



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

PERSONNEL COMMITTEE

MONDAY, APRIL 26, 2010

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, **AS AMENDED, TO INCLUDE #10A AND B**
4. Approval of Minutes dated March 22, 2010 (previously distributed)
5. Public Participation (five minutes maximum per speaker, or longer at the discretion of the Chairperson related only to issues contained on the agenda)
6. Report on Vacant Position Reconfirmations (mailed)
7. Addition of ~~One Typist Clerk I Position in Prosecutor's Office~~ REMOVED FROM AGENDA (mailed)
8. Reclassification of One Typist Clerk I/II Position to Typist Clerk III in the Veterans Services Department (mailed)
9. Upgrade of One Part-time Account Clerk IV Position to Full-time Account Clerk IV and Addition of Two Full-time Weatherization Inspectors in the Community Services Agency (mailed)
10. Reconfirmation and Filling of One Managing Attorney Position in the Senior Citizen Services Department (mailed)
- 10a. Request from Department of Planning and Economic Development to Share Employee with Library (recommended by PED Committee on 4-21-10) (attached)
- 10b. Adopt Resolution Congratulating Westview Orchard on Receiving the Centennial Farm of the Year Award (offered by Brown)
11. Executive Session to Discuss Labor Negotiations
12. New Business
13. Public Participation (five minutes maximum per speaker or longer at the discretion of the Chairperson)
14. Adjournment

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RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Receive and File Vacant Position Reconfirmations

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

COMMITTEE/MEETING DATE

Personnel 04-26-10

Vacant Position and Budget Verification
*** Budgeted by dollars - not positions**

through 4/9/2010

Department	Position	Type	Union	Replacing	Reason	Authorization Rule
Circuit Court	Data Maintenance Clerk	FT	18	Mary L. Hunt	retired	approval only - BOC appvd Courts
Clerk/ROD	Computer Maintenance Clerk	FT	3	Dorothy Burse	retired	Courts auto reconf - approval only
CMH	Account Clerk III	FT	3	Cynthia Genord	promotion	approval only (95% grant)
CMH	Administrative Assistant I	FT	0	Elizabeth Heckman	Resigned	95% grant - approval only
CMH	Administrative Assistant III	FT	0	Dana Gire	retired	approval only (95% grant)
CMH	Case Manager II	FT	3	Amy Kenzie	lateral trans.	90% grant - approval only
CMH	Registered Nurse	FT	3	Mary Wellman	discharged	90% grant - approval only
CMH	Therapist II	FT	3	Faye Hoffman	retired	90% grant - approval only
CMH	Therapist III	FT	0	Jacqueline Niffeler	retirement	approval only (95% grant)
JJC	Part Time Cooks (2)	PT	21	New Position	-	BOC/Union approved
JJC	Substitute Youth Specialist	FT	21	Stephanie McCormack	promotion	24/7 - approval only
MCCSA	Health Services Coordinator	FT	0	Bernice Williams	resigned	100% Grant - approval only
MCCSA	Typist Clerk III	FT	24	Karen Frasad	promotion	100% grant
Public Works	Administrative Assistant	FT	0	Annette Kandler	Resigned	elected official sole responsibility
SCS	Kinship Care Coordinator	PT	0	Jamie Rossman	reassigned	PT - approval only

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend the Reclassification of one (1) Typist Clerk I/II position
to one (1) Typist Clerk III position in the Veterans Services Department

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

COMMITTEE/MEETING DATE

Personnel 04-26-10



HUMAN RESOURCES DEPARTMENT

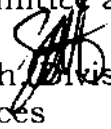
10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

April 7, 2010

TO: Commissioner Robert Mijac, Chairman
Personnel Committee and Committee Members

FROM: Eric A. Herppich,  Division Director-Labor Relations
Human Resources

RE: Recommend the Reclassification of one (1) Typist Clerk I/II position to one (1) Typist Clerk III position in the Veterans Services Department

On February 3, 2010, Mary LaRose, Typist Clerk I/II, requested a reclassification of her current position through the AFSCME Local #411 "Procedure for Classification Review" Article in the current Collective Bargaining Agreement.

