

**MINUTES OF THE
PERSONNEL COMMITTEE
MONDAY, MAY 15, 2006**

At a meeting of the **Personnel Committee**, held Monday, May 15, 2006, in the Board Room, on the 9th Floor of the Administration Building, Mt. Clemens, the following members were present:

Mijac-Chairman, Brandenburg, Brdak, Brown, Crouchman, DeSaele, Doherty, Duzyj, Flynn, Gielegghem, Haggerty, Kennard, Lund, McCarthy, Rengert, Revoir, Rocca, Sauger, Slinde, Switalski, Szczepanski, Vosburg and White.

Absent and excused were DiMaria, Gibson and Hill.

Also Present:

David Diegel, Director, Finance Department
John Foster, Assistant Director, Finance Department
George Brumbaugh, Director, Corporation Counsel
Ted Cwiek, Director, Human Resources Department
Eric Herppich, Division Director, Labor Relations, Human Resources Dept.
Richard Mielke, Human Resources Coordinator/Specialist, Human Resources Dept.
John Anderson, Director, Risk Management & Safety Department
Rhonda Deriemaecker, Director of Board Services
Phil Frame, Director, Office of Public Affairs
Lynn Arnott-Bryks, Director, Facilities and Operations Department
Polly Helzer, Manager, Purchasing Department
Paul Veracruz, Microfilm Coordinator, Purchasing Department
Carmella Sabaugh, County Clerk
Frank Taylor, Director, Community Services Agency
Don Habkirk, Executive Director, Community Mental Health Department
Ken Bovenschen, Chief Probation Officer, District Court Probation Department
Cynthia Zerkowski, Director, Information Technology Department
Steve Gold, Deputy Health Officer, Health Department
Gerald Alsip, Court Administrator, Circuit Court-Juvenile Division
Steve Mellen, Director, Equalization Department
Keith Beasley, Court Administrator, Circuit Court
Ben Liston, Chief of Staff, Prosecutor's Office
Lidia Benedettini-Dent, Director, Reimbursement Department
Kathy Jordan, Director, Macomb/St. Clair Employment & Training Agency
Jerry Moffit, Chief Deputy Treasurer, Treasurer's Department
Dave Elias, Family Court Counsel/Referee, Friend of the Court
Sharon Syfert, Dietary Manager, Martha T. Berry
Dave Witt, Environmental Services Manager, Martha T. Berry
Donald Housey, Register, Probate Court-Wills and Estates
Chuck Seidelman, Director, Juvenile Justice Center
Kent Lagerquist, Undersheriff, Sheriff's Department
Dominic Abbate, Architect, Wakely Associates, Inc.
Steve Neavling, Reporter, The Detroit Free Press
Jim Lynch, Reporter, The Detroit News
Chad Selweski, Reporter, The Macomb Daily

There being a quorum of the committee present, Chairman Mijac called the meeting to order at 9:05 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AGENDA

Chairman Mijac referred to #11 (Reclassification of one Account Clerk IV Position to New Classification of Case Manager/Payroll) and requested that the reference of "Payroll" be deleted from the job title. He also requested that #16 (Establishment of Ad Hoc Committee for the Purpose of Appointing Road Commissioners) be deleted from the agenda.

MOTION

A motion was made by Duzyj, supported by Revoir, to adopt the agenda, as amended.
The Motion Carried.

MINUTES

MOTION

A motion was made by Brandenburg, supported by Rengert, to approve the March 20 and April 10, 2006 minutes, as written. **The Motion Carried.**

PUBLIC PARTICIPATION

Frank Taylor, Director, Community Services Agency

Mr. Taylor presented a plaque to Board Chair White expressing appreciation to the Board of Commissioners and County employees for their casual day donations, which brought their total in Walk for Warmth funds to over \$31,000.

