



# *Lapeer County Board of Commissioners*

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## **PERSONNEL COMMITTEE**

**FEBRUARY 22, 2024**

**ADMINISTRATION CONFERENCE ROOM 302**

**\*\*10:00 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 **FEBRUARY 8, 2024**  
PERSONNEL COMMITTEE MEETING

### **NEW/OLD BUSINESS:**

- 4) **SHERIFF'S DEPARTMENT** – Request to fill a vacant Corrections Officer position (#766, Pay Grade S4) due to a recent resignation;
- 5) **911/CENTRAL DISPATCH** –
  - A. Request to bypass the entry rate of pay and authorize hiring at the 6-month Step when filling any Communication Specialist position (Pay Grade 16), due to ongoing hiring difficulties, to be paid fully from the 911 budget;
  - B. Request to move the Communication Specialist Supervisors from Pay Grade 17 to Pay Grade 18 due to ongoing hiring difficulties and need to provide bigger wage gap from the dispatchers for the additional responsibilities;
  - C. Request to change to move the Administrative Assistant from a Pay Grade 16 to Pay Grade 18
- 6) **ADDITIONAL ITEMS (IF NEEDED)**
  - A.
  - B.

**ADJOURN...**

*\*\*Next Tentative Personnel Meeting: March 7, 2024\*\**

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## **PERSONNEL COMMITTEE**

**FEBRUARY 8, 2024**

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

Chairman Truman Mast called the meeting to order at approximately 10:25 a.m. in the Lunchroom/Conference Room in the Administration Office on the 3<sup>rd</sup> Floor of the County Complex.

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

Others: Moses Sanzo, Administrator/Controller; Jackie Arnold, CFO; Doreen Clark, Administration Office Manager; Sheryl Sims, HR Manager; John Bustle, B&G/Parks Director; Jillian Clark, B&G/Parks Special Events Coordinator; John Miller, Prosecuting Attorney; and Lori Curtiss, Probate/Family Court Administrator.

### **AGENDA**

The Agenda was reviewed.

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

### **MINUTES**

The minutes from the January 25, 2024 Personnel Committee Meeting were briefly reviewed and discussed.

**Motion by Haggadone, supported by Howell, to approve the minutes from the January 25, 2024 Personnel Committee Meeting, as presented. Motion carried unanimously.**

### **B&G/PARKS DEPARTMENT**

John Bustle and Jillian Clark were present to provide information regarding the request to create and hire a new part-time seasonal Office Aide. This position will work approximately May through September and will assist in many office duties, answering phones, taking reservations, etc. as Jillian will be actively out promoting the parks, recruiting students to work at the Parks, planning and attending special park events, seeking sponsors and advertising for the new disc golf course, collecting park revenue and making deposits, just to name a few things. They anticipate this position to work between 20-28 hours per week. Questions and discussion followed.

**Motion by Haggadone, supported by Howell, to recommend to the Full Board to create and add one new part-time seasonal General Clerk/Office Aide position (#TBD, PG 13 entry flat rate \$16.22), to be paid from the B&G/Parks Department Fund 101-265; and further, to approve the related job description for said position, as attached. Motion carried unanimously.**

**PROSECUTING ATTORNEY**

John Miller, Prosecuting Attorney, was present to request that the On-Call pay for the APA staff be increased from \$300 to \$500, which was included in the budget and funded through the Law Enforcement Millage. He stated that there are several counties that pay \$500/week. He stated that the APA's are different than the Magistrates or Juvenile Court Administrator, as they are on-call 24/7 to handle search warrants, making legal recommendations on charges for the Sheriff's Department, reviewing past criminal LEIN history, Secretary of State history, etc. They access online at home and after reviewing everything, they prepare a Summary of Report through their Case Management software for each case including notes and exhibits, which can be available for any APA to handle the case if need be. This process takes approximately one hour unless it's an extensive case such as a murder or other serious crime. Questions and discussion followed. Mr. Sanzo expressed concerns regarding setting a precedence and asked for details on the rates being paid from other counties. Commissioner Howell stated that compensation for the Prosecutor's Office has been discussed for well over a year now and feels this should be a discussion for the entire board, so he requested that the matter be referred without a recommendation.

