



## *Lapeer County Board of Commissioners*

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OUR NEW WEBSITE: [www.lapeercountymi.gov](http://www.lapeercountymi.gov)

### **PERSONNEL COMMITTEE**

**APRIL 25, 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 **APRIL 11, 2024** PERSONNEL COMMITTEE MEETING

#### **NEW/OLD BUSINESS:**

#### 4) **KARLY CREGUER, MSU EXTENSION –**

- A. Request/Discussion regarding proposed new Lapeer Support Staff Replacement Plan upon the anticipated retirement of the current County MSUE Secretary on January 1, 2025, and replace with an MSU Staff person and fund through a new MOA.
- B. Discussion regarding the 4-H Educational Programs Designated by Local Board *(requested from the 4/11/24 Personnel Meeting)*.

#### 5) **ADDITIONAL ITEMS (IF NEEDED)**

- A. Moses Sanzo – New I.T. Technician Position Update
- B.

**ADJOURN...**

*\*\*Next Tentative Personnel Meeting (if needed): May 9, 2024\*\**

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## **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 3<sup>rd</sup> 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*



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## **REQUEST FOR ACTION**

**DATE:** April 10, 2024

XX REQUEST FOR ACTION

       FOR YOUR INFORMATION

       REQUEST FOR INFORMATION

**TO:** Lapeer County Board of Commissioners

**FROM:** Karly Creguer, District 10 Director, MSU Extension

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### **SUMMARY OF REQUEST / INFORMATION:**

MSU Extension is requesting to hire a new office secretary upon the retirement of the current secretary.

### **ADDITIONAL INFORMATION:**

The current full-time office secretary will be retiring around January 1, 2025. We would like to be proactive in filling the position to allow for two months of overlap. This will allow the current secretary to help train/on board the new secretary to facilitate a smooth transition. Additionally, we would like to shift this position to an MSU Extension employee rather than a county employee, which will be written into the MOA with the County. This will allow for more ideal integration into the organization.

### **CONTACT PERSON(S):**

Karly Creguer, District 10 Director, MSU Extension

### **BACKGROUND INFORMATION:**

Until 2019, there were two secretaries in the MSU Extension office. We have been making do with one secretary since. See attachment for more information and rationale.

### **SUPPORTING DOCUMENTS:**

- Lapeer Support Staff Replacement Plan
- MSU Extension Secretary I Position Description

### **DRAFT MOTION:**

Motion by \_\_\_\_\_, supported by \_\_\_\_\_,

ATTACHMENTS      YES X NO \_\_\_\_\_



**MSU Extension Lapeer County Office Support Staff  
Replacement Plan**

**Background**

- This position will replace Tina House, who will be retiring around January 1, 2025 after 24 years of service.
- This is currently a county-paid employee. We would like to move this to an MSU-paid position.

**Proposal 1: Transition from county-paid employee to MSU-paid employee with two months overlap of current and new support staff for training/onboarding purposes.**

- Lapeer County's current investment in office support staff position - **\$70,766.24**
  - Includes salary of about \$54,288 plus fringe
    - Currently at pay grade 15 earning \$26.10/hr
- Cost to County for MSU-paid support staff in MOA - **\$70,735**
  - Salary, fringe, and operating funds
  - Full MSU benefits
  - Access to all MSUE and 4-H software licensing and programs to free up time for 4-H PC and other educators to do their education/outreach
  - MSUE paid equipment
  - Professional development
  - No administrative requirements of County
- Proposed position posting timeframe
  - Post around August 1<sup>st</sup> (open for 4 weeks, search committee review and interviews for 4 weeks, start 4 weeks after offer acceptance)
  - Start around November 4<sup>th</sup>
  - Tina retires January 1<sup>st</sup> (2 months overlap for training)



- Financial Rationale
  - Lapeer County has budgeted a total of \$133,223 for MSU Extension for the total MOA period of January 1 to December 31, 2024. This includes \$72,488 for the assessment plus \$60,735 for additional personnel (2<sup>nd</sup> 4-H Program Coordinator). The 2<sup>nd</sup> 4-H PC position has not yet been filled and the County was not invoiced for the position for the Jan. 1 – Mar. 30 quarter (\$15,183.75).
  - Since the County has already budgeted for this **\$15,183.75** and MSUE did not invoice for it, we are requesting to hire a new secretary prior to the current secretary retiring to assist with training and onboarding.
  - This will result in two months of overlap with both secretaries, which will cost the County an **additional \$5,213** (two months cost of new secretary I). It will result in **total savings** for the County of about **\$9,971** (savings from additional 4-H PC minus cost of two months overlap of secretaries).