The Human Resources Department conducted a review of this position, pursuant to the Collective Bargaining Agreement and determined that the duties and responsibilities warrant a reclassification to Typist Clerk III. I am recommending the Personnel Committee approve this reclassification from Typist Clerk I/II (2009 salary range: \$25,249.34 - \$29,577.80) to Typist Clerk III (2009 salary range: \$28,567.31 - \$32,648.36), retroactive to February 3, 2010. This reclassification will have no budgetary impact as external funding is utilized.

EAH/mb

cc: Kermit Harris, Director Veterans Services

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RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend the Upgrade of One (1) Part-time Account Clerk IV Position
to One (1) Full-time Account Clerk IV Position and Addition of Two (2)
Full-time Weatherization Inspectors in the MCCA Department

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

COMMITTEE/MEETING DATE

Personnel 04-26-10



HUMAN RESOURCES DEPARTMENT

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Labor Relations:
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Personnel Services:
Douglas J. Fouty
469-6126

April 16, 2010

To: Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members

From: Douglas J. Fouty, Program Director-Personnel Services
Human Resources

RE: Recommend the Upgrade of One (1) Part-time Account Clerk IV
Position to One (1) Full-time Account Clerk IV Position and Addition
of Two (2) Full-time Weatherization Inspectors in the MCCSA
Department

The Director of MCCSA has requested that one (1) part-time Account Clerk IV position be upgraded to one (1) full-time Account Clerk IV position.

In addition to this request, the Director of MCCSA has requested the addition of two (2) full-time Weatherization Inspectors.

All three (3) positions will be 100% grant funded.

With the increased Federal support of the Weatherization program and the increased demand for service, it is recommended the upgrade of the Account Clerk IV to full-time and the addition of two (2) full-time Weatherization Inspectors be approved.

DJF/sf
Attachments

cc: Frank Taylor, MCCSA Director

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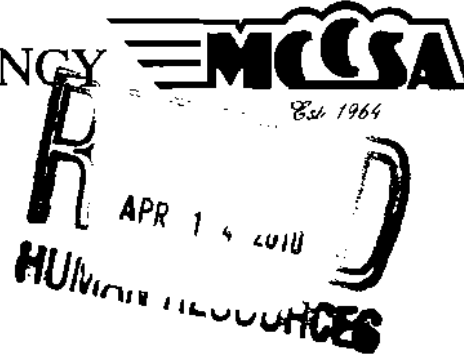
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COMMUNITY SERVICES AGENCY

21885 Dunham Road, Suite 10
Clinton Township, Michigan 48036
586-469-6999 Fax 586-469-5530
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April 13, 2010

Frank T. Taylor
Director

TO: Doug Fouty, Director-Personnel Services
Macomb County Human Resources

FR: Frank Taylor, Director *FT*
Macomb County Community Services Agency

RE: Request to Upgrade Part-time Account Clerk IV to Full Time Account Clerk IV

We have completed the first of a three year contract with the Department of Human Services to provide Weatherization services. Our allocation for this grant is \$8,127,986. Our annual allocation for our regular Weatherization grant for the period April 1, 2010 through March 31, 2011, increased by eighteen percent (18%) from \$669,036 to \$813,961.

We conducted an analysis to determine our needs and are requesting a staff change. We are requesting that the part-time Account Clerk IV be upgraded to a full-time Account Clerk IV. All Weatherization positions are grant funded. No County funds are used to support these positions. Although these positions are contingent on sufficient grant or external funds, our analysis indicates strong financial support to sustain this position. Therefore, we request your concurrence that our recommendation be considered at the next Board of Commissioners Personnel Committee meeting on Monday, April 26, 2010.

In accordance with your requirements, a Position Questionnaire Analysis was completed and is attached. Thank you for your attention in this matter.

