



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

SEPTEMBER 14, 2023

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**)*

Committee Members: Truman Mast (Chair); Gary Howell and William Hamilton

- 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 **AUGUST 24, 2023** PERSONNEL COMMITTEE MEETING **AND AUGUST 30, 2023** SPECIAL PERSONNEL COMMITTEE MEETING

NEW/OLD BUSINESS:

- 4) **COMMUNITY MENTAL HEALTH –**
 - A. REQUEST FOR A ONE-TIME TRANSFER FROM CMH OPERATIONS TO MERS FUND IN THE AMOUNT OF \$750,000 (\$570,750 into Division 6--CMH union and \$179,250 into Division 60--CMH Non-Union)
 - B. REQUEST TO AMEND THE TABLE OF ORGANIZATION AND ADD 17 NEW ADDITIONAL POSITIONS AT CMH TO FULFILL THE REQUIREMENTS OF THE STATE CCBHC DEMONSTRATION PARTICIPATION
 - C. REQUEST TO GIVE THE CEO AUTHORITY TO HIRE FULL-TIME MASTER LEVEL STAFF AT ABOVE ENTRY STEP BASED ON LICENSING, CREDENTIALING AND CERTIFICATION IN EVIDENCE-BASED PRACTICES WITHOUT INDIVIDUAL APPROVAL BY THE BOARD
- 5) **ADMINISTRATION –** REQUEST TO AUTHORIZE ADMINISTRATOR TO ENTER INTO AN EMPLOYMENT AGREEMENT FOR A TEMPORARY CONTRACTUAL INTERIM ANIMAL CONTROL CHIEF UNTIL THE PERMANENT APPOINTMENT CAN BE MADE
- 6) **ADDITIONAL ITEMS (IF NEEDED)**
 - A.
 - B.

ADJOURN...

Next Tentative Personnel Meeting: Thursday, September 28, 2023 (if needed)

PERSONNEL COMMITTEE

AUGUST 24, 2023

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

Chairman Truman Mast called the meeting to order at approximately 10:48 a.m. in Conference Room 302 in the Administration Office on the 3rd Floor of the County Complex. Note: The Committee now consists of Commissioners Truman Mast, Gary Howell and William Hamilton due to recent changes made by Board Chairman Tom Kohlman.

Members Present: Commissioners Truman Mast, Gary Howell, and William Hamilton.

Others: Moses Sanzo, County Controller/Administrator; Jackie Arnold, Chief Financial Officer; Doreen Clark, Administration Office Manager; Sheryl Sims, HR Manager; Phil Kaatz, MSUE Interim Regional Director; Lauren Emmons, CMH CEO, and Brooke Sankiewicz, CMH Chief Clinical Officer.

AGENDA

The Agenda was reviewed.

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

MINUTES

The minutes from the July 27, 2023 Personnel Committee Meeting were briefly reviewed and discussed.

Motion by Howell, supported by Hamilton, to approve the minutes from the July 27, 2023 Personnel Committee Meeting, as presented. Motion carried unanimously.

M.S.U. EXTENSION OFFICE

Phil Kaatz, MSUE Interim Regional Director, was present to discuss the various options for filling the part-time 4-H Program Coordinator position, which will become vacant by the end of August due to an anticipated retirement. Mr. Kaatz provided the back history of staffing for the department, which is mostly made up of MSU funded positions. He would like consideration of filling the position with a full-time position or a .9 full-time position, both which would be an additional \$70,920 in the MOA and MSUE would be responsible for all benefit and retirement related costs. Lengthy questions and discussion followed regarding the various duties of the position and the Committee asked what would happen if the funding was not available in the future for the position. Mr. Kaatz stated he would get more details on the questions regarding local input for program education topics and about potential of lost funding in the future and he will report back.

Motion by Hamilton, supported by Howell, to refer the 4-H Program Coordinator vacancy to the next called Personnel Committee Meeting for further clarification from the Interim Regional Director. Motion carried unanimously.