Proposal 2: Transition from county-paid employee to **MSU-paid** employee with **one month** overlap of current and new support staff for training/onboarding purposes.

- Lapeer County's current investment in office support staff position - **\$70,766.24**
  - Includes salary of about \$54,288 plus fringe
    - Currently at pay grade 15 earning \$26.10/hr
- Cost to County for MSU-paid support staff in MOA - **\$70,735**
  - Starting pay of secretary I ~\$18/hr
  - Full MSU benefits
  - Access to all MSUE and 4-H software licensing and programs to free up time for 4-H PC and other educators to do their education/outreach
  - MSUE paid equipment
  - Professional development
  - No administrative requirements of County
- Proposed position posting timeframe
  - Post around September 2<sup>nd</sup> (open for 4 weeks, search committee review and interviews for 4 weeks, start 4 weeks after offer acceptance)
  - Start around December 2<sup>nd</sup>
  - Tina retires January 1<sup>st</sup> (1 month overlap for training)



- Financial Rationale
  - This proposal will result in one month of overlap with both secretaries, which will cost the County an **additional \$2,606** (one month cost of new secretary I). It will result in **total savings** for the County of about **\$12,578** (savings from additional 4-H PC minus cost of one month overlap of secretaries).

Proposal 3: Replace county-paid secretary with a new **county-paid** secretary with **two months** of current and new support staff for training/onboarding purposes.

- Cost to County for County-employed Secretary I - **\$41,781**
  - Salary of \$33,885.83 with fringe (calculated 23.3% for fringe)
    - Pay grade 14 starting out at \$16.29/hr
- Financial Rationale
  - This will result in two months of overlap with both secretaries, which will cost the County an **additional \$5,213** (two months cost of new secretary I). It will result in **total savings** for the County of about **\$9,971** (savings from additional 4-H PC minus cost of two months overlap of secretaries).

Proposal 4: Replace county-paid secretary with a new **county-paid** secretary with **one month** of current and new support staff for training/onboarding purposes.



- Cost to County for County-employed Secretary I - **\$41,781**
  - Salary of \$33,885.83 with fringe (calculated 23.3% for fringe)
    - Pay grade 14 starting out at \$16.29/hr
- Financial Rationale
  - This proposal will result in one month of overlap with both secretaries, which will cost the County an **additional \$2,606** (one month cost of new secretary I). It will result in **total savings** for the County of about **\$12,578** (savings from additional 4-H PC minus cost of one month overlap of secretaries).



Gray highlight = responses needed within the comments & information that must be provided

## **POSITION DESCRIPTION**

**Title:** Secretary I

**Working Title:** [INSERT] County MSU Extension Secretary

**Institute:** Directors' Office

### **Non-Union**

Michigan State University Extension is committed to fostering a welcoming and inclusive organization, which requires all staff to contribute towards a vision for success. Diversity, equity, and inclusion are central to our work, regardless of title or position within the organization. This means that all staff at MSU Extension are dedicated to the following:

- *We work together to ensure that programming is delivered to diverse audiences, produces equitable impacts for all participants, and demonstrates partnership and inclusion for all groups.*
- *We embrace that it is everyone's job to create a culture that promotes diversity, equity, inclusion and belonging.*
- *We ensure that every team member is prepared with the skills and resources to contribute to our welcoming and inclusive culture.*
- *We foster inclusion by recognizing and valuing diverse perspectives, skills, experiences, and work to create equal access to programming for communities.*
- *We commit to continuous learning for diversity, equity, and cultural competency, in order to achieve inclusive excellence.*
- *We understand that diversity, equity, and inclusion are essential elements to our work and are vital to the organizational culture and programmatic success of MSU Extension.*
- *We embrace a culture of understanding, coaching and feedback towards achieving a vision of success for the entire organization and its staff.*
- *Together we will achieve success and we commit to these goals in our work, continued education, and ongoing efforts.*

## **POSITION SUMMARY**

Be the "face" of MSU Extension (MSUE) in [INSERT LOCATION] County in a way that allows clientele, and potential clientele, to quickly and easily access Extension system information. Direct clientele to appropriate information and resources (e.g., MSUE staff, MSUE Bookstore, websites, etc.) and assist with the logistics and promotion of MSUE educational events in the county. Support MSU Extension staff in a manner consistent with delivery of Extension programs and events, and work in a manner that fosters a welcoming, inclusive environment for visitors and staff.

