



Lapeer County Board of Commissioners

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PERSONNEL COMMITTEE

JANUARY 11, 2024

ADMINISTRATION CONFERENCE ROOM 302

****10:30 A.M.****

*(**Estimated Time – Meeting will Commence immediately following the Committee of the Whole/Full Board Meeting in the Board Office**)*

2024 Committee Members: Truman Mast (Chair); Gary Howell and Brad Haggadone



- 1) **CALL TO ORDER** BY CHAIRMAN/ACTING CHAIRMAN
- 2) CONSIDERATION OF THE **AGENDA** *(Additions and/or Deletions)*
- 3) CONSIDERATION OF THE DRAFT **MINUTES** OF THE **DECEMBER 14, 2023** PERSONNEL COMMITTEE MEETING

NEW/OLD BUSINESS:

- 4) **COMMUNITY COLLABORATIVE** – REQUEST TO AUTHORIZE AN INCREASE IN THE HOURLY RATE FOR THE CONTRACTED COMMUNITY COLLABORATIVE DIRECTOR AS BUDGETED
- 5) **ADMINISTRATION** – REQUEST TO AMEND THE TABLE OF ORGANIZATION FOR THE ADMINISTRATION OFFICE TO ADD AND HIRE ONE FULL-TIME I.T. NETWORK SUPPORT TECHNICIAN POSITION (#TBD, PAY GRADE 18) AND APPROVE THE RELATED JOB DESCRIPTION *(see recommending motion from the I.T. Committee)*
- 6) **ADDITIONAL ITEMS (IF NEEDED)**
 - A.
 - B.

ADJOURN...

Next Tentative Personnel Meeting: January 25, 2024

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PERSONNEL COMMITTEE

DECEMBER 14, 2023

***CONFERENCE ROOM 302 – ADMINISTRATION OFFICE, COUNTY COMPLEX
255 CLAY STREET, LAPEER, MI 48446***

Chairman Truman Mast called the meeting to order at approximately 10:45 a.m. in Conference Room 302 in the Administration Office on the 3rd Floor of the County Complex.

Members Present: Commissioners Truman Mast, William Hamilton and Gary Howell.

Others: Moses Sanzo, County Controller/Administrator; Jackie Arnold, CFO; Doreen Clark, Administration Office Manager; Sheryl Sims, HR Manager; Sheriff Scott McKenna; Lauren Emmons, CMH CEO; and Brooke Sankowicz, CMH Clinic Services Director.

AGENDA

The Agenda was reviewed.

Motion by Howell, supported by Hamilton, to approve the Personnel Committee Agenda as presented. Motion carried unanimously.

MINUTES

The minutes from the November 9, 2023 Personnel Committee Meeting were briefly reviewed and discussed.

Motion by Hamilton, supported by Howell, to approve the minutes from the November 9, 2023 Personnel Committee Meeting, as presented. Motion carried unanimously.

SHERIFF'S DEPARTMENT

Sheriff Scott McKenna was present to provide information regarding his request to add an additional Corrections Officer position, which will be assigned to meet the needs of the Courthouse Security, as was promised through the millage proposal. He stated that this will make the 5th position for Courthouse Security, which is what it will be maximum assigned (capped). Sheriff McKenna also provided the statistical data surrounding the 75,383 screenings that occurred between March 13th through last week at the front entry, including knives, mace, guns, disturbances, warrants, transports, arrests, and fingerprinting. Questions and discussion followed.

Motion by Howell, supported by Hamilton, based upon the recommendation of the Personnel Committee, to authorize the Sheriff's Department to amend their Table of Organization and add one additional full-time Corrections Officer position (#TBD, Pay Grade S4) to meet the needs of Courthouse Security, to be paid from the Law Enforcement Millage funding, and at no additional cost to the County's General Fund. Motion carried unanimously.

