



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

WEDNESDAY, OCTOBER 20, 2010

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, **AS AMENDED, TO INCLUDE #12A**
4. Approval of Minutes dated September 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. Reconfirmation of Vacancies (mailed)
7. Report on Vacant Position Reconfirmations (mailed)
8. Title Change Only for One Vacant Supervisor of Records Position to Tax Collection Officer in Treasurer's Office (mailed)
9. Addition of One Part-Time Teacher Aide Position in Community Services Agency-Head Start Program (mailed)
10. Request from Board of Commissioners Staff to Close Office on December 27, 28 and 29, 2010 (mailed)
11. Executive Session to Discuss Labor Negotiations
12. Ratification of One-Year Labor Agreement with Building Trades Association (mailed)
- 12a. Ratification of One-Year Labor Agreement with International Union of Operating Engineers (attached)
13. New Business
14. Public Participation (five minutes maximum per speaker or longer at the discretion of the Chairperson)
15. Adjournment

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Toni Mocerri - District 4
Susan L. Doherty - District 5

Sue Rocca - District 7
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James L. Carabelli - District 12
Don Brown - District 13
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Paul Gielegem
District 19
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Kathy Tocco
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Vice Chair

Joan Flynn
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Frank Accavitti Jr. - District 22

William A. Crouchman - District 23
Michael A. Boyle - District 24
Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Approve the reconfirmation of the following vacancies

INTRODUCED BY: Commissioner Robert Mijac, Chairman
Personnel Committee

CLASSIFICATION

DEPARTMENT

One Account Clerk III (Darlene Myers)	Health
Reason for Vacancy: Resignation	
Date Position Vacant: 06-01-08	
Justification: 100% County Funded	
	Not Subject to 5% Salary Reduction Rule
County Vehicle Assigned: No	
Exit Interview Completed: Pending	
One Public Health Nurse I/II (Michelle Beeler)	Health
Reason for Vacancy: Retirement	
Date Position Vacant: 06-23-10	
Justification: 100% County Funded	
	Not Subject to 5% Salary Reduction Rule
County Vehicle Assigned: No	
Exit Interview Completed: Yes	

COMMITTEE/MEETING DATE

Personnel 10-20-10



HEALTH DEPARTMENT
Mount Clemens Health Center

43525 Elizabeth Road
Mount Clemens, Michigan 48043
586-469-5235 FAX 586-469-5885
macombcountymi.gov/publichealth


RECEIVED
SEP 23 2010
HUMAN RESOURCES

Steven C. Gold, M.P.H.
Director/Health Officer

Kevin P. Lokar, M.D.
Medical Director

September 22, 2010

TO: DOUG FOUTY, PROGRAM DIRECTOR- PERSONNEL SERVICES
HUMAN RESOURCES DEPARTMENT

FROM: STEVEN C. GOLD, MPH 
DIRECTOR/HEALTH OFFICER

SUBJECT: JUSTIFICATION FOR FILLING
PUBLIC HEALTH NURSE I/II

The Macomb County Health Department requests reconfirmation of the above captioned position. This vacancy is created by the retirement of Ms. Michelle Beeler.

The employee in this classification, under the supervision of an assigned supervisor administers immunizations for various programs and locations in the Health Department and performs related duties as assigned. In order to service the citizens of Macomb County, it is essential this position be reconfirmed and posted as soon as possible.

If there are questions please contact my office at 9-5510.

mg

Attachment

cc: C. Woods
M. Green

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Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26

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	Public Health Services Coordinator	1
Same Classification Within Department or Program	Public Health Nurse I	3
Other Classifications Reporting to this Immediate Supervisor	PHN II, PHN III, Typist Clerk I/II, Computer Maintenance Clerk, Account Clerk 1/11, ARRA nurse, Dentist, Dental Hygienist, Dental Assistant	18
Classifications Directly Supervised by this Classification (if applicable)	None	

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 PHN I works with Computer Maintenance Clerks and Typist Clerks to assure proper data entry and reporting of services provided in the clinic and community settings.

