



Lapeer County Board of Commissioners

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OUR NEW WEBISTE: www.lapeercountymi.gov

PERSONNEL COMMITTEE

FEBRUARY 8, 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 **JANUARY 25, 2024** PERSONNEL COMMITTEE MEETING

NEW/OLD BUSINESS:

- 4) **B&G/PARKS DEPARTMENT** – Request to create, add, post and fill one seasonal part-time Office Aide position (PG 13, flat rate \$16.22) and approve said job description;
- 5) **PROSECUTING ATTORNEY** – Request to increase the On-Call Pay from \$300 to \$500 per week of on-call rotation of APA staff;
- 6) **PROBATE/FAMILY COURT** – Request to reclassify and add one additional position from Court Clerk I to Juvenile Register position as discussed and budgeted in the Budget Hearing; and to approve the revised Job Description
- 7) **ADDITIONAL ITEMS (IF NEEDED)**
 - A.
 - B.

ADJOURN...

Next Tentative Personnel Meeting: February 22, 2024

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PERSONNEL COMMITTEE

JANUARY 25, 2024

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

Chairman Truman Mast called the meeting to order at approximately 10:50 a.m. in the Lunchroom/Conference Room in the Administration Office on the 3rd Floor of the County Complex.

Members Present: Commissioners Truman Mast, Gary Howell, and Brad Haggadone.

Others: Doreen Clark, Administration Office Manager; Sheryl Sims, HR Manager; Lauren Emmons, CEO and Brook Sankowicz, CCO of Community Mental Health; and John Miller, Prosecuting Attorney.

*Note: *Moses Sanzo, County Controller/Administrator and Jackie Arnold, CFO were attending the Properties Committee Meeting in Room 302.*

AGENDA

The Agenda was reviewed. There is one proposed addition to the agenda as a time-sensitive request from the Prosecuting Attorney.

Motion by Howell, supported by Haggadone, to approve the Personnel Committee Agenda as presented with the addition of a request from the Prosecuting Attorney's Office. Motion carried unanimously.

MINUTES

The minutes from the January 11, 2024 Personnel Committee Meeting were briefly reviewed and discussed.

Motion by Haggadone, supported by Howell, to approve the minutes from the January 11, 2024 Personnel Committee Meeting, as presented. Motion carried unanimously.

COMMUNITY MENTAL HEALTH

Lauren Emmons and Brooke Sankowicz of Community Mental Health were present to provide information regarding their two personnel requests. Lauren will be retiring next week on January 31st and Brooke Sankowicz has been selected to the new CEO, and they have an internal candidate to fill the CCO position, at a Step 3 of Pay Grade 25 in order to provide her an increase over her current position. Questions and discussion followed.

Motion by Howell, supported by Haggadone, to recommend to the Full Board to authorize Community Mental Health CEO to negotiate the rate of pay for the internal candidate for the Chief Clinical Officer position up to Step 3 of Pay Grade 25, at no additional cost to the County's General Fund. Motion carried unanimously.

Discussion was held regarding CMH's request to hire additional staff under Phase 2 related to the increased demand in services since becoming a Certified Community Behavioral Health Center where they now serve the mild to moderate clients. Lengthy questions and discussion followed regarding the increase in services, caseload data, the various type of services anticipated for mild to moderate population and the turn-over in cases. Commissioner Howell requested that CMH come back in 3 months with another update.

Motion by Howell, supported by Haggadone, to recommend to the Full Board to amend the Table of Organization in conjunction with Phase 1 which was previously authorized by motion #283-2023, and to authorize Community Mental Health to add the following Phase 2 remainder new positions to fulfill the requirements of the State Demonstration participation as a Certified Community Behavioral Health Center and to meet increased demand for services especially for the mild to moderate clients of Lapeer County, to be paid from CMH funding and at no additional cost to the County's General Fund:

Phase Two (January 2024 – March 2024)

- (3) CMH Professional BA (#TBD, Case Management, PG 18)**
- (1) CMH Professional BA (#TBD, Non-Union, Quality Dept, PG18)**
- (1) Certified Peer Support Specialist Position (#TBD, PG 15)**
- (2) Master Level Clinicians (#TBD, PG 21)**
- (1) Parent Support Partner (#TBD, PG 15)**
- (1) General Clerk (#TBD, PG 13)**

Motion carried unanimously.

PROSECUTING ATTORNEY

John Miller, Prosecuting Attorney, was present and stated that he has the opportunity to hire a (Legal) Secretary II vacancy with a candidate that has excellent qualifications and LEIN certifications, which would be very helpful in his office with regards to issuing Bench Warrants, etc. He would like permission to hire the candidate at Step 2 of Pay Grade 15 in order to meet the needs of his office. Brief questions and discussion followed.

