BOARD OF COMMISSIONERS

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

FINANCE COMMITTEE

WEDNESDAY, JUNE 18, 2008

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, **AS AMENDED, TO INCLUDE #5A, #12A AND TWO ADDITIONAL TRAVEL REQUESTS**
4. Approval of Minutes dated 3-19-08 **(previously distributed)**
5. Public Participation

5a. Executive Session to Discuss Pending Litigation

6. List of Bills as Prepared by the Finance Department **(mailed)**
7. Contract to Collect Delinquent Personal Property Taxes for Charter Township of Harrison **(mailed)**
8. Placement of County's General Liability, Property, Fiduciary and Crime Policies with Selected Carriers **(mailed)**
9. 2008 Spring Auction Results **(mailed)**
10. Update on Senior Dances at Freedom Hill
11. Appointments of Law Firms **(mailed)**
12. Adopt Resolution Commending Governmental Consultant Services, Inc. on 25 Years of Advocacy **(offered by Board Chairman)**

12a. Reconfirmation of One Paralegal for Senior Citizen Services Dept. **(attached)**
(postponed from 6-13-08 Senior Citizens Committee meeting)

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman, District 23, Chairman
Dana Camphous-Peterson, District 18, Vice-Chair
Leonard Haggerty, District 21, Sergeant-At-Arms

Andrey Duzyj - District 1
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Kathy D. Vosburg - District 25
Leon Drolet - District 26

13. **Travel Requests:** **(mailed)**

    a) Board of Commissioners (one)
    b) Community Services (three)
    c) MSU Extension (two)
    d) Risk Management (one)
    e) Sheriff ~~(two)~~ (four) **(attached)**

    (back-up information for travel requests is on file in Board Office)

14. Executive Session to Discuss Pending Litigation

15. Concur in Recommendation of Corporation Counsel and Outside Counsel in Case of Jason Glick v Macomb County Sheriff's Department **(mailed)**

16. New Business

17. Public Participation

18. Adjournment

RESOLUTION NO. _____ **FULL BOARD MEETING DATE:** _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Approve List of Bills as Prepared and Provided under Separate Cover by the Finance Department

INTRODUCED BY: Betty Slinde, Chair, Finance Committee

COMMITTEE/MEETING DATE

Finance 6-18-08

RECYCLABLE
PAPER

RESOLUTION NO.

FULL BOARD MEETING DATE: JUNE 19, 2008
AGENDA ITEM:

MACOMB COUNTY, MICHIGAN

RESOLUTION TO CONCUR ON CONTRACT TO COLLECT DELINQUENT PERSONAL PROPERTY TAXES FOR THE CHARTER TOWNSHIP OF HARRISON

INTRODUCED BY: BETTY SLINDE, CHAIRPERSON, FINANCE COMMITTEE

COMMITTEE /MEETING DATE
JUNE 18, 2008

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

Jerome T. Moffitt
Chief Deputy

June 10, 2008

To: Betty Slinde, Chairperson and
Members of the Finance Committee

From: Ted B. Wahby
Treasurer

RE: Board of Commissioners Concurrence of Contract to collect delinquent personal property taxes for the Charter Township of Harrison

We have been contacted by the Charter Township of Harrison to collect their delinquent personal property taxes. They have indicated there are approximately 175 parcels which total $252,434.70.

Since we can administer the collection of these delinquent personal property taxes without increasing staff; we are requesting Board concurrence of the attached contract which was previously provided by Corporation Counsel.

The treasurer of the Charter Township of Harrison has indicated their intention to start the process immediately, and we are requesting June consideration by the Finance Committee and Board of Commissioners.

If additional information is required please contact me.

TBW: km

RECEIVED
MAY 29 2008
CORPORATION COUNSEL

RECEIVED
JUN 02 2008
Risk Management & Safety

TO: Frank Krycia
John Anderson
David Diegel

FROM: Ted Wahby

SUBJECT: CONTRACT REVIEW

Title: Personal Property Collection Agreement w/Harrison Township

Department: Treasurer Contact: Jerry Moffitt

Date Submitted: May 29, 2008 Telephone: 9-5703

Approved by Board of Commissioners:

Status:

OFFICE OF CORPORATION COUNSEL

Approved _____ Dated 5/29/08

Rejected* _____ Dated _____

OFFICE OF RISK MANAGEMENT

Approved _____ Dated 6/6/08

Rejected* _____ Dated _____

FINANCE DEPARTMENT

Approved _____ Dated 5/30/08

Rejected* _____ Dated _____

Contract Synopsis:

*When Rejected Attach Explanation

RECEIVED
MAY 30 2008
MACOMB COUNTY
FINANCE

AGREEMENT

THIS AGREEMENT (the "Agreement") is made this _____day of _____,

2008, between the Charter Township of HARRISON, (the "Township") of Macomb County, Michigan, and the MACOMB COUNTY BOARD OF COMMISSIONERS (the "County").

WHEREAS, the Township and the County wish to enter an Agreement to provide that the Macomb County Treasurer shall collect the delinquent personal property tax of the Township for the tax year **2002** and all subsequent years until canceled by either party.

NOW, THEREFORE, in consideration of the mutual promises of the parties to this Agreement, the Township and the County agree as follows:

1. Pursuant to Section 56 of Act No. 539 of the Public Acts of 1982, as amended (the "Act"), the County Treasurer shall be responsible for the collection of the delinquent personal property taxes of the Township for the tax year **2002** and all subsequent tax years until this Agreement is canceled by either party.

2. Both the Township and the County, including the County Treasurer, agree to comply with the requirements of the Act and other applicable laws governing the collection of delinquent personal property tax.

3. For services performed, the County Treasurer shall add to the amount of the assessed tax, any collection or administration fee, distraint and sale fee, interest, penalty or charge provided by this Act and shall also collect whatever costs, fees or expenses allowed by a count if a remedy is pursued through the courts.

The County will remit taxes collected approximately forty-five days form the end of the Collection month. All interest earned on collection will be retained by the County.

Acknowledging the terms of this Agreement, the parties have signed below as of the date first above stated.

This Agreement may be terminated by either party upon thirty (30) days written notice.

Charter Township of HARRISON

By: _____
Supervisor

_____
Treasurer

MACOMB COUNTY BOARD OF COMMISSIONERS

By: _____
WILLIAM A. CROUCHMAN, Chair

By: _____
TED B. WAHBY, Macomb County Treasurer

taping, and that other churches in the community be featured as well. It was also discussed that the finished product be aired on the Township's public access channel. Residents offered comment

Motion by Mrs. Jorgensen, and seconded by Mr. Rice to allow the Treasurer's Office to work with Mrs. Peyton to video tape the best of Harrison Township as presented. MOTION CARRIED.

QUARTERLY TREASURER'S REPORT UPDATE

The Treasurer reported that interest income for the first quarter of 2008 was $160,991.46, down from this time last year by $40,000.00. A list of the first quarter investments was presented showing the banking institutions, amount invested and a decreasing rate since January. The reasons stated for the decrease, is the decline is timing in CD returns, prime rate cuts, and a reduction in capital outlays due to Water and Sewer projects and the purchase of the Parkway Parcel.

Mrs. Eineman, excuses herself at 12:20 p.m.

Motion by Mr. Garvin and seconded by Mr. Ulinski to Receive and File the Treasurer's Quarterly Report as presented. MOTION CARRIED.

Mrs. Eineman, returned to the meeting at 12:22 p.m.

TRUSTEES REQUEST

DISCUSSION/ACTION ON THE BIKE/HIKE PATH ON PRENTISS NEAR THE PRENTISS VILLAGE APARTMENTS

Mr. Ulinski stated that the proposed hike/bike path and sidewalks in this area have been a point of contention, and that last summer the Board moved and directed the Developer of Sunkist IV to install a sidewalk on the south side of Ashland easterly toward Prentiss. Today there is a need to connect from where the Sunkist Developer stopped at his property line. Mr. Ulinski stated that he would like the Board to authorize the Township Attorney to get with the Prentiss Apartment along with the Building Official to have the sidewalk installed, as plotted on the site plan and that it loops up on the west side and connects to 16. The Supervisor stated that there is a need for a sidewalk or a hike/bike path from Ashland, but the Township cannot force just anyone to pay for it. He stated that if the side walk is on the plan then we should be able to put the sidewalk in, and offered to work with the Attorney in making a call to the Developer to solve the problem.

Motion by Mr. Ulinski, and seconded by Mr. York to direct the Township Attorney along with the Building Official to contact the Developer and move forward and install the sidewalk to Prentiss as it appears on the site plan. MOTION CARRIED.