Attachment/

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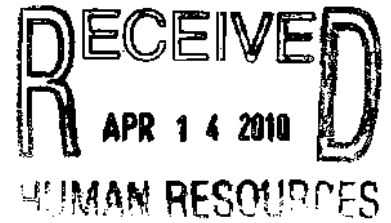
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**Macomb County
Position Analysis Questionnaire**



Employee Name: _____

Classification Title and Department: Account Clerk IV - MCCSA

Division/Program Assignment: Weatherization

Describe how this position is funded: % 100 % %
 County Grant Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

This position assists in the preparation and processing of vendor payments, financial reporting, programmatic reporting, and payroll for the program.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

The Weatherization program provides energy assistance to income qualified residents of Macomb County. The program has been the recipient of a large amount of American Recovery and Reinvestment Assistance funds as well as an increase in regular Department of Energy funds.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Community Operations Coordinator	1
Same Classification Within Department or Program	None	0
Other Classifications Reporting to this Immediate Supervisor	Data Maintenance Clerk Weatherization Supervisor	2 1
Classifications Directly Supervised by this Classification (if applicable)	None	0

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

This position is responsible for the creation of detailed financial and programmatic reports that must be submitted to the State under strict deadlines. The person is also charged with vendor payments of 18 different companies and the payrolls of twelve (12) employees.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Processing and Input of Invoices	40%	Daily	No
2	Creation of Financial Reports	25%	Daily	Yes, per Grant/Contract
3	Creation of Programmatic Reports	25%	Daily	Yes, per Grant/Contract
4	Time Sheet review and verification	5%	Daily	No
5	Clerical Assistance	5%	Daily	No
6				
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

As the position has only been in existence since January 2010, no statistical data is available. This work was previously performed by the Community Operations Coordinator, before the extremely large funding increase.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

The individual is charged with making sound financial and business decisions, based upon training and skill set. Most instances requiring formal decisions are referred to the Community Operations Coordinator.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Decrease in timeliness of Vendor payments	Inability to meet production requirements
Financial Reports not completed in timely manner	Non-compliance with Grant/Contract
Programmatic Reports not submitted on time	Non-compliance with Grant/Contract
Time sheets not completed and submitted on time	Delay in payroll process for Agency

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Program clerical staff	Invoice preparation and input	Daily
Program supervisory staff	Report creation and submission	Daily
Agency financial staff	Best practices and procedures	Weekly

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

With the dramatic increase in Weatherization program funding, this position should become a key component to ensure timely submission and accurate financial and programmatic reports.



COMMUNITY SERVICES AGENCY



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APR 16 2010
HUMAN RESOURCES

April 15, 2010

Frank T. Taylor
Director

TO: Doug Fouty, Director-Personnel Services
Macomb County Human Resources

FR: Frank Taylor, Director *FT*
Macomb County Community Services Agency

RE: Request To Add Two (2) full-time Weatherization Inspectors

We have completed the first of a three (3) year contract with the Department of Human Services to provide Weatherization services funded by the American Recovery and Reinvestment Act (ARRA). Our allocation for this grant is \$8,127,986 and runs through March 31, 2012. We received notice on April 14, 2010, that an additional \$615,000 will be allocated for Weatherization services for the same period of time. Our annual allocation for our regular Weatherization grant for the period April 1, 2010 through March 31, 2011, also increased by eighteen percent (18%) from \$669,036 to \$813,961.

In order to meet contract expectations, we are requesting that two (2) additional full-time Weatherization Inspectors be hired to assist in the pre and post home inspections. All Weatherization positions are grant funded. No County funds are used to support these positions. Although these positions are contingent on sufficient grant or external funds, our analysis indicates strong financial support to sustain these positions. Therefore, we request your concurrence that our recommendation be considered at the next Board of Commissioners Personnel Committee meeting on Monday, April 26, 2010.

In accordance with your requirements, a Position Questionnaire Analysis was completed and is attached. Thank you for your attention in this matter.