PRESENT SERVICE AWARDS FOR EMPLOYEES WITH 25 OR MORE YEARS OF SERVICE

The following individuals were presented service awards:

<u>Employee</u>	<u>Department</u>
Michael Parent	Health
Bruce Tarnowski	Finance
Sharon Souza	Information Technology
Judith Bjornrud	Health
Diane Smiles	42-1 District Court
Donald Habkirk	Community Mental Health
Ellen Germain	Facilities & Operations
Michael Macherzak	Prosecuting Attorney
Marsha Weirauch	Reimbursement
Sandra Andre	Treasurer
Kathleen Western	Community Mental Health
Diane Connell	Facilities & Operations

Jane Mayle	Friend of the Court
Marc DeRush	Community Mental Health
Kenneth Bovenschen	District Court Probation
Terilyn Eversole	Juvenile Justice Center
Keith Robinson	Juvenile Justice Center
Joseph Mancini	Prosecuting Attorney
Michael Cory	Circuit Court – Juvenile
Rodney Walther, Jr.	Facilities & Operations
Carolyn Platt	Martha T. Berry
Percy Johnson	Purchasing
Hazel Congdon	Treasurer
Lori Witt	Treasurer
Lidia Benedettini-Dent	Reimbursement
Stephen Lichota	Health
Lynn Kennedy	Martha T. Berry
Shirley Thomas	Risk Management
Corinne Bedard	Board of Commissioners
Laura Tucker	Friend of the Court
Kenneth Schmidt	Information Technology
Suzette Pearce Gruz	Probate Court – Wills & Estates
Sallyjo Belanger	Clerk
Annette Tilney	Health
David Zacharzewski	Information Technology

RECOGNIZE RECENT RETIREES

The following individuals were present:

Ronald Olkowski, Jr.	25 years
Kathy DeLuca	20 years 8.3 months

The following individuals were unable to be present:

Judi Ramin	35 years 1.3 months
Dorothy Ferrell	20 years 11.6 months

REPORT ON VACANCY RECONFIRMATIONS

MOTION

A motion was made by Duzyj, supported by Slinde, to receive and file the report on vacant positions approved by the Board Chair, Budget Chair and Directors of the Human Resources and Finance Departments. **The Motion Carried.**

EXIT INTERVIEW DOCUMENT(S) PREVIOUSLY PENDING

MOTION

A motion was made by McCarthy, supported by Brdak, to receive and file the exit interview document previously pending. **The Motion Carried.**

RECLASSIFICATION OF ONE FULL-TIME ADMINISTRATIVE III, DATA ANALYSIS COORDINATOR, TO FULL-TIME ADMINISTRATIVE ASSISTANT IV, INFORMATION SYSTEMS PROJECT MANAGER POSITION, COMMUNITY MENTAL HEALTH

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY SLINDE, SUPPORTED BY DOHERTY, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE RECLASSIFICATION OF ONE FULL-TIME ADMINISTRATIVE ASSISTANT III, DATA ANALYSIS COORDINATOR, TO ONE FULL-TIME ADMINISTRATIVE ASSISTANT IV, INFORMATION SYSTEMS PROJECT MANAGER POSITION IN THE COMMUNITY MENTAL HEALTH DEPARTMENT. **THE MOTION CARRIED.**

RECLASSIFICATION OF ONE ACCOUNT CLERK IV POSITION TO NEW CLASSIFICATION OF CASE MANAGER/PAYROLL AND ADDITION OF TWO CASE MANAGERS, MACOMB/ST. CLAIR EMPLOYMENT & TRAINING AGENCY

Chairman Mijac noted that he previously requested the deletion of the reference of "Payroll" in the job title.

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY DOHERTY, SUPPORTED BY SAUGER, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE RECLASSIFICATION OF ONE ACCOUNT CLERK IV POSITION TO A NEW CLASSIFICATION OF CASE MANAGER AND THE ADDITION OF TWO CASE MANAGERS DUE TO MODIFICATIONS IN CONTRACT #02-152-05.

Commissioner Brandenburg questioned why the reference of payroll should be deleted. Mr. Cwiek explained that the bulk of their work will be Case Manager functions and they wanted the duties to be consistent with other Case Managers.

