



Lapeer County Board of Commissioners

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OUR NEW WEBISTE: www.lapeercountymi.gov

PERSONNEL COMMITTEE

MAY 23, 2024

ADMINISTRATION CONFERENCE ROOM 302

****10:30 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 **MAY 9, 2024** PERSONNEL COMMITTEE MEETING

NEW/OLD BUSINESS:

- 4) **COMMUNITY MENTAL HEALTH** – Status Update and Discussion on the newly added CCBHC Positions (Phase 1 and 2)
- 5) **ANIMAL CONTROL** –
 - A. Request to Amend the Table of Organization to Eliminate the Vacant Full-Time Intake Coordinator Position (#404, Pay Grade 14) and add one additional Full-Time Animal Control Officer Position (#TBD, Pay Grade 15);
 - B. Request to Convert the Two Temporary Part-Time Kennel Attendants to permanent Part-Time Variable Hourly Kennel Attendants
- 6) **ADDITIONAL ITEMS (IF NEEDED)**
 - A.
 - B.

ADJOURN...

Next Tentative Personnel Meeting (if needed): June 13, 2024

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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 3rd 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

FY24 Q2 Trending Initial Intake Assessments

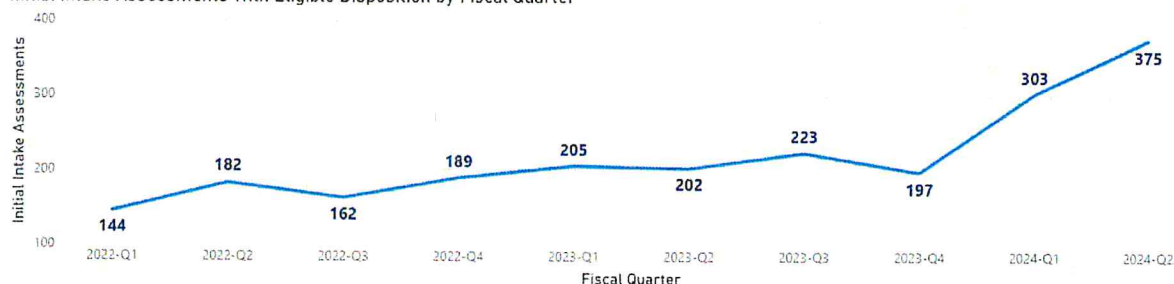
The visualizations below summarize the trend in initial intake assessments completed by Lapeer CMHSP since the start of FY23.

Screening

- The total number of initial intake assessments increased by 20% from fiscal year 2021 to 2022 and another 14% from fiscal year 2022 to 2023. Initial intake assessments are on track to increase by 50% in fiscal year 2024.

Need for Ongoing Services

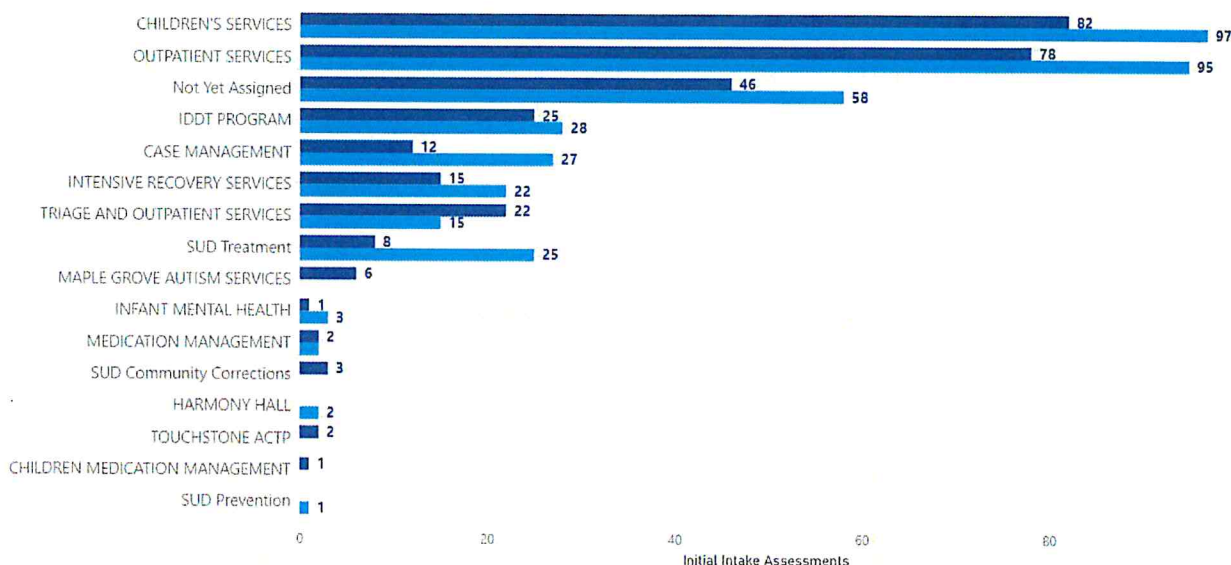
Initial Intake Assessments With Eligible Disposition by Fiscal Quarter



- Initial intake assessments, with an eligible disposition, increased by 53% from Q4 2023 to Q1 2024. There has been an additional increase of 14% from Q1 2024 to Q2 2024.
- If current trends in initial intake assessments are sustained, Lapeer CMH anticipates serving approximately 400 additional individuals over the course of the 2024 fiscal year¹.
- Most programs are continuing to see a substantial increase in the number of individuals referred.