Motion by Haggadone, supported by Howell, to recommend to the Full Board to authorize the Prosecuting Attorney to negotiate the rate of pay for the Secretary II position (#105) up to a Step 1 of Pay Grade 15 based on the candidate's experience, qualifications and LEIN certification, as agreed upon through the Letter of Understanding with the Teamsters Local 214 union, effective February 5, 2023, at no additional cost to the County's General Fund.

ADJOURN

Motion by Haggadone, supported by Howell, to adjourn the meeting. Motion carried unanimously. 11:26 a.m.

Truman Mast, Chairman
Lapeer County Personnel Committee

Minutes Prepared by: Doreen Clark, Office Manager

REQUEST FOR ACTION

DATE: January 31, 2024

XX REQUEST FOR ACTION

 FOR YOUR INFORMATION

 REQUEST FOR INFORMATION

TO: Personnel Committee

FROM: Building Grounds/Parks

SUMMARY OF REQUEST / INFORMATION:

Request to add one part time seasonal park office aide and approve said job description.

ADDITIONAL INFORMATION:

The parks are having more projects and more events that need to be advertised and managed by the Special Event Coordinator. This requires Special Event Coordinator to be out of the office, missing out on phone inquiries from the public about the parks and pavilion rentals. This part time seasonal position will be in the office allowing the public to receive the most UpToDate information and allow Special Event Coordinator to oversee events and community engagement for the parks.

CONTACT PERSON(S):

John Bustle, Building Grounds/ Parks Director
Jillian Weiss, Special Event Coordinator

DRAFT MOTION:

Motion by _____, supported by _____, to authorize Building Grounds/Park to add, post, and fill one seasonal parks office aide position, to be paid for from Building and Grounds Fund 101-265 and to further approve the job description for said position.

ATTACHMENTS YES__xx_ NO_____

Lapeer County Building Grounds/ Parks

Seasonal Parks Office Aide

Under the general supervision of the Building Grounds/Parks Director, and coordinated with the Special Event Coordinator, the role of the Seasonal Parks Office Aide is to help ensure the success of the parks season. The position will effectively gather, communicate, and record information regarding the County Parks for informational purposes for the public.

Essential Functions:

1. Provides information and answers questions regarding County Parks events, amenities, services, fees, etc.
2. Assist in the verification and confirming reservations of County Park pavilions.
3. Operates standard office equipment such as computes, copiers, scanners, calculators etc.
4. Collect monies related to rentals and secures accordingly.
5. Receives incoming calls & emails, answers questions and inquires, and replies appropriately.
6. May assist in marketing including social media marketing.
7. May assist in event set up including moving facility and recreation equipment such as picnic tables, trash cans, folding tables, and chairs.

Other Functions:

Other duties as assigned for the operation and function of the office and park.

This list may not be inclusive of the total scope of the job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Ability to accurately follow written and oral instructions, and ability to work independently.

Customer service ethic including neat appearance and professional attitude.

Ability to work together with other employees and managers.

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.

FLSA Status: exempt

Workers' Compensation Code:

Occupational Employment Statistical Code:

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}:*

Lifting ability to load and move event/park supplies and equipment.

Ability to enter and retrieve information from computer.

Ability to communicate effectively orally and in writing.

Working Conditions:

Works in office conditions and various indoor and outdoor conditions.

Exposure to environmental allergens such as grass, weeds, and pollens.

Exposure to equipment where risk exists of getting burned, bruised or scraped.

REQUEST FOR ACTION

DATE: January 24, 2024

XX REQUEST FOR ACTION

 FOR YOUR INFORMATION

 REQUEST FOR INFORMATION

TO: Lapeer County Board of Commissioners

FROM: John Miller, Prosecuting Attorney

SUMMARY OF REQUEST / INFORMATION:

Increase Prosecutor on-call pay to \$500.00/week.

ADDITIONAL INFORMATION:

Numerous prosecutor offices throughout Michigan pay \$500.00 per week of on-call rotation. Oakland County pays \$600.00 per week.

CONTACT PERSON(S):

BACKGROUND INFORMATION:

The Office of the Prosecuting Attorney proposed a 2023 budget for on-call pay of \$26,000.00 (52 weeks @ \$500.00/week) and this budget was approved by the BOC for 2023 and 2024. Administration advised that approval of this budget did not afford an increase to the on-call pay because of a previous motion. On-call Prosecutor pay should not be categorized with Juvenile on-call pay or Magistrate on-call pay under a generic comparison. I have discussed the differences with several if not all Commissioners in previous meetings.

