

**WAYS AND MEANS PERSONNEL/HUMAN SERVICES
COMMITTEE OF THE WHOLE
AGENDA**

TUESDAY, FEBRUARY 6, 2024

4:00 PM

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. CHANGES TO AGENDA**
- V. APPROVAL OF AGENDA**
- 17-21 **VI. MINUTES (1/3/24, Ways and Means Committee; 1/9/24, Personnel/Human Services Committee)**
- VII. PUBLIC INPUT**
- VIII. PETITIONS AND COMMUNICATIONS**
 - A. Bay County Sheriff**
 - 1-2 **1. 2024 Marine Patrol Safety Program (Seeking authorization to apply for grant funding; acceptance of funding award; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached)**
 - 3-4 **2. Budget Increase (\$14,500) For Two (2) Road Patrol Vehicles (Seeking approval of budget adjustment increase with funding source to come from the General Fund, Fund Balance; authorization for Board Chair to sign required documents; approval of required budget adjustments – proposed resolution attached)**
 - B. 911 Central Dispatch - 911 Surcharge Funding from the Michigan State Treasury (Seeking Board approval and acceptance of 911 Surcharge Funding Allocation from the Michigan State Treasury for allowable expenses; authorization for the Board Chair to sign required documents; approval of required budget adjustments – proposed resolution attached)**

C. Personnel

- 7-8 1. **2024 Flex Administrators Administration Agreement (Seeking Board approval of the renewal of the Agreement with the adjusted fee changes; authorization for the Board Chair to sign required documents; approval of required budget adjustments – proposed resolution attached)**
- 9-10 2. **EHIM Amendment to the Administrative Services Agreement (Seeking Board approval of Amendment of Agreement to utilize EHIM’s rebate program; authorization for Board Chair to sign required documents; approval of required budget adjustments – proposed resolution attached)**
- 11-13 3. **Department on Aging - Handyman Part-Time Position Hired at 2-Year Rate (TS03) (Seeking Board approval to hire candidate at 2-year rate of \$14.37/hour (TS03); approval of required budget adjustments – proposed resolution attached)**

D. Finance Officer

- 14 1. **Analysis of General Fund Equity 2024 (Receive)**
- 15 2. **Update Regarding Executive Directive #2007-11 (Receive)**

16 **E. Payables – General (Proposed resolution attached)**

IX. REFERRALS

X. UNFINISHED BUSINESS

XI. NEW BUSINESS

XII. CLOSED SESSION (WHEN REQUIRED)

XIII. MISCELLANEOUS

XIV. ANNOUNCEMENTS

XV. ADJOURNMENT

PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL DEPARTMENT/DIVISION HEAD PLACING AN ITEM ON THIS AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

Join Zoom Meeting

<https://us02web.zoom.us/j/81694266170>

Meeting ID: 816 9426 6170

Passcode: 547697

One tap mobile

+13126266799,,81694266170#,,,,*547697# US (Chicago)

+19292056099,,81694266170#,,,,*547697# US (New York)

The County of Bay will provide necessary and reasonable auxiliary aids and services such as signers for the hearing impaired and audio tapes of printed materials to individuals with disabilities upon 10 days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Davis-Johnson, ADA Coordinator

Corporation Counsel

515 Center Avenue

Fourth Floor, Bay County Building

Bay City, MI 48708

989-895-4131



Troy R. Cunningham

Sheriff Of Bay County

Christopher D. Mausolf
Undersheriff

Troy A. Stewart
Jail Administrator

DATE: January 17, 2024.

TO: Tim Banaszak, Chairman
Committee Of The Whole

FROM: Sheriff Troy R. Cunningham *TRC*

RE: Request to Apply for and Accept the 2024 Marine Safety Program

Background: Each year the Sheriff's Office participates in the Marine Safety Grant offered through the Department of Natural Resources (DNR). The DNR State Grant provides for equipment and the hiring of seasonal personnel during the boating season. Once again, the DNR has asked the County to participate in the 2024 Marine Safety Program by completing a grant application.

Finance/Economics: The State Legislature appropriates comparable DNR funding amounts (75% /25%) to those participating counties each year with notification of amount in March. In 2023 the State funded \$19,800.00. The State 2024 DNR funding request deadline for applications to apply is due by March 1, 2024

Recommendation: I am requesting the committee's approval and authorization to apply for and accept the 2024 DNR Marine Safety Program Grant, and implementing the DNR Grant Agreement upon DNR approved funding. I am also seeking the Boards approval to make any required budget adjustments during the 2024 Grant Year.