Problem Solving Challenges:

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

PHN I provides on average 20-30 direct services per day in the clinic setting. Demand for services increases greatly (50-100 services daily) during late summer when children are receiving immunizations to begin the school year, during the month of October when children are being excluded who have not met the immunization requirements, and during October thru January months when flu vaccine is in demand.

Analysis of immunization records has become very complex and time consuming due to the increased number of immunizations per child, the complexity of numerous combination vaccines now available, and the many foreign records that are seen on a daily basis, needing interpretation and analysis.

During the winter/spring months this position will provide 6-8 site visits to physicians enrolled in the Vaccine for Children Program, including AFIX screening and corrective action follow up. On a daily basis this position also reviews physician office vaccine orders for correctness, daily data entry into MCIR (Michigan Care Immunization Registry), and appropriate ordering/usage of State vaccines. Earlier this year, the State has required all vaccine providers to data enter into MCIR and is requiring LHDs to be the overseers of physician office State vaccine usage accountability. This new requirement has placed a great demand on nurse staff time involvement.

In addition to the above direct client immunization services, this position must have the accurate knowledge and resource availability to responds to phone calls from clients/physician office's with questions on immunization safety, new vaccines, side effects, etc. This involves keeping current with research on health topics, not only vaccines, and in addition maintaining easily accessible contact

numbers for these resources.

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	Providing immunizations, skin testing and pregnancy testing and counseling in the clinic setting on a daily basis. Flu administration in the clinic and at outreach settings. Review of Private physician vaccine orders.	75%	Daily	Yes
2	Providing site visit/AFIX review to private physician enrolled in Vaccine for Children Program and follow up to any corrective actions.	20%	6-8 over 3 month period during winter months	yes
3	Providing Phone resource/referral service; answering questions from the community regarding services. Training in preparation for Bioterrorism event	5%	Daily	no

Quantifiable Workload Data:

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

<p><u>2007</u> Immunizations including flu=72,610=4300/year/clinic nurse TB Skin Tests Administered=4615=300/year/clinic nurse TB Skin Tests reviewed/read=4615=300/year/clinic nurse VFC Site Visits=57=6/year/clinic nurse AFIX visits=49=5/year/clinic nurse Nurse Educator Sessions=37=9/year/clinic nurse Pregnancy Tests Administered=770=50/year/clinic nurse</p>

2008

Immunizations including flu=74,560=5000/year/clinic nurse
TB skin tests Administered=4854=360/year/clinic nurse
TB Skin Tests Reviewed/read=4854=360/year/clinic nurse
VFC Site Visits=60=7/year/clinic nurse
AFIX Site Visits=55=7/year/clinic nurse
Nurse Educator Sessions=36=9/year/clinic nurse
Pregnancy Tests Administered=573=48/year/clinic nurse
Biologic VFC Private Physician Reviews per month=20

2009

Immunizations including flu=72,865=4100/year/clinic nurse
TB Skin tests Administered=5416=330/year/clinic nurse
TB Skin tests Reviewed/Read=5416=330/year/clinic nurse
VFC Site Visits=62=8/year/clinic nurse
AFIX Site Visits=55=7/year/clinic nurse
Nurse Educator Sessions=46=9/year/clinic nurse
Pregnancy Tests Administered=535=34/year/clinic nurse
Biologic VFC Private Physician Reviews per month=20

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.

Assess current status of immunizations on a variety of ages (both children and adults) and determine immunization needs based on standing orders and administer vaccines accordingly.

Assess need for PPD testing and perform same.

Scope Information:

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

Impact on Operations	Measure of Impact
Decreased ability to provide vaccines to individuals coming for immunization services through health dept clinics.	Increase in vaccine preventable diseases in the community, if clients unable to find/afford services through private sector. Decrease in immunization revenue fees through the health dept. Longer wait time to receive service.
Decreased ability to provide requirements of the Michigan Department of Community Health regarding the Vaccines for Children Program to private sector.	Decrease State Revenues; Decreased Immunization resources available to private sector from County level
Decreased ability to provide immunization information and general referral information to the public.	Inability to services clients in need of a variety of services on a daily basis; inability to link needy citizens (recently unemployed, uninsured, victims of abuse etc.) to community resources and referrals.
Decreased ability to provide sufficient staff in the event of a bioterrorism event	Slower response time to county residents

