

ADDITIONS TO BOARD AGENDA

TUESDAY, DECEMBER 15, 2015

Pg. No.

- 1 A. Res. No. 2015-281 - Typist Clerk II (TU06)
- 2 B. Res. No. 2015-282 - Section 125 Plan Document (Personnel Dept.)
- 3 C. Res. No. 2015-283 - Ronald David Robbins (Register of Deeds)
- 4-5 D. Res. No. 2015-284 - Child Care Fund Budget Adjustment (Probate Court)

BAY COUNTY BOARD OF COMMISSIONERS

12/15/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (12/15/15)

RESOLVED By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies/new positions, monies for said positions to come from the respective departmental budgets:

1. Prosecutor - Legal Secretary
2. Health Department
 - a. Account Clerk in the Maternal Infant Health Care Program & Children's Special Health Care Program
 - b. Laboratory Technician

RESOLVED That budget adjustments, if required, are approved; Be It Further

RESOLVED That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced.

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

Vacancies - 12-15-15

MOVED BY COMM. Lutz

SUPPORTED BY COMM. Herek

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK	✓			KIM J. COONAN	✓			MICHAEL E. LUTZ	✓		
ERNIE KRYGIER			✓	THOMAS M. HEREK	✓						
VAUGHN J. BEGICK	✓			DONALD J. TILLEY	✓						

VOTE TOTALS:

ROLL CALL: ✓ YEAS 6 NAYS 0 EXCUSED 1

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

BAY COUNTY BOARD OF COMMISSIONERS

12/15/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (12/15/15)

WHEREAS, The needs of the older adult population are changing and require a higher standard of service and responsiveness to Division on Aging clients; and

WHEREAS, With this in mind, a re-organization of the Division's management staff has been developed to help increase accountability, meet programmatic requirements, more evenly distribute workload, and fully foster collaboration; and

WHEREAS, It is anticipated that the combination of these enhancements will ultimately provide improved services to the older adult population of Bay County and meet the needs and demands of its client base; and

WHEREAS, Currently the Division has approximately 63 employees with oversight by three supervisors which includes the Director (overseeing the entire operations of the Division as well as administrative staff, case managers and nursing staff), the Nutrition Manager (overseeing food production, distribution and activity centers) and the Senior Services Coordinator (overseeing Personal Care and Homemakers and providing program coordination in various areas.); and

WHEREAS, To more effectively provide oversight to programs offered by the Division, effectively balance workloads and to accomplish the goals listed above, the following changes are proposed:

- Realign oversight of the staff, volunteers and programming at the (5) Senior/Activity Centers and allow a more centralized approach to provide a consistent standard of management across Senior/Activity Centers in Bay County. To accomplish this, a Program/Event Manager (MB08) position which will be responsible for the oversight of said activities will be created.
- Create and staff a Senior Programs Coordinator (PB06) position that will help to meet the growing demands for coordination of health, wellness and other related services; to write grants and to assist the Program/Event Manager by developing further programming.
- Align the home based services into a single and cohesive unit, the In-Home Services Department. This department will be supervised by two Managers (MB08) so that proper day to day oversight of case management of clients, personal care and home making services is accomplished in a systematic, coordinated manner. Additionally, it is proposed to hire a part-time case worker (PB05), to meet the growing demand of clients needing case management services and to help balance workloads; and

WHEREAS, The changes proposed would add an additional \$31,621.00 to the Division on Aging budget which would be supported through the senior millage. No general fund dollars will be necessary.

BAY COUNTY BOARD OF COMMISSIONERS

12/15/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (12/15/15)

RECLASSIFICATIONS:

FROM: Volunteer Coordinator (PB05, 3 year) \$42,556.80
 TO: Program/Event Manager (MB08, entry) \$44,220.80

FROM: Senior Services Coordinator (MB07, 4 year) \$45,926.40
 TO: Senior Programs Coordinator (PB06, 3 year) \$46,904.00

FROM: LBSW Case Management Workers (PB05, 3 year) \$42,556.80
 TO: In-home Services Manager(s) (MB08, entry) \$44,220.80

NEW POSITION:

