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

THURSDAY, JANUARY 24, 2008

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Approval of Minutes dated October 15, 2007 **(previously distributed)**
5. Public Participation
6. Recognize Recent Retirees **(mailed)**
7. Vacancy Reconfirmations **(mailed)**
8. Report on Impact of 10 Week Hiring Delay Policy **(mailed)**
9. Approve Title Change Only for Two Station Operators to Equipment Operators in Office of Public Works **(mailed)**
10. Approve Completion of Management Training Project **(mailed)**
11. Approve Extension of Budgetary Voluntary Four-Day Workweek Program **(mailed)**
12. Executive Session to Discuss Labor Negotiations and Confidential Memorandum from Corporation Counsel dated December 20, 2007
13. New Business
14. Public Participation
15. Adjournment

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
Jon M. Switalski - District 4
Susan L. Doherty - District 5
Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10
Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15
Carey Torrice - District 16
Ed Bruley - District 17
Paul Gieleghem - District 19
Kathy Tocco - District 20
Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

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: January 15, 2008

RE: Recognition of Recent Retirees

The following employees have applied for retirement and have been invited to attend the January 24, 2008 Personnel Committee Meeting.

Name:	Patricia Barnard
Department:	MCCSA
Retirement Date:	November 30, 2007
Years of Service:	8 years .5 months
County Commissioner:	N/A

Name:	Louise Fecko
Department:	Community Mental Health
Retirement Date:	November 30, 2007
Years of Service:	14 years 3 months
County Commissioner:	Ed Szczepanski

Name:	Michael Peltier
Department:	Health
Retirement Date:	December 4, 2007
Years of Service:	10 years 6.7 months
County Commissioner:	Dana Camphous-Peterson

Name:	James Duhadway
Department:	Friend of the Court
Retirement Date:	December 14, 2007
Years of Service:	17 years 3.8 months
County Commissioner:	N/A

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
Jon M. Switalski - District 4
Susan L. Doherty - District 5
Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10
Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15
Carey Torrice - District 16
Ed Bruley - District 17
Paul Gieleghem - District 19
Kathy Tocco - District 20
Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

Name:	Suzy Lincoln
Department:	Community Mental Health
Retirement Date:	December 28, 2007
Years of Service:	20 years 9.6 months
County Commissioner:	N/A

Name:	Leilani Radloff
Department:	Health
Retirement Date:	January 2, 2008
Years of Service:	13 years 2 months
County Commissioner:	William Crouchman

Name:	Kay Moon
Department:	Equalization
Retirement Date:	January 3, 2008
Years of Service:	16 years 7.7 months
County Commissioner:	N/A

Name:	Linda Baade
Department:	Veteran's Services
Retirement Date:	January 4, 2008
Years of Service:	8 years 3.9 months
County Commissioner:	Kathy Vosburg

Name:	Sheila Vitale
Department:	Library
Retirement Date:	January 4, 2008
Years of Service:	24 years
County Commissioner:	Ed Szczepanski

Name:	Martin Laus
Department:	Facilities & Operations
Retirement Date:	January 11, 2008
Years of Service:	18 years 4.7 months
County Commissioner:	William Crouchman

Name:	Theodore Stabley
Department:	Juvenile Justice Center
Retirement Date:	January 11, 2008
Years of Service:	23 years 10 months
County Commissioner:	Leonard Haggerty

Name:	Christine Tringali
Department:	Health
Retirement Date:	January 11, 2008
Years of Service:	17 years 5.1 months
County Commissioner:	Paul Gieleghem

Name:	Ellen Germain
Department:	Facilities & Operations
Retirement Date:	January 25, 2008
Years of Service:	27 years 6.1 months
County Commissioner:	Philis DeSaele

Name:	Carol Guttovz
Department:	Martha T. Berry
Retirement Date:	January 25, 2008
Years of Service:	12 years 2.6 months
County Commissioner:	Paul Gieleghem

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 Assessor/Therapy Coordinator (David Jasinski) Reason for Position being Vacant: Resignation Date Position to be Vacant: 04-06-07 Exit Interview Completed: Yes	Circuit Court
One Therapist II (Bruce Faehner) Reason for Position being Vacant: Retirement Date Position to be Vacant: 12-09-05 Exit Interview Completed: Yes*	Community Mental Health
One Computer Maintenance Clerk (Mallory Charby) Reason for Position being Vacant: Resignation Date Position to be Vacant: 01-02-08 Exit Interview Completed: Yes	County Clerk/Register of Deeds
One Typist Clerk III (Kay Moon) Reason for Position being Vacant: Retirement Date Position to be Vacant: 01-03-08 Exit Interview Completed: Yes	Equalization