Attachment/

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Macomb County
Position Analysis Questionnaire

APR 16 2010
HUMAN RESOURCES

Employee Name: _____

Classification Title and Department: Weatherization Inspector-MCCSA

Division/Program Assignment: Weatherization Program

Describe how this position is funded: % 100 % %
County Grant Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

The Weatherization Inspector is charged with conducting the required Energy Audit, Pre-Inspection and Post-Inspection functions of the Weatherization Assistance Program. They are required to train and receive certification from the State of Michigan to conduct these functions.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

The Weatherization Assistance Program provides Energy Audits and the installation of energy saving measures to the low-income population of Macomb County. These energy saving measures may include caulking, weatherstripping, insulation, refrigerators, furnace repair and replacement and water heater repair and replacement. These services have proven to save the average homeowner an average of 30% on the homes energy consumption and utility bills.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Weatherization Supervisor	1
Same Classification Within Department or Program	Weatherization Inspector	6
Other Classifications Reporting to this Immediate Supervisor	None	0
Classifications Directly Supervised by this Classification (if applicable)	None	0

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Must inspect homes of usually older stock in Macomb County. Must crawl in to confined places such as attics, crawl spaces, under mobile homes, in dirt, mud, and snow. Must deal with dogs and other animals, children, uncooperative and sometimes mentally ill customers. Must contend with customers missing appointments.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Inspects homes and specific jobs	30%	Daily	Yes
2	Enters and compiles data on computerized systems	30%	Daily	Yes
3	Informs clients as to the type of work to be done	5%	Daily	Yes
4	Performs required Health and Safety Inspections	5%	Daily	Yes
5	Performs diagnostic testing on the home	20%	Daily	Yes
6	Travels throughout Macomb County to work sites	10%	Daily	Yes
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

On average, the Weatherization Program inspects approximately two hundred jobs annually. Each unit requires both a pre and post inspection totaling over 400 inspections per year. Over the last year however, dramatic increases in funding have caused the program to increase job production goals to nearly 800 jobs (meaning 1,600 Inspections) per year for the next two years and possibly beyond.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

None

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Would not meet mandated numbers of production	Total

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Weatherization Inspector II	Contractor issues	Daily
Weatherization Supervisor	Schedule, job design and job issues	Daily
Weatherization Data Maint. Clerk	Appointments, supplies, support	Daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The dramatic and continual additions to the program's budgets necessitates a corresponding increase in mandated job production. This production can only be attained through the addition of qualified Inspectors.

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend the Reconfirmation and Filling of One (1) Managing
Attorney Position in the Senior Citizen Services Department

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

COMMITTEE/MEETING DATE

Personnel 04-26-10



HUMAN RESOURCES DEPARTMENT

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April 16, 2010

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members

FROM: Douglas J. Fouty, Program Director-Personnel Services
Human Resources

RE: Recommend the Reconfirmation and Filling of One (1) Managing Attorney Position in the Senior Citizen Services Department

The Director of Senior Citizen Services has requested the reconfirmation of one (1) Managing Attorney position, vacant due to the retirement of Shirley Cushing, effective May 12, 2010.

The Senior Citizen Services Department is meeting its 2010 budgetary goals and the position is an authorized vacancy.

It is recommended the Board of Commissioners reconfirm the position and subsequent filling of the Managing Attorney position.

DJF/sf
Attachments

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SENIOR CITIZEN SERVICES

21885 Dunham Road, Suite 6
Clinton Township, Michigan 48036-1024
586-469-6313 FAX 586-469-5578
macombcountymi.gov/seniorservices

RECEIVED
APR 16 2010

HUMAN RESOURCES

Angela Willis
Director

TO: Doug Fouty, Program Director
Personnel

FROM: Angela J. Willis, Director
Senior Citizen Services

DATE: April 16, 2010

SUBJECT: Justification for Reconfirmation and Posting of Managing Attorney position

I am requesting the immediate reconfirmation and posting of the Managing Attorney position in the Senior Services Legal Assistance Program. This request is necessary due to the retirement of Shirley Cushing on May 12, 2010.

Justification:

With the retirement of Shirley Cushing on May 12, 2010, management of the Legal Assistance Program will not be provided because there will only be one attorney in the office who, according to Union Contract, is a "Staff Attorney" and not working in the role of "Managing Attorney".

I have attached the responsibilities of the Managing Attorney that cannot be left unattended to due to the position becoming vacant.

