

PERSONNEL/HUMAN SERVICES COMMITTEE

AGENDA

TUESDAY, APRIL 19, 2016

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1-4	III MINUTES (3/15/16)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
5-9	A. MSU Extension District Coordinator - Annual Work Plan Agreement between Bay County and MSU Extension (Seeking approval of the Annual Work Plan Agreement; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached)
	B. Health Director
10-11	1. Agreement with Bay-Arenac Behavioral Health Authority - Collocation Services (Seeking approval of agreement; authorization for Board Chair to sign - proposed resolution attached)
12-13	2. Agreement with Bay Health Plan - Community-Based Telephone Survey (Seeking approval of agreement; authorization for Board Chair to sign - proposed resolution attached)
14-17	C. Personnel Director
20	1. Vacancies (Seeking authorization to post/fill - proposed resolution attached)
	a. Sheriff Department
18	1. Road Patrol Deputy (full time, \$15.75/hr. entry)
19	2. Sergeant (full time, \$26.40/hr. entry)
19	3. Road Patrol Deputy (full time, \$15.75/hr. entry) [Note: This vacancy will result from the testing/filling above listed Sergeant position.]
	b. Health Department
	1. Public Health Nurse - Immunization Clinic (full time, \$18.75/hr. entry for RN or \$19.37/hr. entry for BSN)
	2. Registered Nurse - Immunization Action Plan (part time, \$18.75/hr. entry for RN or \$19.37/hr. entry for BSN)
	c. Juvenile Home
	1. Youth Development Worker (full time, \$14.37/hr. entry)
	2. Youth Development Workers (2) (part time, \$14.18/hr. entry)
21	2. Reinstatement of Supervisor Position at Juvenile Home (Seeking reinstatement of position and required funding - proposed resolution attached)
22	3. Reclassification of Public Health Director (Seeking approval of reclassification from MN14 to MN15, 3 year step level - proposed resolution attached)

- VI REFERRALS
- VII UNFINISHED BUSINESS
- VIII NEW BUSINESS
- IX MISCELLANEOUS
- X ANNOUNCEMENTS
- XI 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.**

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

MEETING OF THE PERSONNEL/HUMAN SERVICES COMMITTEE ON TUESDAY, MARCH 15, 2016, 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 Lutz.

Roll call:

MOTION NO.

COMMISSIONERS PRESENT		1	2	3	4	5	6	7	8	9	10	11
MICHAEL E. LUTZ, CHAIR	P	Y	Y	Y	Y	Y	Y	Y	Y			
DONALD J. TILLEY, VICE CHAIR	P	Y	S/Y	S/Y	Y	Y	M/Y	M/Y	Y			
MICHAEL J. DURANCZYK	P	M/Y	Y	Y	S/Y	Y	Y	Y	M/Y			
VAUGHN J. BEGICK	P	S/Y	Y	Y	Y	Y	Y	Y	Y			
KIM COONAN	P	Y	M/Y	Y	Y	S/Y	Y	S/Y	Y			
THOMAS C. HEREK	P	Y	Y	Y	M/Y	N	S/Y	Y	Y			
ERNIE KRYGIER, EX OFFICIO	P	Y	Y	MY	Y	M/Y	Y	Y	S/Y			

MOTION NO.

COMMISSIONERS PRESENT		12	13	14	15	16	17	18	19	20	21	22
MICHAEL E. LUTZ, CHAIR												
DONALD J. TILLEY, VICE CHAIR												
MICHAEL J. DURANCZYK												
VAUGHN J. BEGICK												
KIM COONAN												
THOMAS C. HEREK												
ERNIE KRYGIER, EX OFFICIO												

MOTION NO.

COMMISSIONERS PRESENT		23	24	25	26	27	28	29	30	31	32	33
MICHAEL E. LUTZ, CHAIR												
DONALD J. TILLEY, VICE CHAIR												
MICHAEL J. DURANCZYK												
VAUGHN J. BEGICK												
KIM COONAN												
THOMAS C. HEREK												
ERNIE KRYGIER, EX OFFICIO												

OTHERS PRESENT: T.HICKNER, C.GIGNAC, D.RUSSELL, S.WALRAVEN, C.HEBERT, T.JERRY, J.STRASZ, L.ROSZATYCKI, R.ANDERSON, J.BOX, T.ROEHRS, R.REDMOND, BAY 3 TV, D.BERGER

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

**PERSONNEL/HUMAN SERVICES COMMITTEE
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MOTION NO.

NOTE: In addition to these typed minutes, this Committee meeting was also video taped by Bay 3 TV and those tapes are available for review in the Administrative Services Department or can be viewed on Bay County's website www.baycounty-mi.gov/executive/videos.

