

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 3rd 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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