



# *Lapeer County Board of Commissioners*

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

## **PERSONNEL COMMITTEE**

**MAY 9, 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 **APRIL 25, 2024** PERSONNEL COMMITTEE MEETING

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

- 4) **COUNTY CLERK** – Request to Hire Temporary Summer Intern Staff position, at a cost not to exceed \$5,000, to be paid from Fund 263
- 5) **HEALTH DEPARTMENT –**
  - A. Request authorization to extend the two (2) Non-Regular Part-time, Temporary General Clerk Positions (Position #331 & 332, Pay Grade 13) for an additional six (6) months for the purpose of scanning old records throughout the building;
  - B. Request to amend the Table of Organization for the Health Department to eliminate the current Non-regular Public Health Program Assistant position (#330, PG 13), and create an additional Regular Part-time Clinic Assistant position (#TBD, PG 14), and to fill said position.
- 6) **FRIEND OF THE COURT** – Request to transfer the Secretary II (Domestic Relations Title IV-D position) (#208, Pay Grade 15) from the Prosecuting Attorney's Office to FOC, contingent upon a signed Letter of Understanding between the County and Teamsters Local 214 Union and an amended agreement with DHHS.
- 7) **KARLY CREGUER, MSU EXTENSION** – Update/Discussion regarding proposed options for new Lapeer Support Staff Replacement Plan upon the anticipated retirement of the current County MSUE Secretary around January 2025, and replace with an MSU Staff person and fund through a new MOA.
- 8) **ADDITIONAL ITEMS (IF NEEDED)**
  - A.
  - B.

**ADJOURN...**

*\*\*Next Tentative Personnel Meeting (if needed): May 23, 2024\*\**

## **PERSONNEL COMMITTEE**

**APRIL 25, 2024**

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

Chairman Truman Mast called the meeting to order at approximately 1:47 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 Brad Haggadone.

Others: Moses Sanzo, Administrator/Controller; Jackie Arnold, CFO; Doreen Clark, Administration Office Manager; Sheryl Sims, HR Manager; Karly Creguer, MSUE District 10 Director; and Jamie, 4-H Program Coordinator.

### **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 April 11, 2024 Personnel Committee Meeting were briefly reviewed and discussed.

**Motion by Haggadone, supported by Howell, to approve the minutes from the April 11, 2024 Personnel Committee Meeting, as presented. Motion carried unanimously.**

### **M.S.U.E.**

Karly Creguer, MSUE District 10 Director, was present to review some various options with regards to replacing the current long-time county Secretary as she is anticipating her retirement around the beginning of January. They would like to convert the position to an MSUE position which will impact the annual MOA. Some of the options included overlap for training. Questions and discussion followed regarding the costs related to each of the four options. Commissioner Howell asked if the hourly rate was negotiable with MSUE. Ms. Creguer stated she would check and report back.

It was a consensus of the Committee that Ms. Creguer discuss the hourly rate with MSUE and resubmit the request for the next Personnel meeting.

Discussion was held with Ms. Creguer with regards to issues between the 4-H programs and the Eastern Michigan Fair Board and the lack of a partnership that has occurred over the last few years. Ms. Creguer reported that she agrees that more cooperation is needed on both sides, as tension after Covid occurred and strained the partnership. She further stated they would like to move forward once again and hope to do that with the new 4-H Program Coordinator, Jamie, who just started her employment this week. Jamie stated that she has a degree in animal science and is an advocate for animals and would like to get more volunteers involved, have more outreach, and meet the local community's needs. Commissioner Howell stated that he wants more 4-H programs promoted and asked them to come back to give updates quarterly to the Personnel Committee.

### **OTHER**

Administrator Moses Sanzo reported that the new I.T. Technician position has been filled and Antonio Beard that was selected will start employment on May 13<sup>th</sup>.

### **ADJOURN**

**Motion by Haggadone, supported by Howell, to adjourn the meeting. Motion carried unanimously. 2:45 p.m.**

Truman Mast, Chairman  
Lapeer County Personnel Committee

*Minutes Prepared by: Doreen Clark, Office Manager*

**LAPEER COUNTY  
REQUEST FOR ACTION-PERSONNEL**

**#4**

DATE: 5/6/2024

X REQUEST FOR ACTION -Personnel

REQUEST FOR ACTION -

TO: Lapeer County Board of Commissioners-Personnel Committee

FROM: Theresa Spencer, County Clerk



**SUMMARY OF REQUEST/INFORMATION** County Clerk office is requesting approval of a temporary summer intern position to provide assistance with office duties, at a one time expense, not to exceed \$5,000, to be funded by fund, 263. This would be a non-employee, contractual position.