DISCUSSION ON A PROPOSED BENEFIT PACKAGE FOR FULL-TIME ELECTED OFFICIALS, APPOINTED DEPUTIES AND ELECTED TRUSTEES

RECYCLABLE
PAPER

RESOLUTION NO._____ **FULL BOARD MEETING DATE:** _____

AGENDA ITEM:_____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Concur in the recommendation of the Director of Risk Management & Safety and approve the placement of the County's General Liability, Property, Fiduciary and Crime policies with the selected carriers beginning July 1, 2008 through June 30, 2009.

INTRODUCED BY: Commissioner Betty Slinde, Chair, Finance Committee

See attached memorandum from the Director of Risk Management & Safety

COMMITTEE/MEETING DATE:

____FINANCE_____

____6-18-08_____

RISK MANAGEMENT & SAFETY

1 S. Main St., 8th Floor
Mount Clemens, Michigan 48043
586-469-6349 FAX 586-469-7902

John P. Anderson, Esq.
Director

MEMORANDUM

TO: Commissioner Betty Slinde, Chair
Finance Committee

FROM: John P. Anderson, Esq.
Director, Risk Management & Safety

DATE: June 9, 2008

SUBJECT: **Property, Casualty, Fiduciary and Crime Insurance Policy Renewal**

Our current Property, Casualty, Fiduciary and Crime insurance policies are expiring on June 30, 2008.

After some very aggressive negotiations and marketing efforts conducted by Risk Management and Marsh USA Inc., the County's Insurance Broker, I am pleased to announce the following highlights:

- We received a 5% reduction in premium for our Crime Insurance.
- Our rate for our Property Insurance decreased from .044 to .040, which reduced our premium even though we received an additional $19,000,000 in property coverage.
- Our Fiduciary Insurance premium did not increase over 2007.
- Our Casualty Insurance renewal includes approximately $40,000 in supportive Risk Control Services at no extra charge.

The most competitive rates were achieved from our incumbent carriers. It is my recommendation that we renew with the following companies:

Affiliated FM – **Property**
St. Paul Fire & Marine – **Casualty**
Chubb – **Fiduciary**
AIG – **Crime**

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MACOMB COUNTY, MICHIGAN

Property, Casualty, Crime and Fiduciary Premiums

July 1, 2008 to July 1, 2009

Coverage	*2008-2009*
Property	**Affiliated FM**
Per Occurrence Limit	$264,668,071
Average Rate-Based on Total Value	0.040
Premium (Excluding Terrorism)	$106,614
Engineering Fee	$5,000
Total Premium (Including Engineering Fee)	$111,614
TRIA (Terrorism Coverage)	$9,978
Total Premium (including TRIA, including engineering fee)	**$121,592**
Public Entity Liability (GL, AL, POL, EPLI)	**St Paul Fire & Marine**
Limits	$20,000,000
Population (Exposure)	825,000
Rate/exposure	0.52
Premium	**$429,546**
Government Crime Policy	**AIG**
Employee Dishonesty Limits	$1,500,000
Deductible	$25,000
Premium	**$7,440**
Fiduciary Liability Insurance	**Chubb**
Limit	$5,000,000
Deductible	$25,000
Premium	**$13,775**

RECYCLABLE
PAPER

RESOLUTION NO._____

FULL BOARD MEETING DATE:_____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION

TO: 2008 Macomb County Spring Auction results – May 2008. For informational purposes only.

INTRODUCED BY: Betty Slinde, Chairman and Members of Finance Committee

COMMITTEE/MEETING DATE
Finance Committee
June 18, 2008

FINANCE DEPARTMENT
Purchasing Division

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

David M. Diegel
Finance Director

Polly A. Helzer
Purchasing Manager

Tim Corcoran
Asst. Purchasing Manager

DATE: JUNE 2, 2008

TO: BETTY SLINDE, CHAIRMAN & MEMBERS OF THE FINANCE COMMITTEE

SUBJECT: FINANCIAL SUMMARY 2008 SPRING AUCTION

The 2008 Spring Auction as approved by the Board of Commissioners, was held May 3, 2008, at the Macomb County Hall Road Warehouse. Surplus and confiscated property was disposed of from internal Macomb County Divisions, Macomb County Road Commission, as well as several municipalities.

The following is a detailed report showing revenue, expenditures and the average selling price of items sold.

Revenue Collected:

2008 Auction Sales	**$280,828.98**
Auctioneer's commission = 5% buyers premium Minus auctioneer's expenses ($14,041.64 - $89.34 =) **(Paid by purchaser, no expense to County)**	**$13,952.30**
State sales tax collected	**$2,167.44**

Auction Expenses:

Internal Overtime Total	**$3,014.55**
Direct Expenses – towing service, minor repairs, & misc.	**$1,476.09**
Total Expenses	**$4,490.64**
Auction Expense Factor – (Expenses divided by Auction Sale Revenue)	**.16**

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Auction proceeds will be dispersed as follows:

COMMUNITY:	SALE REVENUE	1.6% AUCTION EXPENSE	NET REVENUE
CHESTERFIELD TOWNSHIP	17,350.00	277.44	17,072.56
CITY OF MT. CLEMENS	11,311.33	180.87	11,130.46
CITY OF NEW BALTIMORE	219.99	3.52	216.47
HARRISON TOWNSHIP	10,350.00	165.50	10,184.50
MACOMB AUTO THEFT SQUAD	65,036.00	1,039.96	63,996.04
MACOMB COUNTY	133,007.66	2,126.89	130,880.77
MACOMB COUNTY ROAD COMMISSION	42,250.00	675.60	41,574.40
MACOMB TOWNSHIP FIRE DEPARTMENT	1,304.00	20.85	1,283.15
GRAND TOTALS:	280,828.98	4,490.64	276,338.34

2008 Auction average sales figures are as follows:

Bicycles	28.00 ea.
Desks	3.85 ea.
File Cabinets	13.60 ea.
Sheriff Vehicles	5,795.00 ea.

Previous Auctions:

Date	Auctioneer	Gross Sales	Auction Expense
2003	Chuck Cryderman & Assoc.	186,538.81	6.2%
2003	Chuck Cryderman & Assoc.	111,863.39	5.8%
2004	Chuck Cryderman & Assoc.	128,157.39	6.9%
2004	Chuck Cryderman & Assoc.	68,519.85	6.5%
2005	Chuck Cryderman & Assoc.	237,659.00	1.86%
2005	Chuck Cryderman & Assoc.	102,837.00	1.18%
2006	Chuck Cryderman & Assoc.	170,528.50	2.25%
2007	Chuck Cryderman & Assoc.	136,630.00	3.15%
2008	Chuck Cryderman & Assoc.	280,828.98	1.6%

Respectfully submitted,

Polly A. Helzer
Purchasing Manager

PAH/dg
cc: David Diegel, Finance Director

RECYCLABLE
PAPER

RESOLUTION NO.

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: APPOINT THE LAW FIRM OF JOHNSON ROSATI LABARGE ASELTYNE & FIELD TO REPRESENT THE COUNTY OF MACOMB AND CARL MARLINGA AND TO APPONT THE LAW FIRM OF PLUNKETT COONEY TO REPRESENT ERIC KAISER IN THE LITIGAITON FILED IN FEDERAL COURT WITH NATHANIEL HATCHETT AS THE PLAINTIFF

INTRODUCED BY: CHAIRPERSON BETTY SLINDE, FINANCE COMMITTEE

Mr. Nathaniel Hatchett is an individual who was convicted March 6, 1998 of criminal sexual conduct for a crime that was committed in November of 1996. Mr. Hatchett's conviction was as a result of a bench trial in front of the Honorable George Steeh. On April 14, 2008, Mr. Hatchett was set free and all criminal charges against him were dismissed because of some post conviction DNA evidence that was presented to the Court and the current Prosecutor's Office did not oppose the motion to dismiss the criminal charges.

Mr. Hatchett has now filed a lawsuit in Federal Court alleging that at the time of his first trial, the Prosecutor's Office failed to disclose exculpatory evidence. His claims basically are that his constitutional rights were violated as to due process, deprivation of liberty and that pursuant to the Federal Civil Rights Act 42USC 1983, he is entitled to damages against the police officers in the City of Detroit who initially arrested him and the Sterling Heights Police Officers who handled the investigation and worked in cooperation in securing a conviction.

The allegations against the County are that there was a policy of the Macomb County Prosecutor's Office to exclude exculpatory evidence. The claim against Eric Kaiser is that Mr. Kaiser, who tried the case, failed to disclose exculpatory evidence. Because of the divergent nature of these claims, it is necessary to have separate counsel for the County and Mr. Marlinga and Mr. Kaiser.

The law firm of Johnson Rosati LaBarge Aseltyne & Field has represented Macomb County for many years and represents various municipalities throughout the state and is familiar with these types of claims.

