



Lapeer County Board of Commissioners

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OUR NEW WEBISTE: www.lapeercountymi.gov

PERSONNEL COMMITTEE

APRIL 11, 2024

ADMINISTRATION CONFERENCE ROOM 302

****11:00 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 **MARCH 14, 2024** PERSONNEL COMMITTEE MEETING

NEW/OLD BUSINESS:

- 4) **SHERIFF'S DEPARTMENT** – Request to hire an external Senior Road Deputy position (#236, Pay Grade S7) at Step 2 as a lateral hire due to the Candidate's five (5) years of law enforcement experience (vacancy is due to an upcoming retirement).
- 5) **HEALTH DEPARTMENT** –
 - A. Request to amend the Table of Organization to eliminate the part-time non-regular Public Health Nurse I position and add one Full-Time Public Health Nurse I position (#314, Pay Grade 20) to better meet program needs at no additional cost to the County's General Fund;
 - B. Request to authorize the Health Officer to negotiate the rate for the new Senior Program Coordinator position (PG 17) at Step 3 due to the internal candidates extensive experience and additional responsibilities.
- 6) **PARKS/ BUILDING & GROUNDS** – Request to Reclassify/Amend the Table of Organization and eliminate the full-time Special Events Coordinator Position (Pay Grade 15) and add one full-time Support Services/Office Manager position (Pay Grade 18) and negotiate the rate of pay up to Step 1 to meet the departmental needs and due to new responsibilities; and further, to approve the new job description for said position.
- 7) **ADDITIONAL ITEMS (IF NEEDED)**
 - A.
 - B.

ADJOURN...

Next Tentative Personnel Meeting (if needed): April 25, 2024

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

DATE: April 5, 2024

XX REQUEST FOR ACTION
 FOR YOUR INFORMATION
 REQUEST FOR INFORMATION

TO: PERSONNEL COMMITTEE

FROM: Sheriff Scott McKenna & Undersheriff Mike O'Dette

SUMMARY OF REQUEST/INFORMATION: Request authorization to fill an upcoming vacancy for a Senior Road Deputy position #236 due to the retirement of Deputy Keith Quick. We have a candidate with several years of experience and meets the criteria for a lateral hire, therefore, we would like permission to hire the candidate at Step 2.

BACKGROUND INFORMATION:

ADDITIONAL INFORMATION:

CONTACT PERSON(S): Sheriff Scott McKenna / Undersheriff Mike O'Dette

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 Senior Road Deputy position (#236, Pay Grade S7) due to an upcoming retirement, as an external lateral hire at Step 2 due to the candidate's 5 years of law enforcement experience and pursuant to the Letter of Understanding with the union, to be paid from within the Sheriff Department's budget, at no additional cost to the County's General Fund.

ATTACHMENTS YES_____ NO_____

REQUEST FOR ACTION

DATE: 08 April 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 change the current PT Nonregular Public Health Nurse I position (#314), to a Full-time Public Health Nurse I position, and to fill said position.

ADDITIONAL INFORMATION: This position has been budgeted but not filled at this time. With the reduction in the PHN II (coordinator) position that was approved last month, combined with some additional funding, we have the ability to upgrade this position to full time. This will significantly help to stabilize staffing in the Public Health Nursing area.

CONTACT PERSON(S): Kathy Haskins

BACKGROUND INFORMATION:

SUPPORTING DOCUMENTS: See attached Job Description

DRAFT MOTION: Motion by _____, supported by _____ to amend the Table of Organization for the Health Department to eliminate one part-time non-regular Public Health Nurse I (#314, Pay Grade 20) and add one full-time Public Health Nurse I position to meet departmental and public needs, at no additional cost to the County General Fund; and further, to authorize said position to be filled.

ATTACHMENTS YES X NO

REQUEST FOR ACTION

DATE: 08 April 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 adjust the step level for the recently filled Senior Program Coordinator position from Step 2 to Step 3 of Pay Grade 17.

ADDITIONAL INFORMATION: This position was filled internally by an individual who has worked in the program for 8 years. In addition to continuing her previous tasks, she now has numerous additional duties, including responsibility for many of the functions at the senior centers, and with the home delivered meals program. Using normal protocol affords a \$0.37/hour raise. Moving her to step 3 would be a more equitable pay rate for the addition assigned duties.

CONTACT PERSON(S): Kathy Haskins

BACKGROUND INFORMATION:

SUPPORTING DOCUMENTS:

DRAFT MOTION: Motion by _____, supported by _____ to authorize the Health Department to move the newly appointed Senior Program Coordinator to Step 3 of Pay Grade 17, due the internal candidate's 8 years of previous experience and knowledge within the department and additional responsibilities, to be paid by the Health Department's budget, at no additional cost to the County General Fund.