Serving as the first point of contact in the county office, you will research answers for clients, type, enter data, answer the telephone, and file departmental documents in order to provide clerical assistance to faculty, staff, and students. You will respond to inquiries and direct phone calls to appropriate MSUE

staff using MSUE Expert Search, Ask Extension, and other appropriate resources and prepare and process requests for information as needed.

You will prepare accessible promotional/marketing materials for MSU Extension programs and distribute, as requested, including, but not limited to newspapers and broadcast media, Chambers of Commerce, community calendars, program wall, emails/community organizations list, social media, and flyer distribution. You will also manage local social media accounts and suggest ways to increase reach and engagement with existing and new audiences. You may also assist with logistics related to MSU Extension programs, such as assisting with registering clients for programs, developing program/event registration lists, and producing sign in sheets as well as assist with 4-H Online records, 4-H enrollment, club records, 4-H communications, and MSU Extension Volunteer Selection Process (VSP).

In this role, you will collaborate, plan, and participate in office staff meetings, while fostering an environment of inclusion and openness to new and different ideas as well as create, grow, and maintain a directory of contacts. You will also be responsible for operating all office equipment and maintain and update computer skills and technical knowledge for office and programmatic software applications. You will also collect, account for, and deposit money for services and/or materials provided by the office as well as learn and manage the Lightspeed system for county offices, including ringing of sales, running, and submitting monthly financial reports and maintenance of Lightspeed and credit card machines. Working independently, you will also complete various project in order to facilitate the functions of the MSU Extension office.

This position may be eligible to utilize a flexible work environment, however, there is an expectation to work from a MSU Extension County office. The needs, responsibilities, and opportunities of an individual's position and office location drive the ability and amount of work-location flexibility.

#### **Characteristic Duties/Responsibilities**

- Types and proofreads standard and/or pre-formatted documents in order to provide the necessary documentation for activities within the Department and to produce rough drafts and final copies for faculty and staff.
- Greets visitors and answers the phone in order to provide information or screen, prioritize and route to the correct source. Is a receptionist / host for MSU clientele.
- Reproduces, collates, and staples materials for faculty and staff.
- Requisitions and checks in office and/or copier supplies in order to maintain current inventory.
- Performs routine maintenance of office equipment and arranges for repairs when necessary.
- Compiles information and maintains departmental files and routine records and statistics in order to have records for audits and internal needs. Maintains records and files in an orderly fashion.
- Contacts on-campus and off-campus offices in order to arrange for meeting rooms and travel accommodations. Maintains schedule of meeting/conference rooms.
- Sorts, opens, and distributes Department mail.
- Assists with Departmental procedures as required.
  
- Researches and provides timely answers to clients about the diverse subject matter areas of MSU Extension.
- Responds to inquiries using MSUE Expert Search, Ask Extension and other appropriate resources as needed.
- Prepares and processes requests for information.

- Directs phone calls to the appropriate MSUE staff, locally, or utilizing MSUE Expert Search, as needed.
- Prepares accessible promotional/marketing materials for MSU Extension programs and distribute, as requested, including, but not limited to newspapers and broadcast media, Chambers of Commerce, community calendars, program wall, emails/community organizations list, social media, and flyer distribution.
- Manages local social media accounts and suggests ways to increase reach and engagement with existing and new audiences.
- Assists with logistics related to MSU Extension programs, such as assisting with registering clients for programs, developing program/event registration lists, and producing sign in sheets.
- Assists with 4-H Online records, 4-H enrollment, club records, 4-H communications, and MSU Extension Volunteer Selection Process (VSP).
- Operates all office equipment.
- Collaborates, plans, and participates in office staff meetings, while fostering an environment of inclusion and openness to new and different ideas.
- Creates, grows, and maintains a directory of contacts.
- Collects, accounts for, and deposits money for services and/or materials provided by the office.
- Learns and manages Lightspeed system for county office, including ringing of sales, running, and submitting monthly financial reports and maintenance of Lightspeed and credit card machines.
- Maintains and updates computer skills and technical knowledge for office and programmatic software applications.
- Completes project work independently in order to facilitate the functions of the MSU Extension office.
- Other duties as assigned by supervisor.

#### **SUPERVISION RECEIVED FROM**

MSU Extension District Director

#### **WORK ENVIRONMENT**

Standard office environment. The job requires moderate physical effort and involves sitting, viewing a computer screen, and typing 26-75% of the time.

