



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

TUESDAY, NOVEMBER 23, 2010

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, **AS AMENDED, TO INCLUDE #10A**
4. Approval of Minutes dated October 20, 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. Title Change Only for Two Positions in Finance Department - Purchasing (mailed)
8. Upgrade of One Part-Time Account Clerk IV to Full-Time Account Clerk IV in Community Services Agency (mailed)
9. Elimination of One Vacant Assignment Clerk and Creation of One Communications and Technology Specialist in Circuit Court Administration (mailed)
10. Closing of County Operations in 2011 to Coincide with Ratified Labor Agreements and Scheduling of the Same Six Furlough/Dock Days for Non-Union Employees and DROP Participants (mailed)
- 10a. Suspension of 2011 Longevity Payments for All Eligible Non-Union Employees and Non-Union DROP Participants (attached)
11. Executive Session to Discuss Labor Negotiations

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
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Phillip A. DiMaria - District 3
Tom Mosen - District 4
Susan L. Doherty - District 5

Sue Rocca - District 7
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Carey Torrice - District 16

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**PERSONNEL COMMITTEE
AGENDA
NOVEMBER 23, 2010**

PAGE 2

12. Ratification of One-Year Labor Agreement with Police Officers Association of Michigan – Juvenile Justice Center (mailed)
13. Ratification of One-Year Labor Agreement with Macomb County Environmental Health Association (mailed)
14. New Business
15. Public Participation (five minutes maximum per speaker or longer at the discretion of the Chairperson)
16. Adjournment

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 _____ 11-23-10 _____

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

Department	Position	Type	Union	Reason	Authorization Rule	Step 1		Step 2	Step 3
						Budgeted Position HR Review Yes/No	Subject to 5% reduction in salary?	Budget Goals Finance Yes No	Layoff Recall HR Review Yes/No
CMH	Account Clerk I/II	PT	3	promo 11/1/10	PT - approval only	Y	Y	Y	Y
CMH	Registered Nurse	FT	3	resigned 10/29/10	90% grant - approval only	Y	N	Y	N
CMH	Typist Clerk I/II	FT	3	promo 9/20/10	95% Other - approval only	Y	N	y	N
FOC	Account Clerk, Sr.	FT	18	promo 10/12/10	approval only	Y	N	y	N
FOC	Typist Clerk	FT	18	promo 10/25/10	approval only	Y	N	y	N
Health	Dentist	PT	13	resigned 11/30/10	PT - approval only	Y	N	Y	N
JJC	PT Cook	PT	21	resigned 11/2/10	PT - approval only	Y	N	y	N
JJC	Sub Youth Specialist	PT	21	resigned	PT - approval only	*Budgeted by \$'s	N	y	N
M/SCETA	Supervisor	FT	0	ret 1/4/11	approval only - (approved to fill before vacancy)	Y	Y	Y	N
MCCSA	Teacher Aide	PT	24	resigned 9/20/10	PT - approval only	Y	N	Y	N
MCCSA	Teacher Aide	PT	24	resigned 9/20/10	PT - approval only	Y	N	Y	N
Pros Atty	APA IV	FT	16	retired 11/19/10	EO - approval only	Y	Y	Y	N
Pros Atty	APA III	FT	16	promo 11/22/10	EO - approval only	Y	Y	Y	N
Pros Atty	APA II	FT	16	promo 11/22/10	EO - approval only	Y	Y	Y	N
Pros Atty	APA I	FT	16	promo 11/22/10	EO - approval only	Y	Y	Y	N

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend Title Change only for two (2) positions in the Finance
Department – Purchasing Division

INTRODUCED BY: _____ Commissioner Robert Mijac, Chairperson
Personnel Committee

COMMITTEE/MEETING DATE

Personnel _____ 11-23-10



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

November 12, 2010

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

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

RE: Recommend Title Change only for two (2) positions in the
Finance Department – Purchasing Division

The Purchasing Division of the Finance Department has requested a title change for one (1) Microfilm Coordinator to Warehouse Services Manager and one (1) Inventory Services Coordinator to Warehouse Services Assistant.