- 1** **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE FEBRUARY 16, 2016 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

Public input was called. Mike Bristow, Bangor Township, addressed the Committee relative to many serious issues pertaining to water contamination. No one wants to take responsibility, not the Drain Commissioner, not the Road Commission, not State agencies, all of whom are aware of the problems. He spoke to the Cull Creek and various reports (latest one in 2014) on that site which reflect bacteria, PCP and other contaminants for which no one has an explanation. He touched on the Hartley Landfill, the Bangor landfill and the negative impact as regards contamination. No one wants to talk about it and certainly no one wants to address the contamination issues. There are drain issues the Drain Commissioner won't resolve. When there are drain issues and the drain has a name, it is the Drain Commissioner's responsibility. Road Commission ditch problems are the Road Commission's responsibility and township ditches are the responsibility of townships. Property values have plummeted, people are getting sick, cancer is prevalent. Mr. Bristow stressed that the elected officials and those responsible must answer and address these problems or leave their jobs. He spoke to the positive efforts of Dennis Kula, the Bangor Township Supervisor, who, when called, immediately responded and is actively doing what he can to get solutions. He is proactive and there to help his constituents, he is not politically motivated. Committee Chair Michael Lutz advised that he has scheduled a meeting for Wednesday @ 4 p.m. at the Road Commission to discuss other issues but advised that he would bring up the items discussed today and invited those interested to attend. Mr. Bristow was thanked for his comments.

The first item on the agenda was a letter outlining the redistribution of job duties in Circuit Court. It was

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MOTION NO.

- 2 MOVED, SUPPORTED AND CARRIED TO RECEIVE THE LETTER FROM THE PERSONNEL DIRECTOR ADVISING OF THE REDISTRIBUTION OF JOB DUTIES IN CIRCUIT COURT (PERSONNEL).**
- 3 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL VACANCIES IN THE DIVISION ON AGING (HOME WORKER) AND HEALTH DEPARTMENT (OUTREACH WORKER/TYPIST CLERK; COMMUNICABLE DISEASE NURSE; REGISTERED NURSE IN WIC; NURSE IN CHILDREN'S SPECIAL HEALTH CARE SERVICES PROGRAM; AND NURSE VACANCIES RESULTING FROM LISTED NURSING VACANCIES BEING FILLED BY INTERNAL CANDIDATES) (PERSONNEL).**
- 4 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE SMOKE-FREE POLICY AT BAY COUNTY HOUSING DEPARTMENT/ CENTER RIDGE ARMS (HOUSING DEPT.).**
- 5 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO HIRE TIM QUINN FOR LABOR NEGOTIATION SERVICES IN 2016 (PERSONNEL). [Note: Commissioner Herek voted against this motion.]**
- 6 MOVED, SUPPORTED AND CARRIED TO RECEIVE THE YEAR TO DATE 2015 REPORT FOR THE OFFICE OF ASSIGNED COUNSEL.**
- 7 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL THE FINANCE OFFICER VACANCY IN THE FINANCE DEPARTMENT (PERSONNEL).**

Commissioner Tilley spoke to an ongoing problem of lack of communication between behavioral health, mental health, the family doctor and the patient in regards to medications. Efforts must be made to improve lines of communication to alleviate errors of over-medication. Former Governor Granholm proposed a policy that fell by the wayside when she left office that addressed this issue. Joel Strasz, Health Director, advised that they have been working with Bay Arenac Behavioral Health Authority to coordinate services and needs. An investment is required for updated software to assist with

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MOTION NO.

solving this problem. All hospitals do not communicate with one another, i.e. McLaren and U of M Ann Arbor. A consideration should be a central information system to dispense drugs but Mr. Strasz noted that the problem goes beyond just medication. It is something that is being looked with an eye to improvement.

Commissioner Begick commented on the recent Consumers tour.

