



Lapeer County Board of Commissioners

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OUR NEW WEBISTE: www.lapeercountymi.gov

PERSONNEL COMMITTEE

DECEMBER 14, 2023

ADMINISTRATION CONFERENCE ROOM 302

****11:00 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 **NOVEMBER 9, 2023** PERSONNEL COMMITTEE MEETING

NEW/OLD BUSINESS:

- 4) **SHERIFF'S DEPARTMENT** – REQUEST TO ADD AND HIRE AN ADDITIONAL FULL-TIME CORRECTIONS OFFICER POSITION (#TBD, PAY GRADE S4) FOR COURTHOUSE SECURITY, TO BE PAID FROM THE LAW ENFORCEMENT MILLAGE FUNDING
- 5) **ADDITIONAL ITEMS (IF NEEDED)**
CMH - Request to Amend the Table of Organization to Add another BA Professional Position (#TBD, Pay Grade 18, Recipient Rights Program)

ADJOURN...

Next Tentative Personnel Meeting: No dates set for 2024 yet

PERSONNEL COMMITTEE**NOVEMBER 9, 2023*****CONFERENCE ROOM 302 – ADMINISTRATION OFFICE, COUNTY COMPLEX
255 CLAY STREET, LAPEER, MI 48446***

Chairman Truman Mast called the meeting to order at approximately 12:00 p.m. in Conference Room 302 in the Administration Office on the 3rd Floor of the County Complex.

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

Others: Moses Sanzo, County Controller/Administrator; Jackie Arnold, CFO; Doreen Clark, Administration Office Manager; Sheryl Sims, HR Manager; Stephanie King, Chief Animal Control Officer; Lauren Emmons, CMH CEO; and Brooke Sankowicz, CMH Clinic Services Director

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 October 26, 2023 Personnel Committee Meeting were briefly reviewed and discussed.

Motion by Hamilton, supported by Howell, to approve the minutes from the October 26, 2023 Personnel Committee Meeting, as presented. Motion carried unanimously.

ANIMAL CONTROL

Stephanie King, Chief Animal Control Officer, was present to request permission to add and hire two temporary part-time Kennel Attendant positions (#TBD, Pay Grade 13, flat entry rate) to help with the daily care of the animals at Animal Control. She gave a brief history how this was done back in 2019 and she wants to try it again. This will also allow her and the other ACO more time to handle complaints, animal investigations, or do canvassing. It was noted that this option will save at least \$8,600 by leaving the full-time position vacant. She will report back in 6-months on the status of how the positions are working out. Questions and discussion followed.

Motion by Howell, supported by Hamilton, to recommend to the Full Board to authorize Animal Control to amend their Table of Organization to add and hire two(2) part-time temporary Kennel Attendants (#TBD, Pay Grade 13 Flat Entry Rate) for a period of six(6) months, and to return with an update on the status of the positions; and further, to approve the revised job description for said position. Motion carried unanimously.

COMMUNITY MENTAL HEALTH

Mr. Emmons and Ms. Sankowicz, were present to provide information on their request to add two full-time BA Supervisor positions that will be part of the CMH Finance Department, that have been contracted services through CMA, due to the anticipated retirement of the owners of CMA (Accounting Manager and Contract Manager). They would also like the new employees to train alongside the current contractual staff for approximately 11 months prior to contract expiration on December 31, 2024. Lengthy questions and discussion followed.

Motion by Howell, supported by Hamilton, to recommend to the Full Board to amend the Table of Organization for Community Mental Health to add two full-time BA Supervisor positions for the CMH Finance Department, formerly contracted services provided by CMA, (#TBD, one BA Supervisor/Accounting Manager and one BA Supervisor/Contract Manager, both Pay Grade 21), to be paid from CMH's budget, and at no additional cost to the County's General Fund; and further, to approve the new job descriptions for said positions.

ADJOURN

Motion by Kohlman, supported by Hamilton, to adjourn the meeting. Motion carried unanimously. 12:28 p.m.

Truman Mast, Chairman
Lapeer County Personnel Committee

Minutes Prepared by: Doreen Clark, Office Manager

DATE: 11/21/23

☒ REQUEST FOR ACTION

☐ FOR YOUR INFORMATION

☐ REQUEST FOR INFORMATION

TO: LAPEER COUNTY BOARD OF COMMISSIONERS

FROM: Lapeer County Sheriff's Office

SUMMARY OF REQUEST / INFORMATION: To amend the Table of Organization for the Sheriff's Office to add and fill a Corrections Deputy position as well as the subsequent vacancies should an internal promotion occur, to be funded through the Law Enforcement Millage funding and no additional cost to the County's general fund.

BACKGROUND INFORMATION: We are requesting to fill a new position for Courthouse security, Corrections Deputy.