COMMUNITY MENTAL HEALTH

Mr. Emmons and Ms. Sankowicz, were present to provide information on their request to add another full-time BA Professional position in the Office of Recipient Rights in order to meet the program needs and caseloads. He also provided comparable data from other CMH's, their count of persons served, current Rights Office FTE's, and Allegations (caseloads). He also mentioned that with the addition of the AICC program, that he anticipates their caseloads to increase, and that requires new standards that have to be learned on handling substance abuse rights complaints. Question and discussion followed and Mr. Emmons stated that this program is especially important for the protection of both the clients and the staff and to provide both thorough and complete investigations.

Motion by Hamilton, supported by Howell, based upon the recommendation of the Personnel Committee, to amend the Table of Organization for Community Mental Health to add and fill one full-time BA Professional position (#TBD, Pay Grade 18, Office of Recipient Rights) to meet program needs and caseloads, to be paid from CMH's budget, and at no additional cost to the County's General Fund. Motion carried unanimously.

ADJOURN

Motion by Kohlman, supported by Hamilton, to adjourn the meeting. Motion carried unanimously. 11:08 a.m.

Truman Mast, Chairman
Lapeer County Personnel Committee

Minutes Prepared by: Doreen Clark, Office Manager

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REQUEST FOR ACTION

DATE: 01/11/2024

X REQUEST FOR ACTION

 FOR YOUR INFORMATION

 REQUEST FOR INFORMATION

TO: BOC

FROM: Community Collaborative

SUMMARY OF REQUEST / INFORMATION:

Increase wages from \$20.80 to \$22.53 per Community Collaborative Leadership Minutes. The wages budgeted for year end 2024 is \$22.53.

ADDITIONAL INFORMATION:

This position fulfills an important function within the community, bringing together multiple agencies from private industry, non-profit, and governmental to address and fill gaps in community services.

CONTACT PERSON(S):

Lori Curtiss
Moses Sanzo

BACKGROUND INFORMATION:

This position is fully funded by the participating agencies.

SUPPORTING DOCUMENTS:

Job Description
Community Collaborative Leadership minutes.

DRAFT MOTION: Move to approve wage increase for position 389 from \$20.80 to \$22.53 effective December 23, 2023.

ATTACHMENTS YES NO

LCCC Coordinator

20 hours per week

- Coordinate a minimum of 10 Collaborative Leadership Committee and Full Board meetings annually.
- Provide support to the Collaborative Chairperson and the Leadership Committee Chairperson by developing 10 monthly meeting agendas for the Leadership Committee and Full Board and ensuring the meetings are effective and productive.
- Ensure meeting minutes are typed and distributed along with the agendas to the membership of both groups.
- Assist the Collaborative to formulate strategies, working tools, assessments and reports as needed.
- Provide for and facilitate community planning.
- Support and assist with the steering of the Leadership Committee.
- Review the MOU on an annual basis.
- Obtain and disseminate information for the Collaborative as needed or requested.
- Follow up on tasks assigned during Leadership and Full Board meetings.
- Facilitate communication between and among collaborative members to ensure the development, integration, maintenance and networking of service systems among providers to support and improve resources for citizens in the community.
- Attend 4-8 monthly workgroup meetings and ensure consistency within the Collaborative and its workgroups. *(There are 5 new workgroups and 4 previously established groups)*
- Lend technical support and direction to workgroups as needed and to the degree that the coordinator's time allows. (1-3 hours per month.)
- Function as a liaison between workgroups to ensure continuity of planning and workgroup activities.
- Participate in networking activities two to four times per quarter.
- Attend/participate in Regional/Statewide Collaborative Coordinator conferences a minimum of two times annually.
- Membership recruitment contacts two to three per quarter.
- One-to-one Collaborative member contact to build/strengthen partnerships, solicit feedback and to evaluate participant involvement and LCCC activity and services. One to two contacts per quarter.
- Update Collaborative Website annually.



Leadership Committee Minutes September 6th, 2023

The meeting was called to order at 8:17 a.m.

Members Present: Ben Cummings, Therese Mancini, Jackie Arnold, Kathy Haskins, Lori Curtiss, Steve Zott, Louise Vermillion

Steve requested members review the agenda and asked if there were any additions. There were no additions.

Steve asked for a motion to approve the August, 2023 minutes as submitted. Kathy Haskins motioned to approve, Lori Curtiss 2nd. All were in favor and none were opposed.