COMMUNITY MENTAL HEALTH

Mr. Emmons and Ms. Sankiewicz were present to provide information regarding their request to fill either a full-time Professional BA (position #723, pay grade 18) or upgrade the position to a Master Level Clinician position if they can find a credentialed candidate (position #TBD, pay grade 21) in the Autism program. Mr. Emmons stated that they have been unable to fill the position which has been posted for over 120 days and they would be responsible to pay the cost difference. Lengthy questions and discussion followed and concerns were expressed about having two different job titles and different pay grades tied to one vacancy, which makes it difficult to track in the County's HR Office. It was a consensus to just eliminate the position that they have not been able to fill and replace with the Master Level Clinician position.

Motion by Hamilton, supported by Howell, to recommend to the Full Board to authorize Community Mental Health to amend their Table of Organization to eliminate one Professional BA position (#723, pay grade 18) position and add one additional Master Level Clinician position (#TBA, pay grade 21) to meet the needs in the Autism program, to be paid by CMH funding and at no additional cost to the County's General Fund. Motion carried unanimously.

Mr. Emmons also requested to contribute \$900 for the six (6) employees of the A.C.T. (Assertive Community Treatment) program into their MERS post-employment Health Care Savings Plan for both years ending September 30, 2022 and 2023 for a total of \$5,400 per year. The cost was allocated in the MDHHS grant agreements due to employees of the program having direct contact and welfare checks of clients during COVID. Lengthy questions and discussion followed and the H.R. Manager stated that she is waiting for a reply back from MERS to see if this is allowable for only a small portion of staff as the County has several different divisions with MERS.

Motion by Howell, supported by Hamilton, to table the request from CMH regarding the two \$900 contributions to M.E.R.S. PEHCSP for six employees of the A.C.T. Program until the County receives a response back from M.E.R.S. if this is allowable. Motion carried unanimously.

ADJOURN

Motion by Hamilton, supported by Howell, to adjourn the meeting. Motion carried unanimously. 11:55 a.m.

Truman Mast, Chairman
Lapeer County Personnel Committee

Minutes Prepared by: Doreen Clark, Office Manager

SPECIAL PERSONNEL COMMITTEE

AUGUST 30, 2023

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

Chairman Truman Mast called the meeting to order at approximately 12:03 p.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 William Hamilton.

Others: Moses Sanzo, County Controller/Administrator; Doreen Clark, Administration Office Manager; Sheryl Sims, HR Manager; and Phil Kaatz, MSUE Interim Regional Director

AGENDA

The Agenda was reviewed.

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

M.S.U. EXTENSION OFFICE

Phil Kaatz, MSUE Interim Regional Director, returned to the Committee to provide additional information on his request to discuss the various options for filling the part-time 4-H Program Coordinator position, which will become vacant by the end of August due to an anticipated retirement. Mr. Kaatz stated that he was able to confirm that if County funding was not available in the future for the position, that the program would go but that MSU would try to relocate the staff in order to keep them. He also stated that he was able to confirm that the local board can decide on the priorities of the programs offered in Lapeer County. He stated that their goal is to develop the youth to grow and become good civic minded individuals in the community. Lengthy discussion followed again regarding the options for filling the position, the costs associated with each option, and the hours for each option. Whatever decision was made, the MOA would need to be amended and that would impact the budget. The Committee expressed concerns about the budget impact as there will be other requests for positions presented at the upcoming Budget Hearings the first week of October. It was a consensus that Mr. Kaatz return to the Board at the Budget Hearings so that the Board can make an informed decision. In the meantime, Mr. Kaatz stated that he would initiate the posting which is done by MSU to start the process of finding a qualified candidate to meet the program needs.

CMH/MERS UPDATE

Ms. Sims, H.R. Manager, stated that she had heard back from M.E.R.S. who verified that they do not allow contributions to be made to only some employees within the division. Mr. Sanzo stated that he will relay this information back to Mr. Emmons at CMH.

ANIMAL CONTROL UPDATE

Mr. Sanzo gave the Personnel Committee an update on the Chief Animal Control Officer position due to the recent resignation of Rachel Horton. He will continue to keep the committee updated.

ADJOURN

Motion by Haggadone, supported by Howell, to adjourn the meeting. Motion carried unanimously. 12:58 p.m.