The law firm of Plunkett Cooney has represented the County of Macomb for over 25 years and likewise has experience in handling these types of lawsuits. Therefore, it is the recommendation of the Office of Corporation Counsel that the law firm of Johnson Rosati LaBarge Aseltyne & Field continue to represent the County of Macomb and Carl Marlinga in the pending litigation and that the law firm of Plunkett Cooney continue their representation of Eric Kaiser.

COMMITTEE/MEETING DATE

FINANCE – 6/18/08

RESOLUTION NO.

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: APPOINT THE KITCH LAW FIRM TO REPRESENT MACOMB COUNTY WORKFORCE DEVELOPMENT IN THE LAWSUIT FILED BY SIDNEY JOHN GUDGER IN FEDERAL COURT

INTRODUCED BY: CHAIRPERSON BETTY SLINDE, FINANCE COMMITTEE

Plaintiff in this case is a former employee of the Macomb County Workforce Development Board. Mr. Gudger has alleged in his Complaint that he was terminated from his employment as a result of racial discrimination. He also alleges that he was defamed by the termination.

Ms. Karen Berkery of the Kitch Law Firm specializes in employment law and has represented the County in the past. It is the recommendation of the Office of Corporation Counsel that the Kitch Law Firm, in particular Ms. Karen Berkery, be appointed to represent the County in this pending litigation.

COMMITTEE/MEETING DATE

FINANCE – 6/18/08

RECYCLABLE
PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Evaluate and recommend to the Personnel Committee regarding the determination of each vacant personnel opening, either to reconfirm or to eliminate the position

INTRODUCED BY: Commissioner Dana Camphous-Peterson, Chair
Ad Hoc Committee to Evaluate Reconfirmation of Personnel Openings

CLASSIFICATION	DEPARTMENT
One Dietitian (Jennifer Kasprzyk) Reason for Position being Vacant: Resignation Date Position to be Vacant: 04-30-08	Health
One Public Health Nurse II (Nancy Karcz) Reason for Position being Vacant: Retirement Date Position to be Vacant: 05-16-08	Health
One Account Clerk III (Cynthia Jean Wiegand) Reason for Position being Vacant: Resignation Date Position to be Vacant: 05-02-08	Martha T. Berry
One Administrative Secretary (Gail McAlpine) Reason for Position being Vacant: Retirement Date Position to be Vacant: 07-31-08	Martha T. Berry
One Computer Maintenance Clerk (Cheri Bushman) Reason for Position being Vacant: Retirement Date Position to be Vacant: 01-02-08	Prosecuting Attorney
* **One Paralegal** (Incoronada Delfuoco) Reason for Position being Vacant: Retirement Date Position to be Vacant: 12-28-07	Senior Citizen Services

REFERRED TO SENIOR CITIZENS COMMITTEE

* At the Senior Citizens Committee mtg. on 6-13-08, the following action was taken:

Substitute motion

A motion was made by DeSoele, supported by Gieleghem, to postpone in order to give the director, Chair Gieleghem and the Senior Legal Services Dept. time to go back and look at this and report back at the Finance Comm. mtg. next week. The Motion Carried w/ Brady voting "No."

COMMITTEE/MEETING DATE

Ad Hoc Committee to Evaluate Reconfirmation of Personnel Openings 06-05-08

Seniors 6-13-08 postpone to Finance Committee mtg. on 6-18-08 *(see above)
Finance 6-18-08

Item # 12

Seniors 6-13-08
Distributed by
Shirley Cushing

EFFECTIVE DATE: 04-24-08

MACOMB COUNTY

CLASSIFICATION/POSITION DESCRIPTION

CLASSIFICATION TITLE: Paralegal

***2007 Salary Range taken from UAW Union Contract: $34,547.24 - $39,482.56**

F.L.S.A. STATUS: Non-exempt

DEPARTMENT: Senior Citizen Services

APPOINTING AUTHORITY: Director

GENERAL RESPONSIBILITIES:

The employee in this classification, under the direction of the Managing Attorney or Attorney, interviews clients, investigates facts and prepares memoranda relative to clients expressed legal issue; performs legal research as assigned; organizes files; maintains records and statistical procedures; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Receives, places and appropriately routes client telephone calls.
- Answers routine client inquiries.
- Investigates facts and law and prepares related documents.
- Conducts research using a computer and traditional methods of research.
- Provides client counseling and brief service under attorney direction.
- Prepares proper information to meet clients' needs.
- Coordinates and files court documents.
- Prepares affidavits, documents and maintains document file.
- Refers clients to Pro Bono Attorneys as directed.
- Notarizes and witnesses documents as needed.
- Interviews homebound senior clients to gather facts and obtain documents.

ESSENTIAL FUNCTIONS (continued):

- Performs statistical work and other duties as directed.
- Ensures the preservation of the confidentiality of client matters.
- Operates an automobile while performing assigned job duties.

ADDITIONAL FUNCTIONS:

- May act as a law librarian, keeping and monitoring legal volumes and ensuring legal volumes are current.
- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- An Associate Degree in Paralegal or Legal Assistant studies from an accredited college.
- A minimum of two (2) years of experience as a Paralegal or Legal Assistant.
- Certification by the National Association of Legal Assistants is preferred.
- Qualified Michigan Notary Public is preferred.
- Successful completion of the probationary period for the position of Paralegal.
- Be physically able to perform the essential function of the position, with or without reasonable accommodation.

ADDITIONAL QUALIFICATIONS:

- Knowledge and experience with online legal research.
- Knowledge of court policies and procedures.
- Ability to establish and maintain effective working relationships with attorneys, co-workers and the public.
- Effective written and oral communication skills and attention to detail.
- Possession of a valid Michigan driver's license.
- Possession of an operable automobile for authorized departmental travel.

ADDITIONAL QUALIFICATIONS (continued):

- Ability to conduct oneself with tact and courtesy.

HUMAN RESOURCES DEPARTMENT APPROVAL:

NAME: Eric A. Herppich SIGNATURE: Eric A. Herppich

TITLE: Director, Human Resources DATE: 04-24-08

Item #12

Seniors 6-13-08
Distributed by
Shirley Cushing

EFFECTIVE DATE: 05-02-05

MACOMB COUNTY

CLASSIFICATION/POSITION DESCRIPTION

CLASSIFICATION TITLE: Typist Clerk IV

***2007 Salary Range taken from Union Contract: $27,783.12 - $34,728.90**

F.L.S.A. STATUS: Non-exempt

DEPARTMENT: Varies

APPOINTING AUTHORITY: Department Head

GENERAL RESPONSIBILITIES:

The employee in this classification, under the limited supervision of an assigned supervisor, performs difficult typist and administrative support tasks; may perform the following tasks depending upon the assigned department: types letters, reports, forms and other complex correspondence; files records and reports; posts information; sorts and distributes mail; and answers telephone; performs various clerical support duties; uses considerable judgement in establishing or adapting work procedures to new situations and in performing varied typing and administrative support services to relieve supervisors of clerical work and minor administrative duties; often exercises supervision over the work of other clerical employees; operates standard office equipment such as typewriters, personal computers, word processors, facsimile machines, copiers, calculators and adding machines; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Types a variety of materials, including letters, reports, forms and other complex correspondence.
- Composes and types routine correspondence.
- Updates and corrects information on records and forms.
- Receives incoming telephone calls; answers questions appropriate to skill level; relays messages to appropriate individuals or departments.
- Assists others in ascertaining needs and explaining office or departmental policies and procedures; and initiates necessary action to assist administratively.
- Schedules appointments, meetings and makes travel arrangements.
- Makes duplicate copies of reports and/or information which is then routed to proper persons, departments and/or filed.

ESSENTIAL FUNCTIONS (continued):

- Receives, screens, sorts and/or counts materials such as applications, permits and forms.
- Separates, sorts and stuffs envelopes for mailing or distribution.
- Often exercises supervision over the work of other clerical employees.
- Bends, stoops and reaches in order to file, search for and retrieve records and documents.
- Lifts, moves and carries equipment and supplies that weigh up to 25 pounds.
- Operates standard office equipment such as typewriters, personal computers, word processors, facsimile machines, copiers, calculators and adding machines.

ADDITIONAL FUNCTIONS:

- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test, preferably supplemented with college or business school training.
- A minimum of three (3) years of clerical experience involving typing.
- Ability to type from a clear copy or rough draft at a net speed of at least 44 words per minute; and have a passing score for Job Family 4 on the General Clerical Test.
- Successful completion of the probationary period for the position of Typist Clerk IV.
- Be physically able to perform the essential functions of the position, with or without, reasonable accommodation.

ADDITIONAL QUALIFICATIONS:

- Comprehensive knowledge of office terminology, procedures and equipment; and of business arithmetic and English.
- Knowledge of Windows, Word and Excel.
- Ability to make relatively complex mathematical computations rapidly and accurately.

