

# **PERSONNEL COMMITTEE**

**MAY 9, 2024**

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

Chairman Truman Mast called the meeting to order at approximately 10:23 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; Jackie Arnold, CFO; Doreen Clark, Administration Office Manager; Sheryl Sims, HR Manager; Theresa Spencer, County Clerk; Kathy Haskins, Health Officer/Director; Emil Joseph III, Friend of the Court; and Karly Creguer, MSUE District 10 Director.

## **AGENDA**

The Agenda was reviewed.

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

## **MINUTES**

The minutes from the April 25, 2024 Personnel Committee Meeting were briefly reviewed and discussed.

**Motion by Howell, supported by Haggadone, to approve the minutes from the April 25, 2024 Personnel Committee Meeting, as presented. Motion carried unanimously.**

## **COUNTY CLERK**

Theresa Spencer was present to request permission to hire a temporary summer intern staff person to assist with the office needs and election. She introduced Emily Schanard who is a college student at MSU, has been involved with the Jury Board and has experience as an intern for Judge Nolan when he was a local attorney. Ms. Spencer noted that the position will be paid through the CPL Fund. Brief questions and discussion followed.

**Motion by Haggadone, supported by Howell, pursuant to the recommendation of the Personnel Committee, to authorize the County Clerk to hire one temporary summer intern staff position at a cost not to exceed \$5,000, at no additional cost to the County's General Fund, to be paid from Fund 263. Motion carried unanimously.**

**HEALTH DEPARTMENT**

Kathy Haskins was present to request permission to extend the two non-regular part-time temporary General Clerk positions that have been doing the scanning and digitalizing old records for an additional six months. She reported on the progress they have already made on records and next they will be doing the files in the E.H. Division. Brief questions and discussion followed.

**Motion by Howell, supported by Haggadone, pursuant to the recommendation of the Personnel Committee, to authorize the Health Department to extend the two (2) non-regular part-time temporary General Clerk positions (#331 and #332, Pay Grade 13) for an additional six months for the purpose of scanning and digitalizing old records, at no additional cost to the County's General Fund. Motion carried unanimously.**

Ms. Haskins also requested to amend their Table of Organization by eliminating the vacant non-regular Public Health Program Assistant position and add one regular part-time Clinic Assistant position in order to better meet the program needs. Questions and discussion followed.

**Motion by Haggadone, supported by Howell, pursuant to the recommendation of the Personnel Committee, to amend the Table of Organization for the Health Department to eliminate the current vacant non-regular Public Health Program Assistant position (#330, Pay Grade 13) and add one regular part-time Clinic Assistant position (#TBD, Pay Grade 14) in order to better meet the program needs, at no additional cost to the County General Fund; and further, to authorize said position to be filled. Motion carried unanimously.**

**FRIEND OF THE COURT**

Emil Joseph III was present and reported that the Prosecuting Attorney would like to turn the Domestic Relations Title IV-D Program back over to the Friend of the Court to handle, which would involve amending the contract with DHHS and moving the current employee under the Friend of the Court, as well as a Letter of Understanding with the Teamsters Union. Discussion followed regarding the program which handles establishing paternity, support calculations, DNA testing, and custody and parenting time matters. Questions and discussion followed.

**Motion by Howell, supported by Haggadone, pursuant to the recommendation of the Personnel Committee, 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 an 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. Motion carried unanimously.**

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

Karly Creguer, MSUE District 10 Director, was present to report that she had talked to the HR at MSUE regarding whether there was a possibility of negotiating the rate of pay for the proposed Secretary position that they would like to transfer under MSUE through an amended agreement once the current employee retires. She stated that MSUE cannot adjust the rate of pay, unfortunately. She further explained the benefits they would receive by placing the position under MSUE, as they have experienced issues related to email address differences, access to reports and their system, time tracking, and the lack of authority over the position and lack of performance evaluations. Lengthy questions and discussion followed and the Finance Department reviewed the costs related to the position remaining as a County employee which is less than the proposed contract increase. It was also noted that this position is part of the Teamsters General Unit union. Further questions and discussion followed.

**Motion by Haggadone, supported by Howell, pursuant to the recommendation of the Personnel Committee and after careful financial considerations, that the MSUE Secretary II position remain as a County funded position upon the retirement of the current staff member. Motion carried unanimously.**

**ADJOURN**

**Motion by Haggadone, supported by Howell, to adjourn the meeting. Motion carried unanimously. 11:00 a.m.**

Truman Mast, Chairman  
Lapeer County Personnel Committee

*Minutes Prepared by: Doreen Clark, Office Manager*