**Motion by Howell, supported by Haggadone, to refer the request from the Prosecuting Attorney to increase the On-Call Pay from \$300 to \$500 for the Assistant Prosecuting Attorneys to the February 22, 2024 Full Board without recommendation. Motion carried unanimously.**

**PROBATE/FAMILY COURT**

Lori Curtiss, Probate/Family Court Administrator, was present to request the creation of a new full-time Juvenile Register/Court Clerk I position as was previously discussed and budgeted through the Budget Hearing process. This new position will help prepare their office prior to some anticipated retirements in early 2025. She also reviewed the new job description for the position and noted that the position will also be considered a Juvenile Register, which will provide some additional training through the State. Questions and discussion followed.

**Motion by Howell, supported by Haggadone, pursuant to the recommendation of the Personnel Committee, to amend the Table of Organization for the Probate/Family Court office to create and add one full-time Juvenile Register/Court Clerk I position (#TDB, Pay Grade 14), as previously discussed and budgeted through the Budget Hearing process, to be paid within the Court budget; and further, to approve the related job description for said position. Motion carried unanimously.**

**ADJOURN**

**Motion by Haggadone, supported by Howell, to adjourn the meeting. Motion carried unanimously. 10:58 a.m.**

Truman Mast, Chairman  
Lapeer County Personnel Committee

*Minutes Prepared by: Doreen Clark, Office Manager*

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**DATE:** 2/13/24

☒ REQUEST FOR ACTION

☐ FOR YOUR INFORMATION

☐ REQUEST FOR INFORMATION

**TO:** LAPEER COUNTY BOARD OF COMMISSIONERS

**FROM:** Lapeer County Sheriff's Office

**SUMMARY OF REQUEST / INFORMATION:** To fill position #766, Corrections with a new hire. With the ability to be a lateral hire if the candidate matches the criteria.

**BACKGROUND INFORMATION:** Corrections would like to fill position #766, with a new hire. A resignation as of February 12, 2024 has provided an opening. We would like to reserve the right to make a lateral hire.

**CONTACT PERSON(S):** Sheriff Scott McKenna

**SUPPORTING DOCUMENTS:**

**DRAFT MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_, to recommend to the Full Board to authorize the Sheriff's Department to hire and fill the Corrections Officer position (#766, Pay Grade S4) at the Step 2 pay rate due to the candidate's 4.5 years of Corrections experience and pursuant to the Letter of Understanding with the union, to be paid from the Sheriff Department's budget, at no additional cost to the County's General Fund.

**ATTACHMENTS** YES\_\_ \_\_\_\_ NO\_\_x\_\_

5A

## **REQUEST FOR ACTION**

**DATE:** February 16, 2024

  X   REQUEST FOR ACTION

       FOR YOUR INFORMATION

       REQUEST FOR INFORMATION

**TO:** County Board of Commissioners

**FROM:** Jeffrey Satkowski, County 911

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### **SUMMARY OF REQUEST / INFORMATION:**

Request authorization to skip the starting wage and hire/advertise at the 6-month rate step for Communications Specialists, pay grade 16.

### **ADDITIONAL INFORMATION:**

We aim to enhance our ability to attract and retain top-notch candidates for our open positions. Our proposal does not involve altering the wage schedule but seeks authorization to promote job openings at the six-month pay step of \$21.24.

Over the past year, we've struggled with an open position that remained unfilled for an extended period, and we also had an open position that was filled. Subsequently, the position was vacated when a trainee left after three months, citing unknown reasons. Our staffing levels must meet the minimum requirements for effective operations even when fully staffed. When we face shortages due to vacancies, medical leaves, vacations, and other personal time off (PTO), it places a significant strain and burden on our department's staff as they strive to maintain smooth operations.

We have established minimum staffing requirements, necessitating frequent overtime to ensure we have personnel available to answer emergency 9-1-1 calls.

### **CONTACT PERSON(S):**

Jeffrey Satkowski

**BACKGROUND INFORMATION:**

**SUPPORTING DOCUMENTS:**

**DRAFT MOTION:** To authorize Central Dispatch to advertise and hire at the 6-month step of the wage schedule for any Communications Specialists vacancies (pay grade 16) due to ongoing hiring difficulties.

ATTACHMENTS      YES\_\_X\_\_ NO\_\_\_\_\_

5B

## **REQUEST FOR ACTION**

**DATE:** February 16, 2024

  X   REQUEST FOR ACTION

       FOR YOUR INFORMATION

       REQUEST FOR INFORMATION

**TO:** County Board of Commissioners

**FROM:** Jeffrey Satkowski, County 911

\*\*\*\*\*

### **SUMMARY OF REQUEST / INFORMATION:**

Request authorization to change pay grade of Communications Shift Supervisors from pay grade 17 to pay grade 18.

