



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, AUGUST 18, 2010

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, **AS AMENDED, TO INCLUDE 11A**
4. Approval of Minutes dated July 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. Reconfirmation of Vacancies (mailed)
7. Report on Vacant Position Reconfirmations (mailed)
8. Correction of Pay Grade Assignment for Quality Assurance Technician in Community Services Agency (mailed)
9. Formation of Ad Hoc Committee to Review Macomb County's Deferred Compensation Program (mailed)
10. Executive Session to Discuss Labor Negotiations
11. Ratification of Three-Year Labor Agreement with the Police Officers Labor Council (POLC) Representing Command Officers (mailed)
- 11a. Ratification of Three-Year Labor Agreement with United Auto Workers (UAW) Local 412-Unit 49 (Information Technology) (attached)
12. New Business
13. Public Participation (five minutes maximum per speaker or longer at the discretion of the Chairperson)
14. Adjournment

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzij - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Tom 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 Szezepanski - District 11

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

Paul Gieleghem
District 19
Chairman

Kathy Tocco
District 20
Vice Chair

Joan Flynn
District 6
Sergeant-At-Arms

Ed Bruley - District 17
Dana Camphous-Peterson - District 18
Irene M. Kepler - District 21
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 Typist Clerk III (Donna Moore)

Health

Reason for Vacancy: Retirement
Date Position Vacant: 07-16-10
Justification: 100% County Funded
Not Subject to 5% Salary Reduction Rule
County Vehicle Assigned: No
Exit Interview Completed: Yes

One PC Network Support Specialist (Norman Gilmore)

Information Technology

Reason for Vacancy: Retirement
Date Position Vacant: 03-19-10
Justification: 100% County Funded
Not Subject to 5% Salary Reduction Rule
County Vehicle Assigned: No
Exit Interview Completed: Yes

COMMITTEE/MEETING DATE

Personnel 08-18-10



HEALTH DEPARTMENT

Mount Clemens Health Center


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

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

Kevin P. Lokar, M.D.
Medical Director

July 28, 2010

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

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

SUBJECT: JUSTIFICATION FOR FILLING
TYPIST CLERK III
FAMILY HEALTH SERVICES

The Macomb County Health Department requests approval to post the above captioned position. This vacancy is created by the retirement of Ms. Donna Moore on July 16, 2010, (Typist Clerk IV granted per grievance 01/01/1997, position reverts back to Typist/Clerk III).

The employee in this classification, under limited supervision of an assigned supervisor, performs varied and difficult clerical tasks that require independent action; may perform the following tasks: types letters, reports, forms and other correspondence, receives incoming phone calls, answering questions appropriate to skill level and relays messages, files, searches for and retrieves records and documents, operates standard office equipment, performs related duties as assigned.

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

mg

cc: M. Green

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzjy - District 1
Marvin E. Sauger - District 2
Phillip A. DiMana - District 3
Toni Mocerri - District 4
C. J. DeBorja - District 5

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

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

Paul Gielegem
District 19
Chairman

Kathy Tocco
District 20
Vice Chair

Joan Flynn
District 6
Sergeant-At-Arms

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

William A. Crouchoan - District 23
Michael A. Boyle - District 24
Kathy D. Wisburg - District 25
Jedery S. Spies - District 26

The mission of the Family Health Services Division is to improve, promote and protect the public health concerns across the age continuum through services oriented toward, prevention, early detection, evaluation and referral, in collaboration with other public and private agencies. The Immunization Clinic Program provides vaccines to children/adults and provides distribution and quality assurance for vaccines provided to the Vaccine for Children participating Physicians. The Maternal Child Health Program assists Macomb County families take the best care of their children through Home /Community Visits, Phone Consultations and collaboration with community partners to provide services to the underserved residents.

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	T/C III	1
Other Classifications Reporting to this Immediate Supervisor	AC I/II, PHN I, PHN II, PHN III	13
Classifications Directly Supervised by this Classification (if applicable)	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.