ADDITIONAL QUALIFICATIONS (continued):

- Ability to maintain complex clerical records and prepare reports from such records.
- Ability to make decisions in accordance with laws, ordinances, regulations and established policies and procedures where errors could easily result in adverse public reactions or additional costs to the County.
- Ability to understand and follow complex written and oral directions.
- Ability to organize and supervise the work of other clerical employees.
- Ability to establish and maintain effective working relationships with staff and the public.
- Ability to conduct oneself with tact and courtesy.

HUMAN RESOURCES DEPARTMENT APPROVAL:

NAME: Ted J. Cwiek SIGNATURE:

TITLE: Director, Human Resources DATE:

SENIOR CITIZEN SERVICES

21885 Dunham Road, Suite 6
Clinton Township, Michigan 48036-1028
586-469-6313 Fax 586-469-5578
macombcountymi.gov/seniorservices

RECEIVED
APR 0 9 2008
HUMAN RESOURCES

Angela Willis
Director

Karen D. Bisdorf
Assistant Director

TO: Eric Herppich, Interim-Director
Human Resources

FROM: Angela J. Willis, Director
Department of Senior Citizen Services

DATE: April 8, 2008

SUBJECT: Confirmation to post Paralegal Position

On December 28, 2007, Incoronada Delfuoco retired from her position as Paralegal in the Senior Citizen Services Legal Assistance Program. Pursuant to Full Board resolution of December 13, 2007 all County positions must remain vacant for a period of 20 weeks. The Paralegal position shall be vacant 20 weeks by the time this request is reviewed by Full Board. As such, I am requesting Personnel place this item before the Ad Hoc Committee to confirm my request to post.

The Paralegal position is a vital role in the Legal Assistance Program. The Paralegal is the first contact with seniors who call or come into the office. There are currently two attorneys and one Clerk Typist IV in the Legal Assistance Program handling the day-to-day operations. Further delay in filling the position of Paralegal would cause a hardship on the legal services provided to the seniors of Macomb County.

Attached is the completed Vacant Budgeted Position form as well as the Position Analysis Questionnaire.

Thank you for your anticipated cooperation.

Cc: Shirley Cushing, Attorney – Legal Assistance Program

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman, District 23, Chairman
Dana Camphous-Peterson, District 18, Vice-Chair
Leonard Haggerty, District 21, Sergeant-At-Arms

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Carey Torrice - District 16
Ed Bailey - District 17
Betty Sliade - District 22
Sarah Roberts - District 24

Macomb County
Position Analysis Questionnaire

RECEIVED
APR 0 9 2008
HUMAN RESOURCES

Employee Name: VACANT Incorronada Delfuoco

Classification Title and Department: Legal Assistant/Paralegal
Senior Services

Division/Program Assignment: Legal Assistance Program

Describe how this position is funded: X % County ____ % Grant ____ % Other

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

The primary purpose of the Legal Assistant/Paralegal classification is to provide support to the Legal Assistance Program Attorneys. The Legal Assistant/Paralegal conducts the initial interview of senior citizen clients, obtains demographic information and gathers facts to assist the attorneys in determining the legal issues so proper assistance can be given. The Legal Assistant/Paralegal also inputs the client information into the Program's database so accurate and timely reports can be made.

Organization Information: (*Please attach a current organization chart*)
Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

The Legal Assistance Program provides legal assistance, without charge, to the senior citizens of Macomb County focusing on the most socially and economically in need. The assistance includes advice and counsel, review and preparation of documents and representation in court and administrative agencies. The Legal Assistance Program is placed within the Department of Senior Services to provide assistance to the senior citizens of Macomb County.

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	Managing Attorney	1
Same Classification Within Department or Program	NONE	0
Other Classifications Reporting to this Immediate Supervisor	Staff Attorney (1) Legal Secretary (1)	2
Classifications Directly Supervised by this Classification (if applicable)	NONE	0

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

None

Problem Solving Challenges:

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

The typical work situation involves obtaining pertinent information from senior clients who are vulnerable and in stressful circumstances.

This requires a trained, skillful listener who can obtain and relate information while being compassionate and understanding in a professional manner;

Legal educational/background to analyze facts to determine legal issue; and

Ability to surface relevant facts by directed questioning.

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	Interview clients in office and on the telephone	40	Daily	
2	Question and determine facts of legal problem	20	Daily	
3	Research and preparation of memoranda	6	Daily	
4	Organize Files and client logs	7	Daily	
5	Maintain statistical data base and maintain office confidential files	7	Daily	
6	Coordination of pro bono referrals as directed	5	Weekly	
7	Convey information to clients as directed by attorney	10	Daily	
8	Prepare and mail legal information packets for client education	5	Daily	

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

The Legal Assistance Program functions as a team and provides monthly reports to the Department of Senior Citizen Services and Quarterly reports to the funding sources. The reports integrate the work of a 4 person office. Enclosed are year-end statistics of clients served for 2005, 2006 and 2007.

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 Legal Assistant/Paralegal is prohibited from the practice of law under the Michigan Bar Rules of Professional Conduct. Thus, a Legal Assistant's work must always be supervised by a licensed attorney who is responsible for all work done by this legal Assistant/Paralegal and to ensure his/her conduct is compatible with the professional obligations of the lawyer-supervisor.

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

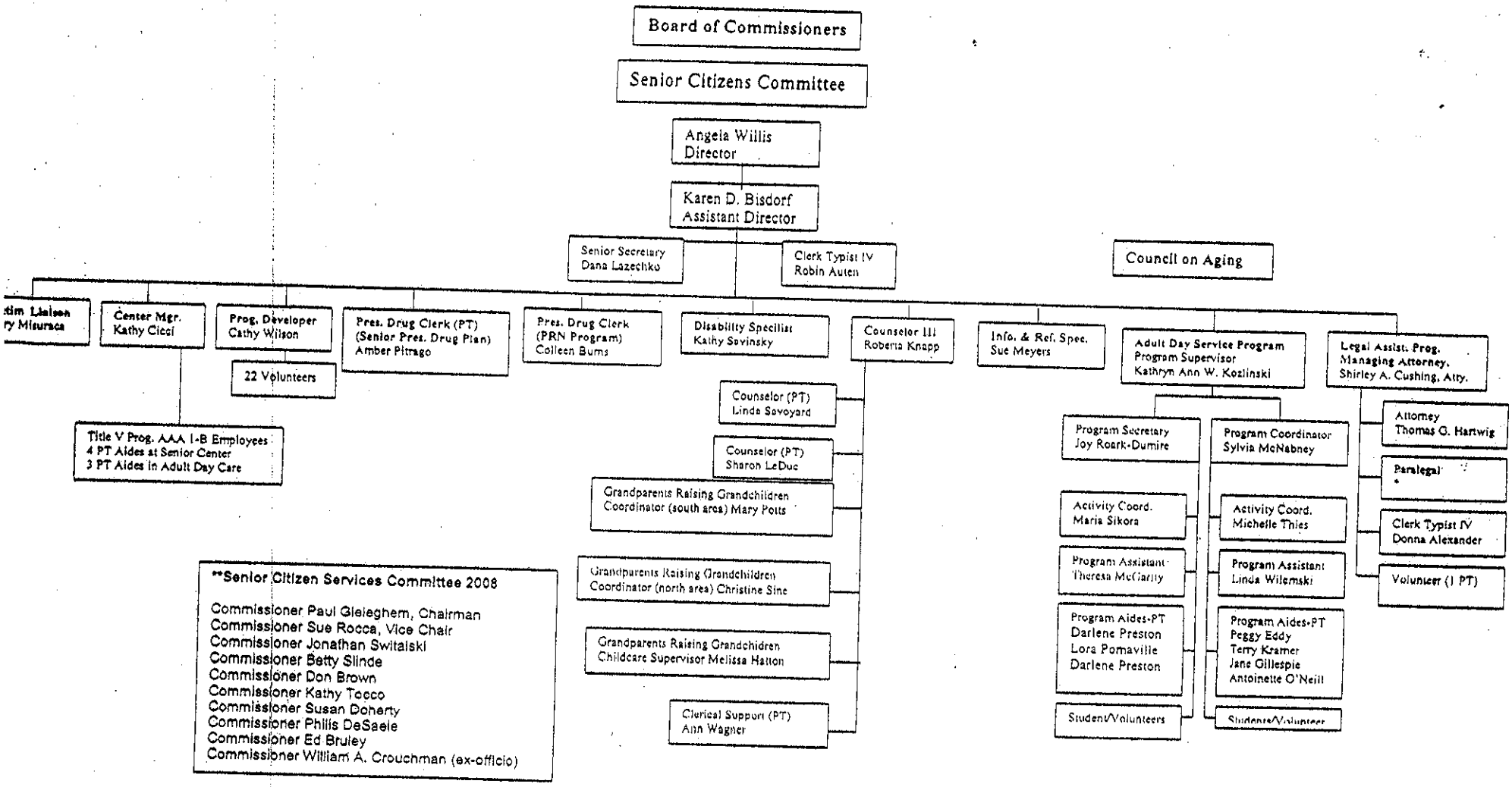
Impact on Operations	Measure of Impact
Reduction number of Clients Served	An office without a Legal Assistant forces the
Reduction of Client telephone calls	attorneys to do paralegal work rather than using
Reduction of satellite office services	attorney skills and resources as lawyers.
Reduction of community presentations	Senior Legal Education presentations will be limited
	Also, the secretarial work time is affected.

