

PERSONNEL COMMITTEE
MARCH 14, 2024

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

Chairman Truman Mast called the meeting to order at approximately 10:58 a.m. in Conference Room 302 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; Doreen Clark, Administration Office Manager; Sheryl Sims, HR Manager; John Miller, Prosecuting Attorney; and Kathy Haskins, Health Officer/Director.

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 February 22, 2024 Personnel Committee Meeting were briefly reviewed and discussed.

Motion by Haggadone, supported by Howell, to approve the minutes from the February 22, 2024 Personnel Committee Meeting, as presented. Motion carried unanimously.

PROSECUTING ATTORNEY

Prosecuting Attorney was present to request permission to hire a temporary summer Legal Intern through the Prosecuting Attorneys Association of Michigan beginning around May 1st. He originally anticipated them working through October 15th but there has been a delay in finding the appropriate candidate so he would like to extend the date out to the end of the year in case he needs it longer. This is consistent with the hiring of a summer intern last year in 2023. Brief questions and discussion followed.

Motion by Howell, supported by Knisely, to recommend to the Full Board, pursuant to the recommendation of the Personnel Committee, to authorize the Prosecuting Attorney to hire a temporary summer Legal Intern from the Prosecuting Attorney Association of Michigan from May 1st through December 31st at a cost not to exceed \$9,600, to be paid from the Prosecutor's budget, at no additional cost to the County's General Fund. Motion carried unanimously.

HEALTH DEPARTMENT

Kathy Haskins was present to request some changes to their Table of Organization. Due to changes in the program, she would like to reduce the full-time Public Health Coordinator/Nurse II position down to regular part-time upon the current employee's anticipated retirement on April 5, 2024. Questions and discussion followed. Ms. Haskins stated that the budget reduction will be approximately \$42,000 - \$60,000.

Motion by Howell, supported by Haggadone, to recommend to the Full Board, pursuant to the recommendation of the Personnel Committee, to authorize the Health Department to amend their Table of Organization to reduce the full-time Public Health Coordinator/Nurse II position (#327, PG 21) to a regular part-time Public Health Coordinator/Nurse II position, at no additional cost to the County General Fund; and further, to authorize said position to be filled upon the anticipated retirement of the current employee on April 5, 2024. Motion carried unanimously.

Ms. Haskins reviewed the second request in the Senior Program division to eliminate a full-time Account Clerk position (#361, PG 15) and add/create a new full-time Senior Program Coordinator position (PG 17) to assist the Senior Program Director to better coordinate services of all the workers, transportation services, and have a better span of control. This will better serve the program office, both senior locations and their clients. This change would cost approximately \$20,000 more but would be absorbed by their current budget due to the requested reduction discussed above. Ms. Haskins also inquired whether the Committee would authorize giving her the option to negotiate the rate of pay at a higher step should an internal candidate be promoted. Questions and discussion followed, and the Committee stated their concerns but stated that she could come back to the Personnel Committee once the position has been posted and candidates known.

Motion by Haggadone, supported by Howell, to recommend to the Full Board, pursuant to the recommendation of the Personnel Committee, to authorize the Health Department to amend their Table of Organization to eliminate the senior program's full-time Account Clerk position (#361, Pay Grade 15), and add/create and fill one full-time 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. Motion carried unanimously.

ADJOURN

Motion by Howell, supported by Knisely, to adjourn the meeting. Motion carried unanimously. 11:20 a.m.

Truman Mast, Chairman
Lapeer County Personnel Committee

Minutes Prepared by: Doreen Clark, Office Manager