COMMITTEE/MEETING DATE

Personnel 01-24-08

CLASSIFICATION	DEPARTMENT
One Licensed Boiler Operator/Refrigeration Maintenance 1st Class (Martin Laus) Reason for Position being Vacant: Retirement Date Position to be Vacant: 01-11-08 Exit Interview Completed: Yes*	Facilities & Operations
One Enforcement Investigator (James DuHadway) Reason for Position being Vacant: Retirement Date Position to be Vacant: 12-14-07 Exit Interview Completed: Yes	Friend of the Court
One Community Health Technician (Leilani Radloff) Reason for Position being Vacant: Retirement Date Position to be Vacant: 01-02-08 Exit Interview Completed: Yes	Health
One Computer Maintenance Clerk (Christine Tringali) Reason for Position being Vacant: Retirement Date Position to be Vacant: 01-11-08 Exit Interview Completed: Yes*	Health
One Medical Examiner Investigator (Michael Peltier) Reason for Position being Vacant: Retirement Date Position to be Vacant: 12-04-07 Exit Interview Completed: Yes	Health
One Business Systems Analyst (Jacqueline Bucca) Reason for Position being Vacant: Retirement Date Position to be Vacant: 12-14-07 Exit Interview Completed: Yes	Information Technology
One Business Systems Analyst (David Zacharzewski) Reason for Position being Vacant: Retirement Date Position to be Vacant: 12-28-07 Exit Interview Completed: Yes	Information Technology
One Literacy Coordinator (Jessica Cheshire) Reason for Position being Vacant: Resignation Date Position to be Vacant: 01-17-08 Exit Interview Completed: Pending	Library
One Paralegal (John Genord) Reason for Position being Vacant: Resignation Date Position to be Vacant: 12-28-07 Exit Interview Completed: Yes	Probate Court – Mental
One Personal Property Tax Collector (Susan Sabaugh) Reason for Position being Vacant: Retirement Date Position to be Vacant: 09-17-07 Exit Interview Completed: Yes	Treasurer

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 (Jennifer Carson) Reason for Position being Vacant: Discharged Date Position to be Vacant: 12-05-07 Exit Interview Completed: Pending	Juvenile Justice Center
One L.P.N. (Cindy Puente) Reason for Position being Vacant: Discharged Date Position to be Vacant: 01-03-08 Exit Interview Completed: Pending	Martha T. Berry

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

GK

The Circuit Court

For

The Sixteenth Judicial Circuit of Michigan

Circuit Judges
ANTONIO P. VIVIANO, Chief Judge
RICHARD L. CARETTI, Chief Judge, Pro Tempore
JAMES M. BIERNAT, SR., Presiding, Civil/Criminal
JOHN C. FOSTER, Presiding, Family
PETER J. MACERONI
MARY A. CHRZANOWSKI
DONALD G. MILLER
EDWARD A. SERVITTO, JR.
MARK S. SWITALSKI
MATTHEW S. SWITALSKI
DIANE M. DRUZINSKI
TRACEY A. YOKICH
DAVID F. VIVIANO

Clerk of the Court
CARMELLA SABAUGH

KEITH R. BEASLEY
Court Administrator

PATRICIA S. L. MCKAY
General Counsel

TO: **Eric Herppich, Acting Director, Human Resources**

FROM: **Keith Beasley, Court Administrator**

DATE: **December 4, 2007**

RE: **Posting Adult Drug Court Position**

I am writing to request that Human Resources post the full time position of Adult Felony Drug Court Assessor/Therapy Coordinator in order to fill the position.

The Court had voluntarily delayed the filling of this position since the Spring of 2007 and instead made use of a temporary employee. This was a significant savings for Macomb County. The full-time person is now necessary because the work of the Drug Court has increased. Drug Court is an extremely cost-effective program which significantly reduces the Jail population and also helps offenders who are dependent upon drugs or alcohol become, sober, law-abiding and productive citizens again.

Drug Court Supervisor Gloria Kmiec worked with you recently to update the job description. A draft copy is attached.