**ADDITIONAL INFORMATION:** Summer intern assistance has been utilized in prior years by the Clerk's office, which provided needed help during processing of Juror Mailings/Questionnaire returns; as well as coverage in both offices (Floor floor-Vital records/Elections/Commissioner records; Second floor-Circuit Court)  
Note: Prior summer interns have been college students on summer recess, which governs the time available for the intern dependent upon return to college schedules.

**CONTACT PERSON(S):** Theresa Spencer

**BACKGROUND INFORMATION:**            Funding is available in fund 263, which has a current balance of \$ 110,039.11 , (balance provided by County Finance Department), as of 4/30/2024.

**SUPPORTING DOCUMENTATION:**            Copy of Lapeer County Finance-Clerk Dept Financial Reporting re: 263 Fund

**DRAFT MOTION:**            Motion by                                   , supported by                                   , to approve the request for a 2024 summer intern for the County Clerk's office, in an amount not to exceed \$5,000.00 to be funded by fund 263.

**ATTACHMENTS**      yes      x      No





## LAPEER COUNTY FINANCE -Clerk Department Financial Reporting

<a href="#">Home Information</a>	<a href="#">Receipt Inquiry</a>	<a href="#">Anticipation Report/Inquiry</a>	<a href="#">Clerk Inquiry</a>	<a href="#">Financial Reports</a>	<a href="#">Financial Reports - Prior Years</a>	<a href="#">Financial Transactions Inquiry</a>	<a href="#">Recommendations</a>
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[Previous](#) [Cancel](#) [Next](#)

<b>Basic Info</b>			
<b>Fund</b>	263CONCEALED PISTOL LICENSING	<b>Department</b>	000NON - DEPARTMENTAL
<b>Account Number</b>	390-000 FUND BALANCE	<b>Original Budget</b>	\$0.00
<b>Advanced Info 1</b>			
<b>Amended Budget</b>	\$0.00	<b>Begin Balance</b>	-110039.11
<b>Advanced Info 2</b>			
<b>Debits</b>	0.00	<b>Credits</b>	0.00
<b>Ending Balance</b>	-110039.11	<b>Unearned/Unexpended</b>	\$110,039.11
<b>Advanced Info 3</b>			
<b>Closed Period</b>	04/30/2024	<b>Fiscal Period</b>	4
<b>Fiscal Year</b>	2024	<b>Account Type</b>	LI

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**REQUEST FOR ACTION**

**DATE:**        02 May 2024

  X   REQUEST FOR ACTION  
      FOR YOUR INFORMATION  
      REQUEST FOR INFORMATION

**TO:**    Personnel Committee

**FROM:** Kathy Haskins, MPH, BSN

\*\*\*\*\*

**SUMMARY OF REQUEST / INFORMATION:** Request authorization to extend the 2 Non-Regular Part-time, Temporary General Clerk Positions (#s 331 & 332) for an additional 6 months. These temporary positions were created for the purpose of scanning and digitalizing old records throughout the building. They have been on board now since Nov. 2023.

**ADDITIONAL INFORMATION:** These clerks have made good progress during their first 6 months with our EH program records and we hope to continue to move that project along.

**CONTACT PERSON(S):** Kathy Haskins

**BACKGROUND INFORMATION:**

**SUPPORTING DOCUMENTS:** Job Description

**DRAFT MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to authorize the Health Department to extend the 2 Non-regular Part-time, temporary General Clerk positions (#s 331 & 332) by an additional 6 months for the purpose of scanning and digitalizing old records, at no additional cost to the County General Fund.

ATTACHMENTS    YES   X      NO

# **LAPEER COUNTY**

## **HEALTH DEPARTMENT**

### **GENERAL CLERK - HEALTH**

#### General Summary

Performs a variety of clerical tasks to assist in the processing of a variety of Health Department records and providing clerical support to other staff. Assists in enrolling clients in programs and answers questions on departmental procedures, eligibility requirements, scheduling, and related matters. Types a variety of forms and documents, completes various documents with information from the client or from file documentation and assists in maintaining record keeping systems. Performs data entry. Performs a variety of clerical support tasks.

