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

FRIDAY, NOVEMBER 9, 2007

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Approval of Minutes dated 8-15-07 and 9-24-07 **(previously distributed)**
5. Public Participation
6. Recognize Recent Retirees **(mailed)**
7. Vacancy Reconfirmations **(mailed)**
8. Reclassification of One Vacant Registered Nurse Position to Case Manager II in Community Mental Health Department **(mailed)**
9. Executive Session to Discuss Labor Negotiations
10. New Business
11. Public Participation
12. Adjournment

MACOMB COUNTY BOARD OF COMMISSIONERS

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Dana Camphous-Peterson, District 18, Vice-Chair
Leonard Haggerty, District 21, Sergeant-At-Arms

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NOVEMBER 2, 2007

NOTICE OF MEETING

There will be a meeting of the **PERSONNEL COMMITTEE** on Friday, November 9, 2007, at 9 a.m., on the 9th Floor of the Administration Building, in the Commissioners' Board Room, Mt. Clemens. **(A MEETING OF THE BUDGET COMMITTEE WILL BEGIN AT 10 A.M. OR FIVE MINUTES FOLLOWING THE PERSONNEL COMMITTEE MEETING, FOLLOWED BY A MEETING OF THE COMMITTEE CHAIRS.)**

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5. Public Participation
6. Recognize Recent Retirees **(attached)**
7. Vacancy Reconfirmations **(attached)**
8. Reclassification of One Vacant Registered Nurse Position to Case Manager II in Community Mental Health Department **(attached)**
9. Executive Session to Discuss Labor Negotiations

Corinne Bedard

Corinne Bedard
Committee Reporter

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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

TO: Commissioner Dana Camphous-Peterson, Chairperson
Personnel Committee and Committee Members

FROM: Eric Herppich, Acting Director
Human Resources

DATE: October 31, 2007

RE: Recognition of Recent Retirees

The following employees have applied for retirement and have been invited to attend the November 9, 2007 Personnel Committee Meeting.

Name:	Debra Weseloh
Department:	Martha T. Berry
Retirement Date:	October 11, 2007
Years of Service:	12 years 1.5 months
County Commissioner:	Ed Szczepanski

Name:	Nancy Kaastra
Department:	MSU Extension
Retirement Date:	October 19, 2007
Years of Service:	8 years .6 months
County Commissioner:	Leonard Haggerty

MACOMB COUNTY BOARD OF COMMISSIONERS

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RECYCLABLE
PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO approve the reconfirmation of the following vacancies

INTRODUCED BY: Commissioner Dana Camphous-Peterson, Chair
Personnel Committee

I. In accordance with the Personnel Policy to reconfirm vacant budgeted position(s), the following position(s) are submitted:

CLASSIFICATION	**DEPARTMENT**
One Client Support Technician (Donald Thies) Reason for Position being Vacant: Resignation Date Position to be Vacant: 10-26-07 Exit Interview Completed: Pending	Information Technology
One Principal Trial Attorney (John Latella) Reason for Position being Vacant: Resignation Date Position to be Vacant: 10-05-07 Exit Interview Completed: Yes	Prosecuting Attorney

COMMITTEE/MEETING DATE

Personnel 11-09-07

The following vacant positions have been processed for posting pursuant to action of the Board of Commissioners on November 18, 2002:

CLASSIFICATION	DEPARTMENT
One Youth Specialist (Allyson Rick) Reason for Position being Vacant: Resignation Date Position to be Vacant: 10-05-07 Exit Interview Completed: Pending	Juvenile Justice Center
One Nurse Aide (Deborah Weseloh) Reason for Position being Vacant: Retirement Date Position to be Vacant: 10-11-07 Exit Interview Completed: Yes	Martha T. Berry

*Did not authorize the release of the exit interview information.

INFORMATION TECHNOLOGY

10 N. Main St., 7th Floor
Mount Clemens, Michigan 48043
586-469-5254 FAX 586-469-6547
macombcountymi.gov

C. N. Zerkowski
Director

L. Reazor
Program Director

October 15, 2007

TO: Eric Herppich, Interim Director
Human Resources

FROM: Cyntia N. Zerkowski, Director
Information Technology

RE: Request for Reconfirmation – Client Support Technician

Mr. Donald Thie has resigned from his position of Client Support Technician effective October 26, 2007. This position provides primary call-taking and problem resolution services relative to hardware and software used by County departments. These responsibilities include:

- Primary support for the Public Health, Martha T. Berry, Juvenile Justice Center, County Clerk and Register of Deeds Departments
- First line assistance to clients on hardware, software and communication technology platforms and other current or future electronic/digital/network systems
- Documents and maintains Information Technology service offerings
- Installs application packages
- Assisting in training in the use of hardware and software

This is an essential support position assisting a number of County departments for day-to-day trouble-free availability on their PC systems.

It is recommended the reconfirmation for a Client Support Technician be approved as soon as possible.

CZ/de
cc: David Diegel, Finance Director

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ERIC J. SMITH
MACOMB COUNTY PROSECUTING ATTORNEY

RECEIVED

TO: Eric Herppich, Director
Human Resources Department

FROM: Eric J. Smith, Prosecuting Attorney

RE: Vacated Chief of Senior Crime Unit Position

DATE: October 9, 2007

I am requesting that the open Chief of Senior Crime Unit position, vacated by the ~~retirement~~ resignation of John Latella on October 5, 2007, be put before the Reconfirmation Committee for approval as soon as possible.