 **Updates - Budget Discussions and Pay Increase** Lori Curtiss motioned for and Kathy Haskins 2nd an increase from \$20 to \$22.53 per hr for the 2024 fiscal year for the Coordinator. 

Louise Vermillion motioned for and Therese Mancini 2nd the 2024 budget as presented.

Open Forum - Agencies discussed current operations

The meeting adjourned at 8:50 a.m.

Next Meeting: October 4th, 2023, before the LCCC Full Board meeting at 8:15 a.m. A Zoom link will be sent a few days prior to the meeting.

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PROPOSED DRAFT MOTION
FROM THE
DECEMBER 20, 2023
I.T. COMMITTEE MEETING

1. Motion by Haggadone, supported by Hamilton, pursuant to the recommendation of the I.T. Committee and previous discussions at the Budget Hearings, to authorize the County Administration to amend their Table of Organization and add and fill one full-time I.T. Hardware/Software Network Support Technician position (#TBD, Pay Grade 18), to be paid from the General Fund; and further, to approve the job description for said position, as attached. Motion carried unanimously.

LAPEER COUNTY

ADMINISTRATION OFFICE

IT Hardware/Software Network Support Technician

General Summary

Under the general supervision of the County Administrator/Controller, and coordinated with the County's I.T. Director, the role of a Network Support Technician is to help ensure the seamless success of technology use within Lapeer County Local Area Network and Wide area network. The position will gather user problem information, troubleshoot and resolve when possible, or escalate quickly and accurately when appropriate.

Essential Functions/Responsibilities

1. Provide operational support to equipment related to user desktops, laptops, tablets, process PC's (court monitors), Net PC's, servers, associated OS (Windows, Linux, etc), user software, printers, tethered network switches, firewalls, phone systems and untethered wireless access points.
2. Gather/Capture user and problem information.
3. Make use of technical skills, knowledge data bases and other IT resources to resolve problems and escalate problems appropriately.
4. Assist in the creation/maintenance of documentation.
5. Assist end users with hardware and software issues by fielding telephone calls, email communication, help desk tickets, diagnosing and performing troubleshooting activities. Document, track and monitor the problem to facilitate a timely resolution. Relies on established guidelines and County policies to perform daily functions.
6. Applicant must have experience supporting Outlook, Windows, Word, Excel and other desktop applications.
7. Uphold and abide by all HIPAA security and County confidentiality policy.
8. Add/Remove/maintain Microsoft Active Directory entries.
9. Installation, configuration, and troubleshooting of OS images and software.
10. Provide onboarding setup and training to individual users and new hires.

Employment Qualifications

Education: Associates Degree or equivalent of two years of college level coursework in computer science or related field.

Experience: Two years of technical experience with mid-range computers, personal computers, and peripheral equipment which included work with wide area and local area networks.

Other Requirements: None.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Qualifications

Excellent verbal and written communications skills.

Exhibit a process-oriented mindset.

Excellent time management, prioritization skills, and organizational skills.

Daily end user support and issue root cause identification.

Strong help ticketing documentation skills.

Experience with PC and Mac hardware.

Knowledge of multiple OSs and applications (LOS, Windows, Linux, Office365, Chrome, Edge).

Experience with remote management tools (VNC, RDP, Kaseya RMM)

Experience with troubleshooting printers.

Experience with Antivirus, Spamware, Cryptolocker, SOPHOS software.

Active Directory user account administration

Working knowledge of VMs vs Physical PCs and servers.

Working knowledge of networking concepts and VLANs.

Experience in Help Desk support or Computer support.

Configuration and troubleshooting web cams and video conferencing.

Configuration and troubleshooting VPN connections.

FLSA Status: Non-exempt

Workers' Compensation Code: 8810

Occupational Employment Statistical Code: 25103

Physical Requirements: *{This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements}:*

Ability to access various county departments offices and equipment.

Ability to enter and retrieve information from computers.

Ability to access meeting rooms of Board committees.

Must be able to lift and move around 50 lbs. including equipment, files, or supplies.

Working Conditions:

Works in office conditions.