CC: Undersheriff Christopher D. Mausolf
Lindsey Arsenault, BOC
Amber Johnson, Corporation Counsel
Shawna Walraven, Finance Officer
Kim Priessnitz, Assistant Finance Officer
Travis Schumann, Grants/Finance
File Copy

Ls/W&M.MarineGrantAgreement2024

BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 20, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (2/6/2024)

WHEREAS, Each year the Bay County Sheriff’s Office participates in the Marine Safety Grant Program offered through the Department of Natural Resources (DNR); and

WHEREAS, This DNR State grant provides for equipment and the hiring of seasonal personnel during the boating season in Bay County; and

WHEREAS, The DNR has again requested Bay County to participate in the 2024 Marine Safety Program by completing a grant application; and

WHEREAS, The State Legislature appropriates comparable DNR funding amounts (75%/25%) to those participating counties each year with notification of the amount awarded in March; applications are due by March 1st; and

WHEREAS, Funds for the 25% grant match requirement are included in the 2024 Sheriff Department budget; and

WHEREAS, In 2023 the State funded \$19,800 for this program; Therefore, Be it

RESOLVED That the Bay County Board of Commissioners authorizes Sheriff’s Office participation in the 2024 Marine Safety Program and authorizes the Chairman of the Board to execute all application and grant award documents required for the Grant Program following Finance Department and Corporation Counsel review and approval; Be It Further

RESOLVED That the grant applicant/recipient departments are required to work with the Finance Department whose staff will provide financial oversight of said grant; Be It Further

RESOLVED That it is clearly understood that if these grant funds are terminated, any position(s) funded by this grant shall be terminated and will be not absorbed by the County; Be It Finally

RESOLVED That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
AND COMMITTEE

Sheriff Dept - 2024 Marine Safety Grant Program

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN-___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___



Troy R. Cunningham
Sheriff Of Bay County

Christopher D. Mausolf
Undersheriff

Troy A. Stewart
Jail Administrator

TO: Tim Banaszak, Chairman
Committee Of The Whole

FROM: Sheriff Troy R. Cunningham *TRC*

DATE: January 29, 2024

Ref.: Budgeted Vehicle Amount

Request: I am requesting the Committee's consideration regarding increasing the budgeted amount in the 2024 vehicle budget, as new vehicle prices have increased.

Finance/Economics: Needed is an increase of \$14,500 to be added in the Road Patrol Budget 10131500-98100 to replace x 2 vehicles.

Recommendations: I am asking approval from the Committee's to approve an increase of \$14,500 and make any necessary budget adjustments to purchase x 2 2024 vehicles.

CC: Underhseriff Christopher Mausolf
Shawna Walraven, Finance Director
Kim Priessnitz, Assistant Finance Officer
File copy

Ls/COTW.Inc.VehicleBudget.2024

BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 20, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (2/6/2024)
WHEREAS, Due to an increase in vehicle prices, the Bay County Sheriff is requesting an increase to the budgeted amount in the 2024 Road Patrol Budget under the vehicle line item (10131500-98100); and
WHEREAS, The requested amount of \$14,500 will be used for the purchase of two (2), 2024 road patrol vehicles; Therefore, Be it
RESOLVED That the Bay County Board of Commissioners approve a budget adjustment(s) increasing the Road Patrol Budget (10131500-98100) in the amount of \$14,500 for the purchase of two (2) road patrol vehicles, with the funding source to come from the General Fund, Fund Balance; Be It Further
RESOLVED That the Chairman of the Board is authorized to sign required documents following Finance and Corporation Counsel review and approval; Be It Finally
RESOLVED That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
 AND COMMITTEE

Sheriff Dept. – Budget Increase (\$14,500) For Two (2) Road Patrol Vehicles

MOVED BY COMM. _____
 SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:
 ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___
 VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN-___
 AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___



BAY COUNTY

(989) 895-4051 • FAX (989) 892-3744

911 Central Dispatch

1228 Washington Ave., Bay City MI 48708

Ryan Gale
Director

Brent Rubis
Assistant Director

Ryan Manz
Emergency Management Coordinator

James A. Barcia
Bay County Executive

To: Tim Banaszak, Chair, Committee of the Whole

From: Ryan Gale, 911 Central Dispatch Director

Date: January 26, 2024

Subject: State 9-1-1 Surcharge Funding Allocation

Request: Approval and signature by the Board Chair of allowable expenses and acceptance of 911 surcharge funds from the Michigan State Treasury.