The change in title for these positions is necessary to more efficiently define job duties. Because these are title changes only, there is no budgetary impact.

I am recommending the Board approve the requested changes.

DJF/mb
Attachment

cc: G. Chang
P. Helzer

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FINANCE DEPARTMENT
Purchasing Division
 10 N. Main St., 13th Floor
 Mount Clemens, Michigan 48043
 586-469-5255 FAX 586-469-6612
 macombcountymi.gov/purchasing

RECEIVED
OCT 26 2010
HUMAN RESOURCES

Gilbert J. Chang
 Finance Director

Polly A. Helzer
 Purchasing Manager

Tim Corcoran
 Asst. Purchasing Manager

Date: October 26, 2010
To: Doug Fouty, Program Director/Personnel Services
Subject: Job Classifications Name Change

The Purchasing Department would like a request to update classifications to reflect a more definite distinction to job descriptions. There will be no change in job duties or pay.

Currently we have Microfilm Coordinator and Inventory Services Coordinator. New titles, if approved, would be as follows:

<u>Current Title</u>	<u>New Title</u>
Microfilm Coordinator	Warehouse Services Manager
Inventory Services Coordinator	Warehouse Services Assistant

These changes would help in defining all areas in Central Stores to the Warehouse Services Manager and Warehouse Services Assistant.

Very truly yours,

Polly A. Helzer
 Purchasing Manager

PAH/ds

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 Michael A. Boyle - District 24
 Kathy D. Vosburg - District 25
 Jeffrey S. Saray - District 26

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 at MCCSA _____

INTRODUCED BY: _____ Commissioner Robert Mijac, Chairperson _____

_____ Personnel Committee _____

COMMITTEE/MEETING DATE

Personnel _____ 11-23-10 _____



HUMAN RESOURCES DEPARTMENT

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

Labor Relations:
Eric A. Herppich
469-7241

November 12, 2010

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 Upgrade of One (1) Part-time Account Clerk IV
Position to One (1) Full-time Account Clerk IV Position at MCCSA

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.

This position is 100% grant funded.

This upgrade is requested and needed to meet contract expectations for the Early Head Start Program. It is recommended that the Board of Commissioners approve the upgrade of one (1) part-time Account Clerk IV position to full-time.

DJF/mb
Attachment

cc: Frank Taylor, MCCSA Director

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COMMUNITY SERVICES AGENCY



NOV 18 2010

21885 Dunham Road, Suite 10
Clinton Township, Michigan 48036
586-469-6999 Fax 586-469-5530
macombcountymi.gov/mccsa

HUMAN RESOURCES

Frank T. Taylor
Director

November 10, 2010

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

Eric Herppich, Division Director Labor Relations
Macomb County Human Resources

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

RE: Recommendation to Change Early Head Start Clerical Classification

This past year, we received new grant funds to support an Early Head Start program. These grant funds included funds to support several full and part time positions. On February 1, 2010, we hired a part-time Account Clerk IV.

As the program implementation occurred, it became obvious to us very quickly that the Account Clerk IV needed to work more hours in order to meet contract expectations. Her duties include maintaining and monitoring data on ChildPlus (the program's database), recruitment and enrollment functions, and budget reporting. This individual has been working an average of thirty-six (36) hours per week since her hire date.

Therefore, we are requesting Board of Commissioners approval to upgrade the Early Head Start Account Clerk IV position from part-time to full-time. This position is 100% grant funded, and the current EHS budget can support this position on a full-time basis.

Thank you for your prompt consideration in this matter.

MACOMB COUNTY BOARD OF COMMISSIONERS

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RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend the Elimination of One (1) Vacant Assignment Clerk Position
_____ and Create One (1) Communications and Technology Specialist Position
_____ in the Office of Circuit Court Administration

INTRODUCED BY: _____ Commissioner Robert Mijac, Chairperson
_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel _____ 11-23-10



HUMAN RESOURCES DEPARTMENT

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

November 15, 2010

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

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

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

RE: Recommend the Elimination of One (1) Vacant Assignment Clerk Position
and Create One (1) Communications and Technology Specialist Position
in the Office of Circuit Court Administration

Circuit Court Administrator, Jennifer Phillips, is requesting to eliminate one (1) vacant Assignment Clerk position (salary range \$46,587 - \$58,234) and create one (1) new position of Communications and Technology Specialist, as a result of ongoing Administrative reorganization. This new position will be responsible for all Court communication and technology related issues including multiple State mandated reporting functions.