The Macomb County Senior Citizen Services has met the 2010 Budget requirements as set forth by the Board of Commissioners. As such, I request the promotion of Thomas Hartwig from Staff Attorney to Managing Attorney on May 13, 2010. In addition, I request the posting of a full time Staff Attorney position that will become vacant due to the promotion of Thomas Hartwig.

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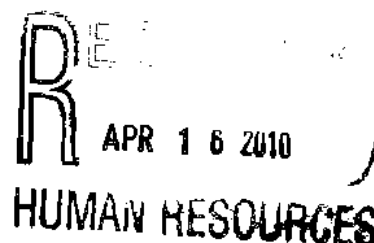
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Macomb County
Position Analysis Questionnaire



Employee Name: Shirley Cushing

Classification Title and Department: Managing Atty, Department of Senior Citizen

Division/Program Assignment: Legal Assistance Program

Describe how this position is funded:

81 %	19 %	%
County	Grant	Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

The Managing Attorney oversees the day-to-day operation of the Legal Assistance Program; giving direction and oversight to one staff attorney, one Clerk Typist IV, and volunteers.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

The mission of the Department of Senior Citizen Services is to provide courteous, efficient, high quality and compassionate assistance on senior issues to those who live, work or have an interest in Macomb County. The Legal Assistance Program fulfills this mission by providing legal assistance to Macomb County residents age 60 and older.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Director of Senior Services	1
Same Classification Within Department or Program	n/a	n/a
Other Classifications Reporting to this Immediate Supervisor	Staff Attorney Typist Clerk IV	1 1
Classifications Directly Supervised by this Classification (if applicable)	n/a	n/a

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

The Managing Attorney provides work direction for the Staff Attorney and reviews work product prepared by the Staff Attorney. The Managing Attorney oversees the interaction between the Clerk Typist IV and senior clients.

The Managing Attorney provides work direction for the Typist Clerk IV in preparing correspondence and court pleadings.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Seniors can be apprehensive about sharing legal matters as they fear it exhibits a decline in ability to manage their affairs. Additionally, family members are often involved in either creating or prolonging the legal issue. Clients are reluctant to pursue claims against family members. The Managing Attorney must exhibit patience and discernment in dealing with these types of situations.

Some challenges involve the interplay of public benefits and carrying out the wishes of the client.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Advise and or represent clients		Daily	No
2	Recruit Pro Bono Attorneys		Monthly	No
3	Prepare Focus Articles for Dept Newsletter		Qtrly	No
4	Make Community Legal Education Presentations		Semi-monthly	No
5	SEE ATTACHMENT			
6				
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

For the past 3 year period, the Legal Assistance Program has provided assistance to 6812 individual seniors of Macomb County.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

The Managing Attorney is able to exercise independent professional judgment on the legal assistance to be provided to specific clients. The Managing Attorney provides direction and prioritizes the work of the Staff Attorney and Typist Clerk IV.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Reduction in number of clients served	Atty cannot leave office to meet homebound clients
Reduction of satellite office services	Clients cannot be met at satellite offices
Reduction of community presentations	Community presentations cannot be offered
Management of Legal Assistance Program	Oversight and direction and restricted.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Seniors who rely on Legal assistance	In person / telephone	daily
County agencies	Referrals for specific service needs	daily
State and Federal Agencies	Intervening on behalf of clients	weekly

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

A Managing Attorney is of vital importance as legal assistance cannot be provided by just one Staff attorney. The Staff Attorney is entitled to annual and time off; must appear in court and offer presentations to seniors, as such, an attorney must be in the office at all times.

**Managing Attorney
Job Description**

SUPERVISION - Supervise: Staff Attorney, Paralegal, Secretary, Volunteers

A. DAILY SUPERVISION

1. Case Assistance;
2. Support staff oversight;
3. Intake Review;
4. Prioritize work of support staff.

B. WEEKLY SUPERVISION

1. Prepare meeting agendas;
2. Conduct Case Acceptance meetings;
3. Calendar Planning;
4. Prepare weekly case acceptance notes;
5. Coordinate and approve requests for time off.