Staff person works along with support/nursing staff and provides direction regarding the Biologic/VFC/MCH program protocols. Direction and advisement would be with the Computer Maintenance and Public Health Services Coordinator.

Problem Solving Challenges:

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

At the end of the month the Nursing Dailies of 4 PHN's are tabulated and a Monthly Report is generated. The Comprehensive MCH Report is a summary of all 3 offices MCH work and is used to report to the Health Officer the standing of the on a quarterly basis.

A complete physical refrigerator/freezer vaccine count is done on a monthly basis. Inventory balance is reconciled with the State MCIR and HD Computer Inventory. Crystal Reports do assist in identifying any imbalances.

Daily Crystals are run for nurses to review data and correct any data entries.

Daily Money Report is run and reconciled with income ledger and submitted to Accounting.

Clients are registered with the preparation of documents for In House and Outreach Clinics

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	Client Registration and MCIR	25	Daily	Yes
2	Biologic M&M Pharmacy Module Maintenance	40	Daily	"
3	Crystal Report and Design	5	Daily	"
4	Accounting and Money Reports/Cashiers	10	Daily	"
5	MCH Daily and Comprehensive	3 days	Monthly	A number of programs are mandated (Lead)
6	Immunization, Refrigerator Maintenance, and Ordering Public/Private Vaccine.	20	Daily	Mandated
7				
8				

Quantifiable Workload Data:

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

<p>2007</p> <ul style="list-style-type: none"> # yearly Registration of Immunization Clients=2552/staff #yearly Registration of TB clients =248/staff #yearly Clients to Cash Out=1220/staff Daily Crystal/Money reports Biologic Vaccine orders reviewed/placed/filled each month -10-12 Teleminder/MCIR Transfers-Daily Field Nurse Daily Summary- <p>2008</p> <ul style="list-style-type: none"> #yearly Registration of Immunization Clients=2147/staff

yearly Registration of TB clients =230/staff
yearly Clients to Cash Out=1226/staff
Daily Crystal/Money reports
Biologic Vaccine Orders reviewed/placed/filled each month 10-12.
Teleminder/MCIR Transfers-Daily

2009

yearly Registration Immun Clients=1500 Staff Member
#yearly Registration of TB clients=200 Staff Member
yearly Clients to Cash Out=920 Staff Member
Daily Crystal and Money Reports
Daily Teleminder Recall @ 300 Recalls
Daily MCIR Transfers @300 Immun/day
Biologic Vaccine Orders Reviewed and Generated 10-16 month
H1N1 Outreach Clinics Oct 2009-Jan 2010.

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.

Provides instruction to VFC providers on the How To's to run Reports,Balance Inventory,Temperature Report Protocol and review of VFC office vaccine supply.
 Informs PHS Coordinator of all Pharmacy Inventory issues.
 Maintains Office Vaccine Inventory.
 Prepares Reports for MDCH.
 Summarizes MCH Daily Reports.

Scope Information:

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

Impact on Operations	Measure of Impact
Inventory Control Maintenance	Decreased accountability of private purchase/VFC doses.
Quality Assurance	MDCH/MCHD Standards would not be met
Immunization Services	Decreased Client service with possible preventable communicable diseases.
Reduction of Revenue	Impact on Private Purchase vaccines and operations.
Lack of Reporting MCH Service	Unmet Objectives and Service.

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
Account Manager/Administration	Billing	prn
Physician /VFC offices	Vaccine orders,questions,inventory. Balance and Temp problems	Daily
PHS Coordinator/Director/Deputy Health Officer	Immunization,Clinic VFC,MCH issues.	Prn/Daily

--	--	--

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 Michigan Department of Community Healths Maternal/Child Health and Immunization Divisions.It impacts health and provides preventive services.

Revenue is generated for the Private Purchase vaccines.

Collaboration activities with our community Medicaid providers and MDCH.

