



Lapeer County Board of Commissioners

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OUR NEW WEBISTE: www.lapeercountymi.gov

PERSONNEL COMMITTEE

OCTOBER 26, 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 **OCTOBER 12, 2023** PERSONNEL COMMITTEE MEETING

NEW/OLD BUSINESS:

- 4) **ADMINISTRATION DEPARTMENT** – Request to authorize the County Administrator to negotiate the rate of pay for the Chief Animal Control Officer position (#403, pay grade 19) up to Step 1 due to the internal candidates' extensive experience, knowledge, and certifications, at no additional cost.
- 5) **ADDITIONAL ITEMS (IF NEEDED)**
 - A.
 - B.

ADJOURN...

Next Tentative Personnel Meeting: Thursday, November 9, 2023 (if needed)

PERSONNEL COMMITTEE

OCTOBER 12, 2023

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

Chairman Truman Mast called the meeting to order at approximately 11:00 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 William Hamilton.

Others: Moses Sanzo, County Controller/Administrator; Doreen Clark, Administration Office Manager; Sheryl Sims, HR Manager; Kathy Haskins, Health Director; Lori Curtiss, Probate/Family Court Administrator; and Mike Eckhardt (general public).

AGENDA

The Agenda was reviewed. One addition was presented from Probate/Family Court which was previously discussed at the October 2nd Budget Hearing.

Motion by Howell, supported by Hamilton, to approve the Personnel Committee Agenda with the addition of a request from Probate/Family Court for a part-time Truancy worker as previously discussed at the October 2nd Budget Hearings. Motion carried unanimously.

MINUTES

The minutes from the September 14, 2023 Personnel Committee Meeting and the September 28, 2023 Special Personnel Committee Meeting were briefly reviewed and discussed.

Motion by Hamilton, supported by Howell, to approve the minutes from the September 14, 2023 Personnel Committee Meeting and the September 28, 2023 Special Personnel Committee Meeting, as presented. Motion carried unanimously.

PROBATE/FAMILY COURT

Lori Curtiss, Probate/Family Court Administrator, was present to provide additional information regarding her request to add an additional part-time Truancy/Delinquency Program Probation Officer that was previously discussed at the October 2nd Budget Hearings. She stated that the position was included in the new Child Care Fund budget which just started and they will reimburse the County for 75% of the position. This position will work up to 29-hours per week to meet the needs of the program. She further reported that they normally average about 250 referrals a year, but they have received over 300 in the last year for the current staff of four probation officers. Questions and discussion followed.

Motion by Hamilton, supported by Howell, to recommend to the Full Board to amend the Table of Organization for the Probate/Family Court Office to add one additional part-time (up to 29 hours/week) Probation Officer position (#TBD, Pay Grade 18) to meet the needs of the Truancy/Delinquency Program due to the increase of referrals and caseload, to be funded 75% by the Child Care Fund budget; and further, to authorize the posting and filling of said position. Motion carried unanimously.

HEALTH DEPARTMENT

Ms. Kathy Haskins was present to provide information regarding their request to add two non-regular part-time temporary General Clerk positions that will be utilized to do scanning and digitalizing old paper records which will reduce the amount of records being stored in their building. She further stated that the positions will be funded through a workforce grant and will not be an additional cost to the County's General Fund. Brief discussion followed regarding the term of the employees, and it was a consensus of the Committee that should the positions need to work longer than 6-months, that the request to extend the positions be brought back to the Personnel Committee.

Motion by Howell, supported by Hamilton, to recommend to the Full Board to authorize the Health Department to amend their Table of Organization to add and hire two temporary non-regular part-time General Clerk positions (#TBD, Pay Grade 13, up to 28 hours per week) for the purpose of scanning/digitalizing old paper records for a period of 6-months, to be paid from a workforce grant, and at no additional cost to the County's General Fund. Motion carried unanimously.

Ms. Haskins also requested to add one regular part-time Sanitarian or Registered Sanitarian position for the Soil Erosion and Sedimentation Control Program in order to meet the needs of the program and meet compliance requirements. Questions and discussion followed, and Ms. Haskins explained that they would like to have the option to hire either a Sanitarian or Registered Sanitarian based on the candidates that apply for the part-time positions, as she has experienced difficulty in filling these positions in the past.

Motion by Hamilton, supported by Howell, to recommend to the Full Board to authorize the Health Department to amend their Table of Organization to add and hire one regular part-time Sanitarian or Registered Sanitarian position (#TDB, Pay Grade 18 or 19, up to 28 hours per week) for the Soil Erosion and Sedimentation Control Program (SESC), to meet program needs and compliance requirements, which will be paid from a workforce grant and at no additional cost to the County's General Fund. Motion carried unanimously.

ADJOURN

Motion by Howell, supported by Hamilton, to adjourn the meeting. Motion carried unanimously. 11:32 a.m.

Truman Mast, Chairman
Lapeer County Personnel Committee

Minutes Prepared by: Doreen Clark, Office Manager

DRAFT

REQUEST FOR ACTION

DATE: October 19, 2023

 x REQUEST FOR ACTION
 FOR YOUR INFORMATION
 REQUEST FOR INFORMATION

TO: **Personnel Committee**

FROM: **Moses Sanzo, County Administrator/Controller**

SUMMARY OF REQUEST / INFORMATION: The interviews for the vacant Chief Animal Control Officer position was held last week on Wednesday, October 18th. Five candidates were chosen to interview by the interview panel that consisted of myself, Sheriff Scott McKenna, 911 Director Jeff Satkowski, Health Officer Kathy Haskins, and CFO Jackie Arnold. It was a unanimous decision of the interview panel to offer the position to Stephanie King, the senior ACO employee at Animal Control.

Stephanie King was originally hired as an ACO on September 22, 2020, and shortly thereafter, went on an unpaid Maternity Leave, therefore, her adjusted step increase/seniority date became November 7th. In her current position of ACO, she is in Pay Grade 15, Step 2, which her pay would have gone to Step 3 rate of \$23.40 on 11-7-23 (*it should be noted that she would have received that step increase in September had it not been for her maternity leave*). The Entry rate of the Chief position is \$23.94, which is only a difference of 54 cents than her position as an ACO, plus as Chief she would be losing all overtime because the Chief position is a non-union exempt position. Therefore, I am requesting that we bring her in at the Step 1 hourly rate of \$27.53 retro-active to her promotion date due to her extensive experience, knowledge and certifications. I would also like to have her salary be closer to market value for ACO's.

ADDITIONAL INFORMATION: No budget impact due to vacancy.

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

BACKGROUND INFORMATION:

SUPPORTING DOCUMENTS:

DRAFT MOTION: Motion by _____, supported by _____, to recommend to the Full Board to authorize the County Administrator/Controller to negotiate the rate of pay for the Chief Animal Control Officer (position #403, Pay Grade 19) up to Step 1 due to the internal candidates' extensive experience, knowledge and certifications retro-active to the promotion date, at no additional cost to the County's General Fund. Motion carried unanimously.

ATTACHMENTS YES _____ NO X