C. MONTHLY/QUARTERLY SUPERVISION

1. Prepare monthly report for Department Director;
2. Full case review;
3. Review client evaluation surveys;
4. Oversee preparation of quarterly report for AAA 1-B and Department Director;
5. Review client donations and Client Trust Account;
6. Review litigation and service fee payments.

D. SEMI/OR ANNUAL SUPERVISION

1. Update and discuss annual goals and work plans; for the Legal Assistance Program;
2. Establish and maintain satellite offices and meet with administrators;
3. Supervise satellite office work;
4. Supervise preparation of AAA-1B Grant Application;
5. Responsible for AAA-1B Site Assessment.

E. ADVISORY BOARD, COMMUNITY LEGAL EDUCATION AND TRAINING

1. Plan and prepare agenda for the Advisory Board meetings;
2. Assign and give Community Legal Education presentations;
3. Plan attendance at legal training seminars and workshops.

F. SUPERVISION OF PRO BONO PANELS/LOW FEE WILL PANELS

1. Provide a Pro Bono and Low Fee Will Referral Panel;
2. Recruit private attorneys for the Pro Bono and Low Fee Will Panel;
3. Screen and refer Pro Bono and Low Fee Will cases to private attorneys;
4. Provide membership to the Macomb County Bar Association (MCBA) Pro Bono Committee;
5. Attend MCBA Pro Bono meetings, when possible;

6. Coordinate annual distribution of Pro Bono evaluations to pro bono attorneys;
 7. Reorganize, improve and review the Pro Bono procedures.
- G. INTERVIEW THE HIRING OF LEGAL STAFF ATTORNEY, PARALEGAL AND LEGAL SECRETARY**
1. Review all pertinent resumé's;
 2. Conduct first interviews with 4-5 candidates;
 3. Conduct second interviews with Director;
 4. Offer position to chosen candidate with Director approval.
- H. AS NEEDED**
1. Prepare and/or review the legal publication materials for the "Focus" publication;
 2. Research and write educational information sheets for Legal Assistance Program clients.

CLIENT REPRESENTATION

1. Active caseload of cases;
2. Represent clients at State Municipal, District, Probate, and Circuit Court and Administrative Hearings;
3. Prepare Court pleadings, briefs and documents;
4. Give advice and legal counsel to clients on rights and alternatives under the law; assist in implementation;
5. Negotiate resolutions with opposing parties concerning client's legal problem with or without litigation;
6. Interview clients by telephone, in the County office, satellite offices, nursing home or in client's residence, if homebound;
7. Provide legal research on current law or regulations pertaining to client's legal problem;
8. Refer client to an appropriate agency, when feasible.

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE:
AGENDA ITEM:

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Concur with the request from the Department of Planning and Economic Development to share Ms. Denise Mentzer with the Library on a 50-50 basis. Refer to Personnel Committee

INTRODUCED BY: Commissioners James Carabelli and Edward Bruley, Co-Chairs

DESCRIPTION:

See Attached memo dated April 15, 2010

COMMITTEE/MEETING DATE

PED 4/21/2010

Personnel 4-26-10

Approved



PLANNING & ECONOMIC DEVELOPMENT

1 S. Main St., 7th Floor
Mount Clemens, Michigan 48043
586-469-5285 Fax 586-469-6787
www.macombcountymi.gov/planning

Stephen N. Cassin, AICP
Executive Director

Donald Morandini
Deputy Director

April 15, 2010

TO: Ed Bruley and Jim Carabelli, Co-Chairs and Members
Planning and Economic Development Committee

FROM: Stephen N. Cassin, AICP
Executive Director

RE: Personnel Sharing with Library

The Department of Planning and Economic Development is seeking authorization to share on a 50-50 basis, Ms. Denise Mentzer from the Library.

It is envisioned that Ms. Mentzer will assist the department in its administrative duties relating to the Small Business and Technology Development Center.

Thank you for consideration of this request.

MACOMB COUNTY BOARD OF COMMISSIONERS

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