**FAMILY HEALTH SERVICES
DIVISION DIRECTOR
VACANT**

**PUBLIC HEALTH SERVICES COORDINATOR
MATERNAL CHILD HEALTH/
FAMILY HEALTH CLINICS
ELAINE HABIB, R.N., B.S.N.**

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

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

TYPIST CLERK III
(1)
ACCOUNT CLERK I/II
(3)

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

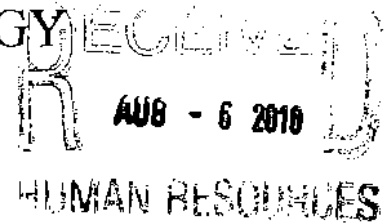
IMMUNIZATION IAP
IAP PROGRAM ASSESSOR
(1)*

* CONTRACTOR



INFORMATION TECHNOLOGY

10 N. Main St., 7th Floor
Mount Clemens, Michigan 48043
586-469-0524 FAX 586-469-6547
macombcountymi.gov



G. Chang
Director

K. Barbieri
Deputy Director

August 6, 2010

TO: Eric Herppich, Division Director
Human Resources

FROM: Gilbert Chang, Director *gc*
Information Technology

RE: Request for Vacancy Reconfirmation – PC Network Support Specialist

Mr. Norman Gilmore retired from the position of PC Network Support Specialist in March 2009. This position provides general system and infrastructure support across all county facilities for all county departments. Duties specific to this specific vacancy are:

- Implement and support virtual servers
- Primary support for the rollout of the thin client initiative
- Investigate and introduce new technologies

This is an essential support position requiring knowledge of current industry practices and trends.

The IT department has exceeded more than what was required in trimming its budget over the past few years. This is the first request to reconfirm a vacant position since 2007.

It is recommended the reconfirmation for a PC Network Support Specialist be approved as soon as possible.

GC/de

cc: Keith Barbieri, IT Deputy Director

MACOMB COUNTY BOARD OF COMMISSIONERS

Paul Gielegem
District 19
Chair

Kathy Tocco
District 20
Vice-Chair

Joan Flynn
District 6
Sergeant-At-Arms

Andrey Duzj – District 1
Arvin E. Sauger – District 2
Phillip A. DiMaria – District 3
Loni Mocerri – District 4
Susan L. Doherty – District 5

Sue Rocca – District 7
David Flynn – District 8
Robert Mijac – District 9
Kenneth Lampar, Jr – 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

Edward A. Bruley – District 17
Dana Camphous-Peterson – District 18
Irene Kepler – District 21
Frank Accavitti Jr – District 22
William Crouchman – District 23

Michael A. Boyle – District 24
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	Project Manager	5
Same Classification Within Department or Program	PC Network Support Specialist	5
Other Classifications Reporting to this Immediate Supervisor	none	
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.

Network Specialists work in conjunction with system technicians, application developers, and management staff. They are looked upon as senior staff members for items that the system technicians are unable to complete either by access control or technical ability.

Assesses network performance. Sets up and observes network systems. Recommends upgrades or improvements. Supports development of technical standards and application uses. Resolves network problems and offers technical assistance to users.

Problem Solving Challenges:

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

These individuals work together on enterprise issues and new projects related to the following items: Operating Systems, Virtualization, Thin client computing (Citrix), UPS Systems, Anti-Virus, Active Directory, Applications, VOIP, Routing, Switches, Firewalls, DNS, WINS, Network Connectivity, Server Hardware, Backup and Recovery. Challenges are unique from day to day operations with PC's and phones all the way up to outages and network design.

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.