Attachment: Draft Job Description

c: Hon. Antonio P. Viviano, Chief Judge
Gloria Kmiec, Drug Court Supervisor

40 N. Main Mt. Clemens, Michigan 48043 (586) 469-5164

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME David Jasinski SOCIAL SECURITY # [redacted]

ADDRESS 23590 Civic Center Drive #128 Southfield, MI 48034

DEPARTMENT Circuit Court

CLASSIFICATION Assessor/Therapy Coordinator

TERMINATION DATE April 6, 2007

DATE OF HIRE October 18, 2004

REASON FOR LEAVING: ( ) LAY OFF ( ) RETIREMENT

( ) DISCHARGE ( ) NORMAL

(X) RESIGNATION ( ) DISABILITY

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

More money

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 [signature] DATE 4/5/07

INTERVIEWER'S SIGNATURE Lisa Teakel DATE 4-5-07

COMMUNITY MENTAL HEALTH

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

RECEIVED
JAN 15 2008
HUMAN RESOURCES

Donald I. Habkirk, Jr.
Executive Director

BOARD OF DIRECTORS
Louis J. Burdi
Chairperson

Janice A.B. Wilson
Vice-Chairperson

Joan Flynn
Secretary-Treasurer

Del (Delphine) Becker
Patricia Bill
Marilyn Brown
Mary Louise Daner
Michael Heafield
Rose Ann Mrosewske
Brian Negovan
James M. Perna
Betty Slinde

January 15, 2008

To: Eric Herppich, Acting Director
Human Resources Department

From: Donald I. Habkirk, Jr., Executive Director
Community Mental Health Services

Re: Request to Reconfirm
Vacant Budgeted Position
Therapist II
Crossroad Clubhouse 224 646.37

Community Mental Health Services requests approval to reconfirm the vacant, budgeted position of Therapist II.

This vacancy is created by the retirement of Bruce Faehner, effective December 9, 2005.

The employee in this classification, under the supervision of an assigned supervisor provides assessment, linkage and referrals to consumers seeking Macomb County Community Mental Health services; provides direct and indirect clinical services; utilizes Person-Centered Process and Family Centered Practice concepts; maintains clinical and administrative records; coordinates, consults and provides liaison work with other agencies and systems; ensures that service authorizations are current; implements program goals and activities in keeping with program philosophy; contributes expertise from professional discipline to team planning and treatment processes; performs related duties as assigned.

A CARF Accredited Organization

MEMBER

If you have any questions regarding this request, please contact me.

Thank you.

DIH/lg

cc: R. Slaine, File

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
Jon M Switalski - District 4
Susan L. Doherty - District 5
Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10
Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15
Carey Torrice - District 16
Ed Bruley District 17
Paul Gieleghem - District 19
Kathy Tocco - District 20
Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D Vosburg - District 25
Leon Drolet - District 26

Carmella Sabaugh

Macomb County
Clerk/Register of Deeds

Todd Schmitz
Deputy Clerk

Betty A. Oleksik
Deputy Register of Deeds

RECEIVED
DEC 13 2007
HUMAN RESOURCES

TO: Eric Herppich, Director
Human Resources

FROM: Carmella Sabaugh
Clerk/Register of Deeds

RE: Justification to Reconfirm Computer Maintenance Clerk position

DATE: December 12, 2007

Effective January 2, 2008, **Mallory Charby (E008699)** accepted a position outside of Macomb County leaving a vacant Computer Maintenance Clerk position in the Clerk's office.

It is necessary to have this position filled in order to maintain the efficiency and accuracy of this office with a quality employee. This position is vital to the function of the clerk/register of deeds office.

This Computer Maintenance Clerk position must be reconfirmed and posted in order for this office to continue to maintain its current status. I understand there is a 10-week hiring delay and request this position be posted immediately thereafter.

If you have any questions, please feel free to call me at 9-7939.

cc: Lisa Weber, Human Resources

Clerk's Office
40 N. Main St
Mount Clemens, MI 48043
586-469-5120
Fax: 586-783-8184
http://www.macombcountymi.gov/clerksoffice
clerksoffice@macombcountymi.gov

Fax-on-Demand
Michigan: 1-888-99-CLERK
Out-of-State: 310-575-5035

Register of Deeds
10 N. Main St.
Mount Clemens, MI 48043
586-469-5175
Fax: 586-469-5130
http://www.macombcountymi.gov/registerdeeds
registerdeeds@macombcountymi.gov

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Mallory Charby SOCIAL SECURITY # xx-xx-5533

ADDRESS 8905 Goodale Utica, MI 48317

DEPARTMENT Clerk's Office

CLASSIFICATION Computer Maintenance Clerk

TERMINATION DATE January 2, 2008

DATE OF HIRE January 3, 2006

REASON FOR LEAVING: ( ) LAY OFF ( ) RETIREMENT

( ) DISCHARGE ( ) NORMAL

(X) RESIGNATION ( ) DISABILITY

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

Better job opportunity, financially.