#### Essential Functions

1. Answers questions in person and by telephone regarding departmental procedures and requirements, program requirements, scheduling information, and other activities. Takes messages and schedules appointments for other staff, testing, and for programs or clinics. Assists clients in filling out forms and reviews documents for proper completion.
2. Types various correspondence, reports, forms, and other documents, using word processing software, following established procedures or specific instructions. Proofs documents. May type documents requiring a knowledge of medical terminology and medical transcription. Utilizes word processing and other software programs to format documents, spreadsheets, brochures, training materials and other documents.
3. Receives clients and their families at a clinic or screening site. Coordinates initial interview, gathers background information, and assists in the completion of various forms and applications. Processes various applications to verify client information, checking data for accuracy and completeness.
4. Prepares and types a variety of forms and other documents such as health charts, case notes, program outlines, and various other documents.
5. Assists in the maintenance of departmental filing systems by ensuring proper filing of documents and folders. Retrieves materials from system and conducts searches for necessary documentation.
6. Operates computer terminal for entry of data such as service activity data, billing information, nursing supplies used, immunization records, case notes, payments, vouchers, client information, changes and deletions of demographic information, surveys for program evaluation, and other data.
7. Monitors client records ensuring that proper documents are completed. Updates records and all related documents.

# **LAPEER COUNTY**

## **HEALTH DEPARTMENT**

8. Processes various transactions that are unique to the Health Department including reviewing documentation for completeness and accuracy, entering data to computer, completing forms or transactions, and following up as required.
9. Enters applications, permits, licenses, various accounting entries, and other information reflecting environmental health activities into a computer. Generates reports based on department activities.
10. Processes mail of the office, includes conducting file searches to answer inquiries, preparing correspondence, and routing other documents to appropriate parties.
11. May balance money/receipts for the Health Department and prepares cash transmittals for remittance to Finance. May prepare billing statements for program services.
12. May distribute vaccines to in-house clinics and local physicians.
13. Performs a variety of clerical support tasks such as making copies, opening, sorting and distributing mail, sending faxes, operating a scanner, and related tasks.
14. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.
15. Notes everything that is happening in the agency each day, i.e., what is happening in each checkout room; who is on triage for the day; who is on call nurse etc. Check appointments at front desk; disinfect ink pens and clip boards for consumer paperwork; scan documents; maintain all incoming faxes and distribute them. Answer out of agency as well as inter agency phone calls. Maintain front desk email. Make sure all paperwork is up to date and plenty of copies when needed.
16. Maintain Document Disclosure Queue. Send out closing letters. Process and send out Consents, requesting information from other offices, creating administrative letters. Check consumers in and schedule appointments and/or reschedule appointments etc.
17. Maintain car reservation books; maintain vehicle maintenance logs. Maintaining the medical records box where records are to be scanned in. Maintain janitorial books and keys for cleaning staff.
18. Act as support staff for IRS department. Check contractual staff time sheets to insure they are being paid for the correct codes they billed for. Audit consumer charts to make sure proper documentation is uploaded into the chart. Order all agency supplies.



# LAPEER COUNTY

## HEALTH DEPARTMENT

19. Fill in when staff are not in the office in Doctors Scheduling department as well as fill in for co-workers.

### 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:** High school graduation, or equivalent experience.

**Experience:** One year of clerical experience is required. Prefer experience and training in various computer software and equipment.

### **Qualifications:**

Knowledge of maintenance equipment and procedure.

Knowledge of organization or department operations, services and policies.

Knowledge of general office procedures and protocols.

Knowledge of financial rules, regulations, laws and procedures.

Skill in Microsoft office, including excel, word and power point.

Ability to understand and relate to clientele.

### **Other Requirements:**

*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:** 8810

**Occupational Employment Statistical Code:** 55108

**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}:*

# **LAPEER COUNTY**

## **HEALTH DEPARTMENT**

Ability to access office files.

Ability to enter and retrieve information from a computer.

Ability to access records and documents of the division.

Ability to operate copy machines and other office equipment.

Ability to communicate effectively orally and in writing

### **Working Conditions:**

Works in office conditions.

**REQUEST FOR ACTION**

**DATE:** 02 May 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 the current Non-regular Public Health Program Assistant position (#330, PG 13), and create an additional Regular Part-time Clinic Assistant position (#TBD, PG 14), and to fill said position.

**ADDITIONAL INFORMATION:** The primary difference between the PH Program Assistant and the Clinic Assistant are the duties in the WIC clinic. This change will address some clinic staffing issues by providing the needed flexibility to better meet the program needs.