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
Senior Citizens who rely on this County legal service	Interview to assist w/legal problems	Daily
County Agencies	Referrals for specific surfaced needs	Daily
State & Federal Agencies	Obtain information on behalf of clients	Daily

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

The position of Legal Assistant/Paralegal in the Legal Assistance Program is of such importance to the two attorneys for support that all legal work will diminish because of the ever increasing senior population's demands. The program's growth testifies to the value of 4 persons and assuredly will diminish if this position remains unfilled due to the constant demand for attorney time.



* Vacant Position

S:\Administration\Senior Secretary\REPORTS\AAA 1-B\GRANTS\Organization Chart 2008.doc (April 8, 2008)

RECYCLABLE
PAPER

Macomb County, Michigan
Conference/Employee Training Request

(Submit directly to the Finance Department at least 2 weeks prior to the date of the next Finance Committee meeting)

Requesting Department: Board of Commissioners

Conference Title: MAC 2008 Annual Summer Conference

Sponsored by: Michigan Association of Counties

Conference Classification: (Professional) Employee Training

Conference Location: Frankenmuth, Saginaw County, Mi

Travel Begins: 8 (Month) 17 (Day) 2008 (Year) Travel Ends: 8 (Month) 19 (Day) 2008 (Year)

Number of Persons Attending At County Expense: Board Members 1; Staff Members ____; Total 0

ESTIMATED EXPENSES

	Per Person	Total
Registration Fees:	$300	$300-00
Transportation:(1) [ ] County Vehicle [ ] Airplane [X] Personal Vehicle		-
Lodging: Begins: 8 (Month) 17 (Day) 2008 (Year) Ends: 8 (Month) 19 (Day) 2008 (Year)	2 Night	210.00
Meals:(2)	—	—
Miscellaneous:	—	—
Subtotal - Conference Expenses	0.00	0.00
Per Diems:(3)	—	—
Overtime:(4)	—	—
Total Estimated Expenses:	$ -	$510-00

Department Head Signature _____ Date 6/9/08

1 Not to exceed cost of tourist class air fare
2 Not to exceed authorize per day rate
3 Not to exceed one day travel plus duration of the conference
4 Calculate cost of any overtime anticipated as a result of this request

(For Finance Department Use Only)
Budgetary Analysis

Department Budget			
Less:	Conference Expense Approved To Date		
	Other Department Requests in Process		
	This Request		
Balance Available (Deficit)			

To: Betty Slinde

Finance Committee

From: JOAN FLYNN
County Commissioner

Date: 6-10-08

Subject: Conference and Seminar Request

I herewith request that the following individual(s) be authorized to attend the 2008' MAC ANNUAL Summer Conference conference/seminar, starting on August 17-19

Name	Classification
JOAN FLYNN	County Commissioner

The benefit to macomb County from attendance of the above-named individual(s) at this conference/seminar is detailed below:

Hearing From Political Leader of Michigan - Business in Lansing
Educational Workshops: Caring For an Aging Population in Michigan
Correction/Mental Health Issues
Road Commission
Issues Facing County Parks

Respectfully submitted,

Joan Flynn
BofC Department

MACOMB COUNTY
CONFERENCE/EMPLOYEE TRAINING REQUEST

RECEIVED
JUN 0 9 2008
MACOMB COUNTY FINANCE

(Submit directly to Board of Commissioners Office at least one month preceding the date of the conference.)

REQUESTING DEPARTMENT: Macomb County Community Services Agency

CONFERENCE TITLE: NAEH National Conference

CONFERENCE SPONSORED BY: National Alliance to End ~~Campaign~~ Homelessness

CONFERENCE CLASSIFICATION: (circle one) Professional Conference Employee Training

CONFERENCE LOCATION: WASHINGTON, DC

TRAVEL BEGINS July 28, 2008 (MONTH DAY YEAR) TRAVEL ENDS July 30, 2008 (MONTH DAY YEAR)

NUMBER OF PERSONS ATTENDING AT COUNTY EXPENSE: ____ COMMISSION MEMBER; 1 STAFF MEMBERS

ESTIMATED EXPENSES	PER PERSON	TOTAL
REGISTRATION FEES	$ 0	495.00
TRANSPORTATION: ☐ COUNTY VEHICLE ☒ AIRPLANE ☐ PERSONAL VEHICLE	$ 175.00	175.00
LODGING-BEGINS July 28, 2008 (Month Day Year) ENDS July 30, 2008 (Month Day Year)	$ 425.00	$ 425.00
	$	$
MEALS:	$ 93.00	$ 93.00
MISCELLANEOUS EXPENSES:	$ 100	$ 100
SUB TOTAL – CONFERENCE EXPENSES	$	$
PER DIEM:	$	$
OVERTIME:	$	$
TOTAL ESTIMATED EXPENSE	$	$ 1288.00

SIGNATURE OF DEPARTMENT HEAD [signature] DATE 6/5/08

1 Not to exceed cost of tourist class air fare
2 Not to exceed $____.___ per day
3 Not to exceed one day travel plus the duration of the conference
4 Calculate cost of any overtime anticipated as a result of the request

Fund No. 30389101-86321-$210.00 Org. No. 30389101-86322-$1078.00

GRANT FUNDS ONLY

(FOR FINANCE OFFICE USE ONLY)
Budgetary Analysis

Budgeted $ 4390.

Less:

Conference Expenses Approved to Date $ 1902.

Other Department Requests in Process $ -0-

This Request $ 1,288.

Sub Total $ 3,190.

BALANCE AVAILABLE (DEFICIT) $ 1,200.

TO: Betty Slinde — Chairman
Finance Committee — Committee
FROM: Frank T. Taylor — Director
Macomb County Community Services Agency — Department
DATE: June 4, 2008

SUBJECT: Conference and Seminar Request

I herewith request that the following individuals(s) be authorized to attend the National Alliance to End Homelessness Annual Conference Conference/seminar starting on July 28, 2008

NAME	CLASSIFICATION
Carrie L. Fortune, Esq.	CoC Coordinator

(If more room is required, attach separate sheet)

The benefit to Macomb County from attendance of the above-named individual(s) at the conference/seminar is detailed below:

There are three main areas of the conference where the knowledge gained will benefit Macomb County – ending homelessness for families and veterans, and running a one-stop shop. The sharpest increase in homeless populations over the past couple of years has been families living on the streets and veterans. Family homelessness is a growing problem in the County with the shelters and the MISD seeing record numbers of clients. The CoC is also in the process of developing a HUD funded one-stop shop (the multi-purpose facility). Because we are in the development phases, the information provided at the conference will assist us in starting off strong and preventing problems later on. The information provided at this conference will strengthen the Macomb County Continuum of Care.

Respectfully submitted,

Frank T. Taylor — Department Head
Macomb County Community Services Agency — Department

Files/conference training request

MACOMB COUNTY
CONFERENCE/EMPLOYEE TRAINING REQUEST

(Submit directly to Board of Commissioners Office at least one month preceding the date of the conference.

REQUESTING DEPARTMENT: Macomb County Community Services Agency

CONFERENCE TITLE: MICHIGAN COMMUNITY ACTION AGENCY ASSOCIATION SUMMER CONFERENCE

CONFERENCE SPONSORED BY: MICHIGAN COMMUNITY ACTION AGENCY ASSOCIATION

CONFERENCE CLASSIFICATION: (circle one) [Professional Conference] Employee Training

CONFERENCE LOCATION: BOYNE MOUNTAIN-BOYNE FALLS, MICHIGAN

TRAVEL BEGINS 7/28/08 (MONTH DAY YEAR) **TRAVEL ENDS** 7/31/08 (MONTH DAY YEAR)

NUMBER OF PERSONS ATTENDING AT COUNTY EXPENSE: ____ COMMISSION MEMBER; 3 STAFF MEMBERS

ESTIMATED EXPENSES		PER PERSON	TOTAL
REGISTRATION FEES	$	300.00	900.00
TRANSPORTATION: [ ] COUNTY VEHICLE [ ] AIRPLANE [X] PERSONAL VEHICLE	$	234.24	702.72
LODGING-BEGINS 7/28/08 (Month Day Year) ENDS 7/30/08 (Month Day Year)	$	398.98	1196.94
	$		
MEALS:	$	23.75	71.25
MISCELLANEOUS EXPENSES:	$		
SUB TOTAL – CONFERENCE EXPENSES	$		
PER DIEM:	$		$
OVERTIME:	$		$
TOTAL ESTIMATED EXPENSE	$	956.97	2,870.91

SIGNATURE OF DEPARTMENT HEAD Frank T. Taylor, Director **DATE** 6/9/08

1 Not to exceed cost of tourist class air fare
2 Not to exceed $____.____ per day
3 Not to exceed one day travel plus the duration of the conference
4 Calculate cost of any overtime anticipated as a result of the request

GRANT FUNDS ONLY
Fund No. 30289101-86321- $
30289101-86322 - $

(FOR FINANCE OFFICE USE ONLY)

Budgetary Analysis

Budgeted $ 10,936.