#### **MINIMUM QUALIFICATIONS**

- High School education with course work in business-related areas, such as typing and shorthand, or an equivalent combination of education and experience.
- Six months of experience in word processing, typing, and filing.
- May require technical knowledge or training related to the field of employment.

#### **DESIRED QUALIFICATIONS**

- Effective oral and written communication skills.
- Demonstrated ability for accuracy and thoroughness.
- Proficiency in use of technology (e.g., Microsoft Teams, Word, Excel, PowerPoint, Outlook for mail/calendaring, spreadsheets, scheduling, virtual learning platforms, Internet browsers/web research, etc.), and ability to learn new skills.
- Ability to develop and maintain positive working relationships intra- and inter-organizationally.
- Able to demonstrate sensitivity, knowledge, and use of appropriate approaches, skills, and techniques, which reflect an understanding and awareness of social, cultural, and economic diversity of the target population served.

- Other skills and/or physical abilities required to perform duties of the position.

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**DESIRED QUALIFICATIONS - Optional for posting but will be included in final description.**

1. Proven ability in establishing and working with a diverse network of constituents and community members across race, color, gender, national origin, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, veteran status, socioeconomic class, and other differences.
2. Self-starter who can effectively work both independently and in a team environment with the ability to serve in both leadership and contributor roles.
3. Ability to lift and carry educational materials, equipment, etc. up to 25 lbs.
4. Has an understanding and commitment to equal access and opportunity and to diversity, equity, and inclusivity.

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**DESIRED QUALIFICATIONS - Optional for position description and posting.**

1. Demonstrated skills and professional development from the last five years related to cultural competency and inclusive excellence.
2. Understanding of and ability to implement Civil Rights principles and compliance standards.

This is a full-time, end-dated appointment, renewable annually based upon continued funding.

**FAIR LABOR STANDARDS ACT DESIGNATION**

This position is non-exempt as defined under the FLSA.

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension employment opportunities are open to eligible/qualified persons without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. MSU is committed to achieving excellence through cultural diversity. Persons with disabilities have the right to request and receive reasonable accommodations.

The university actively encourages applications and/or nominations of women, persons of color, veterans, and persons with disabilities.



## **PERSONNEL COMMITTEE**

**AUGUST 24, 2023**

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

Chairman Truman Mast called the meeting to order at approximately 10:48 a.m. in Conference Room 302 in the Administration Office on the 3<sup>rd</sup> Floor of the County Complex. Note: The Committee now consists of Commissioners Truman Mast, Gary Howell and William Hamilton due to recent changes made by Board Chairman Tom Kohlman.

Members Present: Commissioners Truman Mast, Gary Howell, and William Hamilton.

Others: Moses Sanzo, County Controller/Administrator; Jackie Arnold, Chief Financial Officer; Doreen Clark, Administration Office Manager; Sheryl Sims, HR Manager; Phil Kaatz, MSUE Interim Regional Director; Lauren Emmons, CMH CEO, and Brooke Sankiewicz, CMH Chief Clinical Officer.

### **AGENDA**

The Agenda was reviewed.

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

### **MINUTES**

The minutes from the July 27, 2023 Personnel Committee Meeting were briefly reviewed and discussed.

**Motion by Howell, supported by Hamilton, to approve the minutes from the July 27, 2023 Personnel Committee Meeting, as presented. Motion carried unanimously.**

### **M.S.U. EXTENSION OFFICE**

Phil Kaatz, MSUE Interim Regional Director, was present to discuss the various options for filling the part-time 4-H Program Coordinator position, which will become vacant by the end of August due to an anticipated retirement. Mr. Kaatz provided the back history of staffing for the department, which is mostly made up of MSU funded positions. He would like consideration of filling the position with a full-time position or a .9 full-time position, both which would be an additional \$70,920 in the MOA and MSUE would be responsible for all benefit and retirement related costs. Lengthy questions and discussion followed regarding the various duties of the position and the Committee asked what would happen if the funding was not available in the future for the position. Mr. Kaatz stated he would get more details on the questions regarding local input for program education topics and about potential of lost funding in the future and he will report back.