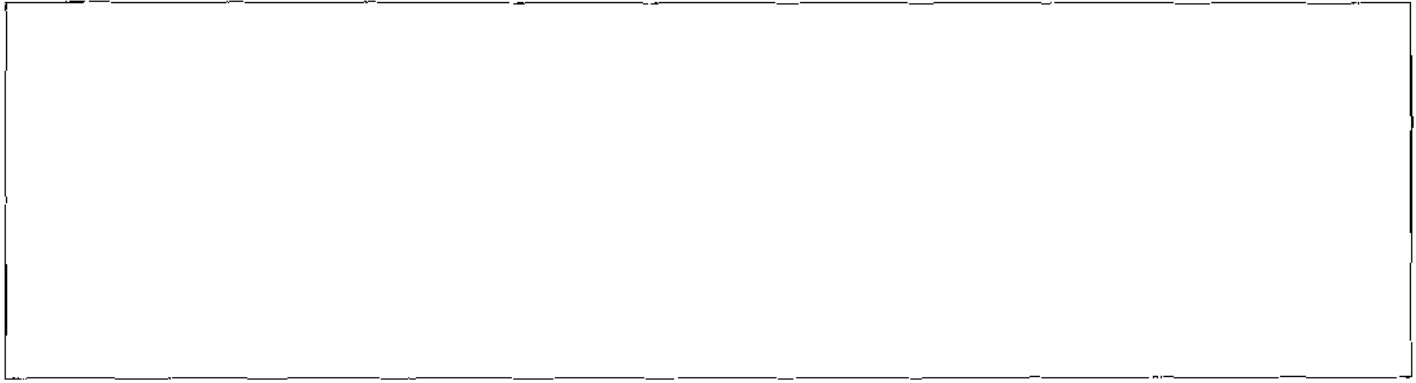
These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Support and implement Virtual Servers	60	Daily	Supports Statutorially Mandated function
2	Support thin client environment	30	Daily	Supports Statutorially Mandated function
3	Investigate and introduce new technologies	5	Monthly	Supports Statutorially Mandated function
4	General system support	5	Daily	Supports Statutorially Mandated function
5				
6				
7				
8				

Quantifiable Workload Data:

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

The IT department received more than 18,500 requests for service from county employees over the past three years. Infrastructure support is an element in virtually every request. Examples include security access, servers, operating systems, virtualization, applications, UPS systems, VOIP, SAN, Citrix, network switch gear, routers, fiber, circuits, backup and recovery, cable design, installations, construction, printing systems, etc.



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.

Assesses network performance. Sets up and observes network systems. recommends upgrades or improvements. Supports development of technical standards and application uses. Resolves network problems and offers technical assistance to co-workers and clients.

Scope Information:

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

Impact on Operations	Measure of Impact
delay deployment of thin client initiative	
poor support of thin client environment	

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.