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
Macomb County Resident	Provide immunizations, skin testing, and pregnancy testing and counseling	Daily
Communicable Disease/Health	Provide immunizations to referrals/contacts of Vaccine Preventable Communicable Diseases ie, Hepatitis A, Perinatal Hepatitis B contacts, Rabies, etc.	Daily to weekly
School Immunization Program/Health	Provide Immunizations to students being given school exclusion/day care exclusions	March/October

Additional Information:

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

This position is a vital part of the Departments collaboration with the State Health Department in providing vaccine to our community. It has impact on the health of individuals, revenue for the departments Immunization Program, and relationships with the State Health Department and Medicaid providers in the Community.

FAMILY HEALTH SERVICES
DIVISION DIRECTOR
(1)

PUBLIC HEALTH SERVICES COORDINATOR
MATERNAL CHILD HEALTH/
FAMILY HEALTH CLINICS
(1)

SOUTHWEST OFFICE FIELD NURSING

PUBLIC HEALTH NURSE I / I
(2)

PUBLIC HEALTH NURSE II
(4)

COMPUTER MAINTENANCE CLERK
(1)

ACCOUNT CLERK I / I / I
(1)

TYPIST CLERK I / I / I
(1)

SOUTHWEST IMMUNIZATION
CLINIC

PUBLIC HEALTH NURSE III
(1)

PUBLIC HEALTH NURSE II
(1)

PUBLIC HEALTH NURSE I
(2)

COMPUTER MAINTENANCE CLERK
(1)

ACCOUNT CLERK I / II
(2)

IMMUNIZATION IAP
IAP PROGRAM ASSESSOR
(1) *

* CONTRACTOR

FHS # 5

03/03/08



HEALTH DEPARTMENT
Mount Clemens Health Center

P

43525 Elizabeth Road
Mount Clemens, Michigan 48043
586-469-5235 FAX 586-469-5885
macombcountymi.gov/publichealth

RECEIVED
SEP 23 2010


HUMAN RESOURCES

Steven C. Gold, M.P.H.
Director/Health Officer

Kevin P. Lokar, M.D.
Medical Director

September 22, 2010

**TO: DOUG FOUTY, PROGRAM DIRECTOR – PERSONNEL SERVICES
HUMAN RESOURCES DEPARTMENT**

**FROM: STEVEN C. GOLD, MPH
DIRECTOR/HEALTH OFFICER** 

**SUBJECT: JUSTIFICATION FOR FILLING
ACCOUNT CLERK I/II POSITION**

The Macomb County Health Department requests approval to fill the above captioned position. The resignation of Ms. Darlene Myers creates this vacancy.

The employee in this classification, under the supervision of an assigned supervisor, performs general and routine clerical duties according to established policies and procedures. Records and posts information in client files, prepares forms, types letters, performs routine calculations, prepares receipts and revenue, answers telephone and registers clients for immunizations.

In order to maintain quality of service in the Family Health Services Division, Immunization Program, it is essential this position be reconfirmed and posted as soon as possible.

If there are questions please contact my office at 9-5510.

mg

cc: E. Habib
M. Green

MACOMB COUNTY BOARD OF COMMISSIONERS

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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	Public Health Service Coordinator	1
Same Classification Within Department or Program	Three (3) at the SEHC	2
Other Classifications Reporting to this Immediate Supervisor	PHN I, PHNII,PHNIII, A/C I-II,T/C III, Computer maintenance Clerk,ARRA Nurse,SEMHA Clerical.	17
Classifications Directly Supervised by this Classification (if applicable)	None	

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 Account Clerk works along with the support staff and Computer Maintenance Clerk to provide direction and support regarding the Immunization, MCH and Biologics programs.

Problem Solving Challenges:

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

The Account Clerk is responsible for many clerical duties across multiple programs. She answers phones and provides community information on a daily basis. She supports the MCH program by creating folders, registering clients and performing record checks and referral inquiries. She is also a support to the Immunization Clinic by registering clients and cashiering them out at exit and staffing the evening clinics. The Account Clerk is also responsible for supporting and backing up the Computer Maintenance Clerk with the VFC program with the ordering of vaccines for both the LHD and private providers. The Account Clerk is often called upon to multi task and to be flexible as she often is required to work in several different programs in one day.