Truman Mast, Chairman
Lapeer County Personnel Committee

Minutes Prepared by: Doreen Clark, Office Manager

LAPEER COUNTY
Community Mental Health Center

1570 Suncrest Drive, Lapeer, Michigan 48446
(810) 667-0500 FAX: (810) 664-8728



Date: September 7, 2023

☒ Request for Action
☐ For Your Information
☐ Request for Information

To: Lapeer County Board of Commissioners - Regular Board Meeting

From: Lapeer County Community Mental Health

Summary of Request/Information:

Based on the results of the 2022 Actuarial Market Valuation of the employees' retirement, the CMH Union & Non-Union divisions are currently unfunded in the amount of \$2,560,225. Requesting a one-time payment from the CMH operations budget into the MERS fund in the amount of \$570,750 into Division 06 (CMH Union) & \$179,250 into Division 60 (CMH Non-Union) for a total of \$750,000.

Additional information:

1. Motion #0823-009 approved by the Lapeer County Community Mental Health Services Board at its Board meeting on August 17, 2023 authorizing the CMH Director to make this request.

Contact person(s):

Laurn Emmons, Chief Executive Officer or
Inder Abrol, Finance Department

Background Information:

Based on the results of the 2022 Actuarial Market Valuation of the employees' retirement, the CMH Union & Non-Union divisions are currently unfunded in the amount of \$2,560,225 (see attached)

Supporting Documents:

See attached.

Draft Motion:

Move to transfer a one-time payment from the CMH operations budget into the MERS fund in the amount of \$570,750 into Division 06 (CMH Union) & \$179,250 into Division 60 (CMH Non-Union) for a total of \$750,000.

Attachments: Yes ☒ No ☐

Table 6: Actuarial Accrued Liabilities and Valuation Assets
as of December 31, 2022

Division	Actuarial Accrued Liability					Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
	Active Employees	Vested Former Employees	Retirees and Beneficiaries	Pending Refunds	Total			
02 - Sheriff Union	\$ 14,517,320	\$ 788,541	\$ 17,416,447	\$ 45,349	\$ 32,767,657	\$ 26,499,707	80.9%	\$ 6,267,950
04 - Sheriff's Assn.	8,063,457	2,385,442	8,405,319	346,277	19,200,495	17,082,793	89.0%	2,117,702
06 - CMH Union	5,043,791	951,622	6,122,340	5,606	12,123,359	11,778,096	97.2%	345,263
10 - Health Union	4,382,065	618,197	6,285,989	113	11,286,364	10,243,929	90.8%	1,042,435
11 - Gen'l Non Union	4,940,613	1,763,786	9,391,466	810	16,096,675	13,849,403	86.0%	2,247,272
12 - General Union	6,068,705	1,227,665	8,694,654	0	15,991,024	14,108,372	88.2%	1,882,652
13 - Elected & Appt. Dept Heads	4,431,956	874,180	7,795,900	18,311	13,120,347	12,991,237	99.0%	129,110
20 - Dispatch Union	1,963,100	62,880	2,754,596	0	4,780,576	4,529,208	94.7%	251,368
40 - MCF Non Union	13,699,915	3,175,727	18,603,022	8,912	35,487,576	22,761,119	64.1%	12,726,457
60 - CMH Non Union	2,733,811	82,199	3,132,570	0	5,948,580	6,179,273	103.9%	(230,693)
Total	\$ 65,844,733	\$ 11,930,239	\$ 88,602,303	\$ 425,378	\$ 166,802,653	\$ 140,023,137	83.9%	\$ 26,779,516

Please see the Comments on Asset Smoothing in the Executive Summary of this report.

The December 31, 2022 valuation assets (actuarial value of assets) are equal to 1.157665 times the reported market value of assets. Refer to the Appendix for a description of the valuation asset derivation and a detailed calculation of valuation assets.