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**

To: Mike Lutz, Chair
Personnel/Human Services Committee

From: Diane Smith, MSU Extension District Coordinator

Date: March 2, 2016

Subject: Annual Plan of Work agreement between the County of Bay and MSU Extension

Request:

Seeking approval of the Annual Plan of Work agreement between the County of Bay and MSU Extension.

Background:

MSU Extension has created an Annual Plan of Work between MSU and Michigan counties for delivery of MSU Extension Programs. The Annual Plan of Work specifies access to the full range of Extension's statewide programs offered by the four Extension programming Institutes and set each county's share of the costs of maintaining the network of Extension Educators.

The county assessment is paid to MSU Extension through quarterly payments for the following purposes:

- Operating costs (travel, communications, office expenses) for MSUE funded Educators
- Coordination of 4-H program in the county
- Operating costs for 4-H program in county

The base assessment for Bay County is \$67,840. Bay County will receive a \$60,100 credit towards this assessment due to the 4-H Program Coordinator being a Bay County staff member and salary/fringe and operating is paid by Bay County. The assessment and the credit are reflected in the Annual Plan of Work (\$67,840 county assessment - \$60,100 credit = \$7,740).

In addition to the county assessment of \$7,740, which covers Extension Educator staff outlined, the agreement also reflects 40% of the Support Staff salary and fringe (\$25,000) and 50% of the 4-H Tech Wizards Paraprofessional salary and fringe (\$14,000). The Annual Work Plan total is \$46,740.

Recommendation:

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MSU EXTENSION

515 Center Avenue
Suite G102
Bay City, MI 48708

989-895-4026
Fax: 989-895-4217
www.msue.msu.edu

I am requesting approval of the Board of Commissioners for the Annual Plan of Work between County of Bay and MSU Extension.

CC: Tom Hickner, Debra Russell, Jayson Hoppe, Amber Davis-Johnson, Shawna Walraven,

Tamara Harris, Jodi Schulz

**Agreement for Extension Services provided by
Michigan State University to BAY County
Annual Work Plan FY 2016 (Exhibit A)**

A. Specific Contributions by MSUE:

- At least 1.0 FTE Extension Educator whose primary office of operations will be the county Extension office is included in the assessment, unless otherwise agreed to by the county
- ____ FTE - Extension educators. Please indicate the area(s) of Expertise
- 1.0 FTE - 4-H program coordinator(s).
- ____ FTE - Additional 4-H program coordinators/other paraprofessional.
- .4 FTE – Support Staff
- .5 FTE- Other Staff to be included Agreement for Extension Services. Please indicate title and rank
- Administrative oversight included in annual assessment.
- Access to Extension Educators with expertise in each of the MSUE Institutes included in annual assessment.
- Supervision of University provided academic and paraprofessional staff. Supervision of county clerical staff and/or county staff upon request. Supervision is included in the annual assessment.
- Annual reporting of services provided, audiences served, and impact of programs in the county.
- **Specific Contributions by the County:**
 - Office space for a County Extension office. The office will include space for at least one Extension educator, one 4-H program coordinator and one clerical staff person, access to space for delivering Extension programs, and utilities, including telephone. Office space will be available for additional MSUE and/or county staff as mutually agreed. The office must be provided high-speed internet sufficient to meet the needs of MSUE Personnel. Minimum standards for internet access can be found in Appendix A. The office space must be at least comparable to the average office space used by County employees.
 - Clerical staff for the Extension office that will perform clerical functions, including assisting county residents in accessing MSUE resources by office

visit, telephone, email, internet and media. This can be a county employee or the county can contract with MSU for their services.

- General operating expenses for the office and non-MSU Personnel.

Assessment to County:

2016 TOTAL Assessment		\$	67,840
ADDITIONAL PERSONNEL			
• Educator .5 FTE			0
• 4-H Program Coordinators			0
• Additional 4-H program temporary paraprofessional .5 FTE 11.00/hr			14,000
• Support Staff .4 FTE from			25,000
• Credit to Bay County			-60,100
TOTAL COUNTY PAYMENT FOR 2016			\$46,740

For the period, January 1, 2016 to December 31, 2016, BAY County shall pay to MSUE **\$46,740**, which is the cost of the assessment (minus the credit) plus any additional personnel costs. Payment will be made the first month of each quarter of the county fiscal year. Payments should be sent to

MSUE Extension Budget Office
 446 W. Circle Dr.
 160 Agriculture Hall
 East Lansing, MI 48824

MICHIGAN STATE UNIVERSITY

BAY COUNTY

By: _____
 Daniel T. Evon, Director,
 Contract & Grant Administration

By: _____

Title: _____

Date: _____

Date: _____

BAY COUNTY BOARD OF COMMISSIONERS

MAY 10, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (4/19/16)

WHEREAS, MSU Extension has created an Annual Plan of Work Agreement between MSU and Michigan counties for delivery of MSU Extension Programs which specifies access to the full range of Extension's statewide program offered by the four Extension programming Institutes and sets each county's share of the costs of maintaining the network of Extension Educators; and

WHEREAS, The county assessment is paid to MSU Extension through quarterly payments for the following purposes:

- Operating costs (travel, communications, office expenses) for MSUE funded educators
- Coordination of 4-H program in the County
- Operating costs for 4-H program in County

WHEREAS, The base assessment for Bay County is \$67,840.00 and Bay County will receive a \$60,100 credit towards this assessment due to the 4-H Program Coordinator being a Bay County staff member and salary/fringe and operating is paid by Bay County; and

WHEREAS, The assessment and the credit are reflected in the Annual Plan of Work (\$67,840 county assessment - \$60,100 credit = \$7,740); and

WHEREAS, In addition to the county assessment of \$7,740, which covers Extension Educator staff outlined, the Agreement also reflects 40% of the support staff salary and fringe (\$25,000) and 50% of the 4-H Tech Wizards Paraprofessional salary and fringe (\$14,000). The Annual Work Plan total is \$46,740); and

WHEREAS, Funds have been included in the 2016 Bay County budget to cover the assessment; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Annual Plan of Work Agreement between the County of Bay and MSU Extension and authorizes the Chairman of the Board to execute said Agreement and related documents on behalf of Bay County following legal review/approval; Be It Further

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

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

MSUE - Annual Plan of Work 2016
MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

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

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



1200 Washington Avenue Bay City, Michigan 48708
PHONE (989) 895-4009/FAX (989) 895-4014/TDD (989) 895-4049
www.baycounty-mi.gov/Health

Thomas L. Hickner
Bay County Executive

Joel R. Strasz
Public Health Director

TO: Michael Lutz, Chairperson, Personnel/Human Services Committee
FROM: Joel R. Strasz, Health Director
DATE: April 12, 2016
CC: Tom Hickner, Amber Johnson, Kim Priessnitz, Shawna Walraven, Mark Pickell
RE: Agreement with Bay Area Behavioral Health to Provide Collocation Services

BACKGROUND: In 2015, the Health Department made application to the Michigan Health Endowment Fund to obtain grant funds to secure Telemedicine equipment and allow for expanded services in its University Clinic. In March, the Health Department was notified that it was the recipient of the grant funds of which it applied for, which includes collocation of Bay Arenac Behavioral Health (BABH) staff on the premises of the University Clinic to work with individuals who may qualify for BABH mental health services, but are also in need of primary care so that the appropriate coordination can be made for treatment, especially in regards to the correct application of medication. The position will also assist in facilitating the correct flow of health information to primary care practitioners at the clinic and within the community amongst other providers, if necessary. The Health Department wishes to enter into agreement with BABH so that it can obtain personnel to provide the said collocation services.

FINANCE AND ECONOMICS: Funds for the contract position were awarded in the grant. The reimbursement will be \$30/hour for a total of 2400 hours for two years, or \$72,000 total. No general funds are to be utilized.

RECOMMENDATION: Upon favorable review by Corporation Counsel, the Health Department recommends approval for signature of the Board Chair to this agreement. It is clearly understood if these grant funds are terminated, any position(s) not funded by the grant shall be terminated and not absorbed by the county.

BAY COUNTY BOARD OF COMMISSIONERS

MAY 10, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (4/19/16)

WHEREAS, In 2015, the Health Department made application to the Michigan Health Endowment Fund to obtain grant funds to secure Telemedicine equipment and allow for expanded services in its University Clinic; and

WHEREAS, In March, the Health Department was notified that it was the recipient of the grant funds for which it applied, which includes collocation of Bay Arenac Behavioral Health (BABH) staff on the premises of the University Clinic to work with individuals who may qualify for BABH mental health services, but are also in need of primary care so that the appropriate coordination can be made for treatment, especially in regards to the correct application of medication; and

WHEREAS, The contractual position will also assist in facilitating the correct flow of health information to primary care practitioners at the clinic and within the community amongst other providers, if necessary; and

WHEREAS, The Health Department wishes to enter into an agreement with BABH so that it can obtain personnel to provide the said collocation services; and

WHEREAS, Funds for the contract position were awarded in the grant and the reimbursement will be \$30/hour for a total of 2400 hours for two years, or \$72,000 total with no general funds being utilized; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Agreement with Bay-Arenac Behavioral Health to provide collocation services and authorizes the Chairman of the Board to execute said Agreement and related documents on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That the grant applicant/recipient departments are required to work simultaneously with the Finance Department whose staff will provide financial oversight of said grant; Be It Further

RESOLVED That it is clearly understood that if these grant funds are terminated, any position(s) funded by this grant shall be terminated and will be not absorbed by the County.

**MICHAEL E. LUTZ, CHAIR
AND COMMITTEE**

Health Dept - Agreement w/BABHA

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

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

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

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1200 Washington Avenue Bay City, Michigan 48708
PHONE (989) 895-4009/FAX (989) 895-4014/TDD (989) 895-4049
www.baycounty-mi.gov/Health

Thomas L. Hickner
Bay County Executive

Joel R. Strasz
Public Health Director

TO: Michael Lutz, Chairperson, Personnel/Human Services Committee
FROM: Joel R. Strasz, Health Director
DATE: April 12, 2016
CC: Tom Hickner, Amber Johnson, Crystal Hebert, Kim Priessnitz, Shawna Walraven, Mark Pickell, Barbara MacGregor
RE: Agreement with Bay Health Plan to Partner on Community Based Telephone Survey

BACKGROUND: The Bay County Health Department and the Bay Health plan partnered in 2012 to perform a telephone survey of Bay County residents to determine health behaviors, health care coverage trends and health care needs for local residents. The results of the survey assisted the Health Department in developing a community health improvement plan and determined areas of need within the county including access to care, needs for seniors, families, the uninsured/underinsured and areas related to needs with behavioral health issues. In 2015, the Health Department obtained grants from several local organizations to begin another community health assessment and would like to enter into an agreement with the Bay Health Plan to implement a telephone survey in the coming months with the Bay Health Plan acting as fiduciary and assisting with funding the survey. Bay Health Plan plans to contract with Lake Research Associates Inc. to implement the telephone survey.

FINANCE AND ECONOMICS: It is estimated that the survey costs would range up to \$35,000, of which the Health Department has already procured the bulk of the funds from community organizations in 2015. The Bay Health Plan would assist funding the survey and act as fiduciary of the project. No general funds would be utilized.

RECOMMENDATION: Upon favorable review by Corporation Counsel, the Health Department recommends approval for signature of the Board Chair to this agreement, as well as any necessary budget adjustments related to the execution of the proposed agreement.

BAY COUNTY BOARD OF COMMISSIONERS

APRIL 12, 2016

RESOLUTION

- BY:** PERSONNEL/HUMAN SERVICES COMMITTEE (4/19/16)
- WHEREAS,** The Bay County Health Department and the Bay Health plan partnered in 2012 to perform a telephone survey of Bay County residents to determine health behaviors, health care coverage trends and health care needs for local residents; and
- WHEREAS,** The results of the survey assisted the Health Department in developing a community health improvement plan and determined areas of need within the county including access to care, needs for seniors, families, the uninsured/under-insured and areas related to needs with behavioral health issues; and
- WHEREAS,** In 2015, the Health Department obtained grants from several local organizations to begin another community health assessment and would like to enter into an agreement with the Bay Health Plan to implement a telephone survey in the coming months with the Bay Health Plan acting as fiduciary and assisting with funding the survey; and
- WHEREAS,** Bay Health Plan plans to contract with Lake Research Associates Inc. to implement the telephone survey; and
- WHEREAS,** It is estimated that the survey costs would range up to \$35,000, of which the Health Department has already procured the bulk of the funds from community organizations in 2015. The Bay Health Plan would assist funding the survey and act as fiduciary of the project and no County general funds would be utilized; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves the Agreement with Bay Health Plan to partner on community-based telephone survey and the Chairman of the Board is authorized to execute said Agreement on behalf of Bay County following legal review/approval; Be It Further
- RESOLVED** That budget adjustments related to the Agreement with Bay Health Plan for the telephone survey are approved.

**MICHAEL E. LUTZ, CHAIR
AND COMMITTEE**

Health Dept - Agt w/Bay Health Plan - Telephone Survey

MOVED BY COMM. _____

SUPPORTED BY COMM.

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

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



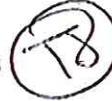
**BAY COUNTY
PERSONNEL DEPARTMENT**

Thomas L. Hickner
County Executive

Tiffany Jerry, Director
jerryt@baycounty.net
(989) 895-4096 (T)
(989) 895-2076 (F)

To: Michael Lutz, Chair, Personnel/Human Services Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations



Date: April 13, 2016

Re: Personnel/Human Services Committee Agenda

Please consider the following for the agenda of your committee meeting scheduled for April 19, 2016.

1. Request (Vacancy):

Sheriff Miller has submitted a request to fill a Road Patrol Deputy position at the Bay County Sheriff Department.

Background:

The vacancy exists due to a resignation effective April 22, 2016.

Finance/Economics:

This is a full-time position with benefits in the POAM union. Rate of pay is \$15.75 per hour entry progressing to \$23.95 per hour after 6 years. Funds exist within the existing 2016 budget.

Recommendation:

Please refer to the full board for approval to fill.

2. Request (Vacancy):

Sheriff Miller has submitted a request to test and fill a Sergeant position and a Road Patrol Deputy position at the Bay County Sheriff Department.

Background:

The Sergeant vacancy exists due to the retirement of Sergeant John Babiarz effective May 1, 2016. Upon promotion of an existing Road Patrol Deputy to Sergeant, that will in turn create another vacancy on the road.

Finance/Economics:

The Sergeant position is full-time with benefits in the POLC union at \$26.40 per hour. The deputy is full-time with benefits in the POAM union. Rate of pay is \$15.75 per hour entry progressing to \$23.95 per hour after 6 years. Funds exist within the existing 2016 budget.

Recommendation:

Please refer to the full board for approval to fill.

3. **Request (Vacancy):**
Joel Strasz/Health Department, has submitted a request to post and fill a full-time Public Health Nurse (RN/BSN) position at the health department.

Background:

A vacancy exists in the Immunization Clinic because of an internal transfer.

Finance/Economics:

This is a full-time position with benefits as provided for within the Bay County Public Health Registered Nurses' Organization labor agreement (although union membership is voluntary). The rate of pay is \$18.75 - \$23.13 per hour for a nurse with an RN or \$19.37 - \$23.77 per hour for a BSN nurse. The position is currently budgeted and no additional general funds are necessary.

Recommendation:

Please refer to the full board for approval to fill this position and also any upcoming nurse vacancy in the case that this position is filled by an internal candidate.

4. **Request (New position):**
Joel Strasz/Health Department, has submitted a request to post and fill a part-time Public Health Nurse (RN/BSN) position at the health department.

Background:

The need exists to help coordinate the Immunization Action Plan (IAP) Program within the community and funds are available within the current existing budget.

Finance/Economics:

This is a part-time position with pro-rated benefits as provided for within the Bay County Public Health Registered Nurses' Organization labor agreement (although union membership is voluntary). The rate of pay is \$18.75 - \$23.13 per hour for a nurse with an RN or \$19.37 - \$23.77 per hour for a BSN nurse. No additional funds are necessary.

Recommendation:

Please refer to the full board for approval to fill this position.

5. **Request (Reinstatement):**
Juli Reynolds has submitted a request to post and fill a full-time supervisor position at the Bay County Juvenile Home.

Background:

In 2012 a supervisor retired and the position was eliminated by the Board. The Juvenile Home is a 24-hour operation and sufficient administrative support for staff is necessary to ensure all licensing rules are followed and safety of residents and staff are maintained. Currently there is only one supervisor in the facility.