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 Mallory Charby DATE 1-2-08

INTERVIEWER'S SIGNATURE Lisa Tedrick DATE 1-2-08

EQUALIZATION DEPARTMENT

10 N. Main St., 3rd Floor
Mount Clemens, Michigan 48043
586-469-5260 Fax 586-469-5423
macombcountymi.gov/equalization

Steven M. Mellen
Director

Terry Moceri
Manager/Auditor
Personal Property Division

David L. Feller
Manager
Comm/Ind Division

Sandy Birkenshaw
Manager
Res/Ag/Dev Division

January 4, 2008

TO: Eric Herppich, Acting Director
Human Resources Department

FROM: Steven M. Mellen, Director
Equalization Department

SUBJECT: Justification/Need to Fill Vacant Position

As of January 3, 2008, Kay L. Moon, Typist Clerk III within the Equalization Department, retired.

The filling of this position, as soon as possible, is imperative if the Equalization Department is to maintain its present ability to meet requirements established by State Law and also provide necessary reports to the County Board of Commissioners, in a timely fashion.

SMM/jq

Attachment

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
Jon M. Switalski - District 4
Susan L. Doherty - District 5
Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Phillis DeSaele - District 10
Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15
Carey Torrice - District 16
Ed Bruley - District 17
Paul Gieleghem - District 19
Kathy Tocco - District 20
Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Kay Moon SOCIAL SECURITY # xxx-xx-9695

ADDRESS 11713 Gabrielle Ct. West Fair Haven, MI 48023

DEPARTMENT Equalization

CLASSIFICATION Typist Clerk III

TERMINATION DATE January 3, 2008

DATE OF HIRE May 13, 1991

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? (X) YES ( ) 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 Kay L. Moon DATE 12-04-07

INTERVIEWER'S SIGNATURE Rene K. Volkert DATE 12-4-07

FACILITIES & OPERATIONS DEPARTMENT

10 N. Main St., 13th Floor
Mount Clemens, Michigan 48043
586-469-5244 FAX 586-469-7770

RECEIVED
JAN 0 9 2008
HUMAN RESOURCES

Lynn M. Arnott-Bryks
Director

Diane G. Connell
Operations Supervisor

Larry K. Oakes
Mechanical Systems Supervisor

To: Eric A. Herppich, Acting Director
Human Resources Department

Subject: Request to Hire
Licensed High Pressure Boiler Operator/
First Class Refrigeration Operator

Date: January 9, 2008

Due to the extreme amount of work being performed by Boiler Operator Personnel in County-owned facilities, we are requesting authorization to replace Martin Laus. Please note that Mr. Laus will retire effective January 11, 2008.

If you have any questions, please contact the undersigned.

Respectfully,

Lynn M. Arnott-Bryks, Director
Facilities and Operations Department

LMAB:dgc

Attachment

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
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gieleghem - District 19
Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

The Circuit Court

For
The Sixteenth Judicial Circuit of Michigan

Circuit Judges
ANTONIO P. VIVIANO, Chief Judge
RICHARD L. CARETTI, Chief Judge, Pro Tempore
JAMES M. BIERNAT, SR., Presiding, Civil/Criminal
JOHN C. FOSTER, Presiding, Family
PETER J. MACERONI
MARY A. CHRZANOWSKI
DONALD G. MILLER
EDWARD A. SERVITTO, JR.
MARK S. SWITALSKI
MATTHEW S. SWITALSKI
DIANE M. DRUZINSKI
TRACEY A. YOKICH
DAVID F. VIVIANO

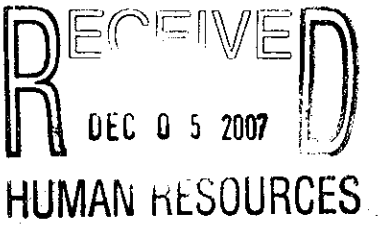
LYNN M. DAVIDSON
Friend of the Court

DAVID T. ELIAS
Family Court Counsel/Referee

THOMAS F. BLOHM
Enforcement Division Director

LYNDA L. GRILLO
Administrative Assistant

December 4, 2007



Mr. Eric A. Herppich, Acting Director
Human Resources Department
10 North Main Street
Mt. Clemens, MI 48043

Re: Mr. James Duhadway

Dear Mr. Herppich:

I have been advised by Mr. James Duhadway that he has elected to retire from employment with the Macomb County Friend of the Court effective Friday, December 14, 2007. Mr. Duhadway is employed in this office as an Enforcement Investigator and paid from Fund 215.14120.