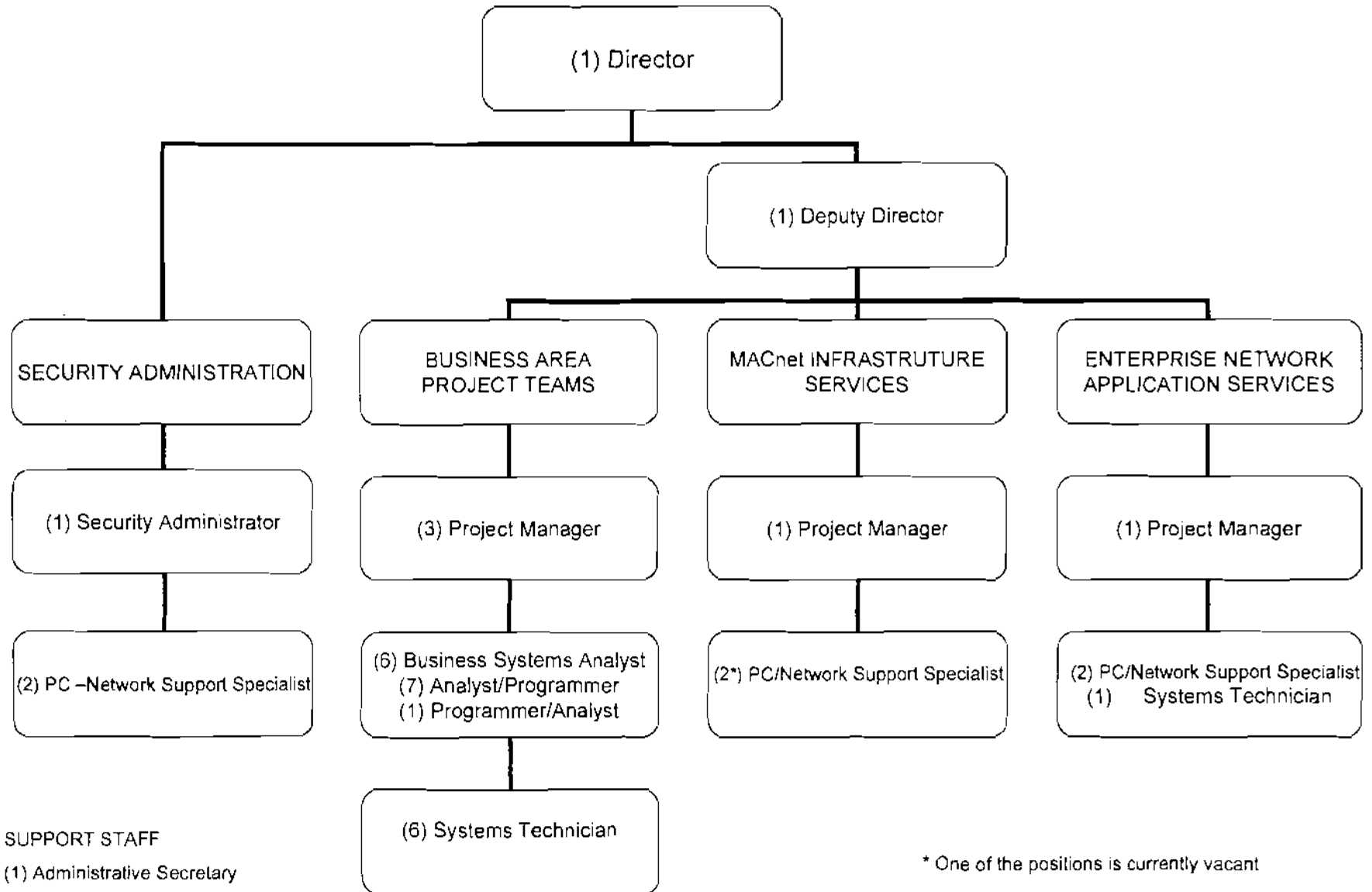
Position/Department	Nature of Contact	Frequency
Sheriff's office	Scheduling, support issues	Daily
Circuit Court	Support issues	Daily
County Clerk	Support issues	Daily

Additional Information:

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

In the twelve months preceeding the vacancy, 330 employees were converted to thin client. Another 1200+ candidates remain to be evaluated and completed. A resource specifically trained in this field would be a tremendous asset to help complete this initiative.

