



Lapeer County Board of Commissioners

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OUR NEW WEBISTE: www.lapeercountymi.gov

PERSONNEL COMMITTEE

MARCH 14, 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 22, 2024** PERSONNEL COMMITTEE MEETING

NEW/OLD BUSINESS:

- 4) **PROSECUTING ATTORNEY** – Request to hire a temporary summer legal Intern from May 1 – October 15th through Prosecuting Attorney Association of Michigan at no additional cost to the County's General Fund.
- 5) **HEALTH DEPARTMENT** –
 - A. Request to amend the Table of Organization to reduce the Full-Time Public Health Coordinator/Nurse II position to Regular Part-Time due to program changes, upon the retirement of the current employee who will be retiring in April;
 - B. Request to amend the Table of Organization by eliminating one full-time Account Clerk position (#361, PG 15) in the Senior Programs and create/add one full-time Senior Program Coordinator position (#TBD, PG 17) to better meet program needs, and approve said new job description;
- 6) **ADDITIONAL ITEMS (IF NEEDED)**
 - A.
 - B.

ADJOURN...

Next Tentative Personnel Meeting: March 28, 2024

PERSONNEL COMMITTEE

FEBRUARY 22, 2024

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

Chairman Truman Mast called the meeting to order at approximately 12:16 p.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 Kevin Knisely (sitting in for Brad Haggadone).

Others: Moses Sanzo, Administrator/Controller; Jackie Arnold, CFO; Doreen Clark, Administration Office Manager; Undersheriff Mike O'Dette; and Jeff Satkowski, Central Dispatch Director.

AGENDA

The Agenda was reviewed.

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

MINUTES

The minutes from the February 8, 2024 Personnel Committee Meeting were briefly reviewed and discussed.

Motion by Howell, supported by Knisely, to approve the minutes from the February 8, 2024 Personnel Committee Meeting, as presented. Motion carried unanimously.

SHERIFF'S DEPARTMENT

Undersheriff O'Dette was present to request permission to fill a vacant Corrections Officer position at Step 2 of Pay Grade S4 (external lateral transfer), due to the fact that the candidate has over 4.5 years of Corrections experience. Questions and discussion followed.

Motion by Howell, supported by Knisely, to recommend to the Full Board to authorize the Sheriff's Department to hire and fill the vacant full-time Corrections Officer position (#766, PG 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 regarding external lateral transfers, to be paid from the Sheriff's Department's budget, at no additional cost to the County's General Fund. Motion carried unanimously.

911 CENTRAL DISPATCH

Jeff Satkowski, Central Dispatch Director, was present to provide information regarding the three requests he submitted: 1) Request to bypass the entry rate and authorize hiring of Communication Specialists (Dispatchers) at the 6-month step due to ongoing hiring difficulties; 2) Request to move the Communication Specialists Supervisors from Pay Grade 17 to 18 due to ongoing hiring difficulties and need to provide better wage gap from the Dispatchers for future promotions with extra responsibilities; and 3) Request to move the Administrative Assistant from Pay Grade 16 to Pay Grade 18 to be equal to the Dispatch Supervisors. Mr. Satkowski noted that he recently had over 52 applicants for the Dispatcher positions, only 20 tested, 12 continued and 5 were interviewed. Despite the wage study, they have still been having difficulty to hire Dispatchers for under \$20/hour and would like to bypass the Entry Rate of \$19.76 and hire at the 6-month step rate of \$21.25. Questions and discussion followed.

Motion by Knisely, supported by Howell, to recommend to the Full Board to authorize 911 Central Dispatch to bypass the entry rate and authorize hiring of Communication Specialists (Dispatchers) vacancies at the 6-month step of Pay Grade 16 due to ongoing hiring difficulties, to be paid from within the 911 Budget and at no additional cost to the County's General Fund. Motion carried unanimously.

Lengthy questions and discussion followed regarding the other two requests, and concerns were expressed regarding labor matters that may arise. Mr. Satkowski stated he already has one Supervisor vacancy and one retiring next week. Unfortunately, there is not enough of an incentive for a Dispatcher to be promoted to Supervisor with more responsibilities and higher changes of having to work the least desired night shifts being only one pay grade higher (PG 17). It was suggested that a separate pay scale be considered for 911 Central Dispatch similar to that of the Sheriff's Department due to them being a 24/7/365 day operation and ongoing hiring difficulties.

Motion by Howell, supported by Knisely, to table the requests from the 911 Central Dispatch regarding moving the Dispatch Supervisors and Administrative Assistant until after Administration and Finance can discuss an alternate plan with the labor attorney. Motion carried unanimously.

ADJOURN

Motion by Howell, supported by Knisely, to adjourn the meeting. Motion carried unanimously. 12:44 p.m.