	Liability	Market Value of Assets	Unfunded (Overfunded)	Unfunded Using Valuation Assets
06 CMH Union	12 123,339	10,174,010	1,949,349	EO 114,571
60 CMH Non Union	5,948,580	5,337,704	610,876	
			2,560,225	



Request for Action

Date: September 7, 2023

To: Lapeer County Board of Commissioners

From: Lauren Emmons, CEO

Summary of Request/Information:

CMH was awarded State Demonstration status as a Certified Community Behavioral Health Center (CCBHC). Included in the approved PPS1 Rate for the funding of the State CCBHC Demonstration participation, are the 17 Full time county positions detailed on the attached document.

Attachments:

Staffing Detail
Notice of Award Cover Page

Contact person(s):

Lauren Emmons, CEO

Background Information:

CCBHCs provide increased access to mental health and addiction treatment because the model addresses the longstanding gap in unmet need for care that far too often leaves police, jails and emergency departments as the primary responders to people with mental health or substance use needs. CCBHCs have partnerships with non-health entities within a county such as schools, public welfare programs and law enforcement (e.g., police, prosecutors, jails, & courts). Public and private human and social services agencies often collaborate through CCBHCs to directly provide meaningful programs, coordinate with other service providers and provide referrals to other external resources.

The success of CCBHC's is grounded in the following principles:

- Engaging people in treatment early.
- Focusing on improved health outcomes for persons served.

- Going beyond episodic crisis response to models that link people in crisis to a full continuum of care.
- Improving care coordination and integration to address physical health conditions of persons served.
- Strengthening partnerships and referral relationships across all social service and treatment systems.
- Building the capacity of the behavioral health safety net to respond to increasing community needs.

Draft Motion:

Move to approve the filling of the following positions at CMH to fulfill the requirements of the State CCBHC Demonstration participation:

- (3) CMH Professional BA (Case Manager)
- (2) Peer Support Specialists
- (5) Masters Level Clinicians
- Parent Support Partner
- (2) Account Clerks
- CMH Professional BA (non-union Quality Department)
- BA Coordinator (non-union IT/Data Management Department)
- (2) General Clerks

The cost of these positions are covered by the PPS1 approved rate and do not represent any additional cost the County General Fund.

CCBHC DEMONSTRATION STAFFING REQUEST

CMH Position	Department	PG	Step	Total Cost
BA Professional (Case Manager)	Case Management	18	0, 6mo	\$ 79,591.37
BA Professional (Case Manager)	Med Management	18	0, 6mo	\$ 79,591.37
Peer Support	Case Management	14	0, 6mo	\$ 61,797.50
BA Professional (Case Manager)	Children's	18	0, 6mo	\$ 79,591.37
ML Clinician	Case Management	21	3	\$ 111,601.24
ML Clinician	Children's	21	3	\$ 111,601.24
Parent Support Partner	Children's	14	0, 6mo	\$ 61,797.50
Account Clerk	Finance	15	0, 6mo	\$ 63,050.16
Account Clerk	Data	15	0, 6mo	\$ 63,050.16
ML Clinician	IDDT	21	3	\$ 111,601.24
Peer Support	SUD	14	0, 6mo	\$ 61,797.50
(Non-Union) BA Professional	Quality	18	0, 6mo	\$ 79,591.37
(Non-Union) BA Coordinator	Data	21	0, 6mo	\$ 90,402.93
General Clerk	Support Services	13	0, 6mo	\$ 56,475.25
General Clerk	Support Services	13	0, 6mo	\$ 56,475.25
ML Clinician	Triage	21	3	\$ 111,601.24
ML Clinician	Triage	21	3	\$ 111,601.24
Staffing Total				\$ 1,391,217.95



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ELIZABETH HERTEL
DIRECTOR

August 25, 2023

Lapeer County Community Mental Health
1570 Suncrest Drive
Lapeer, MI 48446

Attention: Lauren Emmons

SUBJECT: CCBHC Certification Decision Letter

The Michigan Department of Health and Human Services (MDHHS) is pleased to announce that Lapeer County Community Mental Health has been fully certified as a Certified Community Behavioral Health Clinic (CCBHC). Our review team has thoroughly reviewed your application materials and has determined that your clinic meets all the requirements of a CCBHC.