**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 eliminate the Non-regular Public Health Program Assistant position (#330, PG 13) and add one regular part-time Clinic Assistant position (#TBD, PG 14) in order to better meet the program needs, at no additional cost to the County General Fund; and to authorize said position to be filled.

ATTACHMENTS      YES  X  NO

# **LAPEER COUNTY**

## **HEALTH DEPARTMENT**

### **CLINIC ASSISTANT**

#### **General Summary**

Under the supervision of the Public Health Supervisor, assists health care providers with examinations and procedures to ensure an expeditious flow of patients through a clinic and conducts various tests to identify health problems in county residents. May determine eligibility for clinic services. Tasks include conducting initial interviews, preparing clients for the examinations, administering standardized tests, and recording results. Types a variety of forms and documents, completes various documents with information from the client or from file documentation, and assists in maintaining client files.

#### **Essential Functions**

1. Receives clients and their families at a clinic or screening site. Coordinates initial interview, gathers background information, and assists in the completion of various forms and applications. Answers routine questions regarding operations and related services.
2. Prepares clients for examination by escorting them to examination rooms taking complaints and symptoms and taking vital signs including temperature, blood pressure, and pulse. Measures height and weight, and records vital statistics on client charts. Maintains and updates existing client's file as needed.
3. Administers standard tests such as development screening, and hearing/vision tests to identify health problems.
4. Assists health care professionals conduct physical examinations. May restrain patients, as necessary.
5. Collects specimens such as blood, urine, and throat swabs or receives such samples and conducts routine tests on them using centrifuge and other volume analysis methods or prepares them to be sent to outside laboratory equipment, documenting and reporting any equipment malfunction to the supervisor.
6. Records results of tests, retesting as necessary to verify findings and follow-up on children suspected of having problems.
7. Issues WIC coupons as directed by the nurse or nutritionist. Explains the use of ID-VOC card, coupon redemption procedures, and explains food allowed with coupons. Maintains security of WIC coupons. Maintains computer records, including online WIC and immunization assessment and reporting.



## **LAPEER COUNTY**

### **HEALTH DEPARTMENT**

8. Order materials, supplies, medications, vaccines, test kits and other items needed to operate a clinic. Cleans examination rooms according to established protocols.
9. Cleans equipment and keeps screening area free of clutter and obstructions. Calibrates equipment to ensure it is operating within specifications.
10. Maintains prevention and control of infection with the use of universal precautions.
11. Assists other support staff as necessary and performs a variety of clerical, record keeping and account keeping assignments.
12. May provide support in community education and outreach programs by working at health promotion activities and promoting public health programs to potential clients by telephone.
13. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.

#### **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:** Possession of high school diploma, or equivalent experience.

**Experience:** One year of clerical experience, preferably in a clinic setting.

#### **Qualifications:**

Knowledge of all Health Department programs and services

Knowledge of Immunization Vaccine Schedule for Pediatric and Adults in compliance with CDC recommendations.

Knowledge of Standard (Universal) Precautions to prevent Blood Borne Pathogens.

Knowledge of numerous community resources and programs.

Skill in operating EMR (Nightingale Notes), WIC, Michigan Care Improvement Registry, and Champs-State Medicaid software.

Skill in conducting anthropometric measurements for health screenings.

Skill in collecting blood specimens.

Skill in Microsoft Office including Excel and Word.

Ability to schedule and maintain scheduling programs for Immunizations and WIC

## **LAPEER COUNTY**

### **HEALTH DEPARTMENT**

Ability to cover clerical and technical positions in both WIC and Immunizations clinics.

Ability to restrain children for the purpose of performing anthropometric measurements and capillary blood collection.

Ability to run office machinery and to run multiple program specific software.

Ability to communicate effectively orally and in writing with community and staff.

#### **Other Requirements:**

*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

**Worker's Compensation Code:** 8832

**Occupational Employment Statistical Code:** 66005

**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};*

Stooping and bending to examine patients and assist health care providers during procedures.

Ability to access office files.

Ability to enter and access information using a computer.

Ability to operate testing equipment.

#### **Working Conditions:**

Works in office conditions. May travel throughout the county to work in clinics. May be exposed to communicable diseases, blood, and other bodily fluids.