There is no budgetary impact since there is no change in salary range. However, due to the 5% reduction policy for all non-union positions, the salary range for this position would be reduced to \$44,258.13 to \$55,322.66.

It is recommended that the Board of Commissioners approve the request to eliminate one (1) vacant Assignment Clerk position and create one (1) Communications and Technology Specialist position.

DJF/mb
Attachment

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Jeffery S. Sprys - District 26

The Circuit Court

For
The Sixteenth Judicial Circuit of Michigan
40 N. Main Mt. Clemens, MI 48043 (586) 469 5164

Circuit Judges

PETER J. MACERONI
MARY A. CHRZANOWSKI
DONALD G. MILLER
JAMES M. BIERNAT, SR.
MARK S. SWITALSKI
EDWARD A. SERVITTO, JR.
RICHARD L. CARETTI
ANTONIO P. VIVIANO



MATTHEW S. SWITALSKI
DIANE M. DRUZINSKI
TRACEY A. YOKICH
JOHN C. FOSTER
DAVID F. VIVIANO

Clerk of the Court
CARMELLA SABAUGH

Court Administrator
JENNIFER PHILLIPS

**TO: Eric Herppich, Division Director – Labor Relations
Doug Fouty, Program Director – Personnel Services**

FROM: Jenuifer Phillips, Court Administrator

DATE: November 12, 2010

RE: Position Elimination and Creation

As part of an ongoing administrative reorganization, I would like to request the elimination of one position and the creation of one position resulting in a cost neutral proposal to the County. First, I would like to eliminate the vacant position of Assignment Clerk and redistribute the duties of that position within our organization.

Next, I would like to create the position of Communications and Technology Specialist under Court Administration. This position will be primarily responsible for all court communication and technology related initiatives in addition to multiple state mandated caseload reporting functions.

Position Elimination/Creation Summary		
<i>Position Eliminated</i>	<i>Assignment Clerk</i>	<i>Salary Range: (\$46,587.50 to \$58,234.38)</i>
Position Created	Communications and Technology Specialist	Salary Range: \$46,587.50 to \$58,234.38 (after 5% cut):\$44,258.13 to \$55,322.66
	Cost/Savings	\$0 (Cost Neutral)

As noted in the table, above, this request is cost neutral for the County. When you factor in the 5% reduction for all non-union positions, there is actually a savings of \$2,911.72. However, the 5% savings will be realized whether or not this request is granted.

If you have any questions or require any additional information, please let me know. If you have no objections, I would like to move this matter forward to the Board as soon as possible. Thank you very much for your assistance and consideration in this matter.

JMP/

FORMER JUDGES

James Spier
Alton Noe
Howard Carroll
George Deneweth
Edward Gallagher
Frank Jeannette

Walter Cynar
Raymond Cashen
Hunter Stair
Robert Chrzanowski
Kenneth Sanborn
James Daner

John Roskopp
Lawrence Zatkoff
Kathleen Jansen
John Bruff
Michael Schwartz
Frederick Balkwill

Deborah Servitto
George Steeh
George Montgomery
Lido Buccì
Pat Donofrio

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend Closing County operations on the following days:

Friday, February 18, 2011

Friday, May 27, 2011

Friday, July 1, 2011

Friday, September 2, 2011

Wednesday, November 23, 2011

Tuesday, December 27, 2011

Also to schedule six (6) furlough/dock days for the calendar year 2011 for Non-Union employees and DROP participants to coincide with the closure of County operations for 2011.

INTRODUCED BY: Commissioner Robert Mijac, Chairperson

Personnel Committee

COMMITTEE/MEETING DATE

Personnel 11-23-10



HUMAN RESOURCES DEPARTMENT


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

Labor Relations:
Eric A. Herppich
469-7241

November 10, 2010

Personnel Services:
Douglas J. Fouty
469-6126

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

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

RE: 2011 Furlough/Dock Days for Non-Union Employees

I recommend that the Personnel Committee schedule six (6) furlough/dock days for the calendar year 2011 for non-union employees and DROP participants to coincide with the closure of County operations.

