates of the service.

- d. **Certification of a Military Caregiver Family Leave:** If an employee is requesting a Military Caregiver Family Leave to care for a seriously injured or ill covered servicemember, medical certification for such a leave must address whether the covered servicemember suffered a serious injury or illness on active duty that may render him/her medically unfit to perform the duties of their office, grade, rank or rating. Such certification must be obtained from one of the following types of health care providers: (1) a Department of Defense (DOD) health care provider; (2) a Department of Veterans Affairs health care provider; (3) a DOD TRICARE network authorized private health care provider; (4) a DOD non-network TRICARE authorized health care provider; or (5) any health care provider as defined in 29 CFR 825.125. In lieu of such certification, the Company will accept Invitational Travel Orders (ITOs) or Invitational Travel Authorizations (ITAs) issued to any family member to join an injured or ill covered servicemember at his/her bedside. It is not necessary for the employee to be the family member named in the ITO or ITA.
- e. **Recertification:** The Employer may also require periodic medical recertifications at the employee's expense.

## **20.9 Utilization of Paid Leave**

To the extent that an employee has accrued rights to paid leave, including but not limited to vacation days, sick days or personal days, an employee who requests and takes unpaid Family or Medical Leave must first utilize all such available accrued paid leave concurrently with the employee's Family and Medical Leave. Paid sick days may only be used concurrently with a Family and Medical Leave due to an employee's own serious health condition.

## **20.10 Continuation of Benefits**

- a. **Continuation of Benefits:** While on paid or unpaid Family and Medical Leave, whether full leave, intermittent leave or reduced schedule leave, the employee's benefits under the Employer's Group Health Plan shall be continued in full force and effect on the same terms as though the employee were not on leave, except as provided in Paragraph (c) below.
- b. **Contributory Benefits:** To the extent that the employee is required to contribute to the cost of maintaining benefits under the Employer's Group Health Plan, the employee shall, during the leave period, continue to make the required contributions as though the employee were not on leave. During any period of unpaid Family and Medical Leave, the employee shall pay their contribution in accordance with any agreement made by and between the employee and the Employer in writing before the commencement of the leave. If no agreement has been made regarding payment of employee contributions, the employee shall remit their contribution to the Employer at the same time as such contribution would be made if by payroll deduction in the ordinary course of employment by the

Employer. Nothing contained in this FMLA Policy shall operate to preclude or defer the effect of any change in the employee's required contribution which becomes effective during the leave period.

- c. **Failure to Reimburse Employer:** If the employee fails, for a period of thirty (30) days, to make any payment required to keep their benefits under the Employer's Group Health Plan in force while on Family and Medical Leave, the Employer's obligation to continue group health coverage will cease. The employee facing cancellation of coverage will be notified in writing at least fifteen (15) days before coverage is to cease. Coverage will be cancelled retroactively to the effective date of the period to which the unpaid premium applies.
- d. **Failure to Return to Employment:** If an employee does not return to work upon the completion of an approved Family and Medical Leave for reasons other than the onset, continuation or recurrence of a serious health condition of the employee or the employee's parent, child or spouse, the serious injury or illness of a covered servicemember or other circumstances beyond the employee's control, the Employer will require repayment of the employer contribution to the employee's health insurance and any other insurance premiums paid during the Family and Medical Leave.
- e. **Continuation of Other Benefits:** Employee benefits for which the employee would be eligible while on paid leave will continue at the Employer's expense while the employee is on unpaid Family and Medical Leave only as set forth in collective bargaining agreement or applicable Personnel Policy.
- f. **Preservation of Accrued Benefits:** All employment benefits accrued by the employee before the start of Family and Medical Leave, except paid leave time substituted for unpaid Family or Medical Leave time pursuant to Paragraph 20.9, shall be preserved during the term of the leave and shall be restored to the employee upon return to work at the expiration of the leave.

## **20.11 Restoration of Employment**

An employee on a Family and Medical leave who returns to work on or before the expiration of 12 weeks (or 26 weeks, in the case of Military Caregiver Family Leaves) of Family and Medical leave will generally be reinstated to their prior job or to an equivalent position with equivalent pay, employment benefits and other terms and conditions of employment. Some employees, however, may be denied restoration of employment under limited circumstances:

- a. An employee will not be restored to their prior job or an equivalent position if the employee would not otherwise have been employed at the time the restoration would have occurred, such as when an employee's position has been eliminated while the employee was on leave, such as due to a reduction

in force, or when the employee was hired for a specific term that has expired or to perform work on a discrete project that has been completed.

