



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 COURHOUSE SECURITY, TO BE PAID FROM THE LAW ENFORCEMENT MILLAGE FUNDING
- 5) **ADDITIONAL ITEMS (IF NEEDED)**
 - A. **CMH** - Request to Amend the Table of Organization to Add another BA
 - B. 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