Background: State surcharge funding payments are made quarterly to the counties that have a 911 plan in place as provided by Public Act 51 of 2018. The fees deposited in the Emergency 911 fund come from the \$0.25 state 911 fee on postpaid devices and a 6.00% 911 fee on prepaid (minutes and phone cards). The payments to the counties are based on sixty-five percent (65%) of the money deposited in the Emergency 911 Fund. The payment base is further divided with forty percent (40%) equally distributed to each qualifying county and the remaining sixty percent (60%) distributed on a per capita basis to each qualifying county. The state 911 fees are required to be spent by the County/PSAP (Public Safety Answering Point) according to specified guidelines.

Additionally, training fund payments are issued to eligible PSAPs twice during the awarded year based on the full-time equivalent (FTE) approved for each applicant PSAP as provided by Public Act No. 32 of 1986 and amended by Public Act No. 78 of 1999. The payments are based on five and a half percent (5.5%) of the State 911 Fee collected and deposited in the Emergency 911 Fund. The Dispatcher Training Funds may only be used to utilize training programs that have been approved by the State 911 Committee. The PSAP is required to show it's spend down of training funds for allowable expenses each year.

In order to accept these funds, Counties/PSAPs must ensure that they are spent on only allowable expenses. State 9-1-1 Committee (SNC) forms must be completed yearly with a short suspense and an unknown amount of funds provided until the Michigan State Treasury releases these funds. These funds are forecasted and included as revenue in the yearly budget.

Finance/Economics: Historically, surcharge payments have provided approximately \$300,000 annually to the Central Dispatch budget.

Recommendation: Upon favorable review by Corporation Counsel, the Department recommends approval and any necessary signatures required by the Board Chair, as well as approval of all budget adjustments related to surcharge funding starting in January 2024 and continuing in perpetuity subject to any legislative changes or other relevant developments.

Cc: Jim Barcia, Shawna Walraven, Tiffany Jerry, Amber Johnson, Matthew Beaver

BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 20, 2024

RESOLUTION

- BY:** COMMITTEE OF THE WHOLE (2/6/2024)
- WHEREAS,** State surcharge funding payments are made quarterly to the counties that have a 911 plan in place as provided by Public Act 51 of 2018; and
- WHEREAS,** The fees deposited in the Emergency 911 fund come from the \$0.25 state 911 fee on postpaid devices and a 6.00% 911 fee on prepaid (minutes and phone cards). The payments to the counties are based on sixty-five percent (65%) of the money deposited in the Emergency 911 Fund. The payment base is further divided with forty percent (40%) equally distributed to each qualifying county and the remaining sixty percent (60%) distributed on a per capita basis to each qualifying county; and
- WHEREAS,** The state 911 fees are required to be spent by the County/PSAP (Public Safety Answering Point) according to specified guidelines; and
- WHEREAS,** Additionally, training fund payments are issued to eligible PSAPs twice during the awarded year based on the full-time equivalent (FTE) approved for each applicant PSAP as provided by Public Act No. 32 of 1986 and amended by Public Act No. 78 of 1999. The payments are based on five and a half percent (5.5%) of the State 911 Fee collected and deposited in the Emergency 911 Fund; and
- WHEREAS,** The Dispatcher Training Funds may only be used to utilize training programs that have been approved by the State 911 Committee. The PSAP is required to show it's spend down of training funds for allowable expenses each year; and
- WHEREAS,** In order to accept these funds, Counties/PSAPs must ensure that they are spent on only allowable expenses. State 9-1-1 Committee (SNC) forms must be completed yearly with a short suspense and an unknown amount of funds provided until the Michigan State Treasury releases these funds. These funds are forecasted and included as revenue in the yearly budget; and
- WHEREAS,** Historically, surcharge payments have provided approximately \$300,000 annually to the Central Dispatch budget; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves and accepts the 911 Surcharge Funding Allocation from the Michigan State Treasury for allowable expenses and authorizes the Chairman of the Board to execute any related documents on behalf of Bay County (911 Central Dispatch) following Corporation Counsel review and approval; Be It Finally
- RESOLVED** That budget adjustments, related to surcharge funding starting in January 2024 and continuing in perpetuity subject to any legislative changes or other relevant developments, if required, are approved.

