



Lapeer County Board of Commissioners

255 Clay Street, Suite 301

Lapeer, Michigan 48446

Phone: (810) 667-0366

Fax: (810) 667-0369

OUR NEW WEBISTE: www.lapeercountymi.gov

PERSONNEL COMMITTEE

JULY 27, 2023

ADMINISTRATION CONFERENCE ROOM 302

****8:30 A.M.****

*(**Estimated Time – Meeting will Commence immediately following the Committee of the Whole/Full Board Meeting in the Board Office**)*

Committee Members: Truman Mast (Chair); Brad Haggadone and Bryan Zender

- 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 **JULY 13, 2023** PERSONNEL COMMITTEE MEETING

NEW/OLD BUSINESS:

- 4) **PROSECUTING ATTORNEY** – REQUEST TO FILL A VACANT ASSISTANT PROSECUTING ATTORNEY II POSITION AT A STEP OTHER THAN ENTRY LEVEL
- 5) **ADDITIONAL ITEMS (IF NEEDED)**
 - A.
 - B.
 - C.

ADJOURN...

Next Tentative Personnel Meeting: Thursday, August 10, 2023 (if needed)

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

REQUEST FOR ACTION

DATE: 07/25/2023

 XX REQUEST FOR ACTION

 _____ FOR YOUR INFORMATION

 _____ REQUEST FOR INFORMATION

TO: Lapeer County Board of Commissioners

FROM: **John Miller, Prosecuting Attorney**

SUMMARY OF REQUEST / INFORMATION:

Request for authority to offer an APA II candidate a position at step 2 (\$116k).

ADDITIONAL INFORMATION:

Candidate participated in a virtual interview on 7/14 and indicated salary criteria of \$115k. Candidate is traveling to MI on 8/18/23 for an in person interview.

CONTACT PERSON(S): John Miller

BACKGROUND INFORMATION: Candidate has 6 years of experience at a District Attorney's office in New Mexico where he is currently employed. Candidate has advanced in that office to the level of Deputy Chief during his tenure. Candidate is originally from Livonia, MI and wants to return to be close to family.

SUPPORTING DOCUMENTS:

DRAFT MOTION:

Motion by _____, supported by _____, to authorize the Prosecuting Attorney to hire an APA II at up to a step 2 compensation level.

ATTACHMENTS YES_____ NO_____