The Senior Crime Unit has been extremely successful and beneficial to the seniors of Macomb County who have ended up as victims of crime. The unit has also played a very important role in educating seniors about the various crimes that seniors can fall prey to and how to protect themselves. The chief of this unit not only concentrates on prosecuting those who have victimized the seniors of this county, but also puts on numerous educational and informational seminars on the subject throughout the year. This is an essential and very important position in this office and the seniors of Macomb County have come to rely on the assistance provided to them by the individual holding this position. I cannot stress enough the importance of the Chief of the Senior Crime Unit to this office and to the senior citizens of Macomb County.

Please notify me upon the reconfirmation of this position.

Thank you for your attention to this matter. If you have any questions, please contact my Administrative Assistant, Dawn Mancina, at 9-5642.

EJS:dmm

ONE SOUTH MAIN STREET • MOUNT CLEMENS, MICHIGAN 48043 • TELEPHONE (586) 469-5350 • FACSIMILE (586) 469-5609

RECEIVED
OCT - 4 2007
HR - RETIREMENT

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME John Latella SOCIAL SECURITY # [redacted]

ADDRESS 16906 Newbury Ave. Macomb, MI 48044

DEPARTMENT Prosecuting Attorney

CLASSIFICATION Principal Trial Lawyer

TERMINATION DATE October 5, 2007

DATE OF HIRE January 6, 2003

REASON FOR LEAVING: ( ) LAY OFF ( ) RETIREMENT

( ) DISCHARGE ( ) NORMAL

(✓) RESIGNATION ( ) DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

New Position as CFO for Garden Fresh Salsa Co. in Ferndale, MI.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
(✓) YES ( ) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? ( ) YES (✓) NO

I (✓) DO ( ) DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE J. Latella DATE 10/4/07

INTERVIEWER'S SIGNATURE Lisa Federal DATE 10-4-07

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Deborah Weseloh SOCIAL SECURITY # [redacted]

ADDRESS 2384 Collins Utica, MI 48317

DEPARTMENT Martha T. Berry

CLASSIFICATION Nurse Aide

TERMINATION DATE Oct. 11, 2007

DATE OF HIRE August 26, 1995

REASON FOR LEAVING: ( ) LAY OFF (X) RETIREMENT

( ) DISCHARGE (X) NORMAL

( ) RESIGNATION ( ) DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
( ) YES (X) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? ( ) YES (X) NO

I (X) DO ( ) DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Deborah M. Weseloh DATE 10-11-07 DW

INTERVIEWER'S SIGNATURE Wendy Fisher DATE 10/11/07

RECYCLABLE
PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend reclassification of one (1) vacant Registered Nurse position to one (1) Case Manager II position in Community Mental Health

INTRODUCED BY: Commissioner Dana Camphous-Peterson, Chairperson Personnel Committee

COMMITTEE/MEETING DATE

Personnel 11-09-07

HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
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macombcountymi.gov

Labor Relations:
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469-7241

Personnel Services:
Douglas J. Fouty
469-6126

November 1, 2007

TO: Commissioner Dana Camphous-Peterson, Chair
Personnel Committee and Committee Members

FROM: Eric A. Herppich, Acting Director
Human Resources

RE: Recommend Reclassification of one (1) vacant Registered Nurse position to one (1) Case Manager II position in Community Mental Health

The Community Mental Health Department has requested consideration to reclassify one (1) vacant Registered Nurse position to one (1) Case Manager II position. The 2007 salary range for Registered Nurse is $39,743 - $49,678 and the 2007 salary range for Case Manager II is $38,773 - $48,467.

The reclassification of this position is necessary to ensure appropriate and manageable caseload assignment and will result in a budgetary savings of $1,211.

Upon review of this request, I am recommending the Personnel Committee approve the reclassification of one (1) vacant Registered Nurse position to one (1) Case Manager II position. I have discussed this request with the Assistant Finance Director, who concurs in this recommendation.

EAH/mb
Attachment

cc: David Diegel, Finance Director
Robert Slaine, CMH Deputy Director

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COMMUNITY MENTAL HEALTH

22550 Hall Road
Clinton Township, MI 48036
586-469-5275 FAX 586-469-7674

Donald I. Habkirk, Jr.
Executive Director

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Mary Louise Daner
Michael Heafield
Rose Ann Mrosewske
Brian Negovan
James M. Perna
Betty Slinde

A CARF Accredited Organization

MEMBER

October 15, 2007

TO: Eric Herppich, Acting Director
Macomb County Human Resources Department

FROM: Robert R. Slaine, Deputy Director
Community Mental Health

RE: Reclassification Request

Community Mental Health is requesting that the Personnel Committee of the Board of Commissioners approve the reclassification request to downgrade:

1 FTE Registered Nurse position (vacant)
Specialized Residential Services (646.41) to

1 FTE Case Manager II
Children's Waiver CSM (646.62)

Since May, 2007, Macomb County Community Mental Health provides case management services to 98 children participating in the DD Children's Waiver Program. Currently, the program is staffed by six (6) full time case management positions. Due to the level of the intensity of services that is provided by case management and coordination for each child and their families, an additional Case Manager II position is needed to keep case load size manageable.

In addition, we will realize a small savings as the 2007 salary scale for the Registered Nurse position is $39,743 to $49,678 and the Case Manager II position is $38,773 to $48,467.

The request for the position reclassification has been approved by the Macomb County Community Mental Health Services Board on September 26, 2007. All relevant backup information is attached.

Please contact me should you require any additional information.

Thank you for your consideration of this request.

RRS/lp

cc: D. Habkirk, Jr., J. Kinch, L. Fox

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