TIM BANASZAK, CHAIR
AND COMMITTEE

911 Central Dispatch – 911 Surcharge Funding from the Michigan State Treasury

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN-___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___



**BAY COUNTY
PERSONNEL & EMPLOYEE RELATIONS**

James A. Barcia
County Executive

Tiffany Jerry
Director
jerryt@baycounty.net

To: Tim Banaszak, Chairperson, Committee of the Whole

From: Tiffany Jerry, Director of Personnel and Employee Relations

Date: January 22, 2024

RE: Ways & Means Committee Agenda
2024 Flex Administrators Administration Agreement

Please consider the following for the agenda of your February 6th committee meeting.

Request:

Approve the County's flexible spending agreement with Flex Administrators with the new monthly administrative fee language. The new fees went into effect on January 1, 2024.

Background:

Bay County has been contracting services for Flexible Spending Benefits through Flex Administrators since January 1, 2016. Bay County was made aware of this change in August 2023 and employees were notified; however, the agreement needs to be amended to reflect these rate changes.

Finance/Economics:

Monthly Administrative fees are deducted from employee payroll for those enrolled in flexible spending plans. No additional funds are necessary.

Recommendation:

I am requesting approval of the Board of Commissioners to renew the Flex Administrators Administration Agreement with the adjusted fee changes and authorize the Board Chair to sign the agreement, pending review of corporation counsel.

Thank you for your consideration.

cc: Jim Barcia
Lindsey Arsenault
Hailey Wentz
Amber Johnson
Shawna Walraven
Kim Priessnitz
Rebecca Marsters
Rebecca Grzegorzcyk

BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 20, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (2/6/2024)
WHEREAS, Bay County has been contracting services for Flexible Spending Benefits through Flex Administrators since January 1, 2016; and
WHEREAS, Bay County was made aware of upcoming adjusted fee changes in August 2023 and employees were notified; and
WHEREAS, The new fees went into effect on January 1, 2024; however, the agreement needs to be amended to reflect these rate changes; Therefore, Be It
RESOLVED That the Bay County Board of Commissioners approves the renewal of the Flex Administrators Administration Agreement with the adjusted fee changes and authorizes the Board Chair to execute said Agreement on behalf of Bay County (Personnel) following Corporation Counsel review and approval; Be It Finally
RESOLVED That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
 AND COMMITTEE

Personnel - 2024 Flex Administrators Administration Agreement

MOVED BY COMM. _____
 SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:
 ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___
 VOICE: YEAS ___ NAYS ___ EXCUSED ___
 DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN-___
 AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___



**BAY COUNTY
PERSONNEL & EMPLOYEE RELATIONS**

James A. Barcia
County Executive

Tiffany Jerry
Director
jerryt@baycounty.net

To: Tim Banaszak, Chair, Ways and Means Committee

From: Rebecca Marsters, Payroll & Benefits Supervisor

Date: January 26, 2024

RE: Ways & Means Committee Agenda
EHIM - Amendment to the Administrative Services Agreement

Please consider the following for the agenda of your committee meeting scheduled for February 6, 2024.

Request:

Upon review of Corporation Counsel, please approve the amendment to the administrative agreement with EHIM effective January 1, 2024.

Background:

In 2012 Bay County began utilizing Employee Health Insurance Management, Inc, "EHIM" as the employee pharmacy provider. EHIM has introduced a new rebate program that has the potential to save the County over \$150k annually in RX rebates. The program requires an amendment to the original administrative agreement in order to utilize this program.

Finance/Economics:

Funds are budgeted in the 2024 budget, no additional funds are necessary.

Recommendation:

Please refer to the full board for approval (upon review of Corporation Counsel).

cc: Jim Barcia
Heather Brady-Pitcher
Amber Johnson
Rebecca Marsters
Shawna Walraven
Kim Priessnitz
Tiffany Jerry

BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 20, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (2/6/2024)
 WHEREAS, In 2012 Bay County began utilizing Employee Health Insurance Management, Inc, (EHIM) as the employee pharmacy provider; and
 WHEREAS, EHIM has introduced a new rebate program that has the potential to save the Bay County over \$150k annually in RX rebates; and
 WHEREAS, The program requires an amendment to the original administrative agreement in order to utilize this program; and
 WHEREAS, Funds are currently budgeted in the 2024 budget and no additionally funds are necessary; Therefore, Be It
 RESOLVED That the Bay County Board of Commissioners approves the Amendment to Administrative Services Agreement with Employee Health Insurance Management, Inc, (EHIM) to utilize EHIM’s new rebate program; Be It Further
 RESOLVED That the Chairman of the Board is authorized to execute said Amendment on behalf of Bay County following Corporation Counsel review and approval; Be It Finally
 RESOLVED That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
 AND COMMITTEE