DATE: May 7, 2024

  X   REQUEST FOR ACTION  
      FOR YOUR INFORMATION  
      REQUEST FOR INFORMATION

#6

TO: Personnel Committee

FROM: EMIL H. JOSEPH, III  
Friend of the Court

SUMMARY OF REQUEST / INFORMATION: Transfer of Establishment Position (Secretary II) from the Prosecutor's Office to Friend of the Court by mutual agreement of both departments, pending subsequent contract approval with DHHS and the bargaining unit Teamsters Local 214 due to anticipated retirement.

ADDITIONAL INFORMATION: Ms. Clark, who presently holds the position, anticipates retiring the summer of 2024. Mr. Miller approached Mr. Joseph to absorb this position and responsibilities. The Friend of the Court would like the opportunity for job shadowing with Ms. Clark prior to her retirement.

CONTACT PERSON(S): EMIL H. JOSEPH, III

SUPPORTING DOCUMENTS: Job Description

DRAFT MOTION: Motion by \_\_\_\_, supported by \_\_\_\_, to authorize the transfer of the Secretary II (Domestic Relations, Title IV-D grant position #208, pay grade 15) from the Prosecuting Attorney's Office to the Friend of the Court Office, contingent upon a amended agreement with DHHS and a signed Letter of Understanding with the Teamsters Local 214 and the County of Lapeer, at no additional cost to the County's General Fund; and further, to approve the revised job description for said position.

ATTACHMENTS: Job Description

c: Jamie K. Podoba, Deputy Friend of the Court

RFA 24-02

**LAPEER COUNTY**  
**FRIEND OF THE COURT OFFICE**  
**SECRETARY II**  
**(DOMESTIC RELATIONS DIVISION)**

General Summary

Under the supervision of the **Friend of the Court, Deputy Friend of the Court, or assigned attorneys to** provide general secretarial support duties and compiles information and processes forms and paperwork for the Domestic Relations program including establishment of paternity and child support orders and UIFSA support claims, also schedules paternity blood testing and hearings as needed. Answers questions regarding paternity and child support from public.

Essential Functions

1. Prepares forms and documents for filing with the Circuit Court in cases of paternity and child support.
2. Meets with parties to review forms and paperwork regarding paternity and child support issues; verifies accuracy, completeness, and endorsement of parties as required. Explains the procedures of a paternity or child support case.
3. Processes child support cases, includes setting up appointments for incoming referrals, inputting data to computer, generating complaints, summons, ex parte orders, UIFSA petitions, and various motions and orders.
4. Serves defendants by certified, restricted delivery, or completing vouchers for checks in order to obtain personal service from other jurisdictions.
5. Makes contact with Michigan and other state agencies regarding UIFSA support claims; places telephone calls, drafts letters, memoranda, and completes forms to locate and serve absent parents with legal documents as necessary.
6. Prepares appropriate paperwork for motion days. Makes any changes to orders as determined by the FOC or attorneys. Meets with clients and explains contents of orders.
7. Schedules paternity testing both locally and out of state; ensures blood test kits are available if needed; notifies parties of scheduled tests; prepares, distributes, and files results with the court as indicated. Ensures files are in order and complete for court proceedings.
8. Verifies daily that electronic referrals from the **State Department of Health and Human Services** agency are being received and recorded in computer. Notifies **Friend of the Court or Attorneys** of any problems. Manually inputs referrals if electronic referrals are not received, and ensures that duplication of referrals does not occur.



# LAPEER COUNTY

## FRIEND OF THE COURT OFFICE

9. Calendars files of clients submitting employment information or returning stipulations and orders. Schedules case for court, prepares hearing notices, and mails out if clients fail to return appropriate documents.
10. Maintains computer records of case initiation, actions taken on various cases, and eventual closing of case files.
11. Communicates with **State Department of Health and Human Services** with regard to the status of pending cases and the initiation of new cases as well as the closing of old cases.
12. Performs general clerical tasks such as typing, filing ordering supplies, opening and distributing mail, answering and routing phone calls, and operating a variety of office equipment in conjunction with the performance of job duties and responsibilities.

### 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:** High school graduation, or equivalent experience. Prefer advanced coursework in word processing and legal secretarial areas.

**Experience:** Two years of secretarial experience in a legal setting providing a knowledge of legal terminology and court procedures.

### **Qualifications:**

Knowledge of the court process.

Working knowledge of privacy requirements related to court records.

Ability to communicate and de-escalate clients in various emotional states who may be verbally abusive or hostile.