The responsibilities and duties of an Enforcement Investigator under the direction of an assigned supervisor include the investigation, preparation and maintenance of bench warrants, which involves preparing bench warrants for arresting officers, inputting bench warrants into LEIN, conducting preliminary investigations to locate payors with outstanding bench warrants, transporting money to appropriate financial institutions, delivering Court documents to individuals, reviewing reports regarding the status of all bench warrants, assisting Sheriff Deputies in performing Michigan Child Support Enforcement functions, conducting locate functions using basic computer skills, and acts as a general liaison between the Friend of the Court and the Macomb County Sheriff Department

This position is fully recognized as a IV-D allowable expense under the Cooperative Reimbursement Contract and all expenses including salary and fringe benefits are 66% reimbursed to the County. It is for this reason I am requesting a waiver of the Macomb County hiring freeze policy regarding Ms. Duhadway's former position as Enforcement Investigator.

Thank you for your assistance in facilitating my request.

Very truly yours,

LYNN M. DAVIDSON
FRIEND OF THE COURT

LMD/njb

40 N. Main Mt. Clemens, Michigan 48043 (586) 469-5160

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME James Duhadway SOCIAL SECURITY # xx-xx-3681

ADDRESS 620 Mattison East China, MI 48054

DEPARTMENT FOC

CLASSIFICATION Enforcement Investigator

TERMINATION DATE December 14, 2007

DATE OF HIRE August 20, 1990

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? (X) YES ( ) 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 James P. Duhadway DATE 12-6-07

INTERVIEWER'S SIGNATURE Wendy Stiller DATE 12/6/07

HEALTH DEPARTMENT
Mount Clemens Health Center

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

RECEIVED DEC 11 2007 HUMAN RESOURCES

Thomas J. Kalkofen
Director/Health Officer

Kevin P. Lokar, M.D.
Medical Director

December 10, 2007

TO: ERIC HERPPICH, ACTING DIRECTOR
HUMAN RESOURCES DEPARTMENT

FROM: THOMAS J. KALKOFEN, MPH
DIRECTOR/HEALTH OFFICER

SUBJECT: JUSTIFICATION FOR FILLING
COMMUNITY HEALTH TECHNICIAN
WOMEN, INFANTS, CHILDREN PROGRAM

The Macomb County Health Department requests approval of the above captioned position. This vacancy is created by the retirement of Ms. Leilani Radloff on January 3, 2008.

The employee in this classification, under the direct supervision of an assigned supervisor, assists in performing various screening and testing duties in an assigned program area; schedules appointment; maintains records and forms necessary for the delivery of services; assists in compiling information and preparing reports.

In order to maintain quality of service, and program continuity to meet the needs of the residents of Macomb County, to promote health and reduce the risk of disease, it is essential this position be reconfirmed and posted as soon as possible.

The WIC program is 100% grant funded and a delay in filling the position may have an impact on future funding.

If there are questions please contact my office at 9-5512.

mg

Attachment

cc: M. Parent
M. Green

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
Jon M. Swatalski - District 4
Susan L. Doherty - District 5
Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Phillis DeSaele - District 10
Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Bidak - District 14
Keith Rengert - District 15
Carey Torrice - District 16
Ed Bruley - District 17
Paul Gieleghem - District 19
Kathy Tocco - District 20
Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Leilani Radloff SOCIAL SECURITY # xx-xx-6716

ADDRESS 22716 Masonic St. Clair Shores, MI 48082

DEPARTMENT Health

CLASSIFICATION Community Health Tech.

TERMINATION DATE January 2, 2008

DATE OF HIRE June 1, 1998

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

( ) DISCHARGE ( ) 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? (X) YES ( ) 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 Leilani O'Radloff DATE 12-19-07

INTERVIEWER'S SIGNATURE Tina K. Volkenant DATE 12-19-07

HEALTH DEPARTMENT
Mount Clemens Health Center

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

RECEIVED
DEC 11 2007
HUMAN RESOURCES

Thomas J. Kalkofen
Director/Health Officer

Kevin P. Lokar, M.D.
Medical Director

December 7, 2007

TO: ERIC HERPPICH, ACTING DIRECTOR
HUMAN RESOURCES DEPARTMENT

FROM: THOMAS J. KALKOFEN, MPH
DIRECTOR/HEALTH OFFICER

SUBJECT: JUSTIFICATION FOR FILLING
COMPUTER MAINTENANCE CLERK
FAMILY HEALTH SERVICES

The Macomb County Health Department requests reconfirmation of the above captioned position. The retirement of Ms. Christine Tringali on January 11, 2008 creates this vacancy.