Personnel - EHIMCares Program Amendment to the Administrative Services Agreement

MOVED BY COMM. _____
 SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:
 ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___
 VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN-___
 AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___



**BAY COUNTY
PERSONNEL DEPARTMENT**

James A. Barcia
County Executive

Tiffany Jerry
Director
jerryt@baycounty.net

To: Timothy Banaszak, Chair, Committee of the Whole
From: Tiffany Jerry, Director of Personnel and Employee Relations
Date: January 30, 2024
Re: **Personnel/Human Services Committee Agenda**



Please consider the following items for the agenda of your committee meeting scheduled for February 6, 2024.

1. **Request:** Beth Eurich has submitted a request to hire a candidate for the Department on Aging Handyman part-time position at the 2-year rate.

Background: Bay County Department on Aging has found a successful candidate for the DOA Handyman position. The Handyman needs a wide range of skills and can be difficult to recruit at the current entry level rate of pay. The candidate has the skills and experience necessary to successfully perform the Handyman functions.

Finance/Economics: The beginning wage for this position is \$12.50 with the 2-year rate being \$14.37. It is requested to fill the DOA Handyman position at the 2-year rate of \$14.37/hour based on the skills and experience of the current candidate. Funds exist within the current 2024 budget.

Recommendation: Please refer to the full board for approval to hire at the 2-year rate of \$14.37/hour.

Thank you for your consideration and approval of any necessary budget adjustments related to the aforementioned requests. If you have any questions or concerns, please feel free to contact me.

cc: Jim Barcia
Amber Davis-Johnson
Shawna Walraven
Kim Priessnitz
Beth Eurich

BAY COUNTY DEPARTMENT ON AGING



JAMES A. BARCIA
County Executive

BETH EURICH, LBSW
DIRECTOR


Jessica Somerlott, LBSW, Senior Services Manager

Patty Gomez, Programming Services Manager

Zach Brunett, Nutrition Services Manager

515 Center Avenue, Suite 202
Bay City, Michigan 48708
Tel: (989) 895-4100
Fax: (989) 895-4094
dvonaging@baycounty.net
www.baycounty-mi.gov/Aging/

To: Tiffany Jerry, Personnel Director

From: Beth Eurich, Director, Department on Aging 

Date: January 18, 2024

Subject: Request to hire at the two year rate

Request:

Bay County Department on Aging has found a successful candidate for the DOA Handyman position. The Handyman needs a wide range of skills and can be difficult to recruit at the current entry level rate of pay. The candidate has the skills and experience necessary to successfully perform the Handyman functions.

The beginning wage for this position is \$12.50 with the two year rate being \$14.37. I am requesting approval to fill the DOA Handyman position at the 2year rate of \$14.37/hour based on the skills and experience of the current candidate.

Funds exist within the current 2024 budget.

Thank you for your consideration of this position

Cc: Jim Barcia, Amber Johnson, Shawna Walraven

BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 20, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (2/6/2024)
WHEREAS, Bay County Department on Aging (DOA) has found a successful candidate for the Handyman position. The Handyman needs a wide range of skills and can be difficult to recruit at the current entry level rate of pay; and
WHEREAS, The candidate has the skills and experience necessary to successfully perform the Handyman functions; and
WHEREAS, The beginning wage for this position is \$12.50 with the 2-year rate being \$14.37; and
WHEREAS, It is requested to fill the DOA Handyman position at the 2-year rate of \$14.37/hour based on the skills and experience of the current candidate; and
WHEREAS, Funds are currently budgeted and no additional funds are required; Therefore, Be It
RESOLVED That the Bay County Board of Commissioners approves hiring the successful candidate for the Bay County Department on Aging, part-time Handyman position at the 2-year rate of \$14.37/hour (TS03); Be It Finally
RESOLVED That related budget adjustments, if required, are approved.