Less:

Conference Expenses Approved to Date $ 1,222.

Other Department Requests in Process $ 1,078.

This Request $ 2,871.

Sub Total $ 5,171.

BALANCE AVAILABLE (DEFICIT) $ 5,765

TO:	Betty Slinde	Chair
	Finance Committee	Committee
FROM:	Frank T. Taylor	Director
	Macomb County Community Services Agency	Department
DATE:		

SUBJECT: Conference and Seminar Request

I herewith request that the following individuals(s) be authorized to attend the Conference/seminar MCAAA SUMMER CONFERENCE

Starting on: JULY 28, 2008 To: JULY 31, 2008

NAME	CLASSIFICATION
Frank T. Taylor	Director
Mary P. Solomon	Assistant Director
Julie Hintz	Communication Specialist

(If more room is required, attach separate sheet)

The benefit to Macomb County from attendance of the above-named individual(s) at the conference/seminar is detailed below:

This conference, sponsored by the Michigan Community Action Agency Association, is held on a quarterly basis. The summer conference will give staff an opportunity to remain current on issues facing the Community Action Program (CAP) Agencies in such areas as the latest legislative updates, updates about fiscal responsibilities, new weatherization initiatives and techniques, personnel and employment issues as well as networking and participating in workshops to ensure maintenance of regulations and reporting issues for grant programs. The MCAAA summer conference also provides the opportunity to hear the future funding prospects for Community Action Agencies and problem areas are addressed through the association.

NOTE: Julie Hintz will be a conference speaker. A portion of her expenses will be reimbursed.

Frank T. Taylor

Macomb County Community Services Agency

Frank T. Taylor, Director- Department Head

Department

Files/conference training request

MACOMB COUNTY
CONFERENCE/EMPLOYEE TRAINING REQUEST

RECEIVED
JUN 1 0 2008
MACOMB COUNTY FINANCE

(Submit directly to Board of Commissioners Office at least one month preceding the date of the conference.)

REQUESTING DEPARTMENT: Macomb County Community Services Agency
CONFERENCE TITLE: Michigan Community Action Agency Association Summer Conference
CONFERENCE SPONSORED BY: Michigan Community Action Agency Association

CONFERENCE CLASSIFICATION: (circle one) Professional Conference [Employee Training]

CONFERENCE LOCATION: Boyne Mountain Resort, Boyne Falls, Michigan

TRAVEL BEGINS July (MONTH) 28 (DAY) 2008 (YEAR) TRAVEL ENDS July (MONTH) 31 (DAY) 2008 (YEAR)

NUMBER OF PERSONS ATTENDING AT COUNTY EXPENSE: ___ COMMISSION MEMBER; 3 STAFF MEMBERS

ESTIMATED EXPENSES		PER PERSON	TOTAL
REGISTRATION FEES	$	$300.00	$900.00
TRANSPORTATION: ☐ COUNTY VEHICLE ☐ AIRPLANE 1 [X] PERSONAL VEHICLE	$	$234.24	$234.24
	$		$
LODGING-BEGINS July 28 2008 (Month Day Year) ENDS July 31 2008 (Month Day Year)	$	$398.98	$1,196.94
	$		$
MEALS:	$	$55.50	$166.50
MISCELLANEOUS EXPENSES:	$	$0	$0
SUB TOTAL – CONFERENCE EXPENSES	$	$998.72	$2,497.68
PER DIEM:	$		$
OVERTIME:	$		$
TOTAL ESTIMATED EXPENSE	$	$998.72	$2,497.68

SIGNATURE OF DEPARTMENT HEAD [signature] DATE 6/9/08

1 Not to exceed cost of tourist class air fare
2 Not to exceed $____.___ per day
3 Not to exceed one day travel plus the duration of the conference
4 Calculate cost of any overtime anticipated as a result of the request

30[illegible]-89541-86321 - $900.00
30[illegible]-89541-86322 - $1,597.68

(FOR FINANCE OFFICE USE ONLY)
Budgetary Analysis

Weatherington

Budgeted $ 7436.
Less:

Conference Expenses Approved to Date $ 485.
Other Department Requests in Process $ -0-
This Request $ 2,498.
Sub Total $ 2,983.

BALANCE AVAILABLE (DEFICIT) $ 4,453.

TO:	Elizabeth Slinde	Chairperson
	Finance Committee	Committee
FROM:	Frank T. Taylor	Director
	Macomb County Community Services Agency	Department
DATE:		

SUBJECT: Conference and Seminar Request

I herewith request that the following individuals(s) be authorized to attend the 2008 Michigan Community Action Agency Ass. Summer Conference starting on July 28 200 8

NAME	CLASSIFICATION
Joseph Cooke	Community Operations Coordinator
Steve Schuster	Weatherization Inspector II
Dave Banks	Weatherization Inspector

(If more room is required, attach separate sheet)

The benefit to Macomb County from attendance of the above-named individual(s) at the conference/seminar is detailed below:

This Conference, sponsored by the Michigan Community Action Agency Association, is an opportunity for Weatherization staff to study and learn about new policies, techniques, initiatives and best practices, as they relate to the delivery of the Weatherization Assistance Program. This Conference is always very informative and well worth attending.

Respectfully submitted,

Frank Taylor — Department Head

Macomb County Community Services Agency — Department

Files/conference training request

309-73161-86300

need $85 more

MACOMB COUNTY

CONFERENCE/EMPLOYEE TRAINING REQUEST

(Submit directly to Board of Commissioners Office at least one month preceding the date of the conference.

REQUESTING DEPARTMENT: MSUE - 4H

CONFERENCE TITLE: EXPLORATION DAYS

CONFERENCE SPONSORED BY: MSUE

CONFERENCE CLASSIFICATION: (circle one) Professional Conference Employee Training

CONFERENCE LOCATION: Michigan State University, E. Lansing

TRAVEL BEGINS 6 - 18 - 08 (Month Day Year) TRAVEL ENDS 6 - 20 - 08 (Month Day Year)

NUMBER OF PERSONS ATTENDING AT COUNTY EXPENSE: ____ COMMISSION MEMBERS
3 STAFF MEMBERS

ESTIMATED EXPENSES for Rachel only	PER PERSON	TOTAL
REGISTRATION FEES ① 1 other 2 are pd. for	$ 165.00	$ 165.00
TRANSPORTATION: need 2 vehicles ☒ County vehicle ☐ Airplane ☒ Personal vehicle	$ 110.00	$ 110.00
LODGING-BEGINS: ____ Ends ____ (Month Day Year)	$	$
② MEALS:	$	$
MISCELLANEOUS EXPENSES:	$	$
SUB TOTAL - CONFERENCE EXPENSES	$	$
③ PER DIEM:	$	$
④ OVERTIME:	$	$
TOTAL ESTIMATED EXPENSE	$	$ 275.00

RECEIVED
MAY 15 2008
MACOMB COUNTY
FINANCE

SIGNATURE OF DEPARTMENT HEAD Marilyn Rudzinski DATE KS 5/13/08

1 Not to exceed cost of tourist class air fare
2 Not to exceed $___.___ per day
3 Not to exceed one day travel plus the duration of the conference
4 Calculate cost of any overtime anticipated as a result of the request

MSUE-LISC-YOUTH

(FOR FINANCE OFFICE USE ONLY) 309-73161/86300

Budgetary Analysis

Budgeted $ 275.

Less:

Conference Expenses Approved to Date $ -0-

Other Department Requests in Process $ -0-

This Request $ 275.

Sub Total $ 275.

BALANCE AVAILABLE (DEFICIT) $ -0-

TO: Betty Slinde, Chairman
Finance, Committee

FROM: Marilyn Rudzinski
MSUE, Department

DATE: 5-14-08

SUBJECT: Conference & Seminar Request

I herewith request that the following individual(s) be authorized to attend the 4H EXPLORATION DAYS conference/seminar starting on 6-18, 2008.