**Motion by Hamilton, supported by Howell, to refer the 4-H Program Coordinator vacancy to the next called Personnel Committee Meeting for further clarification from the Interim Regional Director. Motion carried unanimously.**

### **COMMUNITY MENTAL HEALTH**

Mr. Emmons and Ms. Sankiewicz were present to provide information regarding their request to fill either a full-time Professional BA (position #723, pay grade 18) or upgrade the position to a Master Level Clinician position if they can find a credentialed candidate (position #TBD, pay grade 21) in the Autism program. Mr. Emmons stated that they have been unable to fill the position which has been posted for over 120 days and they would be responsible to pay the cost difference. Lengthy questions and discussion followed and concerns were expressed about having two different job titles and different pay grades tied to one vacancy, which makes it difficult to track in the County's HR Office. It was a consensus to just eliminate the position that they have not been able to fill and replace with the Master Level Clinician position.

**Motion by Hamilton, supported by Howell, to recommend to the Full Board to authorize Community Mental Health to amend their Table of Organization to eliminate one Professional BA position (#723, pay grade 18) position and add one additional Master Level Clinician position (#TBA, pay grade 21) to meet the needs in the Autism program, to be paid by CMH funding and at no additional cost to the County's General Fund. Motion carried unanimously.**

Mr. Emmons also requested to contribute \$900 for the six (6) employees of the A.C.T. (Assertive Community Treatment) program into their MERS post-employment Health Care Savings Plan for both years ending September 30, 2022 and 2023 for a total of \$5,400 per year. The cost was allocated in the MDHHS grant agreements due to employees of the program having direct contact and welfare checks of clients during COVID. Lengthy questions and discussion followed and the H.R. Manager stated that she is waiting for a reply back from MERS to see if this is allowable for only a small portion of staff as the County has several different divisions with MERS.

**Motion by Howell, supported by Hamilton, to table the request from CMH regarding the two \$900 contributions to M.E.R.S. PEHCSP for six employees of the A.C.T. Program until the County receives a response back from M.E.R.S. if this is allowable. Motion carried unanimously.**

**ADJOURN**

**Motion by Hamilton, supported by Howell, to adjourn the meeting. Motion carried unanimously. 11:55 a.m.**

Truman Mast, Chairman  
Lapeer County Personnel Committee

*Minutes Prepared by: Doreen Clark, Office Manager*

# **SPECIAL PERSONNEL COMMITTEE**

**AUGUST 30, 2023**

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

Chairman Truman Mast called the meeting to order at approximately 12:03 p.m. in Conference Room 302 in the Administration Office on the 3<sup>rd</sup> Floor of the County Complex.

Members Present: Commissioners Truman Mast, Gary Howell, and William Hamilton.

Others: Moses Sanzo, County Controller/Administrator; Doreen Clark, Administration Office Manager; Sheryl Sims, HR Manager; and Phil Kaatz, MSUE Interim Regional Director

## **AGENDA**

The Agenda was reviewed.

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

## **M.S.U. EXTENSION OFFICE**

Phil Kaatz, MSUE Interim Regional Director, returned to the Committee to provide additional information on his request to discuss the various options for filling the part-time 4-H Program Coordinator position, which will become vacant by the end of August due to an anticipated retirement. Mr. Kaatz stated that he was able to confirm that if County funding was not available in the future for the position, that the program would go but that MSU would try to relocate the staff in order to keep them. He also stated that he was able to confirm that the local board can decide on the priorities of the programs offered in Lapeer County. He stated that their goal is to develop the youth to grow and become good civic minded individuals in the community. Lengthy discussion followed again regarding the options for filling the position, the costs associated with each option, and the hours for each option. Whatever decision was made, the MOA would need to be amended and that would impact the budget. The Committee expressed concerns about the budget impact as there will be other requests for positions presented at the upcoming Budget Hearings the first week of October. It was a consensus that Mr. Kaatz return to the Board at the Budget Hearings so that the Board can make an informed decision. In the meantime, Mr. Kaatz stated that he would initiate the posting which is done by MSU to start the process of finding a qualified candidate to meet the program needs.



**CMH/MERS UPDATE**

Ms. Sims, H.R. Manager, stated that she had heard back from M.E.R.S. who verified that they do not allow contributions to be made to only some employees within the division. Mr. Sanzo stated that he will relay this information back to Mr. Emmons at CMH.

**ANIMAL CONTROL UPDATE**

Mr. Sanzo gave the Personnel Committee an update on the Chief Animal Control Officer position due to the recent resignation of Rachel Horton. He will continue to keep the committee updated.

**ADJOURN**

**Motion by Haggadone, supported by Howell, to adjourn the meeting. Motion carried unanimously. 12:58 p.m.**

Truman Mast, Chairman  
Lapeer County Personnel Committee

*Minutes Prepared by: Doreen Clark, Office Manager*