TIM BANASZAK, CHAIR
 AND COMMITTEE

Personnel/DOA – Handyman Part Time Position Hired at 2-Year Rate (TS03)

MOVED BY COMM. _____
 SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:
 ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___
 VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN-___
 AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___

2024	2024
Fund	Fund
Balance	Balance
\$4,814,520	\$0
\$2,723,731	\$0
<u>\$7,538,251</u>	<u>\$0</u>
(\$2,723,731)	

Journal
Number

Description

Unassigned Fund Balance or (Deficit) 12/31/2023

Previous years Assigned Fund Balance for P.O.'s*

Previous years Assigned Fund Balance for designation to balance 2024 budget

Unassigned & Assigned Fund Balance or (Deficit) at 12/31/2023

2024 Budgeted Surplus /(Deficit)

BUDGET ADJUSTMENTS POSTED IN JANUARY 2024

Increase 2024 budget for MSU Extension 2024 Budget. BOC approved per Resolution 2023-228	24-01-238	-124,238
Increase 2024 budget for MMRMA risk management insurance 7.1% increase. BOC approved this B.A. per Resolution 2023-237	24-01-235	-46,736
Decrease use of G.F. balance due to duplicate entry of one position in the Sheriff budget. BOC approves of this correction of a budget per Resolution 2023-241	24-01-237	105,893

JANUARY 30, 2024

-65,081

Estimated Unassigned Fund Balance or (Deficit) 1/31/2024

\$4,749,439



**BAY COUNTY
FINANCE DEPARTMENT**

James A. Barcia
County Executive

Shawna S. Walraven
Finance Officer
walravens@baycounty.net

Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycounty.net

Frances A. Moore
Purchasing
moorefa@baycounty.net

Julie A. O'Malley
Information Systems Manager
omalleyj@baycounty.net

TO: Tim Banaszak, Chairperson
Committee of Whole Chairman

FROM: Shawna S. Walraven, Finance Officer *SSW*

DATE: January 30, 2024

RE: Executive Directive #2007-001

REQUEST:

Please place this memo on the February 6, 2024, Committee of the Whole Agenda for your committee's information.

BACKGROUND:

On January 11, 2024, an email was sent requesting departments to contact their grantor agencies to confirm their level of grant funding for the current year. As stated previously, the Finance Department would request monthly updates from these departments regarding their grant funding status and then provide a status update to your committee at your monthly meeting.

ECONOMICS:

As of the date of this communication, the following are the updates to the previous correspondence:

1. The federal/state grantor agencies that have responded to department's requests indicate that funding levels for the federal/state grants with regard to fiscal year 2023 and/or 2024 appear to have no changes.

RECOMMENDATION:

To receive.

cc: Jim Barcia, County Executive
Kim Priessnitz, Assistant Finance Officer

BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 20, 2024

RESOLUTION

BY: COMMITTEE OF THE WHOLE (2/6/24)

RESOLVED That the Bay County Board of Commissioners hereby approves the claims against the County as follows:

ACCOUNTS PAYABLE:

1/4/2024	\$311,489.82
1/4/2024	\$113,798.64
1/11/2024	\$309,049.53
1/11/2024	\$150,317.54
1/17/2024	\$211,151.74
1/17/2024	\$122,014.10
1/24/2024	\$183,148.04
1/24/2024	\$1,190,222.34
1/31/2024	\$256,437.15
1/31/2024	\$279,331.17

TIM BANASZAK, CHAIR
AND COMMITTEE

Payables

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
KATHY NIEMIEC				COLLEEN M. MAILLETTE				DENNIS R. POIRIER			
TIM BANASZAK				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS ___ NAYS ___ EXCUSED ___

VOICE: YEAS ___ NAYS ___ EXCUSED ___

DISPOSITION: ADOPTED ___ DEFEATED ___ WITHDRAWN ___

AMENDED ___ CORRECTED ___ REFERRED ___ NO ACTION TAKEN ___

**WAYS AND MEANS COMMITTEE
MINUTES**

MEETING OF THE BAY COUNTY WAYS AND MEANS COMMITTEE HELD ON WEDNESDAY, JANUARY 3, 2024, FOURTH FLOOR, BAY COUNTY BUILDING.

CALL TO ORDER BY CHAIR BANASZAK AT 4:08 P.M.

MOTION NO.