CONTACT PERSON(S): Sheriff Scott McKenna

SUPPORTING DOCUMENTS: none

DRAFT MOTION: Motion by _____, supported by _____, to authorize the sheriff's office to amend the Table of Organization by adding one additional Corrections Deputy (Position number to be determined, pay grade S4), as well as any subsequent vacancy should internal promotions occur, at no additional cost to the county's general fund, to be paid through the Law Enforcement Millage.

ATTACHMENTS YES ☒ NO ☐

Request for Action

Date: December 11, 2012

To: Lapeer County Board of Commissioners

From: Lauren Emmons, CEO

Summary of Request/Information: This request is to add a BA Professional (paygrade 18) position to the CMH Office of Recipient Rights. Recipient Rights is detailed in Chapter 7 of the Mental Health Code and is a required function of the agency.

Additional information: The CMH Board approved this position on 11/16/2023.

Attachments: Attached data summaries

Contact person(s): Lauren Emmons, CEO

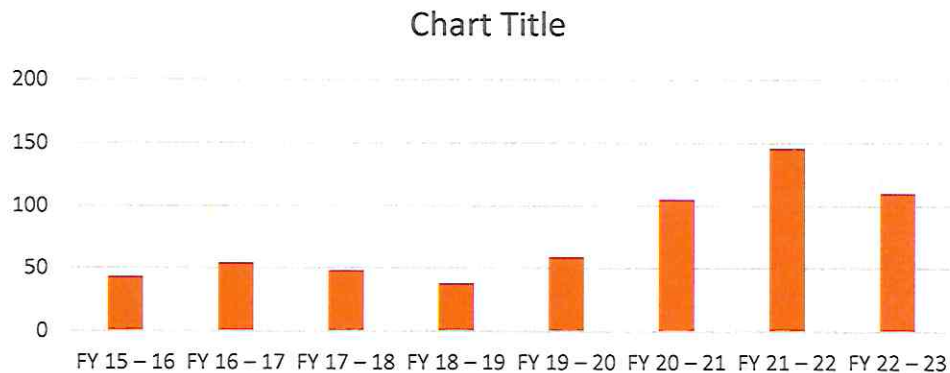
Draft Motion:

Moved by _____ supported by _____ to approve the request to amend the CMH Table of Organization creating a Full-Time BA Professional Recipient Rights paygrade 18 (Position # TBD). This position represents no additional cost to the County General Fund.