Ability to interact positively and objectively with coworkers, officers of the court, clients, attorneys, and members of the general public with varying levels of communication skills.

Ability to utilize word processing software and operate computers and other general office equipment.

Excellent verbal and written communication skills.

Knowledge of how to enter and retrieve information from computer systems.

Skill in Microsoft Word, Office, Excel.

Excellent customer service skills.

Fast and accurate keyboarding skills.

# **LAPEER COUNTY**

## **FRIEND OF THE COURT OFFICE**

### **Other Requirements:**

*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

**Worker's Compensation Code:** 8810

**Occupational Employment Statistical Code:** 28399

**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}:*

Ability to access departmental files.

Ability to enter and retrieve information from computer system.

### **Working Conditions:**

Works in office setting.

**REQUEST FOR ACTION****DATE:** April 10, 2024XX REQUEST FOR ACTION       FOR YOUR INFORMATION       REQUEST FOR INFORMATION**TO:** Lapeer County Board of Commissioners**FROM:** Karly Creguer, District 10 Director, MSU Extension

\*\*\*\*\*

**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.

# **LAPEER COUNTY**

## **MSU EXTENSION**

### **SECRETARY II**

#### General Summary

Under the supervision of the MSU Extension Director, provides administrative and secretarial support for the Director and one or more program areas. Maintains the financial records, including recording income and expenditures, writing checks, and preparing the books for the auditors. Supervises and participates with other clerical staff in providing support for the extension agents, including word processing, maintaining files and records, and responding to the varied Extension services and needs of the public.

#### Essential Functions

1. Operates a personal computer to perform extensive word processing including the design, layout, and preparation of brochures, flyers, correspondence, reports, grants and other documents. Compiles, lays-out, prepares and distributes newsletters for program areas.
2. Operates a personal computer using various software programs to input and process data, including workshop and program registrations and requests for audio visual and other materials.
3. Serves as secretary for the Extension Director and the Agent.
4. Receives visitors and responds to telephone calls from the general public, providing information related to MSU extension programs and services and on specific topics within assigned program areas. Assists in finding information relating to home horticulture, agriculture, and Master Gardener programs.
5. Supervises and trains support staff and volunteers and maintains responsibility for selection, training, and approval of leave.
6. Receives and processes soil, insect, and plant samples from the general public for testing. Obtains accurate and complete information for each sample, collects appropriate fee, and prepares sample for forwarding to test site. Maintains records for same. Under technical supervision, responds to questions on pesticides, including identification and treatment.
7. Distributes appropriate technical information bulletins to office and telephone callers as requested. Orders and maintains supply of bulletins for distribution and sale to the general public. Receives payment and issues receipts.

# LAPEER COUNTY

## MSU EXTENSION

8. Maintains the financial records for the MSU Extension. Records income including several grant funds, makes deposits, keeps books on expenditures, receipts, records and processes sales tax. Writes checks. Prepares books for auditor.
9. Establishes and maintains department personnel files, data bases, records and mailing lists to maintain an effective information system for assigned program areas.
10. Performs a variety of support services such as opening and distributing mail, postage, ordering supplies, making copies and related tasks.
11. May attend meetings on behalf of the Director.

### Other Functions

12. Assist with registering clients, developing 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 the MSUE Volunteer Selection Process (VSP).
13. Manages social media accounts and website updates. Creates events on MSU website which includes registration.

*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:** High school graduation, or equivalent experience. Prefer advanced coursework in word and data processing, bookkeeping, and accounting.

**Experience:** 2 years of secretarial experience which provided a working knowledge of the computer programs used by the department and included customer service experience. Prefer some exposure to Extension program areas. Knowledge of desktop publishing software preferred. Prior supervisory experience desirable.

### **Qualifications:**

Knowledge of financial procedures, spreadsheets, Excel, Word, Publisher and computer skills.

Customer service experience and exposure to MSE Extension program areas.

Effective writing and communication skills.

Skill in word processing with the ability to type 40 words per minute.

Ability to work independently.

# **LAPEER COUNTY**

## **MSU EXTENSION**

### **Other Requirements:**

*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

**Worker's Compensation Code:** 8810

**Occupational Employment Statistical Code:** 51002

**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}:*

Ability to enter and retrieve documents from filing systems.

Ability to enter and access information to the computer.

Ability to train and supervise the work of others.

Ability to lift and/or move boxes and supplies weighing up to 30 lbs.

### **Working Conditions:**

Works in office conditions.