INFORMATION TECHNOLOGY



RECYCLABLE PAPER

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 08-18-10

Department	Position	Request rec'd	Type	Union	Reason	Authorization Rule	Budgeted Position HR Review Yes/No	Subject to 5% reduction in salary?	Budget Goals Finance Yes No	Layoff Recall HR Review Yes/No
Circuit Court	Asst to Circuit Court Administrator	2010/7/30	FT	0	retired	BOC 11-24-09 auto recon-approval only	Y	Y	Y	N
Circuit Court	General Counsel	2010/7/23	FT	0	resigned	BOC 11-24-09 auto recon-approval only	Y	Y	Y	N
Circuit Court	Assignment Clerk	2010/7/23	FT	0	retired	BOC 11-24-09 auto recon-approval only	Y	Y	Y	N
Clerk	Account Clerk I/II	2010/6/11	FT	3	promo 5/10	BOC appvd fill all positions	Y	N	Y	N
Clerk	Typist Clerk I/II	2010/6/11	FT	3	promo 5/10	BOC appvd fill all positions	Y	N	Y	N
CMH	Therapist II	7/29/2010	FT	3	promotion	90% external funding approval only	Y	N	Y	N
CMH	Typist Clerk I/II	2010/7/27	FT	3	promotion	90% external funding approval only	Y	N	Y	N
CMH	Administrative Assistant II	2010/7/27	FT	0	promotion	90% external funding approval only	Y	Y	Y	N
CMH	Case Manager II	2010/6/30	FT	3	to Job Share	90% - approval only	Y	N	Y	N
CMH	Case Manager II		FT	3	promotion	90% grant - approval only	Y	N	Y	N
CMH	Case Manager II		FT	3	promotion 7/9/10	90% grant - approval only	Y	N	Y	N
CMH	Therapist III	2010/6/15	FT	0	retired	90% - approval only	Y	Y	Y	N
CMH	Typist Clerk III		FT	3	retired	90% grant - approval only	Y	N	Y	N
CMH	Typist Clerk III	2010/7/1	FT	3	promo 6/14/10	90% grant - approval only	Y	N	Y	N
CMH	Typist Clerk I/II	2010/7/29	FT	3	promotion	90% external funding approval only	Y	N	Y	N
County Clerk	Judicial Court Clerk	2010/7/23	FT	3	retired	BOC 10-15-09 auto recon-approval only	Y	N	Y	N
Health	WIC Dietician	2010/7/2	FT	13	promo 7/9/10	BOC appvd fill all positions	Y	N	Y	N
Health	Dental Assistant Senior	2010/7/21	FT	3	promotion	BOC appvd fill all positions	Y	N	Y	N
Health	PT PHN I/II	2010/8/2	PT	0	PT to FT promotion	No County Dollars	Y	N	Y	N
JJC	Sub-Youth Specialist	2010/7/14	PT	21	discharged	24/7 - approval only	*Budgeted by \$'s	N	Y	N
JJC	Sub Youth Specialist	2010/7/14	PT	21	discharged	24/7 - approval only	*Budgeted by \$'s	N	Y	N
JJC	Sub Youth Specialist		PT	21	resigned	PT - approval only	budgeted by \$'s	N	Y	N
JJC	Sub Youth Specialist	2010/6/11	PT	21	resigned	24/7 approval only	budgeted by \$'s	N	Y	N
JJC	Youth Specialist	2010/6/15	FT	21	discharged	24/7 approval only	Y	N	Y	N
MCCSA	Teacher Aide	2010/8/4	PT	24	resigned	100% Grant Funded - approval only	Y	N	Y	N
MCCSA	Teacher Aide	2010/8/4	PT	24	PT Transfer	100% Grant Funded - approval only	Y	N	Y	N
MCCSA	Teacher Aide	2010/8/4	PT	24	PT Transfer	100% Grant Funded - approval only	Y	N	Y	N
MCCSA	Teacher Aide	2010/8/4	PT	24	resigned	100% Grant Funded - approval only	Y	N	Y	N
MCCSA	Kitchen Aide	2010/8/4	PT	24	resigned	100% Grant Funded - approval only	Y	N	Y	N
PRS	Typist Clerk I/II	2010/7/26	FT	3	promotion	BOC 11-24-09 auto recon-approval only	Y	N	Y	Y
PRS	Administrative Secretary	2010/6/17	FT	3	died	BOC appvd fill all positions	Y	N	Y	N
R.O.D.	Computer Maintenance Clerk	2010/6/10	FT	3	retired	BOC appvd fill all positions	Y	N	Y	N
R.O.D.	Computer Maintenance Clerk	2010/6/10	FT	3	retired	BOC appvd fill all positions	Y	N	Y	N
ROD	Typist Clerk I/II	2010/7/14	FT	3	promo 7/12	BOC appvd fill all positions	Y	N	Y	N
ROD	Typist Clerk I/II	2010/7/14	FT	3	promo 7/12	BOC appvd fill all positions	Y	N	Y	N
ROD	Typist Clerk I/II	2010/6/11	FT	3	promo 5/10	BOC appvd fill all positions	Y	N	Y	N
SCS	Adult Day Care Program Asst.	2010/7/19	FT	27	promotion	promo - approval only	Y	N	Y	N
Sheriff	Corrections Deputy	2010/6/11	FT	26	promotion	24/7 approval only	Y	N	Y	N
Sheriff	Corrections Deputy	2010/6/11	FT	26	promotion	24/7 approval only	Y	N	Y	N
Sheriff	Corrections Deputy	2010/6/11	FT	26	promotion	24/7 approval only	Y	N	Y	N
Sheriff	Corrections Deputy	2010/6/11	FT	26	promotion	24/7 approval only	Y	N	Y	N
Sheriff	Corrections Officer	2010/7/1	FT	26	retired 7/1/10	24/7 approval only	Y	N	Y	N
Sheriff	Deputy	2010/6/14	FT	7	retired	24/7 approval only	Y	N	Y	N
Sheriff	Sergeant-1	2010/6/14	FT	1	promotion	24/7 approval only	Y	N	Y	N