NAME	CLASSIFICATION
RACHEL CALCATERRA	PROGRAM EDUCATOR
Bee Brown	"
Kathy Jamieson	"

(If more room is required, attach separate sheet)

The benefit to Macomb County from attendance of the above-named individual(s) at the conference/seminar is detailed below:

By attending the 4H Exploration Days conference, Rachel Calcaterra will be gaining valuable lessons on youth activities that she will be able to pass on to youth involved in different 4H programs.

Respectfully submitted,

Marilyn Rudzinski Department Head

MSUE Department

MACOMB COUNTY

CONFERENCE/EMPLOYEE TRAINING REQUEST 30873179-86300

(Submit directly to Board of Commissioners Office at least one month preceding the date of the conference.

RECEIVED
JUN 05 2008
MACOMB COUNTY FINANCE

REQUESTING DEPARTMENT: MSU E 4-H

CONFERENCE TITLE: Cultural Competency Series

CONFERENCE SPONSORED BY: MSU

CONFERENCE CLASSIFICATION: (circle one) Professional Conference Employee Training

CONFERENCE LOCATION: Holiday Inn Gateway Center Flint.

TRAVEL BEGINS SEE Attached (Month Day Year) TRAVEL ENDS (Month Day Year)

NUMBER OF PERSONS ATTENDING AT COUNTY EXPENSE: 1 COMMISSION MEMBERS
_____ STAFF MEMBERS

ESTIMATED EXPENSES	PER PERSON	TOTAL
REGISTRATION FEES ①	$	$ 0
TRANSPORTATION: ☒ County vehicle ☐ Airplane ☒ Personal vehicle	$ 75.00x5	$ 375.00
LODGING-BEGINS: SEE Attached Ends (Month Day Year) 7-16-08, 9-23-08, 11-18-08, 1-28-09, 3-10-08 ②	$ 110.00 x5	$ 550.00
MEALS:	$	$ -
MISCELLANEOUS EXPENSES:	$	$
SUB TOTAL - CONFERENCE EXPENSES	$	$
PER DIEM: ③	$	$
OVERTIME: ④	$	$
TOTAL ESTIMATED EXPENSE	$	$ 925.00

SIGNATURE OF DEPARTMENT HEAD Marilyn Rudzinski KS DATE 5-28-08

1 Not to exceed cost of tourist class air fare
2 Not to exceed $___.___ per day
3 Not to exceed one day travel plus the duration of the conference
4 Calculate cost of any overtime anticipated as a result of the request

Gen Youth Developmt.

(FOR FINANCE OFFICE USE ONLY) 30873179/86300

Budgetary Analysis

Budgeted $ 2,000.

Less:

Conference Expenses Approved to Date $ 450.

Other Department Requests in Process $ -0-

This Request $ 925.

Sub Total $ 1,375.

BALANCE AVAILABLE (DEFICIT) $ 625.

TO: Betty Slinde, Chairman

Finance, Committee

FROM: Marilyn Rudzinski

MSUE, Department

DATE: 5-28-07

SUBJECT: Conference & Seminar Request

I herewith request that the following individual(s) be authorized to attend the multicultural Series conference/seminar starting on 7-16-08, 20__.

NAME	CLASSIFICATION
Kathy Jamieson	program educator

(If more room is required, attach separate sheet)

The benefit to Macomb County from attendance of the above-named individual(s) at the conference/seminar is detailed below:

This is a five series conference held over 9 month period of time. Modules include (1) Building Foundations for growth and change, (2) Exploring identity, Oppression + privilege (3) Developing Authentic Relationships Across differences, Exploring transformational Leadership + multicultural change + moving towards sustainable multicultural change.

Respectfully submitted,

Marilyn Rudzinski Department Head

MSU Department

Macomb County, Michigan
Conference/Employee Training Request

(Submit directly to the Finance Department at least 2 weeks prior to the date of the next Finance Committee meeting)

Requesting Department: Risk Management

Conference Title: 2008 MIPRIMA Annual Conference

Sponsored by: Michigan Public Risk Management Association

Conference Classification: **Professional** Employee Training

Conference Location: Crystal Mountain, Thompsonville, MI

Travel Begins: 7 (Month) 16 (Day) 2008 (Year)

Travel Ends: 7 (Month) 18 (Day) 2008 (Year)

Number of Persons Attending At County Expense:

Board Members	
Staff Members	1
Total	1

ESTIMATED EXPENSES

		Per Person	Total
Registration Fees:		$ 75.00	$ 75.00
Transportation:(1)	[ ] County Vehicle [ ] Airplane [x] Personal Vehicle		-
Lodging:	Begins: 7 (Month) 16 (Day) 2008 (Year) Ends: 7 (Month) 17 (Day) 2008 (Year)	$197.13 / night 394.26	$394.26
Meals:(2)		31.00	31.00
Miscellaneous:		25.00	25.00
Subtotal - Conference Expenses		525.26	525.26
Per Diems:(3)			-
Overtime:(4)			-
Total Estimated Expenses:		$ 525.26	$ 525.26

Department Head Signature [signature] Date 6/9/08

1 Not to exceed cost of tourist class air fare
2 Not to exceed authorize per day rate
3 Not to exceed one day travel plus duration of the conference
4 Calculate cost of any overtime anticipated as a result of this request 101224011959 01

(For Finance Department Use Only)
Budgetary Analysis

Department Budget			2,500.
Less:	Conference Expense Approved To Date	1,925.	
	Other Department Requests in Process	-0-	
	This Request	525.	2,450.
Balance Available (Deficit)			50.

To: Betty Slinde

Finance Committee

From: John P. Anderson, Esq.

Director, Risk Management & S

Date: 5-28-08

Subject: Conference and Seminar Request

I herewith request that the following individual(s) be authorized to attend the 2008 MIPRIMA Annual Conference conference/seminar, starting on 7-17-08

Name	Classification
John Anderson	Director

The benefit to macomb County from attendance of the above-named individual(s) at this conference/seminar is detailed below:

This is Michigan's premier annual conference. Over 100 representatives from County, City and local governments from all over Michigan will be in attendance.
I expect to receive excellent insight related to healthcare, cost savings, innovative prescription drug programs, and workers' compensation updates.

Respectfully submitted,

John P. Anderson

Risk Mgmt Department

5-27-08 JR ok

Macomb County, Michigan
Conference/Employee Training Request

(Submit directly to the Finance Department at least 2 weeks prior to the date of the next Finance Committee meeting)

RECEIVED
JUN 0 2 2008
MACOMB COUNTY
FINANCE

Requesting Department: Macomb County Sheriff's Department

Conference Title: Undercover Chat Investigations

Sponsored by: Internet Crimes Against Children

Conference Classification: Professional Employee Training x

Conference Location: Garden Grove, Ca.

Travel Begins: June (Month) 23 (Day) 2008 (Year) Travel Ends: June (Month) 27 (Day) 2008 (Year)

Number of Persons Attending At County Expense: Board Members 1
Staff Members
Total 1

ESTIMATED EXPENSES

	Per Person	Total
Registration Fees:	$ 0.00	$0.00
Transportation:(1) County Vehicle / Airplane / Personal Vehicle		
Lodging: Begins: Month Day Year		
Ends: Month Day Year		
Meals:(2)		
Miscellaneous:		
Subtotal - Conference Expenses	0.00	0.00
Per Diems:(3)		-
Overtime:(4)		-
Total Estimated Expenses:	0.00	0.00

Department Head Signature [signature] Undersheriff K. Lagerquist Date 5-28-08

1 Not to exceed cost of tourist class air fare
2 Not to exceed authorize per day rate
3 Not to exceed one day travel plus duration of the conference
4 Calculate cost of any overtime anticipated as a result of this request

(For Finance Department Use Only) NO COST TO COUNTY
Budgetary Analysis

Department Budget
Less: Conference Expense Approved To Date
Other Department Requests in Process
This Request

Balance Available (Deficit)

To: Betty Slinde

Finance Committee

From: Mark A. Hackel

Sheriff

Date: May 21, 2008

Subject: Conference and Seminar Request

I herewith request that the following individual(s) be authorized to attend the Undercover Chat Investigations conference/seminar, starting on June 23, 2008

Name	Classification
Jordan K. Harvey	Deputy

This training will cover new methods to conduct online undercover chat operations, legal issues, operation and takedown are some of the areas covered.

NO COST TO COUNTY

Respectfully submitted,

Undersheriff K. Lagerquist
Sheriff's Department

6-4-08 for o/c JR

Macomb County, Michigan
Conference/Employee Training Request

(Submit directly to the Finance Department at least 2 weeks prior to the date of the next Finance Committee meeting)

RECEIVED
JUN 0 9 2008
MACOMB COUNTY
FINANCE

Requesting Department: Macomb County Sheriff's Department

Conference Title: WMD Technical Emergency Resp. Trg.

Sponsored by: F.E.M.A.