Truman Mast, Chairman
Lapeer County Personnel Committee

Minutes Prepared by: Doreen Clark, Office Manager

REQUEST FOR ACTION**DATE:** March 8, 2024XX REQUEST FOR ACTION FOR YOUR INFORMATION REQUEST FOR INFORMATION**TO:** Lapeer County Board of Commissioners**FROM:** Prosecuting Attorney

SUMMARY OF REQUEST / INFORMATION: Approval of a temporary legal intern from the Prosecuting Attorney Association of Michigan at a one time expense of \$9,600.00**ADDITIONAL INFORMATION:** Temporary position to begin after May 1, 2024 and end no later than October 15, 2024. OPA budget has both internship and/or contingency funds to meet the cost.**CONTACT PERSON(S):** John Miller**BACKGROUND INFORMATION:** Legal intern positions have been approved and utilized by the OPA each year since 2021 and are a proven way to recruit young graduates into prosecution as a career path.**SUPPORTING DOCUMENTS:****DRAFT MOTION:**

Motion by _____, supported by _____, to approve the one-time request for \$9,600.00 to fund the temporary legal internship for the Office of the Prosecuting Attorney for 2024.

ATTACHMENTS YES____ NO____

REQUEST FOR ACTION

#5 A

DATE: 06 March 2024

X REQUEST FOR ACTION

FOR YOUR INFORMATION

REQUEST FOR INFORMATION

TO: Personnel

FROM: Kathy Haskins, MPH, BSN

SUMMARY OF REQUEST / INFORMATION: Request authorization to amend the table of organization for the Health Department to reduce the current FT Public Health Nurse II (PH Coordinator) position (#327, PG 21), to a Regular Part-time Public Health Nurse II (PH Coordinator) position, and to fill said position.

ADDITIONAL INFORMATION: This position was originally a RPT position. It was increased to FT to help with the program demands. However, with the elimination of the Maternal Infant Health Program (MIHP) in 2023, we have found that this position no longer requires FT status. The current nurse in this position is retiring in early April, so this change would not occur until that time.

CONTACT PERSON(S): Kathy Haskins

BACKGROUND INFORMATION:

SUPPORTING DOCUMENTS: See attached Job Description

DRAFT MOTION: Motion by _____, supported by _____ to authorize the Health Department to amend the table of organization to reduce the FT PHN II (Coordinator) position (#327, PG 21) to a regular part-time PHN II (Coordinator) position, at no additional cost to the County General Fund; and further, to authorize said position to be filled upon the anticipated retirement in April of 2024.

ATTACHMENTS YES X NO

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HEALTH DEPARTMENT

PUBLIC HEALTH PROGRAM COORDINATOR/NURSE II

General Summary

Under the supervision of the Public Health Nurse Administrator, the Public Health Program Coordinator/Nurse II is assigned both program management and direct service activities for public health programs. Responsible for using guidelines, standards, rules and regulations as a basis for developing, implementing program goals, policies and procedures and quality assurance criteria.

Essential Functions

1. Assists Public Health Nurse Administrator to plan, implement and evaluate the effectiveness of orientation and on-going staff development for staff assigned to coordinator's programs.
2. Uses staff input, minimum program requirements, rules and regulations to assist the Public Health Nurse Administrator with the development of policies, procedures and program evaluation criteria. Oversees the implementation of each in assigned programs.
3. Reviews charts and other documentation produced by staff as it relates to client care. Performs aggregate and outcomes analyses using accepted statistical and analytical approaches to ensure compliance with regulatory and accrediting standards and requirements of funding sources.
4. Conducts sampling and tracking of clinic flow, client satisfaction and statistical markers. Analyses data and makes recommendations to the Public Health Nurse Administrator.
5. Assists Public Health Nurse Administrator to prepare and organize materials required for on-site evaluation and accreditation processes for external program evaluations.
6. Provides education to clients and families relative to parenting, nutrition, health care, prenatal care, breast feeding, safety, substance abuse, communicable diseases, immunizations or other subjects as needed by client.
7. Investigates and monitors reports of communicable diseases such as measles, hepatitis, sexually transmitted diseases and tuberculosis. Coordinates efforts with physicians, school personnel, nursing staff and others regarding spread and treatment of the disease.
8. Provides health care services, instructions and information to clients in compliance with related public health laws.

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HEALTH DEPARTMENT

9. Provides HIV testing and counseling services. Provides notification and referral services for HIV positive clients and their partners which may require phone calls, home visits, or extensive searching to locate individuals. Conducts court ordered HIV testing and partner notification.
10. Attends conferences, meetings, workshops and reads literature in order to stay current on issues affecting the environment.
11. Represents the agency by making presentations to explain agency programs, policies and procedures to the community.
12. Assists with CLIA and OSHA compliance as assigned.

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: Graduation from a state approved school of nursing (NLN accredited program preferred); Bachelor's Degree in Nursing preferred OR other relevant bachelor's degree; master's degree preferred.

Experience: Experience in applicable clinic programs preferred.

Other Requirements: Possession of a current license to practice as a Registered Nurse in the State of Michigan. Possession of a valid Michigan driver's license.

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:

Knowledge of population-based health principles, issues and practices.

Skilled at working with people to engender team function to better serve the public.

Skilled in implementing practices to meet the needs of populations over a short period of time (i.e., mass vaccination clinics).

Knowledge of the public health system within the state of Michigan.