COMMISSIONERS PRESENT:	1	2	3	4	5	6	7	8	9	10	11	12
TIM BANASZAK, CHAIR	p	Y	Y	Y	Y	Y	Y	Y	Y			
KAYSEY L. RADTKE, V. CHAIR	P	S/Y	Y	Y	S/Y	S/Y	Y	Y	Y	S/Y		
KATHY NIEMIEC	P	Y	Y	Y	Y	Y	Y	Y	Y	Y		
COLLEEN MAILLETTE	P	Y	Y	M/Y	M/Y	Y	S/Y	S/Y	S/Y	Y		
THOMAS M. HEREK	P	Y	S/Y	S/Y	Y	Y	M/Y	M/Y	M/Y	Y		
DENNIS R. POIRIER	p	M/Y	M/Y	Y	Y	M/Y	Y	Y	Y	M/Y		
VAUGHN J. BEGICK, EX OFFICIO	P	Y	Y	Y	Y	Y	Y	Y	Y	Y		

MOTION NO.

COMMISSIONERS PRESENT:	13	14	15	16	17	18	19	20	21	22	23	24
TIM BANASZAK, CHAIR												
KAYSEY L. RADTKE, V. CHAIR												
KATHY NIEMIEC												
COLLEEN MAILLETTE												
THOMAS M. HEREK												
DENNIS R. POIRIER												
VAUGHN J. BEGICK, EX OFFICIO												

MOTION NO.

COMMISSIONERS PRESENT:	25	26	27	28	29	30	31	32	33	34	35	36
TIM BANASZAK, CHAIR												
KAYSEY L. RADTKE, V. CHAIR												
KATHY NIEMIEC												
COLLEEN MAILLETTE												
THOMAS M. HEREK												
DENNIS R. POIRIER												
VAUGHN J. BEGICK, EX OFFICIO												

OTHERS PRESENT: A. Davis-Johnson, C. Gignac, M. Beaver, N. Paige, H.Wentz, B.Krause, P. Niemiec, F.Moore

M- MOVED; S-SUPPORTED; Y-YEA; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT; W-WITHDRAWN

WAYS AND MEANS COMMITTEE
MINUTES
WEDNESDAY, JANUARY 3, 2024
PAGE 2

MOTION NO.

NOTE: In addition to these typed minutes which provide an overview of the meeting and are not verbatim, this Committee meeting was also videotaped and those tapes are available for review in the Executive's Office or can be viewed on Bay County's website www.baycounty-mi.gov/executive/videos.

1. MOVED, SUPPORTED AND CARRIED TO APPROVE THE JANUARY 3, 2024, WAYS AND MEANS COMMITTEE AGENDA AS PRINTED.
2. MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF DECEMBER 5, 2023, WAYS AND MEANS COMMITTEE MINUTES AS PRINTED.

Public input was called with no one wishing to address the Committee.

3. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: 2024/2025 MICHIGAN VETERANS AFFAIRS AGENCY VETERAN SERVICE GRANT (VETERANS AFFAIRS).
4. MOVED, SUPPORTED AND CARRIED TO RECEIVE GENERAL FUND EQUITY 2023 (FINANCE).
5. MOVED, SUPPORTED AND CARRIED TO RECEIVE EXECUTIVE DIRECTIVE #2007-11 (FINANCE).

At the request of Board Chair Begick, Cristen Gignac, Director of Recreation & Facilities explained the timeline of the elevator project and thanked the Commissioners for their support in starting the project. It was,

6. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: BID AWARD FOR BAY COUNTY ELEVATOR REPLACEMENT TO OTIS ELEVATOR (FINANCE/PURCHASING).
7. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: BID AWARD FOR CONSTRUCTION MANAGER AND DESIGN PROFESSIONAL FOR ANIMAL SERVICES (SHELTER) FACILITY TO SPENCE BROTHERS (FINANCE/PURCHASING).
8. MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: PAYABLES (FINANCE).

There being no further business, it was

9. MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:14 P.M.).

Submitted By:

Lindsey Arsenault
Board Coordinator

PERSONNEL/HUMAN SERVICES COMMITTEE MINUTES

MEETING OF THE BAY COUNTY PERSONNEL/HUMAN SERVICES COMMITTEE HELD ON TUESDAY, JANUARY 9, 2024, FOURTH FLOOR BAY COUNTY BUILDING.

CALL TO ORDER BY CHAIR NIEMIEC AT 4:00 P.M.