Initial Intake Assessments With Eligible Disposition by Program FY2024

Fiscal Quarter ● 2024-Q1 ● 2024-Q2



¹ 815 individuals were identified as Admitted for CMHSP Service in FY23 compared to a projected number of 1,200 individuals in FY24 (Conservatively estimating 300 initial intake assessments with a disposition of Admitted for CMHSP Service each quarter in FY24)

CCBHC Demonstration Position Updates

Phase	Position	Department	Status
One	Account Clerk	Finance	Filled 11/13
One	Account Clerk	Data	Filled 12/11
One	ML Clinician	Case Mngt	Filled 11/27
One	Certified Peer Support	SUD	Filled 3/4
One	BA Supervisor	Data	Filled 1/22
One	General Clerk	Support	Filled 11/13
One	ML Clinician	Triage	Filled 11/27
One	ML Clinician	Triage	Filled 10/16
Two	BA Professional (Case Manager)	Case Mngt	Filled 4/15
Two	BA Professional (Case Manager)	Med Mngt	Filled 4/15
Two	Certified Peer Support	Case Mngt	Filled 4/15
Two	BA Professional (Case Manager)	Children's	Filled 5/13
Two	ML Clinician	IDDT	Offer Accepted-Start Date of 5/28
Two	ML Clinician	Children's	Not Posted (No Available Office Space)
Two	Certified Peer Support	Children's	Filled 4/15
Two	BA Professional	Quality	Filled 4/15
Two	General Clerk	Support	Filled 3/18

5A

REQUEST FOR ACTION

DATE: May 20th, 2024

XX REQUEST FOR ACTION

 FOR YOUR INFORMATION

 REQUEST FOR INFORMATION

TO: Personnel Committee

FROM: Stephanie King, Animal Control Chief

SUMMARY OF REQUEST / INFORMATION: The Intake Coordinator recently resigned and we would like to make a change to the Table of Organization since the position is vacant. I feel it would be better for the department and the public to eliminate the Intake Coordinator position and go back to an actual Animal Control Officer (ACO) position, which gives us more flexibility and spreading the workload, especially for responding to calls, which must be handled by an ACO. Filling this vacancy with a full-time ACO will allow the department to run more efficient and effectively. This position will be able to cover the full scope of work that is required within the department.

ADDITIONAL INFORMATION: Request to hire a full-time Animal Control Officer at pay grade 15 (Entry \$38,335) to fill the vacancy.

CONTACT PERSON(S): Stephanie King

BACKGROUND INFORMATION: The position was previously an ACO, then in 2022, the previous Chief created the Intake Coordinator position. We would like to go back to a full-time ACO and get it posted and filled right away.