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend Correction of Pay Grade Assignment for the Quality Assurance Technician Position at MCCSA

INTRODUCED BY: Commissioner Robert Mijac, Chairman
Personnel Committee

COMMITTEE/MEETING DATE

Personnel 08-18-10



HUMAN RESOURCES DEPARTMENT

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

Labor Relations:
Eric A. Herppich
469-7241

August 10, 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 Correction of Pay Grade Assignment for the Quality Assurance Technician at MCCSA

In July, the position of Quality Assurance Technician was created and placed at Non-Union Pay Grade 11. With the finalization of the job description, we are recommending a correction to the pay assignment to Pay Grade 8, which represents a reduction of approximately \$2,700 in the top pay step. The position is subject to the revised 5% pay plan.

DJF/mb

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMara - 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

Kathy Tocco
District 20
Vice Chair

Joan Flynn
District 6
Sergeant-At-Arms

Ed Bruley - District 17
Dana Camphous-Peterson - District 18
Irene M. Kepler - District 21
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

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend Request to form an Ad Hoc Committee to Review Macomb
County's Deferred Compensation Plan

INTRODUCED BY: Commissioner Robert Mijac, Chairman
Personnel Committee

COMMITTEE/MEETING DATE

Personnel 08-18-10



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

August 10, 2010

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

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

RE: Recommend Request to form an Ad Hoc Committee to Review
Macomb County's Deferred Compensation Program

In 2003, Deloitte was retained by Macomb County to review its deferred compensation program. As a result of this review, a number of issues were addressed including reducing the number of providers from five to two and reducing program confusion by restricting fund availability to less than 50.

Another objective was to establish a review date since Deloitte identified the need for Macomb County to be proactive in updating its program as the deferred compensation industry changed. This review date was set at five years but with the economic disaster of 2008, it was considered best to wait for a recovery before proceeding. Along with the economic improvement and market changes, the Macomb County fund has increased to \$75 million making us a significant player in the deferred compensation industry.

With our strong market position and concern with the developing changes in the industry, it is recommended that an Ad Hoc Committee be formed to review the deferred compensation program and make changes as necessary.

It is also recommended that the Macomb County Road Commission be asked to participate in the program review.

DJF/mb

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrew Duzij - 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
Cary Torrice - District 16

Paul Gielegern
District 19
Chairman

Kathy Tocco
District 20
Vice Chair

Joan Flynn
District 6
Sergeant-At-Arms

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

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

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend ratification of a three (3) year Labor Agreement with the Police Officers Labor Council (POLC) representing Command Officers from January 1, 2010 to December 31, 2012 (Actual tentative agreements are available for review in the Human Resources Department)

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

The Parties have reached a settlement on a three (3) year Labor Agreement. The Agreement will run from January 1, 2010 through December 31, 2012.

The POLC – Command Officers represents approximately fifty-five (55) positions.

The Parties began negotiations in April, 2009. The County and the Union bargaining teams reached a tentative settlement on July 20, 2010. The Union membership ratified this settlement on July 26, 2010.