### **ADDITIONAL INFORMATION:**

We have one open supervisor position, which has been vacant for over a year. We are about to have a second vacancy due to an upcoming retirement. This group will constitute a 50% vacancy rate due to only having four supervisor positions.

The request to change pay grades is to make the position more attractive for Communications Specialists to apply for. Currently, the wage gap is minimal and unattractive for the additional work and responsibility the position carries. Moreover, because this is a union position and seniority dictate the shift picks, two of the four positions will likely be stuck on the midnight shift for many years, making the prospect of promotion even less attractive to current employees.

### **CONTACT PERSON(S):**

Jeffrey Satkowski

### **BACKGROUND INFORMATION:**

### **SUPPORTING DOCUMENTS:**

**DRAFT MOTION:** To authorize Central Dispatch to amend the pay grade of Communications Shift Supervisor from pay grade 17 to pay grade 18 and to move current employees in this position to the respective step for their years of service.

ATTACHMENTS      YES\_\_X\_\_    NO\_\_\_\_\_

# **LAPEER COUNTY**

## **911 CENTRAL DISPATCH**

### **COMMUNICATIONS SPECIALIST SUPERVISOR**

#### General Summary

Under the supervision of the Central Dispatch Director, functions as a working supervisor of dispatch staff on an assigned shift. Oversees all dispatch operations on a shift and assists in resolving operational problems. Ensures compliance with all dispatch regulations and policies. Regularly performs all of the functions of a communications specialist, including receiving calls and dispatching law enforcement officers, fire departments, and emergency medical services throughout the County; maintaining radio communications with patrol units; operating a LEIN terminal; and searching and providing necessary information to officers.

#### Essential Functions

1. As supervisor of dispatch staff on an assigned shift, participates in employment interviews, performs on-the-job training, monitors performance on the shift, and effectively recommends on corrective actions and employee evaluations.
2. Makes work assignments and responds to operational questions on the shift. Provides assistance to staff on unusual or emergency situations.
3. Trains staff in Computer Aided Dispatch System changes and upgrades. Updates training manuals as necessary; conducts and documents in-service training of communications specialists.
4. Provides LEIN training as requested.
5. Coordinates dispatch efforts during emergency situations which may include calling special response teams such as dive team, stress team, investigator. Coordinates the dispatch and notification of necessary personnel in the event of incidents requiring multi-agency activity.
6. Washes Maintains records and activity summaries for the shift, includes extracting data from the computer and determining the number of calls, number of fire/EMS runs, and ensuring the processing/copying of run sheets. Reviews, evaluates and supervises data entry of appropriate records into LEIN/NCIC.
7. Maintains various computer files, including making additions or corrections to the Computer Aided Dispatch system geographical files and Master Street Address Guide files. Provides information to telephone company to update their 9-1-1 database to ensure accuracy of address file. Updates and distributes street directory to agencies serviced by Central Dispatch.

# **LAPEER COUNTY**

## **911 CENTRAL DISPATCH**

8. Ensure proper operation of all center equipment. May perform some troubleshooting or notifies Systems Administrator for assistance.
9. May review tapes for court, agencies, and other purposes.
10. Responds to complains from agencies or the public and resolves or refers to Director for assistance. Build and maintains rapport with the general public and user agencies.
11. Regularly performs all of the functions of a Communications Specialist including:
12. Receives calls for emergency police services, collects necessary information on location, nature of incident and status, information on suspects, weapons, and other information. Determines the priority of the call, which agency should respond, and whether the call requires more than one police unit.
13. Receives calls for emergency fire and ambulance, collects necessary information on location, nature of incident, status, and other vital information, and dispatches to appropriate department.
14. Operates a Computer Aided Dispatch system and various other related telecommunications equipment. Dispatches appropriate unit[s] by priority and availability, utilizing familiarity with several radio frequencies, and the ability to tone out or page the appropriate agency. Communicates with field units using the appropriate terminology.
15. Keeps callers on phone as appropriate to provide status information on incident, provides pre-arrival instructions on medical situations prior to the arrival of emergency medical personnel, or otherwise assist in or stabilize an emergency situation. Asks questions according to medical priority program prior to arrival of emergency units.
16. Maintains knowledge of the location of city and county roads, streets and limits, hospitals, schools, major public and private buildings, housing areas, road and street construction, detours and other information that may impact emergency vehicle routing.
17. Monitors the movement of all officers and maintains continual awareness of their location.
18. Assists departmental and other law enforcement personnel by making telephone calls to obtain information and call utility companies, wreckers, and others.