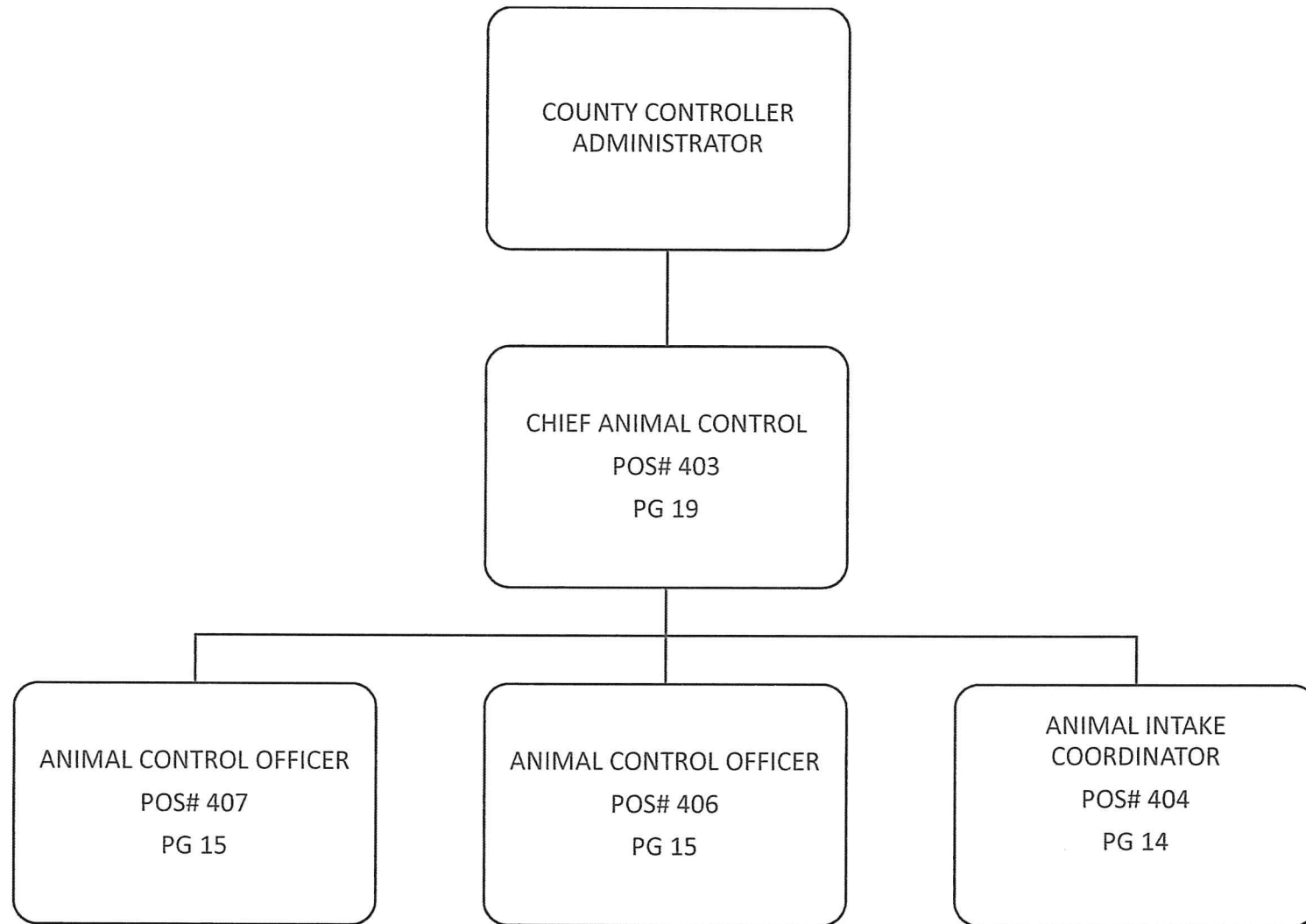
SUPPORTING DOCUMENTS:

DRAFT MOTION: Motion by _____, supported by _____, to amend the Table of Organization and authorize the Animal Control division to eliminate the full-time Intake Coordinator position (#404, Pay Grade 14) and add one full-time Animal Control Officer position (#TBD, Pay Grade 15), and to authorize the posting and filling of said position.

ATTACHMENTS YES NO X

Animal Control

Organizational Chart



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REQUEST FOR ACTION

DATE: May 20th, 2024

XX REQUEST FOR ACTION

 FOR YOUR INFORMATION

 REQUEST FOR INFORMATION

TO: Personnel Committee

FROM: **Stephanie King, Animal Control Chief**

SUMMARY OF REQUEST / INFORMATION: Request that the two temporary part-time Kennel Attendant positions be moved to permanent positions. These position work varied hours including weekends to reduce overtime of the ACO's.

ADDITIONAL INFORMATION: Would like to request to move the temporary part-time Kennel Attendant positions be hired as permanent part-time positions to meet the demands of the kennel and the public. Increased case reports resulting in citations along with new ordinance fees to increase revenue to support the positions. Continuing to decrease the overtime for the department drastically.

CONTACT PERSON(S): Stephanie King

BACKGROUND INFORMATION: The Kennel Attendants allow the department to run more efficient and effectively. The position is necessary to allow officers more time on the road responding to calls and do so in a timely manner. Calls are being handled within a 48-hour period. Prior it was taking 3-7 days to respond to some call. They also have made it possible to have dogs medically assessed ASAP to maintain a clean and disease-free kennel.

SUPPORTING DOCUMENTS: CFS and CR Spreadsheet

DRAFT MOTION: Motion by _____, supported by _____, to amend the Table of Organization for the Animal Control division to convert the two temporary Kennel Attendant positions to permanent part-time variable hourly Kennel Attendant positions in order to better serve the department and the public, at no additional cost to the County's General Fund.

ATTACHMENTS YES X NO

CFS_(call for service) 2024	
JAN	32
FEB	31
MAR	33
APR	58
MAY	
JUNE	
JULY	
AUG	
SEPT	
OCT	
NOV	
DEC	
TOTAL	154

CR_(case report) 2024	
JAN	13
FEB	18
MAR	29
APR	42
MAY	
JUNE	
JULY	
AUG	
SEPT	
OCT	
NOV	
DEC	
TOTAL	102

Cases Logged in 2023 Jan-May totaled 140