This recommended action is consistent with the terms of the applicable ratified Labor Agreements for 2011, and supported by the attached Letters of Intent from the Countywide Elected Officials, the Circuit Court, Probate Court and 42nd District Court.

An employee required to work or scheduled off on a designated furlough/dock day, as approved by his/her Department Head, must then take the furlough/dock day within 30 calendar days, but in no event later than December 30, 2011.

EAH/mb
Attachments

MACOMB COUNTY BOARD OF COMMISSIONERS

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LETTER OF INTENT

Through the collective bargaining process, County employees who are union members have agreed to accept six (6) furlough/dock days in the calendar year 2011 (i.e., days off without pay). I understand that the Board of Commissioners will adopt the same policy for non-union County employees.

Therefore, the undersigned hereby agree that it is their intent to close the operations of their department on the following days, as negotiated:

Friday, February 18, 2011
Friday, May 27, 2011
Friday, July 1, 2011
Friday, September 2, 2011
Wednesday, November 23, 2011
Tuesday, December 27, 2011



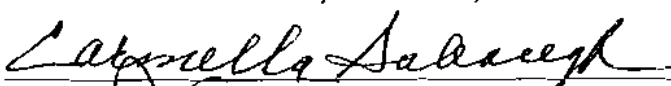
Sheriff Mark Hackel

Dated: 10-27-10




Commissioner Anthony Marrocco, Public Works

Dated: 10-29-10



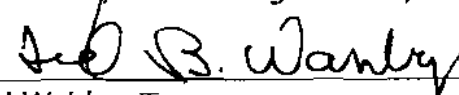
Carmella Sabaugh, County Clerk/Register of Deeds

Dated: 10-27-10



Eric Smith, Prosecuting Attorney

Dated: 10-27-10



Ted Wahby, Treasurer

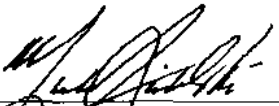
Dated: 10-26-2010

LETTER OF INTENT

Through the collective bargaining process, County employees who are union members have agreed to accept six (6) furlough/dock days in the calendar year 2011 (i.e., days off without pay). I understand that the Board of Commissioners will adopt the same policy for non-union County employees.

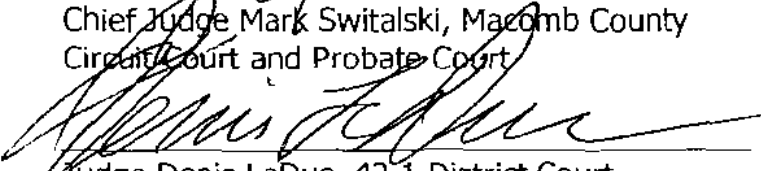
Therefore, the undersigned hereby agree that it is their intent to close their Courts on the following days, as negotiated:

Friday, February 18, 2011
Friday, May 27, 2011
Friday, July 1, 2011
Friday, September 2, 2011
Wednesday, November 23, 2011
Tuesday, December 27, 2011



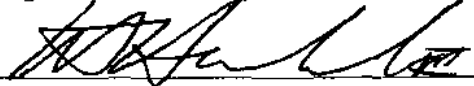
Chief Judge Mark Switalski, Macomb County
Circuit Court and Probate Court

Dated: 10/1/10



Judge Denis LeDuc, 42-1 District Court

Dated: 10/28/10



Judge William Hackel III, 42-2 District Court

Dated: 10/28/10

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Implement the suspension of 2011 Longevity payments for all eligible
Non-Union employees and Non-Union DROP participants

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

COMMITTEE/MEETING DATE

Personnel 11-23-10

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend ratification of a one (1) year Labor Agreement with the Police Officers Association of Michigan (POAM) – Juvenile Justice Center from January 1, 2011 to December 31, 2011 (Actual tentative agreements are available for review in the Human Resources Department)

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

POAM represents approximately 105 positions in the Juvenile Justice Center.