Recipient Rights Office

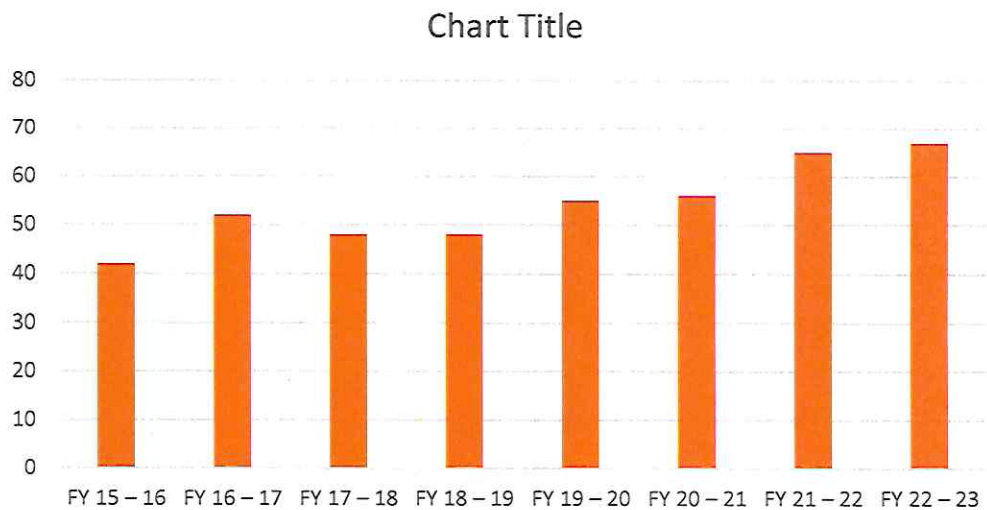
of Complaints

FY 15 – 16	43
FY 16 – 17	54
FY 17 – 18	48
FY 18 – 19	38
FY 19 – 20	59
FY 20 – 21	105
FY 21 – 22	146
FY 22 – 23	110



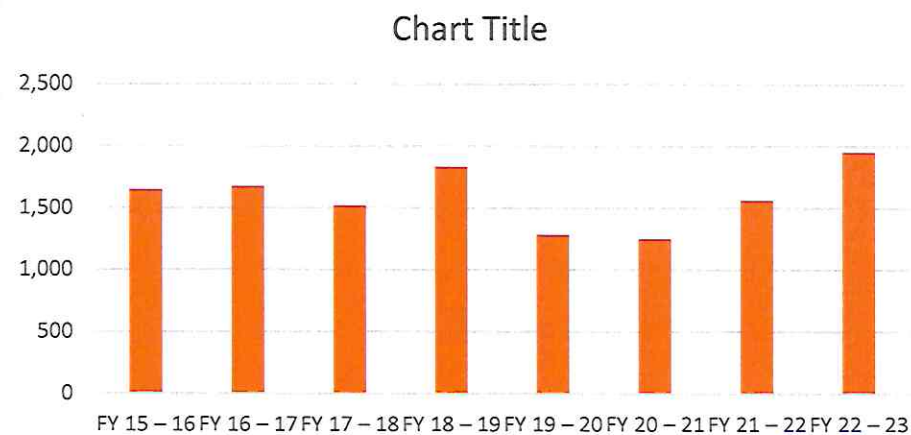
of Site Visits

FY 15 – 16	42
FY 16 – 17	52
FY 17 – 18	48
FY 18 – 19	48
FY 19 – 20	55
FY 20 – 21	56
FY 21 – 22	65
FY 22 – 23	67



of Incident Reports

FY 15 – 16	1,648
FY 16 – 17	1,672
FY 17 – 18	1,517
FY 18 – 19	1,833
FY 19 – 20	1,280
FY 20 – 21	1,246
FY 21 – 22	1,562
FY 22 – 23	1,952



Additional Information:

1. In FY 15 - 16 there were 5 out of county sites, FY 22 - 23 there are 23 sites out of county sites that need to be visited on a yearly basis. The Rights Officer had to stop providing in-home training to residential staff due to the expansion in site visits.
2. With the implementation of Home and Community Based Services each site has to be visited for compliance for the standards outlined in the HCBS Contract. This added 33 standards that need to be reviewed on an annual basis.
3. FY 22 - 23 Lapeer CMH acquired Substance Abuse Services (SUD). This added several responsibilities to the Rights office that includes but is not limited to complaint resolution, tracking of SUD Critical Incidents, Region 10 PIHP reports, and training for staff on SUD issues.
4. There is currently no succession planning for the Rights Office. The current Rights Officer is not able to dedicate enough time to rights related issues.
5. Rights complaints have doubled in the last several fiscal years. This is due to an increase in service areas and an increase in the amount of people that are served.
6. There has been a substantial increase in reporting to Region 10 regarding Critical Incidents, Death Reports and Risk Issues.

The Rights Officer is asking to hire a Full Time Recipient Rights Officer to assist the current Rights Officer in providing Rights Protection to the consumers receiving services at Lapeer County CMH. The qualifications would be a Bachelor's degree in a Human Service Field with experience in working in the Recipient Rights System.

CMH	Count of Persons Served	Rights Office FTEs	Allegations
AuSable Valley CMH	2,703	2	53
Barry County CMH	1,452	1	78
Bay-Arenac CMH	4,690	2	179
Centra Wellness Network	1,381	2	46
St. Joseph County CMH	2,234	1	37
CMH of Central Michigan	10,743	5	284
CMH Of Ottawa County	3,416	1	55
CMHA of Clinton, Eaton, Ingham	11,967	4	185
Copper County CMH	1,071	3	62
Detroit Wayne	74,540	37	1,630
Genesee Health System	12,223	6	494
Gogebic County CMH	536	0	25
Gratiot Integrated Health Network	1,172	1	47
Health West	6,448	3	137
Hiawatha Behavior Health	1,588	1	26
Huron Behavioral Health	1,016	-	9
Integrated Services of Kalamazoo	6,405	7	761
Lapeer County CMH	2,999	1	146
Lenawee County CMH	1,800	1	130
Lifeways	6,789	4	212
Livingston County CMH	2,448	2	135
Macomb County CMH	13,973	15	1,016
Monroe County CMH	2,863	2	76
Montcalm Care Network	2,665	2	77
Network 180	14,507	6	348
Newaygo County CMH	2,813	-	163
North Country CMH	4,243	3	188
North East Michigan CMH	2,270	3	117
Northern Lakes CMH	5,644	5	683
Northpoint Behavioral Health Care	1,617	1	58
Oakland CMH	26,996	15	778
On-Point	1,684	4	246
Pathways	2,933	4	96
Pines Behavioral Health	1,285	1	40
Riverwood Center	5,129	2	134
Saginaw County CMH	7,696	3	248
Sanilac County CMH	1,595	2	269
Shiawassee County CMH	1,531	2	91
St. Clair County CMH	5,551	3	207
Summit Pointe	7,744	2	422
The Right Door	2,397	1	57
Tuscola Behavioral Health	1,319	1	116
Van Buren CMH	3,522	1	61
Washtenaw County CMH	4,635	4	203
West Michigan CMH	3,554	1	83
Woodlands Behavioral Health Network	1,500	1	71