ROLL CALL:

		MOTION NO.											
COMMISSIONERS PRESENT:		1	2	3	4	5	6	7	8	9	10	11	12
KATHY NIEMIEC, CHAIR	P	Y	Y	Y	Y	Y	Y	Y					
COLLEEN MAILLETTE, V.CHAIR	P	Y	M/Y	S/Y	S/Y	Y	Y	Y					
TIM BANASZAK	P	Y	Y	Y	Y	S/Y	S/Y	S/Y					
THOMAS M. HEREK	P	M/Y	Y	M/Y	M/Y	M/Y	M/Y	Y					
KAYSEY L. RADTKE	P	Y	S/Y	Y	Y	Y	Y	Y					
DENNIS R. POIRIER	P	S/Y	Y	Y	Y	Y	Y	M/Y					
VAUGHN J. BEGICK, EX OFFICIO	P	Y	Y	Y	Y	Y	Y	Y					

		MOTION NO.											
COMMISSIONERS PRESENT:		13	14	15	16	17	18	19	20	21	22	23	24
KATHY NIEMIEC, CHAIR													
COLLEEN MAILLETTE, V.CHAIR													
TIM BANASZAK													
THOMAS M. HEREK													
KAYSEY L. RADTKE													
DENNIS R. POIRIER													
VAUGHN J. BEGICK, EX OFFICIO													

		MOTION NO.											
COMMISSIONERS PRESENT:		25	26	27	28	29	30	31	32	33	34	35	36
KATHY NIEMIEC, CHAIR													
COLLEEN MAILLETTE, V.CHAIR													
TIM BANASZAK													
THOMAS M. HEREK													
KAYSEY L. RADTKE													
DENNIS R. POIRIER													
VAUGHN J. BEGICK, EX OFFICIO													

OTHERS PRESENT: C.Gignac ,M. Beaver, J.Barca, A.Davis-Johnson, S.Walraven, T.Jerry, L. Arsenault, H. Wentz, N. Paige, J. Strasz, W. Morrone, R.Gale,

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT; W-WITHDRAWN

PERSONNEL/HUMAN SERVICES COMMITTEE
MINUTES
TUESDAY, JANUARY 9, 2024
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MOTION NO.

NOTE: In addition to these typed minutes which provide an overview of the meeting and are not verbatim, this Committee meeting was also videotaped and those tapes are available for review in the Executive's Office or can be viewed on Bay County's website www.baycounty-mi.gov/executive/videos.

1. **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF DECEMBER 5, 2023, PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

Public Input was called. Scott Hartsough, a Williams Township resident, local business owner in Auburn and Auburn Area Chamber of Commerce Board member expressed concern and requested Commissioner support regarding a complaint filed with the Bay County Prosecutor.

Lee Kilbourn, Mayor of the City of Auburn, also addressed the Committee by continuing aforementioned concerns regarding the responsiveness of the Bay County Prosecutor.

The first item on the agenda was a presentation by Dr. Morrone, Bay County Medical Examiner, who provided the committee with his annual report for the year 2022. This report provided a look at how many residents are dying, where they are dying, and what they are dying from. It was,

2. **MOVED, SUPPORTED, AND CARRIED TO RECEIVE THE MEDICAL EXAMINERS REPORT FOR 2022 PRESENTED BY DR. MORRONE, BAY COUNTY MEDICAL EXAMINER (RECEIVE).**
3. **MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: BOND FOR ROAD IMPROVEMENTS FOR MIDLAND RD & THREE MILE RD WITH REPAYMENTS TO BE MADE WITHIN A PERIOD OF NO MORE THAN 10 (TEN) YEARS (BAY COUNTY ROAD COMMISSION).**

Jim Lillo, Engineer-Manager for the Bay County Road Commission thanked the Bay County Commissioners, County Executive Jim Barcia and staff. Mr. Lillo spoke about these projects at the request of Board Chair Begick. It was explained where these projects will take place and other funding sources to help with this project. Commissioner Herek questioned the interest rate of this project.

Bay County Executive, Jim Barcia thanked Mr. Lillo and legislatures for their hard work securing revenue for the improvements and explained Bay County's obligations with approving the Bond.

4. **MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: LETTER OF AGREEMENT (LOA) WITH GELC DISPATCHERS UNIT (PERSONNEL/ 911 CENTRAL DISPATCH).**
5. **MOVED, SUPPORTED, AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE: WIC REGISTERED DIETITIAN HIRED AT 1-YEAR RATE OF \$25.85/HOUR (PB06) (PERSONNEL/HEALTH DEPARTMENT).**

6. **MOVED, SUPPORTED AND CARRIED TO RECEIVE NOVEMBER 2023 REPORT FROM THE OFFICE OF ASSIGNED COUNSEL (RECEIVE).**

There being no further business, it was

7. **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:57 P.M.).**

Submitted By:

Lindsey Arsenault

Board Coordinator