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

A summary of the settlement is as follows:

- 1. Duration: Three (3) years (January 1, 2010 to December 31, 2012)
- 2. Wages:

2010:	0%
2011:	0%
2012:	0%

COMMITTEE/MEETING DATE

Personnel 08-18-10

3. Insurance Benefits:

- A. Elimination of BCBS Traditional for employees and future retirees.
- B. Benefit plan design changes as agreed to by the parties.
- C. Employees who have spouses actively employed by the County will be entitled to one insurance plan for both employees and all dependants. The spouse will not be entitled to the insurance bonus.
- D. For all employees promoted or hired into this bargaining unit on or after this ratification date, the Employer will provide fully paid Blue Cross/Blue Shield Preferred Provider Organization (PPO) coverage or its substantial equivalence, to the employee and the employee's spouse, after twenty-five (25) years of actual service with the Employer, for the employee who leaves employment because of retirement and is eligible for and receives benefits under the Macomb County Employees' Retirement Ordinance.
- E. Any employee laid off and subsequently returned to work, will be eligible for employer-paid insurance coverage as soon as administratively possible after the date of his/her return to work.

4. Retirement

Effective as soon as possible after ratification, an employee promoted or hired into this bargaining unit may apply for voluntary retirement after completing twenty-five (25) years of service with the County regardless of age or upon completing fifteen (15) years of service with the County and attaining age sixty (60).

5. Dock Days

The County and the Union agree for 2010, each employee and DROP participant shall be docked one (1) working day without pay and shall have his/her holiday pay benefit as outlined in Article 13, Holiday Benefits, reduced by five (5) days. The one (1) dock day shall be requested and scheduled by the employee (in full-day increments) and will have Department Head approval prior to October 1, 2010.

The County and the Union further agree for each year 2011 and 2012, each employee and DROP participant shall be docked three (3) working days without pay per calendar year. The three (3) dock days shall be requested and scheduled by the employee (in full-day increments) and will have Department Head approval prior to May 1, 2011 and 2012 respectively.

The County and the Union also agree that for each year 2011 and 2012, each employee and DROP participant shall have his/her holiday pay benefit as outlined in Article 13, Holiday Benefits, reduced by three (3) days per calendar year.

If an employee fails to schedule the dock days as described above, the balance of dock days will be scheduled and taken at the Employer's discretion prior to December 30th of each year. 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 dock days on an employee's retirement benefits, will be as defined in the Macomb County Retirement Ordinance.

This letter of Agreement will expire on December 31, 2012.

6. Longevity

The County and the Union agree to cancel Longevity payments for all eligible employees and DROP participants for the years 2010, 2011 and 2012.

This Letter of Agreement will expire on December 31, 2012.

7. Elimination of compensatory time from the Labor Agreement.

8. DROP

Effective as soon as possible after ratification, for new entries into DROP, upon reaching the five (5) year maximum DROP participation period, the DROP participant shall terminate his/her employment.

9. 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 three (3) year Labor Agreement with the United Auto Workers (UAW) Local 412-Unit 49 (Information Technology) from January 1, 2008 to December 31, 2010 (Actual tentative agreements are available for review in the Human Resources Department)

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

The Parties previously ratified financial and economic terms for the 2008 to 2010 Labor Agreement and agreed to continue negotiations regarding the remainder of the respective Labor Agreement for a subsequent separate ratification. The County and the Union bargaining teams reached a tentative settlement on August 5, 2010. The Union membership ratified this settlement on August 13, 2010.

The UAW Local 412- Unit 49 represents approximately 25 positions in the Information Technology Department.

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

The Parties agreed to the following Article modifications:

- 1. Union Representation
- 2. Promotions and Job Openings
- 3. Sick Leave
- 4. Bereavement Leave
- 5. Annual Leave (Vacation)
- 6. Leave of Absence
- 7. Notice of Military Service
- 8. Longevity
- 9. Bulletin Boards
- 10. Termination or Modification
- 11. Letter of Understanding-UAW Liaison

COMMITTEE/MEETING DATE

Personnel 08-18-10