The employee in this classification, under the limited supervision of an assigned supervisor, maintains records, files, enters, stores, retrieves and reproduces information. Also may perform the following tasks: type letters, reports, forms and other correspondence; files records and reports; posts information; sorts and distributes mail; and answers the telephone.

In order to maintain quality of service in the Family Health Services program for the citizens of Macomb County, it is essential this position be reconfirmed and posted as soon as possible.

If there are questions please contact my office at 9-5512.

mg

cc: M. Parent
M. Green

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
Philip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5
Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10
Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15
Carey Torrice - District 16
Ed Bruley - District 17
Paul Gieleghem - District 19
Kathy Tocco - District 20
Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

HEALTH DEPARTMENT
Mount Clemens Health Center

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

RECEIVED
DEC 11 2007
HUMAN RESOURCES

Thomas J. Kalkofen
Director/Health Officer

Kevin P. Lokar, M.D.
Medical Director

December 10, 2007

TO: ERIC HERPPICH, ACTING DIRECTOR
HUMAN RESOURCES DEPARTMENT

FROM: THOMAS J. KALKOFEN, MPH
DIRECTOR/HEALTH OFFICER

SUBJECT: JUSTIFICATION FOR FILLING
MEDICAL EXAMINER INVESTIGATOR

The Macomb County Health Department requests approval to post the above captioned position. The retirement of Mr. Michael Peltier on December 4, 2007 creates this vacancy. The employee in this classification, under the direction of the Medical Examiner and/or the situational direction of the Chief Medical Examiner Investigator, performs investigations of deaths that occur within Macomb County; prepares detailed reports and analysis on investigation of cases; ensures that evidence, death scene and specimens are preserved for authenticity in cooperation with local law enforcement activities; works cooperatively with law enforcement agencies, funeral homes and others concerned with individual cases.

The County of Macomb has statutory responsibilities to investigate the manner and cause of certain deaths. Failure to investigate will cause liability exposure. The Medical Examiner system cannot staff the program without this critical position therefore, it is imperative that this 24/7 position be posted and filled as soon as possible.

If there are questions please contact my office at 9-5512.

mg

cc: S. Huntley
M. Green

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
Jon M. Switalski - District 4
Susan L. Doherty - District 5
Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10
Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15
Carey Torrice - District 16
Ed Bruley - District 17
Paul Gieleghem - District 19
Kathy Tocco - District 20
Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Mike Peltier SOCIAL SECURITY # xx-xx-3559

ADDRESS 38521 Elmite Harrison Twp, MI 48045

DEPARTMENT Health

CLASSIFICATION PT Medical Examiner Investigator

TERMINATION DATE 12/4/07

DATE OF HIRE May 12, 1997

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

EMPLOYEE'S SIGNATURE [signature] DATE 12/4

INTERVIEWER'S SIGNATURE [signature] DATE 12/4/07

INFORMATION TECHNOLOGY

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

RECEIVED
DEC 27 2007
HUMAN RESOURCES

C. N. Zerkowski
Director

December 27, 2007

TO: Eric Herppich, Acting Director
Human Resources

FROM: Cyntia N. Zerkowski, Director
Information Technology

RE: Request for Reconfirmation – Business Systems Analyst

Jacqueline Bucca has submitted her retirement effective December 14, 2007. Jackie's classification was Business Systems Analyst.

This position routinely provides technology services to the County Clerk's Office Vital Records; Campaign Finance; and Cashier systems, and the Martha T. Berry Medical Care Facility KEANE Clinical Information System on a daily system support basis as well as after hours. These services include:

- Resolution of technical application issues
- Implementation of system upgrades
- System maintenance
- Ad-Hoc custom report development
- Writes software quality assurance test plans
- Develops functional, system, and program specifications

It is recommended the reconfirmation for a Business Systems Analyst be approved as the nature of these systems focuses on providing essential services to the public, and is a pivotal daily client contact position.

CC: Karlyn Semlow, Human Resources Coordinator, Labor Relations
William Christie, Human Resources Technician
Tammela Gilbert, Project Manager

CZ/de

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman, District 23, Chair
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
Jon M. Switalski – District 4
Susan L. