

# PERSONNEL/JUDICIAL COMMITTEE

## A G E N D A

TUESDAY, DECEMBER 7, 2010

**3:30 P.M.**

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 2	III MINUTES (11/16/10)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
3- 4	A. Bay County Sheriff - Facility Inmate Services Agreement ( <b>Seeking approval of agreement w/Evercom Systems, Inc. ; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached</b> )
5- 6	B. Rob Bisel (Buildings and Grounds) - Purchase of Military Time for Retirement Purposes ( <b>Seeking approval of purchase of three (3) years military service. Note: Pursuant to Board resolution no. 90151, the Personnel/Judicial Committee is authorized to act of this request with no further Board of Commissioners action required</b> )
7- 9	C. Personnel Director
10	1. Vacancies ( <b>Seeking authorization to post/fill</b> )
	a. Information Systems Division - Technician (ft, \$16.94/hr. entry)
	b. Division on Aging - On-call Driver (pt, \$9.88/hr.)
	c. Register of Deeds - Typist Clerk III (pt, \$12.53/hr. entry)
7- 8	2. Proposal for Reorganization - Office of Criminal Defense and Office of Public Defender ( <b>Seeking public hearing at the 12/14/10 Board meeting re combination/elimination of the Office of Criminal Defense and the Office of Public Defender; provide for an ad-hoc sourcing of work as determined by the Chief Judge of the Circuit Court for the period 1/1/2011 through 3/31/2011; authorize bid process to source excess felony work to outside counsel</b> )
	VI REFERRALS
	VII UNFINISHED BUSINESS
	VIII NEW BUSINESS
	IX MISCELLANEOUS
	X ADJOURNMENT

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

**PERSONNEL/JUDICIAL COMMITTEE**

**MINUTES**

**MEETING OF THE PERSONNEL/JUDICIAL COMMITTEE ON TUESDAY, NOVEMBER 16, 2010, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.**

**Call to order @ 4:00 p.m. by Chair Krygier.**

**Roll call:**

**MOTION NO.**

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

**MOTION NO.**

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

**MOTION NO.**

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

**OTHERS PRESENT: M.FITZHUGH, C.HEBERT, T.QUINN, T.RYDER, K.RUBIS, V.ROUPE, R.REIMANN, R.REDMOND, BAY 3 TV, D.BERGER**

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

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**PERSONNEL/JUDICIAL COMMITTEE**  
**TUESDAY, NOVEMBER 16, 2010**  
**PAGE 2**

**MOTION NO.**

**NOTE:** In addition to these typed minutes, this Committee meeting was also taped by Bay 3 TV and those tapes are available for review in the Administrative Services Department.

**1**            **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE 10/19/10 PERSONNEL/JUDICIAL COMMITTEE MEETING AS PRINTED.**

**Public input was called with no one wishing to address the Committee.**

**2**            **MOVED, SUPPORTED AND CARRIED TO REFER THE RECLASSIFICATION REPORT BACK TO ADMINISTRATION.**

**3**            **MOVED, SUPPORTED AND CARRIED TO REFER THE REQUEST TO FILL A SHERIFF DEPARTMENT ROAD PATROL DEPUTY VACANCY TO THE DECEMBER BOARD MEETING WITHOUT RECOMMENDATION.**

**4**            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND 12/14/10 BOARD APPROVAL TO POST/FILL A PART TIME KITCHEN AIDE VACANCY IN THE DIVISION ON AGING.**

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

**5**            **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:03 P.M.).**

**Submitted by:**

*Deanne Berger*

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

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

Michael T. Janiskee  
Undersheriff

Newt Jerome  
Jail Administrator



Date: November 23, 2010

To: Ernie Krygier, Chairman  
Personnel/Judicial Committee  
Bay County Board of Commissioners  
515 Center Avenue  
Bay City, MI 48708

From: Sheriff John E. Miller 

Ref: Facility Inmate Services Agreement

**BACKGROUND:** In order to comply with State and Federal regulation, Bay County must provide phone service to persons incarcerated in our jail. Since 2005, Bay County has contracted with Evercom Systems, Inc. to provide this service. The agreement shall enter into the first automatic renewal period upon approval of the amendment and shall remain in effect through July 25, 2015. This amendment has been reviewed by Corporation Counsel prior to this request for approval.

**FINANCE/ECONIMICS:** Bay County shall receive a commission percentage of Fifty One Percent (51%) of the Gross Revenue under this amended agreement. Bay County receives approximately \$35,000.00 annually from this revenue source.

**RECOMMENDATION:** We would request the Board of Commissioners authorize the Chairman to sign the amendment to our present agreement and forward copies to the required agencies for proper execution of the agreement.

Cc: Brian Elder, Chairman, Bay County Board of Commissioners  
Brian Tilley, Chairman, Ways and Means Committee  
Marty Fitzhugh, Corporation Counsel  
Undersheriff Michael T. Janiskee  
File

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**BAY COUNTY BOARD OF COMMISSIONERS**

**12/14/10**

**RESOLUTION**

BY: PERSONNEL/JUDICIAL COMMITTEE (12/7/10)

WHEREAS, In order to comply with State and Federal regulation, Bay County must provide phone service to persons incarcerated in the Bay County Jail; and

WHEREAS, Since 2005 Bay County has contracted with Evercom Systems, Inc. to provide this service; and

WHEREAS, The current agreement enters into the first automatic renewal period upon approval of the amendment and shall remain in effect through July 25, 2015; and

WHEREAS, Corporation Counsel has reviewed and approved the amendment prior to this Committee's consideration; and

WHEREAS, Bay County shall receive a commission percentage of fifty-one percent (51%) of the gross revenue which totals approximately \$35,000 annually from this revenue source; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the amendment to the present agreement with Evercom Systems, Inc. and authorizes the Board Chair to sign said amendment on behalf of Bay County; Be It Further

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

ERNIE KRYGIER, CHAIR  
AND COMMITTEE

Sheriff Dept - Evercom Systems Agt  
MOVED BY COMM. \_\_\_\_\_

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

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Colleen M. Mallette				Brian K. Elder			
Patrick H. Beson				Ernie Krygier				Eugene F. Gwizdala			
Vaughn J. Begick				Klm Coonan				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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**DATE:** December 1, 2010

**TO:** Deanne Berger

**FROM:** Danean Wright

**RE:** Military Service Credit - Robert Bisel- General County employee

Enlosed you will find the request from Robert Bisel to purchase three years of military service credit from, May 26, 1971 thru May 25, 1974.

I have all of the required documents needed to process this request.

If you have any questions please contact me.

November 30, 2010

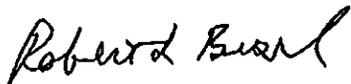
Personnel Committee:

I, Rob Bisel, would like to request to purchase my military time from May, 26, 1971 to May 25, 1974.

Thank you for consideration of this matter.

Sincerely,

Robert Bisel

A handwritten signature in cursive script that reads "Robert Bisel".



**BAY COUNTY  
PERSONNEL DEPARTMENT**

**Thomas L. Hickner  
County Executive**

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

December 1, 2010

Ernie Krygier, Chairperson  
Personnel/Judicial Committee  
Bay County Board of Commissioners  
515 Center Avenue  
Bay City, MI 48708

**Re: Items for the Personnel/Judicial Agenda December 7, 2010**

Dear Commissioner Krygier:

Please consider the following items for the agenda of your committee for the meeting on December 7, 2010.

- 1. Request:** Bay County Information Systems Division (ISD) has internally filled the position caused by Lydia Solinski's retirement with Shawn LaMere, a TU-09 technician. This is a request to fill the position held by Mr. LaMere.

**Background:** The technician's position is vital to maintaining all of the County's computers and related equipment. There is a significant backlog of work orders in ISD at this time and with increased use of computers and software in many areas of the County, not filling this position would have a detrimental effect on efficiency of operations.