Finance/Economics:

Position is not currently budgeted and is proposed as a full-time Supervisor with benefits as

provided for within the BCAMPS labor agreement (although union membership is voluntary). Salary would be \$41,828.80 entry level progressing to \$45,926.40 after four years (MB07). This would be a second shift position including weekend hours, on-call and some holidays. Funds would be needed in the Child Care Fund budget and the County is eligible for 50% reimbursement from the State.

Recommendation:

Refer to the full board for approval to reinstate the full-time Supervisor position and also any necessary budget adjustments.

6. **Request (Vacancy):**

Juli Reynolds has submitted a request to post and fill a full-time Youth Development Worker position at the Juvenile Home.

Background:

Current employee accepted a position in another department within the County.

Finance/Economics:

This is a full-time position with benefits as provided for within the USW full-time union (although union membership is voluntary). \$14.37 per hour entry, progressing to \$17.06 per hour after 2 years (TU07). The position is currently budgeted and no additional funds are necessary.

Recommendation:

Refer to the full board for approval to hire a full-time Youth Development Worker position.

7. **Request (Vacancy):**

Juli Reynolds has submitted a request to post and fill 2 part-time Youth Development Worker positions with the Bay County Juvenile Home.

Background:

2 part-time employees have moved on to other employment opportunities.

Finance/Economics:

Part-time with limited benefits as provided for within the USW part-time labor agreement (although union membership is voluntary). \$14.18 per hour entry, progressing to \$16.89 per hour after 6 years (TS07). Positions are funded 50/50 between the State and the County.

Recommendation:

Please forward to the full Board for approval to fill 2 part-time Youth Development Worker positions at the Juvenile Home.

8. **Request (Reclassification):**

Please accept the following reclassification recommendation for the Public Health Director.

Background:

The Public Health Director position is currently classified at the MN14 pay grade which is at the

bottom of the pay scale for similar counties. In addition, the Public Health Director is responsible for the administration of the University Clinic.

Finance/Economics:

The current rate of pay is \$72,550 on the MN14 scale and we are recommending the position be reclassified to the MN15 wage scale at the 3 year step level of \$78,146. The proposed effective date of this reclassification would be January 1, 2016 (retroactive).

Recommendation:

Please receive and approve this reclassification recommendation, as well as approve any budget adjustment needed.

Thank you for considering the items listed above and approving any necessary budget adjustments; if you have any questions, please feel free to contact me.

cc: Tom Hickner
Bob Redmond
Deb Russell
Amber Davis-Johnson
Shawna Walraven
Kim Priessnitz
Sheriff Miller
L.S. Sayen
Joel Strasz
Kathy Janer
Jull Reynolds
Frances Moore
Wanda Behmlander
Kathy Barcia

John E. Miller
Sheriff Of Bay County

Troy Cunningham
Undersheriff

Troy A. Stewart
Jail Administrator



DATE: April 8, 2016
TO: Tiffany Jerry
Director of Personnel
FROM: Sheriff John E. Miller *JEM*
SUBJECT: Position – Road Patrol Deputy

BACKGROUND:

There will be a position for one (1) full time Road Patrol Deputy at the Sheriff's Office due to a resignation beginning April 22, 2016. The Road Patrol position is budgeted for in the 2016 County Budget. I am requesting this position be filled in order to maintain adequate staffing.

FINANCE/ECONOMICS:

There will be no additional cost to Bay County for this position. This is a 2016 budgeted position (10131500), which has a starting rate of pay at \$15.75 per hour also is a POLC Union position.

RECOMMENDATION:

I am requesting approval and authorization for the hiring of a full time Road Patrol Deputy, and upon approval(s) to make necessary budget adjustments.

CC: Michael E. Lutz, Chairman Personnel/Human Services Committee
Undersheriff Troy R. Cunningham
Deanne Berger, Board Coordinator
Finance Officer
Kim Pressnitz, Assistant Finance Officer
Michele Reilly, Personnel
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John E. Miller
Sheriff Of Bay County

Troy Cunningham
Undersheriff

Troy A. Stewart
Jail Administrator



TO: Tiffany Jerry
Personnel Director

FROM: Sheriff John E. Miller *JEM*

DATE: April 11, 2016

REF: **Deputy Position and Request Sergeant Testing**

Background:

I have been advised that Sergeant John Babiarz is retiring as of May 1, 2016. This will result in the reduction of one Deputy and one Sergeant position.