Chairman Mijac called for a vote on the motion and **THE MOTION CARRIED WITH BRANDENBURG AND DeSAELE VOTING "NO."**

CREATION OF ONE BUDGETED POSITION ENTITLED CONTINUUM OF CARE COORDINATOR IN COMMUNITY SERVICES AGENCY

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY FLYNN, SUPPORTED BY DOHERTY, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE CREATION OF ONE BUDGETED POSITION ENTITLED CONTINUUM OF CARE COORDINATOR IN THE MACOMB COUNTY COMMUNITY SERVICES AGENCY.

Commissioner Vosburg asked if the Homeless Coalition is in support of this and Mr. Taylor replied yes.

Commissioner Brandenburg asked if this will eliminate the Coordinator position within the Homeless Coalition and Mr. Taylor replied yes.

Commissioner Vosburg referred to the job description and said she feels experience and training in administrative type services is important and hoped that will be included. Mr. Cwiek said they feel the educational requirements are appropriate because they require three years of experience in working in human services programs. He said he would rather change the experience rather than education side to indicate that.

After further discussion, Mr. Cwiek suggested adding language in the experience requirements to indicate a minimum of three years of experience of working with administration in human services programs. There were no objections and Chairman Mijac indicated that will be included in the job description.

Commissioner DeSaele referred to the requirement of a Bachelor Degree in Business Administration, Psychology, Social Work or related field from an accredited college or university and said she did not feel Psychology was necessary. Mr. Cwiek said they felt it is appropriate for this position and the individual's entire education background needs to be looked at.

Chairman Mijac called for a vote on the motion and **THE MOTION CARRIED WITH DeSAELE VOTING "NO."**

PERSONNEL ADJUSTMENTS IN COMMUNITY SERVICES AGENCY

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY BRANDENBURG, SUPPORTED BY DOHERTY, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE CERTAIN PERSONNEL ADJUSTMENTS AT MACOMB COUNTY COMMUNITY SERVICES AGENCY AS OUTLINED IN A MAY 8, 2006 CORRESPONDENCE FROM THE HUMAN RESOURCES DEPARTMENT DIRECTOR. **THE MOTION CARRIED.**

ELIMINATION OF ASSISTANT DIRECTOR CLASSIFICATION AND RECLASSIFICATION OF THREE APPRAISER III POSITIONS TO A NEW CLASSIFICATION OF EQUALIZATION MANAGER IN EQUALIZATION DEPARTMENT

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY DOHERTY, SUPPORTED BY HAGGERTY, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE ELIMINATION OF THE ASSISTANT DIRECTOR CLASSIFICATION AND RECLASSIFY THREE APPRAISER III POSITIONS TO A NEW CLASSIFICATION OF EQUALIZATION MANAGER IN THE EQUALIZATION DEPARTMENT.

Board Chair White asked questions and expressed her concern that at least one of the positions will not be required to maintain a Level IV certification.

Commissioner Slinde asked what ramifications this will have on the labor contracts. Mr. Cwiek stated that the employees will have to move to the supervisory bargaining unit, but he does not foresee any difficulties with that.

Chairman Mijac called for a vote on the motion and **THE MOTION CARRIED WITH SLINDE AND WHITE VOTING “NO.”**

CREATION OF ONE SCADA SYSTEM MANAGER POSITION IN OFFICE OF PUBLIC WORKS

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY SZCZEPANSKI, SUPPORTED BY McCARTHY, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE CREATION OF ONE SCADA SYSTEM MANAGER POSITION IN THE OFFICE OF PUBLIC WORKS. **THE MOTION CARRIED.**

EXECUTIVE SESSION TO DISCUSS LABOR NEGOTIATIONS

MOTION

A motion was made by Szczepanski, supported by Revoir, to enter into Executive Session for the purpose of discussing labor negotiations. **The Motion Carried.**

In accordance with the motion, committee entered Executive Session at 10:48 a.m., with it concluding at 11:19 a.m.

ADJOURNMENT

Chairman Mijac adjourned the meeting at 11:20 a.m.

Corinne Bedard
Committee Reporter