New part-time position
 Part-time Case Management Worker (BT05, hire) (\$17.92 to \$20.46)

RESOLVED That the Bay County Board of Commissioners approves the proposed outlined changes and authorizes posting/filling the new part time position; Be It Finally

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

MICHAEL E. LUTZ, CHAIR
 AND COMMITTEE

DOA - Staffing Changes

MOVED BY COMM. Lutz

SUPPORTED BY COMM. Herek

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK		✓		KIM J. COONAN	✓			MICHAEL E. LUTZ		✓	
ERNIE KRYGIER			✓	THOMAS M. HEREK	✓						
VAUGHN J. BEGICK	✓			DONALD J. TILLEY	✓						

VOTE TOTALS:
 ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
 VOICE: ✓ YEAS 4 NAYS 2 EXCUSED 1

DISPOSITION: ADOPTED ✓ DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____

BAY COUNTY BOARD OF COMMISSIONERS

12/15/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE(12/15/15)
 WHEREAS, The Bay County 401K Committee was created in 1985 upon adoption of the original county 401(k) plan and the Committee is composed of three County employees-at-large appointed by the County Executive with concurrence of the Board of Commissioners, as well as the Director of Finance and the Human Resources Director; and

WHEREAS, The Plan Agreement was restated in 2003; and

WHEREAS, The current 401(k) Committee, currently comprised of Tim Quinn, Personnel Director (virtue), Crystal Hebert, Finance Officer (virtue), Jim Lillo, (appointed), James Marter (appointed), and one vacant appointed position, serves as both the Administrator and the Trustee of the County's 401(k) Plan, with investment decisions regarding the management of the Plan being handled by Nationwide. Tiffany Jerry will serve as a Committee member effective on the date of Mr. Quinn's retirement; and

WHEREAS, A historical review of past Board Minutes reveal that the Board's formal concurrence with the current appointments to the Committee is not easily located, so, to clarify the record and streamline business dealings with potential investment and insurance entities, it is suggested that the Board formally receive, concur and reaffirm the appointment of the current 401(k) Committee members, and receive and concur in the appointment of Shawna Walraven, Assistant Corporation Counsel, to fill the vacant employee-at-large position; and

WHEREAS, There is no financial impact in the receipt and concurrence of these appointments; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners hereby formally receives and concurs with the Executive's prior appointments of Jim Lillo and James Marter, currently serving on the 401(k) Committee, and concurs with the appointment of Shawna Walraven, Assistant Corporation Counsel, to fill the current vacancy on the Committee, as employee-at-large, said appointments to serve indefinitely and at the County Executive's pleasure.

MICHAEL E. LUTZ, CHAIR
 AND COMMITTEE

Executive - 401(k) Committee Appointments

MOVED BY COMM. Lutz

SUPPORTED BY COMM. Coonan

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK	✓			KIM J. COONAN	✓			MICHAEL E. LUTZ	✓		
ERNIE KRYGIER			✓	THOMAS M. HEREK	✓						
VAUGHN J. BEGICK	✓			DONALD J. TILLEY	✓						

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
 VOICE: ✓ YEAS 6 NAYS 0 EXCUSED 1

DISPOSITION: ADOPTED DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____

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BAY COUNTY BOARD OF COMMISSIONERS

12/15/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (12/15/15)
 WHEREAS, The Bay County Clerk has requested an increase in her staff due to a stated inability to complete the current workload related to statutorily mandated duties in the Clerk's Office and the Clerk has provided information in the form of answers to interrogatories as well as an amended Service Enhancement Proposal to support her request; and
 WHEREAS, The Clerk's office was initially reduced by one employee on the 2011 Budgetary Process, and by a second USWA full time Clerk Typist TU06 Position in March of 2011 when a vacant position was not filled; and
 WHEREAS, Based on the information provided by the Clerk as noted above, the County Executive recommends that the Clerk's Service Enhancement Proposal should be granted in part to provide her with one additional USWA Clerk/Typist TU06, the same position that was eliminated from her department in March of 2011; and
 WHEREAS, The information provided does not, however, support the request for the additional staff requests as found in the Amended Service Enhancement Proposals dated September 22, 2015; and
 WHEREAS, The total cost for one full time USWA Clerk/Typist TU06, including benefits, is \$45,337 (assuming starting wage of \$13.09 and full family medical benefits), progressing to \$50,285 (assuming top pay scale of \$15.46 and full family medical) over a two year period; Therefore, Be It
 RESOLVED That the Bay County Board of Commissioners approves the hiring of one additional full time USWA Clerk/Typist TU06 in the Bay County Clerk's office, monies to fund this position to come from the General Fund; Be It Further
 RESOLVED That any necessary budget adjustments pertaining to the addition of this position in the County Clerk's office are approved.