Finance/Economics:

The positions are budgeted positions in our current 2016 budget as full time with benefits positions and are covered under the Police Officers Labor Council (POLC).

Recommendation:

I am requesting the committee's approval and authorization to fill the deputy position and test for a Sergeant position. Your attention to this matter is greatly appreciated.

CC: Michael E. Lutz, Chairman Personnel/Human Services Committee
Undersheriff Troy R. Cunningham
Deanne Berger, Board Coordinator
Finance Officer
Kim Priessnitz, Assistant Finance Officer
Michele Reilly, Personnel
File Copy

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BAY COUNTY BOARD OF COMMISSIONERS

MAY 10, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (4/19/16)
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:

1. **Sheriff Department**
 - a. **Road Patrol Deputy (full time, \$15.75/hr. entry)**
 - b. **Sergeant (full time, \$26.40/hr. entry)**
 - c. **Road Patrol Deputy (full time, \$15.75/hr. entry) [Note: This vacancy will result from the testing/filling above listed Sergeant position.]**

2. **Health Department**
 - a. **Public Health Nurse - Immunization Clinic (full time, \$18.75/hr. entry for RN or \$19.37/hr. entry for BSN)**
 - b. **Registered Nurse - Immunization Action Plan (part time, \$18.75/hr. entry for RN or \$19.37/hr. entry for BSN)**

3. **Juvenile Home**
 - a. **Youth Development Worker (full time, \$14.37/hr. entry)**
 - b. **Youth Development Workers (2) (part time, \$14.18/hr. entry)**

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.

**MICHAEL E. LUTZ, CHAIR
 AND COMMITTEE**

Vacancies - May

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				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

APRIL 12, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (4/19/16)

WHEREAS, In 2012 a Supervisor retired from the Bay County Juvenile Home and the position was eliminated; and

WHEREAS, The Juvenile Home is a 24-hour operation and sufficient administrative support for staff is necessary to ensure all licensing rules are followed and that the safety of residents and staff is maintained; and

WHEREAS, Currently there is only one (1) Supervisor in the facility; and

WHEREAS, This full-time Supervisory position, with benefits, is not budgeted in 2016 and the salary level is \$41,828.80 (entry level) progressing to \$45,926.40 after four years; and

WHEREAS, This would be a second shift position including weekend hours, on-call and some holidays; and

WHEREAS, Funds would be required in the Child Care Fund budget and the County is eligible for 50% reimbursement from the State; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners hereby appropriates the required funding (salary and fringes, entry level) for a full-time second-shift Supervisor (MB07) at the Bay County Juvenile Home, funds to come from Fund Balance; Be It Further

RESOLVED That budget adjustments required are approved.

**MICHAEL E. LUTZ, CHAIR
AND COMMITTEE**

Personnel - Reinstatement of Juvenile Home Supervisor Position

MOVED BY COMM. _____

SUPPORTED BY COMM.

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				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

MAY 10, 216

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (1/19/16)

WHEREAS, The Bay County Personnel Director has recommended the reclassification of the Public Health Director position which is currently classified at the MN14 pay grade which is the bottom of the pay scale for similar counties and, in addition, the Public Health Director has the added responsibility for the administration of the University Clinic; and

WHEREAS, The current rate of pay for the Public Health Director is \$72,550 (MN14) and it should be reclassified to the MN15 wage scale, 3 year step level of \$78,146, effective January 1, 2016; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners concurs with the recommendation of the Personnel Director and approves the reclassification of the Public Health Director, as outlined above, effective January 1, 2016; Be It Finally

RESOLVED That budget adjustments, if required for the outlined reclassification, are hereby approved.

MICHAEL E. LUTZ, CHAIR AND COMMITTEE

Personnel - Reclassification of Health Director

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

Table with 12 columns: COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E, COMMISSIONER, Y, N, E. Rows include names like MICHAEL J. DURANCZYK, ERNIE KRYGIER, VAUGHN J. BEGICK, KIM J. COONAN, THOMAS M. HEREK, DONALD J. TILLEY, and MICHAEL E. LUTZ.

VOTE TOTALS: ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___ VOICE: YEAS ___ NAYS ___ EXCUSED ___

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