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	Responsible for answering phones and providing community information; processes MCH work by creating folders, referral look up/registration/record checks. Responsible for attendance, MCIR data entry, corrections and transfers; crystal reports.	60%	Daily	no
2	Responsible for Great Start and birth certificate mailings, compilation of nurse's dailies along with the monthly and comprehensive activity reports, VFC visit typing, and designing of various forms.	20%	3-4 days/month	no
3	Assess immunization records, registers clients, collects and receipts payments for immunizations, completes daily money report and orders supplies.	15%	Daily	Yes
4	Responsible for supporting the Computer Maintenance Clerk with ordering biologics for both the LHD and private providers	5%	3-4 days/month	Yes
5	Attends Emergency Management Trainings and Exercises.		As scheduled	No

Quantifiable Workload Data:

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

IMMUNIZATION CLINIC DATA
TOTAL CLIENTS SERVICED : 2009 = 82,775 2008 = 83,918 2007 = 83,520
MATERNAL CHILD HEALTH DATA
TOTAL CLIENTS SERVICED: 2009 = 7,173 2008 = 8,565 2007 = 7,988

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 Account Clerk is able to order needed office supplies, provide resource information to the public, inform clients of vaccines that are recommended in the Immunization Clinic, correct immunization errors in MCIR and in M & M.

Scope Information:

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

Impact on Operations	Measure of Impact
Longer wait times in the Immunization Clinic	Clients will wait longer when attempting to receive service at the MCHD as there will be less staff to register them and perform cashier duties at exit.
Lack of timely response to phone calls to the MCHD	Macomb County residents will wait longer for phone calls to be responded to as there will be less staff to answer phones and provide resource information
Decrease in efficiency in the MCH program	MCH nurses will have to wait longer for referrals to be processed and be available for them to act upon.
Reduction of Revenue	Impact on vaccine purchases and inventory as there will be less support to the Biologics staff.

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
Macomb County residents	Phone calls and walk ins for resource information and immunization clinic service	Daily
Office Supervisor/FHS Director	Clinic, MCIR reports and corrections, attendance, MCH referrals	Daily
Physicians Offices	Back up and support for vaccine orders, program questions, data discrepancies, VFC issues	as needed

Additional Information:

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

The Account Clerk is a vital part of the functioning of the MCHD as this position provides support to several programs in the department. It has impact on the health of individuals in the community as well as those presenting directly to the MCHD for service. This position is also an integral part of the collaboration between the MCHD, the MDCH, and Medicaid providers in the community.

FAMILY HEALTH SERVICES
DIVISION DIRECTOR
(1)

PUBLIC HEALTH SERVICES COORDINATOR
MATERNAL CHILD HEALTH/
FAMILY HEALTH CLINICS
(1)

SOUTHEAST OFFICE FIELD NURSING
PUBLIC HEALTH NURSE III
(2)
PUBLIC HEALTH NURSE II
(3)

CHILDREN'S SPECIAL HEALTH CARE SERVICES
PHN III
(1)
TYPIST CLERK III
(2)

SOUTHEAST OFFICE IMMUNIZATION CLINIC
PUBLIC HEALTH NURSE III
(1)
PUBLIC HEALTH NURSE I
(3)

IMMUNIZATION IAP
IAP PROGRAM ASSESSOR
(1)*

* CONTRACTOR

TYPIST CLERK IV
(1)
COMPUTER MAINTENANCE CLERK
(1)
ACCOUNT CLERK I/II
(3)