SUPPORTING DOCUMENTS:

OPA 2024 Budget

DRAFT MOTION:

Motion by _____, supported by _____, to approve on-call Prosecutor pay to \$500.00/week effective Saturday February 3, 2024 to coincide with the payroll cycle.

ATTACHMENTS YES X NO _____

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DATE: 2/5/24

__XX__ REQUEST FOR ACTION

____ FOR YOUR INFORMATION

____ REQUEST FOR INFORMATION

TO: LAPEER COUNTY BOARD OF COMMISSIONERS

FROM: LORI E. CURTISS – PROBATE ADMINISTRATOR

SUMMARY OF REQUEST/INFORMATION: The budget was approved to hire fill a position in Probate Court to begin to understand and learn different aspects of the Court in preparation of personnel leaving in January, 2025.

Many counties have a Juvenile Register that completes the tasks which is going to be necessary to learn.

This named position will benefit to join the Probate/Juvenile Registers Association to get up to date information and be part of a email link to assist in learning new techniques to benefit the office.

Due to the complexity of the many actions the position will have to learn, which is spread between three different individuals, requesting the position be same as a Clerk I position or pay grade 14. This is a \$.72 cent difference than was initially requested. The approximate cost increase for this fiscal year would be \$345.60 based on time the position is filled.

CONTACT PERSON: Lori E. Curtis

SUPPORTING DOCUMENTATION

DRAFT MOTION: Motion by _____ supported by _____ to authorizes the new position at Probate Court be titled Juvenile Register.

LAPEER COUNTY

PROBATE COURT

JUVENILE REGISTER - PROBATE

General Summary

Under the supervision of the Probate Register, Probate Court Administrator performs a variety of clerical functions in setting up and maintaining probate Juvenile and Child Protection Proceeding files, typing and processing orders, and notices, scheduling hearings, and serving as office receptionist.

Essential Functions

1. Opens probate Juvenile and Child Protection case files, including Adoption and other filings under the Juvenile Court. guardianship, conservatorship, decedent estate, and name changes. Enters case information and all data relating to cases files. Schedules hearings. Data entry into the case management system, process filings and setting of hearings.
2. Serves as office receptionist screening and directing telephone calls and visitors. Receipts in payments pertaining to Juvenile Court. Provides case related information and procedural information in response to inquiries.
3. Assists the public in filing their cases and reports on cases by furnishing forms when needed, answering questions concerning the forms and court procedures.
4. Enters all documents filed on computer and prepares them for microfilming. Responsible for placing all documents in proper files upon their return from microfilming. Review filings and process documents in case management system and assures all interested parties are notified if necessary of the filings.
5. Operates a computer terminal to enter, access and modify case information as well as prepares court documents, correspondence and other documents using word processing software.
6. Prepares Probate Juvenile Court files for scheduled hearings.
7. Assists persons requesting genealogical information by retrieving files from storage and photocopying files as requested. Completes court orders following hearings and assures interested parties receives copies.
8. Sends notices on cases where minors come of age and follows up on closing of these cases. Maintains fingerprint and DNA list to assure they are completed.

LAPEER COUNTY

PROBATE COURT

9. ~~Prepares files for guardianship reviews.~~ Is the back up court recorder and is responsible to get certification, whether as a CEO or CER. Learn and understand the application of the digital court recording system including ZOOM.
10. ~~Works closely with Probate Register in managing case flow of probate file, sending notices to delinquent fiduciaries and follows up on progress of their compliance.~~ Be backup clerk to take payments in absence of Account Clerk in reference to Juvenile Court matters.
11. ~~Assists in other areas of the court as required.~~ Will become familiar with the Probate Court case type filings to assist with telephone and counter inquiries.
12. ~~Serves as Probate Register in his or her absence.~~ Assist Juvenile Probation Officers and Truancy Officers with court filings, creation of documents etc.
13. Assists in other areas of the court as required.

Other Functions

None listed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: High school graduation, or equivalent experience, prefer college coursework or associate degree in human services field.

Experience: Six months of clerical experience in a probate court or Juvenile Court or closely related setting.

Other Requirements: Required to receive either CEO or CER certification related to court recording duties within 6-months of employment.

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.

FLSA Status: Non-Exempt

Worker's Compensation Code: 8810

Occupational Employment Statistical Code: 53702

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PROBATE COURT

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 operate multi-line telephone.

Ability to access court files.

Ability to lift and carry files.

Ability to enter and retrieve information from a computer.

Ability to operate copy machines and other office equipment.

Ability to operate digital recording equipment and zoom applications for the Courtroom.

Understanding word processing programs.

Working Conditions:

Works in office conditions.