The Parties began negotiations in September 2010. The Employer and the Union bargaining teams reached a tentative settlement on October 22, 2010. The Union membership ratified this settlement on November 11, 2010.

It is now recommended that the Board of Commissioners also ratify the Agreement.

- 1. Duration: One (1) year (January 1, 2011 to December 31, 2011)
- 2. Wages: 1.15% reduction in base salary from 2008 ranges effective January 1, 2011 through December 31, 2011.
- 3. Dock Days

The County and the Union agree that for the calendar year 2011 only, each employee and DROP participant shall forfeit and not be paid Holiday Pay for President’s Day, Columbus Day and Veterans’ Day as outlined in Article 24, Holiday Benefits.

This Letter of Agreement will expire on December 31, 2011.

COMMITTEE/MEETING DATE

Personnel 11-23-10

4. Longevity

The County and the Union agree to suspend Longevity payments for all eligible employees and DROP participants for the year 2011.

This Letter of Agreement will expire on December 31, 2011.

5. The Parties agree that the following Letters of Agreement shall be terminated:

Letter of Agreement Re: Family Continuation Rider

Letter of Agreement Re: No Layoffs Before July 1, 2009 and Pay for Laid Off Employee Benefits

Letter of Agreement Re: RFP for Medical, Dental and Optical Insurance

6. During the course of negotiations, the Parties also reached agreement on various language changes.

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend ratification of a one (1) year Labor Agreement with the Macomb
County Environmental Health Association (MCEHA) from January 1, 2011 to
December 31, 2011 (Actual tentative agreements are available for review in the
Human Resources Department)

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

MCEHA represents approximately 30 positions in the Health Department.

The Parties began negotiations in October 2010. The Employer and the Union bargaining teams reached a tentative settlement on November 3, 2010. The Union membership ratified this settlement on November 10, 2010.

It is now recommended that the Board of Commissioners also ratify the Agreement.

1. Duration: One (1) year (January 1, 2011 to December 31, 2011)

2. Wages: 0%

3. Dock Days

The County and the Union agree for the calendar year 2011, each employee and DROP participant shall be furloughed/docked six (6) working days without pay. The Parties agree the County will shut down operations for six (6) furlough/dock days as follows: Friday, February 18, 2011, Friday, May 27, 2011, Friday, July 1, 2011, Friday, September 2, 2011, Wednesday, November 23, 2011 and Tuesday, December 27, 2011.

COMMITTEE/MEETING DATE

Personnel 11-23-10

The Employer reserves the right to implement the following Alternative Plan as a substitute to the paragraph above. This Plan consists of six (6) furlough/dock days for the calendar year 2011; two (2) furlough/dock days to be utilized on President's Day, 2011 and the Day after Thanksgiving, 2011. The remaining four (4) furlough/dock days shall be requested and scheduled by the employee (in full day or half day increments) and will have Department Head approval. If an employee fails to take or schedule the remaining four (4) furlough/dock days by September 1, 2011, the balance of furlough/dock days will be scheduled and taken at the Employer's discretion prior to December 30, 2011. The Employer's decision to implement this Alternative Plan shall be made by December 1, 2010.

Furlough/dock days will not adversely impact an employee's seniority, time off accruals, discipline, holiday pay or health care benefits. The effect, if any, of the furlough/dock days on an employee's retirement benefits, will be as defined in the Macomb County Retirement Ordinance.

If an employee is scheduled to work or scheduled off on an Employer designated furlough/dock day, the employee, with Department Head approval, must take the furlough/dock day within 30 calendar days of the designated furlough/dock day, in no event later than December 30, 2011.

This letter of Agreement will expire on December 31, 2011.

4. Longevity

The County and the Union agree to suspend Longevity payments for all eligible employees and DROP participants for the year 2011.

This Letter of Agreement will expire on December 31, 2011.

5. The Parties agree that the following Letters of Agreement shall be terminated:

Letter of Agreement Re: Family Continuation Rider

Letter of Agreement Re: No Layoffs Before July 1, 2009 and Pay for Laid Off Employee Benefits

Letter of Agreement Re: RFP for Medical, Dental and Optical Insurance