# LAPEER COUNTY

## 911 CENTRAL DISPATCH

19. Operates a LEIN computer terminal to obtain information on subjects, vehicles, and other information and relay to officers in the field.
20. Answers non-emergency telephone lines and responds to inquiries, directs calls, and takes messages.

### 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.

**Experience:** Two years of full-time experience equivalent to that of a Communications Specialist.

### **Qualifications:**

Knowledge of CAD system and how to use the databases to locate information.

Knowledge of LEIN system and how to disseminate over the radio to field units.

Knowledge of Phone system and mapping system, skilled in using mapping system for phone coordinates and AVL system for field units.

Knowledge of Public Safety Radio system and FCC rules and Regulations in regard to said system.

Knowledge of how to provide Emergency Medical Instructions using EMD card set.

Knowledge of Policies and Procedures as it pertains to Police, Fire and EMS and to implement them in a timely fashion.

Knowledge in handling an Emergency situation, remain calm to guide staffs through to a successful resolution.

Knowledge of HR laws and how to handle employee's problems correctly.

Ability to type 25 WPM or better to communicate quickly and clearly to other 911 personnel in written and verbal forms.

Ability to think under pressure and make critical decisions very quickly weighing out all aspects of liability and safety for personnel and the general public.

Ability to lead and understand the law as it pertains to subordinates.

Ability to have people skills to be able to gain support and cooperation among your staff.

Ability to handle stress and know when you need help and how to reach out for it.

Ability to discipline within the guidelines of the law and policies.

Ability to read and understand union contracts.

Ability to follow and apply 911 policies and procedures.

# **LAPEER COUNTY**

## **911 CENTRAL DISPATCH**

**Other Requirements:** Upon employment, must complete LEIN operator training within 6 months of date of hire. Ability to meet typing requirements of the job.

*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

**Workers' Compensation Code:** 8810

**Occupational Employment Statistical Code:** 58002

**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 withstand prolonged periods of sitting.

Ability to operate radio, telephone and other telecommunications equipment.

Ability to enter and retrieve information from a computer terminal.

Ability to bend, stoop, and reach in order to operate and maintain equipment and perform other functions.

Ability to make quick decisions in critical situations.

### **Working Conditions:**

Works in dispatch center.

Works in area with radio, phone and telecommunication equipment for prolonged periods.

Ability to work varying shifts in a 24-hour day operation.

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## **REQUEST FOR ACTION**

**DATE:** February 16, 2024

  X   REQUEST FOR ACTION

       FOR YOUR INFORMATION

       REQUEST FOR INFORMATION

**TO:** County Board of Commissioners

**FROM:** Jeffrey Satkowski, County 911

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### **SUMMARY OF REQUEST / INFORMATION:**

Request authorization to change the pay grade of Administrative Assistant from pay grade 16 to pay grade 18.

### **ADDITIONAL INFORMATION:**

Our Administrative Assistant role is a dynamic and multifaceted position. It encompasses a wide range of responsibilities, including supporting the Executive Director in budgeting, accounts payable, handling FOIA requests, preparing policy manuals and training materials for new employee onboarding, addressing HR needs for current staff, and generating necessary reports, among other tasks. Additionally, the role is pivotal in employee retention and recruitment efforts, involving participation in public events like job fairs at schools and other venues, overseeing advertising, and creating recruitment materials. Moreover, it manages the intricate scheduling demands of our 24/7 operation.

Despite its comprehensive job description, this position also carries the responsibility of serving as an Acting Communications Shift Supervisor. However, it has been at a different pay grade with the responsibility and authority that the job requires. This request seeks to make the pay grade equitable and appropriate with its requirements and duties.

### **CONTACT PERSON(S):**

- Jeffrey Satkowski

### **BACKGROUND INFORMATION:**

**SUPPORTING DOCUMENTS:**

- Job Description

**DRAFT MOTION:** To authorize Central Dispatch to amend the pay grade of Administrative Assistant from pay grade 16 to pay grade 18 and to move the current employee in this position to the respective step for their years of service.