**Finance/Economics:** This position is in the 2010 and 2011 budget. USW full-time position with benefits at \$16.94 per hour entry, progressing to \$20.19 per hour after 2 years (TU-09).

**Recommendation:** Move this to the Board of Commissioners' meeting on December 7, 2010 for approval to fill the TU-09 position.
- 2. Request:** Pursuant to the Budget adopted by the Board of Commissioners in its November 2010 meeting, request permission to present a proposal for reorganization by (1) combination/elimination of the Office of Criminal Defense and the Office of Public Defender and notice of public hearing; and (2) to provide for an ad-hoc sourcing of work, as determined by the Chief Judge of the Circuit Court, for the period beginning January 1, 2011 through March 31, 2011; and (3) to authorize a bid process to source excess felony work to outside counsel.

**Background:** The election of Mark Janer to District Court Judge on January 1, 2011, will create a vacancy in the supervisor's position. That position will not be filled. The legal secretary will also be eliminated on March 6, 2011, after she completes various administrative tasks associated with the transition. That position will also not be filled thereafter. The two remaining offices will be combined or reorganized. The exact nature of that reorganization has not been determined because ongoing discussions and meetings are still occurring on that subject with the Chief Judge of the Circuit Court and County officials. However, a proposal for reorganization of that department will be presented at a public hearing at the Board of Commissioners' meeting on December 14, 2010.

**Finance/Economics:** The impact should be minimal during the first quarter of 2011. Thereafter, it is anticipated that this combination will result in a significant savings for the balance of the year, based on bid returns.

**Recommendation:** Move this to the Board of Commissioners' meeting on December 14, 2010 for approval.

3. **Request:** The Division on Aging has submitted a request to post and fill a part-time, on-call Driver position with the Division on Aging.

**Background:** There are currently 2 regularly scheduled drivers on medical leave. They have 3 on-call driver positions filled, but would like to fill the 4<sup>th</sup> position at this time.

**Finance/Economics:** Part-time, casual, on-call, non-represented position, with no benefits at \$9.88 per hour. Aging funds.

**Recommendation:** Please grant permission to post and fill the on-call Driver position.

4. **Request:** Vicki Roupe has submitted a request to post and fill the Part-time Typist Clerk III position in the Register of Deeds Office.

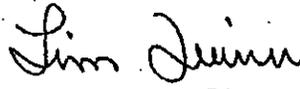
**Background:** Full-time position was reduced to part-time in the 2011 budget.

**Finance/Economics:** Part-time position, 29 hours per week at \$12.53 per hour entry, progressing to \$14.86 per hour after 6 years (TS06). USW Part-time union with limited benefits.

**Recommendation:** Please grant permission to post and fill the part-time Typist Clerk III position.

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

Sincerely

A handwritten signature in cursive script that reads "Tim Quinn".

Tim Quinn, Director  
Personnel and Employee Relations  
And Finance Officer

cc: Tom Hickner; Michael Gray; Marty Fitzhugh; Crystal Hebert

**BAY COUNTY BOARD OF COMMISSIONERS**

**12/14/10**

**RESOLUTION**

BY: PERSONNEL/JUDICIAL COMMITTEE (11/16/10 & 12/7/10)

RESOLVED By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies, monies for said positions to come from the respective departmental budgets:

- A. Division on Aging
  - 1. Kitchen Aide (pt, \$9.12/hr. entry)
  - 2. On-call Driver (pt, \$9.88/, entry)
- B. Information Systems Division - Technician (ft, \$16.94/hr. entry)
- C. Register of Deeds - Typist Clerk III (pt, \$12.53/hr entry)

RESOLVED That budget adjustments, if required, are approved.

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.

ERNIE KRYGIER, CHAIR  
AND COMMITTEE

Vacancies - 12-14-10

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

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

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Colleen M. Mallette				Brian K. Elder			
Patrick H. Beson				Ernie Krygier				Eugene F. Gwizdala			
Vaughn J. Beglck				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

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

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