

PERSONNEL COMMITTEE
APRIL 11, 2024

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

Chairman Truman Mast called the meeting to order at approximately 11:34 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; Undersheriff Michael O’Dette; John Bustle, Parks/B&G Director; 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 March 14, 2024 Personnel Committee Meeting were briefly reviewed and discussed.

Motion by Haggadone, supported by Howell, to approve the minutes from the March 14, 2024 Personnel Committee Meeting, as presented. Motion carried unanimously.

SHERIFF’S DEPARTMENT

Undersheriff Mike O’Dette was present to request permission to fill a vacant Road Deputy due to an anticipated retirement that is fast approaching. He stated that the current employee is a Senior Road Deputy, but they would like to hire an external candidate as a Road Deputy at Step 2 due to their 5 years of law enforcement experience. Brief questions and discussion followed.

Motion by Haggadone, supported by Howell, to recommend to the Full Board to authorize the Sheriff’s Department to hire and fill one full-time Road Deputy position (#236, Pay Grade S6) 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. Motion carried unanimously.

HEALTH DEPARTMENT

Kathy Haskins was present to request some changes to their Table of Organization. To better serve the department and public needs, she would like to eliminate one part-time, non-regular Public Health Nurse I due to a retirement, and add one full-time Public Health Nurse I position. She stated that this will better stabilize the Nursing Division and funds are available to pay for the difference due to other reductions that have occurred in the department. Brief questions and discussion followed.

Motion by Howell, supported by Haggadone, to recommend to the Full Board 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. Motion carried unanimously.

As a follow-up from the previous request to fill the newly created Senior Program Coordinator that was created to assist the Senior Program Director, Ms. Haskins reported that she had an internal candidate apply and get the position, but the rate increase was very minimal and she is asking to that the employee be moved up to a Step 3 of Pay Grade 17 due to the employees extensive experience in the department over the last 8 years and the amount of new responsibilities place on this position. Concerns were expressed about the need to establish a Letter of Understanding with the AFSCME union as has been done in a few other units where there are extenuating circumstances. Questions and discussion followed, and the Committee stated they would support the changes contingent upon the agreement with the union.

Motion by Howell, supported by Haggadone, to recommend to the Full Board to authorize the Health Department to move the newly appointed Senior Program Coordinator to Step 3 of Pay Grade 17, due the internal employee's 8 years of previous experience and knowledge within the department and additional responsibilities, contingent upon a Letter of Understanding with the AFSCME union, to be paid by the Health Department's budget and at no additional cost to the County General Fund. Motion carried unanimously.

PARKS/BUILDING & GROUNDS DEPARTMENT

John Bustle, Parks/Building & Grounds Director, was present to request a change in their Table of Organization in order to better meet the needs of the department. He would like to eliminate the Special Events Coordinator position and add/create a new full-time Support Services Office Manager, as there have been several new responsibilities added to the position. The responsibilities were reviewed in the proposed new job description, and include meeting with contractors, project management, acting on behalf of the Director and making decisions in his absence, and supervising the new office aide to name a few. Lengthy questions and discussion followed.

Motion by Howell, supported by Haggadone, 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. Motion carried unanimously.

OTHER

Commissioner Howell expressed concerns regarding the 4-H education programs, which had previously been discussed with Phil Kaatz and specific programs desired for the youth of Lapeer County. He requested Karley Cregruer, Sarah Griffin and the new 4-H Program Coordinator be present to further discuss this matter.

ADJOURN

Motion by Haggadone, supported by Howell, to adjourn the meeting. Motion carried unanimously. 12:20 p.m.

Truman Mast, Chairman
Lapeer County Personnel Committee

Minutes Prepared by: Doreen Clark, Office Manager