ATTACHMENTS      YES\_\_X\_\_ NO\_\_\_\_\_

# **LAPEER COUNTY**

## **911 CENTRAL DISPATCH**

### **ADMINISTRATIVE ASSISTANT - CENTRAL DISPATCH**

#### General Summary

Under the supervision of the Director of Central Dispatch, performs a variety of secretarial and administrative support tasks. Drafts and types correspondence, prepares requisitions and vouchers and assists with budget preparation, and gathers data and prepares reports. Attends meetings and takes minutes. Performs duties of a Communication Shift Supervisor as needed.

#### Essential Functions

1. Provides secretarial and administrative support to the Director. Receives and screens visitors, telephone calls. Types correspondence, memoranda, and reports. Prepares and maintains policy and procedure manuals and other documents. Establishes and maintains files including personnel records.
2. Attends and takes minutes for the Central Dispatch Authority, Technical Advisory Committee, and various other subsidiary committees. Prepares and disburses minutes.
3. Maintains the budgetary records and enters information to the system. Processes accounts payable by preparing vouchers and requisitions, verifies amount of invoices and account number, and submits invoices. Maintains and assists the Director with budget preparations.
4. Completes research for reports and prepares statistical records and reports.
5. Performs LEIN validations for accuracy and completeness.
6. Receives and processes applications for employment with the Authority, schedules test sites, assists in testing procedures, corresponds with applicants, schedules tests for applicants, and otherwise assists in the employment process.
7. Maintains inventory of office supplies and reorders as necessary. Maintains mailing lists and performs related support tasks.
8. Completes all training required to assist in the functions of a Shift Supervisor during emergencies, and times of staffing shortages. Performs the tasks on a routine basis sufficient to maintain skills.
9. Maintains confidentiality of personnel and administrative documents including typing of negotiations and labor relations matters.

# LAPEER COUNTY

## 911 CENTRAL DISPATCH

### Other Functions

10. Reviews, edits and approves payroll for entire staff of the 24/7/365 operation.
11. Prepares outstanding department invoices for payment and enters into online AP system.
12. Manually completes staff schedule to accommodate for time-off requests while taking into consideration minimum staffing requirements, union agreements, and department policies. Posts overtime list and awards overtime.
13. Tracks individual staff training records to ensure compliance with Michigan State 9-1-1 Committee and the International Academies of Emergency Dispatch. Registers staff for requested and/or required training and coordinates travel
14. Completes annual reports for the State of Michigan including the Dispatcher Training Funds Application and the Report to the Legislature.
15. Manually completes staff schedule to accommodate for time-off requests while taking into consideration minimum staffing requirements, union agreements, and department policies. Posts overtime list and awards overtime.
16. Receives payments for State and local surcharges, Freedom of Information Act requests, and tower rentals; prepares advice for deposit to treasury. Maintains surcharge spreadsheet for finance department audit.

*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, with some advanced coursework preferred in data processing, word processing, accounting and other administrative areas.

**Experience:** Three years of prior experience in police, fire, EMS, or related telecommunications setting.

### **Qualifications:**

Knowledge of basic payroll and accounting principles, practices and terminology.  
Proficient in Microsoft Office and G-Suite programs.  
Ability to use general office equipment (computer, scanner, copy machine, fax machine, printer, adding machine, multi-line phone system).  
Ability to learn and use payroll and accounts payable software.  
Ability to understand union contracts.  
Ability to work well under deadlines and respond to changes in priorities.

# LAPEER COUNTY

## 911 CENTRAL DISPATCH

Ability to work closely with management while being entrusted with sensitive information.

Ability to type 45 word per minute. Must possess excellent written and oral communication skills.

**Other Requirements:** Type 45 words per minute after corrections. Meet all requirements for certification as LEIN operator within 6 months of date of hire. Must maintain all certifications required of Shift Supervisor, including LEIN, EMD, and the appropriate level of first aid and CPR certification.

*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

**Workers' Compensation Code:** 8810

**Occupational Employment Statistical Code:** 55347

**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 enter and retrieve information from office files.

Ability to enter and retrieve information from computer.

Ability to operate communications equipment.

Ability to direct, instruct, assign and supervise others.

Ability to withstand prolonged periods of sitting.

Ability to make quick decisions in critical situations.

### **Working Conditions:**

Works in inside conditions.

Works in area with radio, phone and telecommunications equipment for prolonged periods.