RECYCLABLE PAPER

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	
Cir Ct - JUV	Probation Officer	FT	10	resigned 10/15/10	BOC 11/24/09 all Fam Ct vacancies reconfirmed	Y	N	Y	N	
Circuit Court	PSO	PT	0	resigned	PT - approval only	*Budgeted by \$'s	N	Y	N	
Circuit Court	PSO	PT	0	resigned	PT - approval only	*Budgeted by \$'s	N	Y	N	
Circuit Court	PSO	PT	0	resigned	PT - approval only	*Budgeted by \$'s	N	Y	N	
Circuit Court	PSO	PT	0	resigned	PT - approval only	*Budgeted by \$'s	N	Y	N	
Circuit Court	PSO	PT	0	resigned	PT - approval only	*Budgeted by \$'s	N	Y	N	
Circuit Court	PSO	PT	0	resigned	PT - approval only	*Budgeted by \$'s	N	Y	N	
Circuit Court	PSO	PT	0	resigned	PT - approval only	*Budgeted by \$'s	N	Y	N	
Circuit Court	PSO	PT	0	deceased	PT - approval only	*Budgeted by \$'s	N	Y	N	
Circuit Court	PSO	PT	0	resigned	PT - approval only	*Budgeted by \$'s	N	Y	N	
CMH	Account Clerk III	FT	3	retired 5/29/09	95% grant - approval only	Y	N	Y	N	
CMH	Case Manager III	FT	3	Retired 9/7/10	90% grant - approval only	Y	N	Y	N	
CMH	Therapist III	FT	0	promo 2/8/10	95% other - approval only	Y	Y	Y	N	
CMH	Therapist II	FT	3	retired 9/30/10	90% grant - approval only	Y	N	Y	N	
Health	PHN I/II	PT	0	resigned 8/24/10	pt - approval only	Y	N	Y	N	
MCCSA	Teacher Aide	PT	24	transfer	approval only	Y	N	Y	N	
Sheriff	Deputy	FT	7	dis ret 8/20/10	24-7 approval only	Y	N	Y	N	
Treasurers	Co-Op Clerk	PT	0	resigned	PT - approval only	Y	N	Y	N	
Veterans	Counselor	FT	3	new position	Approved BOC2-26-09	Y	N	Y	N	

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend Title Change Only for One (1) Vacant Supervisor of
_____ Records Position to Tax Collection Officer in the Treasurer's Office

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

COMMITTEE/MEETING DATE

Personnel _____ 10-20-10



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

October 12, 2010

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 Title Change Only for One (1) Vacant Supervisor of
Records Position to Tax Collection Officer in the Treasurer's Office

Macomb County Treasurer, Ted Wahby, has requested a title change only for a vacant Supervisor of Records position to Tax Collection Officer.

This is a title change only and requires no additional budget adjustment. I concur with this request.

DJF/mb
Attachments

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OFFICE OF MACOMB COUNTY TREASURER

Ted B. Wahby

1 S. Main St., 2nd Floor
Mount Clemens, Michigan 48043-2312
586-469-5190 FAX 586-469-6770


RECEIVED
OCT 12 2010

HUMAN RESOURCES

Jerome T. Moffitt
Chief Deputy

Memorandum

To: Doug Fouty, Program Director – Personnel Services
Human Resources

From: Jerome T. Moffitt
Deputy Treasurer 

Date: October 12, 2010

I understand that we need to clarify the previously sent memo regarding the vacant Supervisor of Records position. It is our intention, given the previously stated reasons, to change the job title from Supervisor of Records to Tax collection Officer.

Please call if you have any questions.

JTM: pm

cc: Eric Herppich



OFFICE OF MACOMB COUNTY TREASURER

Ted B. Wahby

1 S. Main St., 2nd Floor
Mount Clemens, Michigan 48043-2312
586-469-5190 FAX 586-469-6770

OCT - 6 2010

Jerome T. Moffitt
Chief Deputy

Memorandum

To: Doug Fouty, Program Director – Personnel Services
Human Resources

From: Ted B. Wahby
Treasurer

Date: October 6, 2010

Due to the increasing amount of work related to the delinquent tax foreclosure process, I am requesting a job description adjustment for a vacant Supervisor of Records position in my office. This position became vacant due to a retirement.

Please have this placed on the October Personnel Committee agenda for approval.

Please call with any questions.