- b. "Key employees" may be denied restoration to their prior or equivalent positions under certain circumstances. A "key employee" is defined as a salaried employee whose compensation falls within the highest 10% of the Employer's workforce within 75 miles from the employee's worksite. A key employee will be permitted to take Family and Medical Leaves but may be denied restoration to their prior or an equivalent position if denial of restoration is necessary to prevent substantial and grievous economic injury to the operations of the Employer. The Employer will notify key employees of its intent to deny restoration as soon as the Employer determines that substantial and grievous economic injury will occur in the event of restoration.
- c. Acceptance of another job while on a Family and Medical Leave will result in the cancellation of the leave and the termination of the employee's employment.

## **20.12 Status Reports and Fitness-for-Duty Certifications**

It is the employee's responsibility to remain in reasonable and periodic contact with the Employer while on leave and to report on their status and intent to return to work as set forth by the Employer. In addition, if the employee is returning from a Family and Medical Leave relating to their own serious health condition, the employee must provide a written fitness-for-duty certification from a health care provider that the employee is able to resume work.

## **20.13 Absences Exceeding Entitlement to FMLA Leave**

The Employer cannot guarantee any position to employees who are absent due to Family and Medical Leaves or other reasons for longer than twelve (12) weeks in any twelve (12) month period (or twenty-six (26) weeks, in the case of Military Caregiver Family Leaves). The placement of an employee at the end of such extended leaves will be subject to the length of the leave, the nature of the employee's job, business conditions, staffing needs and the availability of openings for which the employee is qualified, as determined by the Employer. If the employee's position is no longer open, efforts will be made to provide an appropriate alternative position at a comparable salary. If the Employer determines that no appropriate alternative position is available, an employee who is returning from an extended leave will be terminated.

## **20.14 Additional Information**

For additional information about your rights and responsibilities with respect to the taking of Family and Medical Leaves, please see the Department of Labor information

attached to this FMLA Policy. Issues or questions not covered by this FMLA Policy will be administered in accordance with applicable state and federal law.



**OFFICE OF ASSIGNED COUNSEL**  
**REPORT**  
**YEAR TO DATE, 2022**

				<u>2020</u>	<u>2021</u>	<u>2022</u>
<b>Total Number of Arraignments:</b> .....				<b>2102</b>	<b>2726</b>	<b>2859</b>
C.C. FEL/VOP/PPO	195	Misc.	1335	Arraign. Only	235	
Felony	585	Misc. Arraign.	167	FTA/FTP/VOB	342	
<b>Total Number of Referrals:</b>				<b>1643</b>	<b>2149</b>	<b>2321</b>
C.C. FEL/VOP/PPO	157	Misc.		1506		
Felony	646					
<b>Total Number of New Assignments:</b>				<b>1352</b>	<b>1695</b>	<b>1868</b>
C.C. FEL/VOP/PPO	110	Misc.		1281		
Felony	477					
<b>Total Number of Defendants Currently Representing - Assigned on New Charges:</b>				<b>249</b>	<b>408</b>	<b>441</b>
C.C. FEL/VOP/PPO	47	Misc.		225		
Felony	169					
<b>Total Number of Defendants denied Court Appointed Counsel:</b>				<b>42</b>	<b>46</b>	<b>12</b>
C.C. FEL/VOP/PPO	0	Misc.		11		
Felony	1					

**ARRAIGNMENTS**

**JEFF MARTIN**

<b>Total Arraignments:</b> .....				<b>1452</b>
Felonies	288	<b>Settled 36</b>		
Misc.	836			
Arraign. Only	140			
FTA/FTP/VOB	188			

**GARSKE/HEWITT**

<b>Total Arraignments:</b> .....				<b>1045</b>
Felonies	297	<b>Settled 24</b>		
Misc.	499			
Arraign. Only	95			
FTA/FTP/VOB	154			

**CIRCUIT COURT**

<b>Total Arraignments:</b> .....				<b>195</b>
C.C. FEL/VOP/PPO	195	<b>Arraigned 45 of these on VOB/FTA/OSC</b>		

**ASSIGNMENTS**

There were a total of **2309** defendants assigned on felonies, misdemeanors, traffic & vop's.