Knowledge of Nursing Practice and its application to both individuals and populations.

Skills in Microsoft Office, including Word, PowerPoint, Excel, and CANVA.

Skill in developing materials for client education and promoting services.

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HEALTH DEPARTMENT

FLSA Status: Non-Exempt

Worker's Compensation Code: 8832/8835

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 babies and small children to examination tables.
- Lifting and transporting supplies to various clinic locations.
- Stooping and bending to examine children.
- Restraining children while administering injections.
- Ability to access clients in their homes.
- Ability to access office files.
- Ability to enter and access information using a computer.

Working Conditions:

- Works in office conditions.
- May travel throughout the county to work in clinics, attend meetings, or other program related activities.
- May work in client's homes.
- Exposure to communicable diseases, blood and other bodily fluids.

REQUEST FOR ACTION

#5 B

DATE: 06 March 2024

X REQUEST FOR ACTION

 FOR YOUR INFORMATION

 REQUEST FOR INFORMATION

TO: Personnel

FROM: Kathy Haskins, MPH, BSN

SUMMARY OF REQUEST / INFORMATION: Request authorization to amend the table of organization for the Health Department to eliminate a FT Account Clerk position in Senior Programs (#361, pay grade 15) and create and fill a FT Senior Program Coordinator position (#TBD, pay grade 17). Further, I'm requesting approval of the job description for this position.

ADDITIONAL INFORMATION: The diversity of programs and staffing necessary for these programs has long been a challenge for the Senior Program Director. Services in this department include 2 offsite senior centers and their coordinators, nurse aides providing in home care, home delivered meal drivers, a chore services worker, volunteers assisting with Center activities, and several other staff who work in the office and in the homes – all answering directly to the Senior Program Director. Adding a coordinator position will help to improve the span of control, and enable the director to more effectively manage the programs.

CONTACT PERSON(S): Kathy Haskins

BACKGROUND INFORMATION:

SUPPORTING DOCUMENTS: See attached Job Description

DRAFT MOTION: Motion by _____, supported by _____ to authorize the Health Department to amend their table of organization to eliminate the senior program's FT Account Clerk position (#361), and create and fill one FT Senior Program Coordinator position (#TBD, Pay Grade 17) to better meet program needs, at no additional cost to the County's General Fund; and further, to approve the new job description for said position.

ATTACHMENTS YES X NO

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HEALTH DEPARTMENT
SENIOR PROGRAMS COORDINATOR

General Summary

Under the supervision of the Senior Program Director, the Senior Programs Coordinator is assigned both program management and direct service activities for senior programs. Responsible for using guidelines, standards, rules, and regulations as a basis for developing and implementing program goals, policies and procedures, and quality assurance criteria. Performs functions of an account clerk as needed by senior programs, including such duties as reviewing documentation of services provided to clients to prepare and submit reports necessary for billing for services provided. May post payments to appropriate records for cash receipts and event entry.

Essential Functions

1. Assists Senior Program Director to plan, implement, and evaluate the effectiveness of staff in assigned area, and staff development needs.
2. Uses staff input, program requirements, rules and regulations to assist the Senior Program Director with the development of policies, procedures, and other program criteria. Oversees the implementation of each in assigned program areas.
3. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.
4. Processes personnel information from schedule/time sheets or other source documentation and ensures the accuracy of hours worked. Produces related financial reports, proofing them to ensure accuracy.
5. Collects cash, checks and receipts and balances them daily as appropriate. Ensures that all monies are kept in secure conditions.
6. Reviews documentation of events for accuracy and makes corrections to funding sources, revenue accounts, and/or computed fees in order to generate end-of-the-month bills.
7. Prepares summary reports for programs including data such as client log, date of service, amount billed, amount paid, and other information.

8. Prepares accounts payable for payment by checking the accuracy and propriety of all invoices against purchase orders and contracts and ensures that all billings are verified against a purchase order and have been received by the appropriate party. Codes invoices and charge them to the appropriate account.
9. Balances statements and files all pertinent information for vendor accounts. Provides information to vendors regarding statements as requested.
10. Generates reports, computer spreadsheets to support various budget proposals, financial reports, departmental internal controls, grant claims, and other county required reports.
11. Other duties as assigned by Senior Program Director.

Other Functions: None Listed

This 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. Prefer some course work in accounting, data processing, office management or related area.

Experience: Three years of office experience. One year of experience related to accounting in an automated system. Two years of experience working with program implementation is preferred.

Qualifications:

Knowledge of organization or department operations, services, and policies.
Knowledge of general office procedures and protocols.
Knowledge and skill in Microsoft Office, including Excel, Word, and PowerPoint.
Skill in word processing and in basic mathematical calculations.
Ability to communicate effectively orally and in writing.

Other Requirements: Possession of a valid Michigan driver's license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in the 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: 55338

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 accommodation will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].

Ability to access departmental files.

Periods of prolonged sitting at a computer screen

Ability to enter and access information in a computer system.

May travel throughout the county to related to the senior centers and home delivered meals programs.

Working Conditions:

Works in office conditions.