MICHAEL E. LUTZ, CHAIR
 AND COMMITTEE

Clerk - Reinstatement of Clerk/Typist TU06

MOVED BY COMM. Lutz

SUPPORTED BY COMM. Herek

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK	✓			KIM J. COONAN	✓			MICHAEL E. LUTZ	✓		
ERNIE KRYGIER			✓	THOMAS M. HEREK	✓						
VAUGHN J. BEGICK	✓			DONALD J. TILLEY	✓						

VOTE TOTALS:
 ROLL CALL: YEAS 6 NAYS 0 EXCUSED 1
 VOICE: ✓ YEAS 6 NAYS 0 EXCUSED 1

DISPOSITION: ADOPTED ✓ DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____

BAY COUNTY BOARD OF COMMISSIONERS

12/15/2015

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (12/15/15)

WHEREAS, In February of 1998, this Board moved via resolution 98-61 to enter into an agreement with Michigan Employee Benefit Services and to manage the County's Section 125 Plan which allows the County to provide some benefits to employees with pre-tax dollars. Examples of those benefits include health care contributions, 401k, 457, flexible spending, etc.; and

WHEREAS, Flex Administrators was approved to be the new vendor for Cobra, Flexible spending and Section 125 updates for 2016 via resolution 2015-237, however, at that time no authority was sought or granted to receive, approve and sign updates to the Summary Plan Document which takes place each year and which are required to keep the Summary Plan Document in compliance; and

WHEREAS, There is no financial impact to the County in receiving, approving and signing the Plan updates.

WHEREAS, It is necessary for the Board of Commissioners to receive, approve, and sign the current Plan Document in order to be in compliance for 2015-1016 and for the Board Chair to sign any subsequent yearly updates necessary to keep the Plan in Compliance; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners receives and approves the current Summary Plan Document in order to be in compliance for 2015-2016; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute the current Summary Plan Document and any subsequent yearly updates necessary to keep the Summary Plan Document in compliance.

MICHAEL E. LUTZ, CHAIR
AND COMMITTEE

Personnel - Section 125 Plan Document

MOVED BY COMM. Lutz

SUPPORTED BY COMM. Coonan

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK	✓			KIM J. COONAN	✓			MICHAEL E. LUTZ	✓		
ERNIE KRYGIER			✓	THOMAS M. HEREK	✓						
VAUGHN J. BEGICK	✓			DONALD J. TILLEY	✓						

VOTE TOTALS:

ROLL CALL: YEAS 6 NAYS 0 EXCUSED 1

DISPOSITION: ADOPTED ✓ DEFEATED WITHDRAWN
AMENDED CORRECTED REFERRED

BAY COUNTY BOARD OF COMMISSIONERS

12/15/2015

RESOLUTION

BY: BAY COUNTY BOARD OF COMMISSIONERS

WHEREAS, Throughout Bay County's history there have been great leaders who devote their time to improve the way of life for their community, their neighbors, friends and families through dedicated service; and

WHEREAS, Bay County lost one of these dedicated servants with the passing of Ronald David Robbins, who served his community for the last 15 years as the Beaver Township Supervisor; and

Whereas, Ronald David Robbins was born and raised in Beaver Township. He lived, worked and played there his entire life with his lovely wife Judy Anne Thibault, his children Ronald David II (Michelle), Robert John (Veronica), Ross Alfred (Tammy), Jeanne Anne Friedle (Rusty), and his grandchildren Matthew, Nathan, Mitchell, Jaxen, Chandler, Lindsay, Ross, Rusty, Jack, Riley and Katherine. Ronald David Robbins is now playing with his grandson, Ryan, who lives with him in heaven; and