**ANDREA LABEAN**

**2020**                      **2021**                      **2022**

New Assignments: ..... **658**                      **573**                      **251**

C.C. FEL/VOP/PPO	18	Arraigned 17
Felonies	54	Arraigned 1
Misd.	179	

Defendants Currently Representing - Assigned on New Charges: ..... **124**                      **161**                      **92**

C.C. FEL/VOP/PPO	9	Arraigned 9 / Arraigned 4 on VOB/FTA
Felonies	43	Arraigned 4
Misd.	40	Arraigned 6 / Arraigned 2 on VOB/FTA

There were a total of **2309** NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Criminal Defense Office was assigned.  
343 or 15%

**MICHAEL KANUSZEWSKI**

**2022**

New Assignments: ..... **403**

C.C. FEL/VOP/PPO	1	Arraigned 1
Felonies	12	
Misd.	390	

Defendants Currently Representing - Assigned on New Charges: ..... **52**

C.C. FEL/VOP/PPO	2	Arraigned 2
Felonies	7	Arraigned 1
Misd.	43	Arraigned 11 / Arraigned 1 on VOB/FTA

There were a total of **2309** NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Criminal Defense Office was assigned.  
455 or 20%

**CHRISTOPHER JOHNSON**

**2022**

New Assignments: ..... **79**

C.C. FEL/VOP/PPO	5	Arraigned 2
Felonies	55	
Misd.	19	

Defendants Currently Representing - Assigned on New Charges: ..... **9**

C.C. FEL/VOP/PPO	2	Arraigned 2
Felonies	2	
Misd.	5	Arraigned 3

There were a total of **2309** NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Criminal Defense Office was assigned.  
88 or 4%

**BRUCE MANNIKKO**

**2020**                      **2021**                      **2022**

New Assignments: ..... **634**                      **861**                      **91**

C.C. FEL/VOP/PPO	15	Arraigned 14
Felonies	74	
Misd.	2	

Defendants Currently Representing - Assigned on New Charges: ..... **111**                      **184**                      **32**

C.C. FEL/VOP/PPO	0	Arraigned 13 on VOB/FTA
Felonies	16	Arraigned 2
Misd.	16	Arraigned 1

There were a total of **2309** NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Public Defender's Office was assigned.  
123 or 5%

**AARON HETHERINGTON**

2022

New Assignments: .....

**175**

C.C. FEL/VOP/PPO	19
Felonies	141
Misd.	15

Arraigned 18

Defendants Currently Representing - Assigned on New Charges: .....

**54**

C.C. FEL/VOP/PPO	9
Felonies	29
Misd.	16

Arraigned 7 / Arraigned add. 9 on VOB/FTA  
Arraigned 2 / Arraigned add. 3 on VOB/FTA  
Arraigned 5 on VOB/FTA

There were a total of 2309 NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Public Defender's Office was assigned 229 or 10%.

**ANDREW BONNELL**

2022

New Assignments: .....

**555**

C.C. FEL/VOP/PPO	0
Felonies	11
Misd.	544

Arraigned 3

Defendants Currently Representing - Assigned on New Charges: .....

**107**

C.C. FEL/VOP/PPO	8
Felonies	31
Misd.	68

Arraigned 8 / Arraigned add. 1 on VOB/FTA  
Arraigned 4  
Arraigned 16 / Arraigned add. 1 on VOB/FTA

There were a total of 2309 assignments on felonies, misdemeanors, traffic & violations of probation, which the Public Defender's Office was assigned 662 or 29%.

**ROSTER ATTORNEYS**

2020

2021

2022

New Assignments: .....

**42**

**261**

**314**

C.C. FEL/VOP/PPO	52
Felonies	130
Misd.	132

Arraigned 44

Arraigned 2

Defendants Currently Representing - Assigned on New Charges: .....

**14**

**63**

**95**

C.C. FEL/VOP/PPO	17
Felonies	41
Misd.	37

Arraigned 16 / Arraigned add. 18 on VOB/FTA  
Arraigned 9  
Arraigned 10

## OFFICE OF ASSIGNED COUNSEL

◆ Total Criminal Appointments    ■ Total Number of Arraignments

