

PERSONNEL COMMITTEE

JULY 13, 2023

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

Chairman Truman Mast called the meeting to order at approximately 11:35 a.m. in Conference Room 302 in the Administration Office on the 3rd Floor of the County Complex.

Members Present: Commissioners Truman Mast, Bryan Zender, and Brad Haggadone.

Others: Moses Sanzo, County Controller/Administrator; Jackie Arnold, Chief Financial Officer; Doreen Clark, Administration Office Manager; Lauren Emmons, CMH CEO; and Brooke Sankiewicz, Clinic Services Director.

AGENDA

The Agenda was reviewed.

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

MINUTES

The minutes from the June 8, 2023 Personnel Committee Meeting were briefly reviewed and discussed.

Motion by Haggadone, supported by Zender, to approve the minutes from the June 8, 2023 Personnel Committee Meeting, as presented. Motion carried unanimously.

COMMUNITY MENTAL HEALTH

Lauren Emmons and Brooke Sankiewicz, Community Mental Health, were present to review their two personnel changes requests. The first one is related to the recent wage study and appeal process for the Human Resource Manager position (#730, Pay Grade 20). He felt that it should have been in a Pay Grade 21 consistent with other B.A. Supervisors, however, the appeal was denied but stated that there was merit in the request and recommended it go before the Personnel Committee. Mr. Emmons reported that their H.R. Manager is required to have a Bachelor's Degree and reviewed the higher level of responsible duties such as conducting investigations, credentialing, recruiting, creating and delivering various training modules in addition to normal Human Resource functions. Questions and discussion followed.

Motion by Zender, supported by Haggadone, to recommend to the Full Board to authorize Community Mental Health to reclassify the Human Resource Manager (position #730, Pay Grade 20) as the B.A. Supervisor position (position #730, Pay Grade 21, in the CMH Administration/Human Resources Division) consistent with the other B.A. Supervisor positions, to be paid from CMH's budget and at no cost to the County's General Fund; and further, to approve the job description for said position. Motion carried unanimously.

Mr. Emmons also requested to eliminate a part-time Professional B.A. position being paid in a higher pay grade (PG 18), and to add a full-time Peer Support Specialist position (PG 15) in the Case Management Division. The cost difference would be minimal and would better serve and meet the program needs. Brief questions and discussion followed.

Motion by Zender, supported by Haggadone, to recommend to the Full Board to authorize Community Mental Health to amend their Table of Organization by eliminating one regular part-time Professional B.A. position (#721, Pay Grade 18, in the Case Management Division) and add one full-time Certified Peer Support Specialist position (#TBD, Pay Grade 15, in the Case Management Division) in order to better meet program needs, to be paid from CMH's budget and at no cost to the County's General Fund. Motion carried unanimously.

ADJOURN

Motion by Haggadone, supported by Zender, to adjourn the meeting. Motion carried unanimously. 11:40 a.m.

Truman Mast, Chairman
Lapeer County Personnel Committee

Minutes Prepared by: Doreen Clark, Office Manager