ATTACHMENTS YES _____ NO X

DATE: April 8, 2024

XX **REQUEST FOR ACTION**

_____ **FOR YOUR INFORMATION**

_____ **REQUEST FOR INFORMATION**

TO: Lapeer County Board of Commissioners

FROM: Moses Sanzo and John Bustle

SUMMARY OF REQUEST / INFORMATION: Request to reclassify and Amend the Table of Organization to eliminate the Special Events Coordinator position (#22, Pay Grade 15) in the Buildings & Grounds/Parks Department and create/add a new Support Services Office Manager position (#22, Pay Grade 18) and negotiate the rate of pay of up to Step 1.

This is a department where there is no Deputy or Chief position, so this position is critical in not only assisting the Director, but being back up and representing them and making decisions in the Director's absence. This position has been critical in coordinating with contractors and project management oversight responsibilities with all the renovation and other projects within the County. This position would better serve the department. We are requesting that the position be reclassified, and the job description changes are marked in red including the requirement of a Bachelor's degree. We are recommending that the position be placed in Pay Grade 18, consistent with a position with same title in another County department, but we would request that the Director be able to negotiate the rate of pay up to Step 1.

CONTACT PERSON(S): Moses Sanzo and John Bustle

BACKGROUND INFORMATION:

SUPPORTING DOCUMENTS: Amended Job Description with changes noted in red.

DRAFT MOTIONS:

Motion by _____, supported by _____, pursuant to the reorganization and restructuring plan for the Building & Grounds/Parks Department, to amend the Table of Organization to eliminate one full-time Special Events Coordinator position (#22, Pay Grade 15) and add/create one full-time Support Services Office Manager position (#22, Pay Grade 18) as consistent with a similar position, and authorize the Director to negotiate the rate of pay up to Step 1; and further, to approve the new job description for said position, as attached.

ATTACHMENTS: YES X or NO

LAPEER COUNTY
BUILDING & GROUNDS/PARKS DEPARTMENT
~~SPECIAL EVENTS COORDINATOR~~
SUPPORT SERVICES/OFFICE MANAGER

General Summary

Under the general supervision of the Building & Grounds/Parks Director, this position is responsible for developing, organizing, and coordinating all activities related to various County facilities and County Parks, including creating and advertising special events, fundraisers, **assisting with project management oversight, handling bid/RFP processes, all facets of rentals, preparing budgets for both divisions, processing state licensing permits, as well as** ~~and~~ organizing volunteer activities for the department, and providing accounting and clerical support for the department.

Essential Functions

1. Provides high level support to the Director, acting as back-up in their absence on many matters requiring leadership decisions and direction, meeting with contractors for ongoing projects, assisting with project management oversight, bid/RFP processes, all county rentals, handling access/swipe cards to county facilities, and necessary changes to the county telephone system.
2. Supervises the seasonal General Clerk/Office Aide and oversees their duty assignments; Posts, screens and interviews for seasonal staff at the Parks; prepares all onboarding documentation for full-time and seasonal new hires; handles staffing issues and complaints, and takes calls on weekends/holidays from seasonal staff.
3. Provides office support services including answering and screening phone calls, typing correspondence, filing, preparing accounts payable vouchers **for both Parks and Buildings & Grounds**, budgeting and accounting functions, financial reports, scheduling reservations and handling various building requests.
4. Receives all departmental revenues, verifies financial summaries prepared by park staff against deposit slips, and prepares deposits for submission to the County Treasurer's Office in a timely manner. Reconciles monthly financial reports. Maintains redemption certificates, free passes, refunds, and bracelet inventory with check-in forms. Also assists the Director in preparation of reports including park usage, maintenance activities, vehicle counts, visitor counts, revenue forecasting, as well as other reports necessary for preparing the department's budget. Works with the B&G/Parks Director to develop systems to supervise appropriate cash handling methods and accounting that follows Parks Department standards **and County policies and procedures.**

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BUILDING & GROUNDS/PARKS DEPARTMENT