TBW: km

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend the Addition of One (1) Part-time Teacher Aide Position
in the Head Start Program at MCCSA

INTRODUCED BY: Commissioner Robert Mijac, Chairman
Personnel Committee

COMMITTEE/MEETING DATE
Personnel 10-20-10



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

October 12, 2010

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

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

RE: Recommend the addition of one (1) Part-time Teacher Aide
position in the Head Start Program at MCCSA

The Director of MCCSA has reviewed the need for one (1) additional Part-time Teacher Aide in the Head Start Program due to staff changes that were made to reflect program service requirements and enhancements during the current school year (attached).

The Director of MCCSA has stated that sufficient grant funds are available and no County funds are necessary.

I have reviewed this request and recommend the addition of one (1) part-time Teacher Aide position for the necessary support in the Head Start Program.

mb
Attachment

cc: Frank Taylor, MCCSA Director

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Toni Mocerri - District 4
Susan L. Doherty - District 5

Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Ken Lampar - District 10
Ed Szczepanski - District 11

James L. Carabelli - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15
Carey Torrice - District 16

Paul Gielegem
District 19
Chairman

Ed Bruley - District 17
Dana Camphous-Peterson - District 18
Irene M. Kepler - District 21
Frank Accavitti Jr. - District 22

Kathy Tocco
District 20
Vice Chair

Joan Flynn
District 6
Sergeant-At-Arms

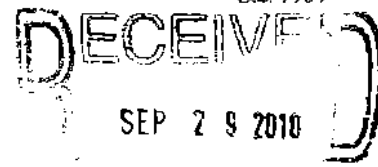
William A. Crouchman - District 23
Michael A. Boyle - District 24
Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26



COMMUNITY SERVICES AGENCY



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

September 27, 2010

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

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

RE: Request for a New Position

Our 2010-11 Head Start grant was submitted and approved. Sufficient grant funds are available not only to subsidize the current budgeted positions but also to subsidize one (1) additional part-time Teacher Aide.

Due to the staff changes we made to reflect program service requirements and enhancements during the current school year, we are requesting your assistance in processing an emergency confirmation of this position. Qualified candidates from a recent applicant pool are available to fill the position in a timely manner.

Thank you for your consideration of this request.

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RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO approve the request from the Board of Commissioners staff to close the office on December 27, 28 and 29, 2010 in order to save operational costs

INTRODUCED BY: Rob Mijac, Chair, Personnel Committee

COMMITTEE/MEETING DATE
Personnel 10-20-10



BOARD OF COMMISSIONERS

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

September 22, 2010

TO: Chairman Paul Gielegem

FROM: BOC Staff: Corinne Bedard, Myra Coryell, Patti Dib, Kay Doptis,
Denise Jacks, Lisa Martino

RE: Potential December Days Off – Closing

In the interest of saving the operational costs associated with running the 9th floor during the three non-holiday workdays between Christmas and the New Year holiday, we have all agreed – with your approval – to take time from our banks to cover our being off on Dec. 27, 28 and 29.

Historically, these days are very slow in terms of incoming phone calls, public visits and work flow and the time has generally been used for switchover of yearly files and records as well as to catch up on work.

George Brumbaugh has volunteered to have Corporation Counsel staff answer any phone calls forwarded as a result of a recording notice we will place on the BOC main number. An appropriate voice message will notify any callers that the office is not open to the public and to call Corp. Counsel if information is needed. We will also post a sign notifying any visitors to proceed to the 8th floor.

Attached please find our "Request for Absence" forms for your approval.

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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 Building Trades Association 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

The Building Trades Association represents approximately 25 positions in the Facilities & Operations Department.

The Parties began negotiations in August 2010. The Employer and the Union bargaining teams reached a tentative settlement on September 20, 2010. The Union membership ratified this settlement on September 30, 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 10-20-10

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

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 International Union of Operating Engineers (IUOE) from January 1, 2011 to December 31, 2011
(Actual tentative agreements are available in the Human Resources Department)

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

The International Union of Operating Engineers (IUOE) represents approximately 8 positions in the Facilities & Operations Department.

The Parties began negotiations in August 2010. The Employer and the Union bargaining teams reached a tentative settlement on September 30, 2010. The Union membership ratified this settlement on October 13, 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.

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