Please let our team know of any changes to your service delivery structure, including the addition of any Designated Collaborating Organizations (DCOs) that may impact how requirements are met. To align with the new SAMSHA criteria and the additions to the MDHHS CCBHC handbook, re-certification will take place beginning the Summer of 2024 with a scheduled site visit. Re-certification will be completed for all CCBHC demonstration sites by 10/1/2024.

We look forward to your continued participation in the Section 223 CMS CCBHC Demonstration and thank you for your commitment to improving behavioral health services in Michigan.

Sincerely,

Erin Emerson

Date: September 7, 2023

Request for Action

To: Lapeer County Board of Commissioners

From: Lauren Emmons, CEO



Summary of Request/Information:

Requesting approval to continue the practice of hiring Masters level clinical and Supervisory positions at above entry level based on licensing, credentialing and certification in evidence based practices without having each individual approved by the BOC. There is a statewide shortage of available qualified Masters Level Clinicians. The surrounding counties, health plans, FQHC's and hospitals are crediting years of experience when establishing starting wages. The wage study as implemented has made Lapeer County CMH competitive and we have been starting individuals at higher levels on pay scale since 2019 without having to seek BOC approval for each individual. We have been making employment offers very quickly sometimes immediately following the interview to recruit qualified staff.

Contact person(s):

Lauren Emmons, CEO

Additional Information:

PARs for individual staff will be available at the meeting

Draft Motion:

Move to approve the request of CMH CEO and grant the authority to hire full-time Masters level staff at above entry level based on licensing, credentialing and certification in evidence-based practices without having each individual prior approved by the BOC. This can be accomplished within the current CMH budget and does not represent any additional costs to the county.

LAPEER COUNTY
AND
TEAMSTERS, LOCAL 214

LETTER OF AGREEMENT

This Agreement is entered into by and between Lapeer County (hereinafter, "EMPLOYER") and the Teamsters Local, 214 (hereinafter, "UNION").

WHEREAS, the EMPLOYER and the UNION are parties to a collective bargaining agreement continuing until December 31, 2025;

WHEREAS, the EMPLOYER and the UNION have recently completed contract negotiations which included changes to the pay and classification system of the County to be more competitive for hiring;

WHEREAS, the EMPLOYER and the UNION have discussed the implementation of a "lateral hire program" to assist the County in attracting and retaining employees;

WHEREAS, the EMPLOYER and the UNION wish to memorialize the Agreement to ensure that the transition is completed with full understanding;

NOW, THEREFORE, the EMPLOYER and UNION agree as follows:

- 1) The Parties agree that the Employer may hire and place employees at a higher-grade step including 6 months step, year 1, year 2, year 3 or year 4, dependent on prior experience and qualifications and the approval of the County Board of Commissioners.
- 2) Any decisions made concerning this matter shall not be subject to the grievance procedure of the collective bargaining agreement.

IN WITNESS WHEREOF, the EMPLOYER and UNION, by their duly authorized agents, have hereunder executed this Agreement.

LAPEER COUNTY

By: *Jeannette Amarel*
Its: Interim Administrator/Controller

Date: 02/24/2023

TEAMSTERS, LOCAL 214

By: *Long T. Dunning*
Its: Business Agent

Date: February 28, 2023

5

DATE: September 12, 2023

XX **REQUEST FOR ACTION**

_____ **FOR YOUR INFORMATION**

_____ **REQUEST FOR INFORMATION**

TO: Personnel Committee

FROM: Mozes Sanzo, County Administrator/Controller

SUMMARY OF REQUEST / INFORMATION: Request to authorize the County Administrator/Controller to enter into an employment agreement with Dave Eady to serve as a temporary contractual Interim Chief Animal Control Officer until a permanent replacement can be appointed.

ADDITIONAL INFORMATION:

CONTACT PERSON(S): Moses Sanzo, Administrator/Controller

BACKGROUND INFORMATION:

SUPPORTING DOCUMENTS: Employment Agreement will be presented at Personnel.

DRAFT MOTION:

Motion by _____, supported by _____, to recommend to the Full Board to authorize the County Administrator/Controller to enter into an employment agreement with Dave Eady to serve as a temporary contractual Interim Chief Animal Control Officer until a permanent replacement can be appointed; and further, to authorize the Administrator to sign said agreement.