5. Types correspondence, requests for bids, reports, grant applications, and other documents for the B&G/Parks Director as needed. **Assists in coordinating bids/quotes/RFP's or bid openings, including selecting contractors.** Prepares promotional literature including graphics, brochures, flyers, publicity materials related to the events, aggressively advertises in various media outlets, social media, and potential media interviews and annual reports.
6. Attends various public meetings and public hearings with the Director and takes minutes of the meeting as needed.
7. Assists the Director in the preparation of budgets for both **County Parks and Buildings and Grounds**, compiling cost and revenue data **projections** and **preparing** related documents. Monitors expenditures throughout the fiscal year to maintain approved budgets, prepare monthly and annual reports of expenditures, and does budget adjustments for the Director as needed. **Also prepares grant documentation and grant expenditure details to meet reporting requirements.**
8. Prepares and maintains the County Capital Improvement Budget. Keeps appropriate officials advised on its status, including potential problems or adjustments which may be required.
9. Calculates phone chargebacks and janitorial chargebacks for all County departments. Prepares supporting records and responds to questions or concerns.
10. Maintains and processes **departmental** payroll records **and matters, scheduling** and preparing onboarding **documentation for the County's Human Resources** for the department's full-time, part-time, and seasonal employees. **Handles and resolves seasonal staff complaints, scheduling conflicts, and ensure appropriate staffing levels at the waterparks to meet state requirements. Coordinates hiring events through the local schools, and assists them in scheduling or maintaining their required trainings or certifications.**
11. **Maintains inventory of the county's vehicle fleet, assists with pre-planning of replacements, reporting damages to MMRMA/insurance carrier, submitting claims documentation, depositing insurance reimbursement payments, and coordinating and paying vendors for repairs.**
12. Maintains inventory of office supplies, forms and other materials and orders stock as necessary.
13. Executes required local, state and federal operational permits and licenses for amusement rides and/or special events as needed, and ensures all renewal contractor permits are processed timely, **and other required permits for county facilities including elevators, posting OSHA posters, etc.**

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BUILDING & GROUNDS/PARKS DEPARTMENT

14. Coordinates volunteer efforts, including soliciting help for various events, **some very large in nature at the two County Parks. Coordinates and schedules with volunteers, both individually and groups, and resolves any issues that may arise in the course of the event.**
15. Oversees event timelines and resolves issues that are behind schedule.
16. Solicits sponsors and vendors for **various events, meets with local businesses, and coordinating disc golf tournaments; May require working with graphic designers, sign makers, or other local business related to sponsorships.**
17. Provides oversight of all activities the day/night of the events, **and remains on-call via cell phone or in person for emergencies or problems that arise for those scheduled events at the Historic Courthouse, County Parks or other County facilities.**
18. **Handles and coordinates all county rentals, including scheduling, tours, advertising, including pavilions, Amphitheatre, Forrest Hall, the Old Mill, General Squier Park cottage house, Cedar Street Rental House, Historic Courthouse and Courthouse Square and any other county facility, as assigned. Accounts for all rental income and keeps staff informed of any necessary repairs, reported problems, or updates needed.**
19. Orders and purchases needed supplies using approved procedures and within developed budget.
20. Interfaces with potential and current volunteer groups.
21. Coordinates with Facility Managers on volunteer work available.
22. Develops volunteer supervision and retention systems.
23. Reports to B&G/Parks Director on a monthly basis volunteer hours and special event attendance.
24. Prepares for Properties meetings by preparing the agenda, typing minutes and making sure that the motions include all pertinent information. Draft motions are then sent onto the County Clerk to be included in the Board's agenda packet. May attend various public meetings and public hearings with **or for the Director and takes minutes of the meeting as needed. May represent the County as a liaison at various county events and meetings, as needed.**

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.

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BUILDING & GROUNDS/PARKS DEPARTMENT

Employment Qualifications

Education: Bachelor's Degree preferred in a related field—High school graduation, (or Associates degree with equivalent experience). Prefer some advanced coursework in accounting, data processing, or human resources.

Experience: Prior Office Manager or Special Event, volunteer coordination and accounting experience preferred, including bookkeeping/accounting, data entry, and high level administrative clerical support.

Qualifications:

Knowledge of organization operations, services and policies.

Must have strong interpersonal, decision-making and problem-solving skills.

Must have strong written and verbal communication skills for working with the public, vendors, community and business leaders, and other governmental agencies.

Knowledge of project management oversight.

Knowledge of advertising on various social media platforms.

Knowledge of general office procedures and protocols.

Skill in word processing including excel and word.

Other requirements: Valid Michigan driver's license. CPR and first aid certification preferred.

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:

Occupations 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 applicant unable to fulfill one or more of these requirements}

Walks over uneven terrain to provide event supervision

Lifting ability to load and move event supplies and equipment.

Ability to regularly travel to meeting locations.

Ability to stand on feet for extended periods of time (during events).

Ability to access departmental files.

Ability to enter and retrieve information from computer.

Ability to communicate effectively orally and in writing.

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BUILDING & GROUNDS/PARKS DEPARTMENT

Working Conditions:

Works in office conditions and various indoor and outdoor conditions to attend meetings and solicit vendors and sponsors, attending park events, and in the public meeting with school, business or community leaders.

Works outside in varying weather conditions on occasion.

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

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