WHEREAS, Ronald David Robbins built his business in Beaver Township, Robbins Auto Truck and Trailer, further proving his commitment to investment in his community; and

WHEREAS, One of Ronald David Robbins greatest accomplishments was his dedication to building a park in Beaver Township on Seidlers Road between 8 & 9 Mile Roads, where all the families in Beaver Township could enjoy family picnics and reunions and create lasting memories; and

WHEREAS, The loss of Ronald David Robbins will be deeply felt not only by family and friends, but also by his former staff and the residents of Beaver Township, all of whom had a deep appreciation for Ronald David Robbins and his objectives for Beaver Township; and

WHEREAS, Because of his contributions to Beaver Township and Bay County, Ronald David Robbins has left a lasting legacy; Therefore, Be it

RESOLVED That the Bay County Board of Commissioners, on behalf of the residents of Beaver Township and Bay County, hereby recognizes the efforts and contributions of Ronald David Robbins and offers this resolution in loving memory of Ronald David Robbins.

**ERNIE KRYGIER, CHAIR
AND BOARD**

Ronald David Robbins

MOVED BY COMM. Duranczyk

SUPPORTED BY COMM. Begick

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK	✓			KIM J. COONAN	✓			MICHAEL E. LUTZ	✓		
ERNIE KRYGIER			✓	THOMAS M. HEREK	✓						
VAUGHN J. BEGICK	✓			DONALD J. TILLEY	✓						

VOTE TOTALS:

ROLL CALL: YEAS 6 NAYS 0 EXCUSED 1

DISPOSITION: ADOPTED ✓ DEFEATED WITHDRAWN
 AMENDED CORRECTED REFERRED

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BAY COUNTY BOARD OF COMMISSIONERS

12/15/2015

RESOLUTION

BY: BAY COUNTY BOARD OF COMMISSIONERS (12/15/15)

WHEREAS, The Child Care Fund from the State of Michigan provides a 50% match for expenditures involving the placement of neglect and abused children in child placement agencies and foster homes, the placement of delinquent youth in the Bay County Juvenile Home or institutions for delinquent youth, and programs aimed at working with delinquent youth while the youth remains in their own homes; and

WHEREAS, Each state fiscal year a budget is submitted to the state requesting a specific amount of funding for the year beginning October and ending in September, however, occasionally the amount the county and the court request from the state does not meet the need; and

WHEREAS, An amendment to this year's county Child Care Fund budget in an amount up to \$350,000 is required to the Family Foster Care budget and 50% of all monies spent (\$175 thousand) will be reimbursed by the state back to Bay County; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves a budget adjustment up to \$350,000 from the General Fund to this year's county Child Care Fund budget (Family Foster Care budget).

ERNIE KRYGIER, CHAIR
AND BOARD

Probate Court - Child Care Fund Budget Adjustment - \$350,000

MOVED BY COMM. Coonan

SUPPORTED BY COMM. Herek

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK	✓			KIM J. COONAN	✓			MICHAEL E. LUTZ	✓		
ERNIE KRYGIER			✓	THOMAS M. HEREK	✓						
VAUGHN J. BEGICK	✓			DONALD J. TILLEY	✓						

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: ✓ YEAS 6 NAYS 0 EXCUSED 1

DISPOSITION: ADOPTED ✓ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

BAY COUNTY BOARD OF COMMISSIONERS

MEETING DATE: DECEMBER 15, 2015

MOTION SPONSORED BY: COMM. DURANCZYK

MOTION SUPPORTED BY: COMM. HEREK

MOTION NO.: 88

TO ADJOURN THE SPECIAL BOARD SESSION OF
DECEMBER 15, 2015 AT 4:40 P.M.

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael Duranczyk	X			Kim Coonan	X			Michael Lutz	X		
Ernie Krygier			X	Thomas Herek	X						
Vaughn J. Begick	X			Donald J. Tilley	X						

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: XX YEAS 6 NAYS 0 EXCUSED 1

DISPOSITION: ADOPTED XX DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____