Conference Classification: Professional ____ Employee Training x

Conference Location: Anniston, Alabama

Travel Begins: Aug (Month) 24 (Day) 2008 (Year)

Travel Ends: Aug (Month) 30 (Day) 2008 (Year)

Number of Persons Attending At County Expense:

Board Members	1
Staff Members	
Total	1

ESTIMATED EXPENSES

	Per Person	Total
Registration Fees:	$ -	$0.00
Transportation:(1) ☐ County Vehicle ☐ Airplane ☐ Personal Vehicle		
Lodging: Begins: ____ (Month Day Year) Ends: ____ (Month Day Year)		
Meals:(2)		
Miscellaneous:		
Subtotal - Conference Expenses	0.00	0.00
Per Diems:(3)		-
Overtime:(4)		-
Total Estimated Expenses:	0.00	0.00

Department Head Signature [signature] Date 6-5-08

Undersheriff K. Lagerquist

1 Not to exceed cost of tourist class air fare
2 Not to exceed authorize per day rate
3 Not to exceed one day travel plus duration of the conference
4 Calculate cost of any overtime anticipated as a result of this request

(For Finance Department Use Only) NO COST TO COUNTY
Budgetary Analysis

Department Budget			
Less:	Conference Expense Approved To Date		
	Other Department Requests in Process		
	This Request		
Balance Available (Deficit)			

To: Betty Slinde

Finance Committee

From: Mark A. Hackel

Sheriff

Date: June 2, 2008

Subject: Conference and Seminar Request

I herewith request that the following individual(s) be authorized to attend the WMD Technical Emergency Resp. Training conference/seminar, starting on August 25, 2008

Name	Classification
Patrick Johnson	Corrections Sergeant

This training will provide an overview of the terrorist threat and potential targets and seminars in chemical, biological, radiological, and explosive hazareds that may be used in CBRNE incidents. Participants wil experience hands-on practical exercises. This course further prepares responders for a CBRNE chemical training fcility dedicated solely to emergency responders.

NO COST TO COUNTY - FUNDED BY F.E.M.A.

Respectfully submitted,

Undersheriff K. Lagerquist
Sheriff's Department

ADDED 6-13-08 [illegible]

Memorandum

To:	John Foster, Assistant Director of Finance
From:	Lt. Carolyn Marshall
Date:	June 10, 2008
Re:	School Terrorism

The School Terrorism is required training by the Macomb County Sheriff's Office.

This training will cover topics including terrorist planning process, terrorist intelligence collection for the assault, defenses deployed and negotiations.

If there are any questions please contact me at 307-9316.

RECEIVED
JUN 13 2008
MACOMB COUNTY
FINANCE

REGISTRATION FEES: Cost: $ 0.00 Fund: _____

TRANSPORTATION:

Type: _____ Cost $ _____ Fund: _____

LODGING: Cost $ 0.00 SUPPLYING OWN

MEALS: Cost $ 395.00 Fund: GEN FUND

Miscellaneous Expenses:

Type: FUEL Cost $ 100.00 Fund: GEN FUND

Type: _____ Cost $ _____ Fund: _____

Macomb County, Michigan
Conference/Employee Training Request

(Submit directly to the Finance Department at least 2 weeks prior to the date of the next Finance Committee meeting)

Requesting Department: Macomb County Sheriff's Department

Conference Title: School Terrorism

Sponsored by: Wexford County Sheriff's Office

Conference Classification: Professional Employee Training x

Conference Location: Cadillac, Mi.

Travel Begins: June (Month) 22 (Day) 2008 (Year) Travel Ends: June (Month) 24 (Day) 2008 (Year)

Number of Persons Attending At County Expense: Board Members 5
Staff Members
Total 5

ESTIMATED EXPENSES

	Per Person	Total
Registration Fees:	$ -	$0.00
Transportation:(1) [x] County Vehicle [ ] Airplane [ ] Personal Vehicle		
Lodging: Begins: June (Month) 22 (Day) 2008 (Year)		
Ends: June (Month) 24 (Day) 2008 (Year)		
*They are supplying own lodging		
Meals:(2)...6/22 $85, 6/23 $155, 6/24 $155	79.00	$395.00
Miscellaneous:... .....Gas	100.00	100.00
Subtotal - Conference Expenses	179.00	495.00
Per Diems:(3)		-
Overtime:(4)		-
Total Estimated Expenses:	179.00	495.00

Department Head Signature [signature] Date 4-13-08
Undersheriff K. Lagerquist

1 Not to exceed cost of tourist class air fare
2 Not to exceed authorize per day rate
3 Not to exceed one day travel plus duration of the conference
4 Calculate cost of any overtime anticipated as a result of this request

(For Finance Department Use Only)
Budgetary Analysis

Department Budget			
Less:	Conference Expense Approved To Date		
	Other Department Requests in Process		
	This Request		
Balance Available (Deficit)			

To: Betty Slinde

Finance Committee

From: Mark A. Hackel

Sheriff

Date: June 10, 2008

Subject: Conference and Seminar Request

I herewith request that the following individual(s) be authorized to attend the School Terrorism conference/seminar, starting on June 23, 2008

Name	Classification
Craig Sparks	Sergeant
Darren Bondy	Sergeant
Jeff Gornicki	Sergeant
Jeff Budzynowski	Sergeant
Brian Kozlowski	Sergeant

This training will cover topics including terrorist planning process, terrorist intelligence collection for the assault, defenses deployed, negotiations.

GEN FUND - 101

Respectfully submitted,

Undersheriff K. Lagerquist
Sheriff's Department

6-12-08 ADDED

Macomb County, Michigan
Conference/Employee Training Request

(Submit directly to the Finance Department at least 2 weeks prior to the date of the next Finance Committee meeting)

RECEIVED
JUN 13 2008
MACOMB COUNTY FINANCE

Requesting Department: Macomb County Sheriff's Department

Conference Title: Basic Narcotics School

Sponsored by: U.S. Drug Enforcement Administration

Conference Classification: Professional Employee Training x

Conference Location: Kalamazoo, Mi

Travel Begins: July (Month) 20 (Day) 2008 (Year) Travel Ends: Aug (Month) 1 (Day) 2008 (Year)

Number of Persons Attending At County Expense: Board Members 2; Staff Members ; Total 2

ESTIMATED EXPENSES

	Per Person	Total
Registration Fees:	$ -	$0.00
Transportation:(1) [x] County Vehicle [ ] Airplane [ ] Personal Vehicle		
Lodging: Begins: July (Month) 20 (Day) 2008 (Year) *$86.25 per night		
Ends: July (Month) 31 (Day) 2008 (Year)	86.25	862.50
Hotel Dates: (7/20-7/25 and 7/27-7/31) Meals:(2)...7/20 and 7/27 $34, 7/21 thru 7/25 and 7/27-8/1 $31 ea day per person	344.00	$688.00
Miscellaneous:... .....Gas	100.00	100.00
Subtotal - Conference Expenses	530.25	1,650.50
Per Diems:(3)		-
Overtime:(4)		-
Total Estimated Expenses:	530.25	1,650.50

Department Head Signature [signature] Undersheriff K. Lagerquist Date 6-13-08

1 Not to exceed cost of tourist class air fare
2 Not to exceed authorize per day rate
3 Not to exceed one day travel plus duration of the conference
4 Calculate cost of any overtime anticipated as a result of this request 22930536/86202 SET STATE FORFEITURE FUND

(For Finance Department Use Only)
Budgetary Analysis

Department Budget			5,000.
Less:	Conference Expense Approved To Date	1,422.	
	Other Department Requests in Process	-0-	
	This Request	1,651.	3,073.
Balance Available (Deficit)			1,927.

To: Betty Slinde

Finance Committee

From: Mark A. Hackel

Sheriff

Date: June 10, 2008

Subject: Conference and Seminar Request

I herewith request that the following individual(s) be authorized to attend the Basic Narcotic School conference/seminar, starting on July 21, 2008

Name	Classification
Greg Shell	Deputy
To Be Determined	Deputy

This training will cover topics including drug identification, surveillance techniques, interview and interrogation, raid planning and execution, asset forfeiture, undercover techniques, informant management and conspiracy law.

SET FORFEITURE FUNDS - 229-30536-86202

Respectfully submitted,

Undersheriff K. Lagerquist
Sheriff's Department

RECYCLABLE
PAPER

RESOLUTION NO.

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: CONCUR IN THE RECOMMENDATION OF CORPORATION COUNSEL AND OUTSIDE COUNSEL IN THE CASE OF JASON GLICK V MACOMB COUNTY SHERIFF'S DEPARTMENT, ET AL

INTRODUCED BY: CHAIRPERSON BETTY SLINDE, FINANCE COMMITTEE

The Board of Commissioners will be receiving a confidential memorandum from Corporation Counsel discussing the details of the recommendation.

COMMITTEE/MEETING DATE

FINANCE – 6/18/08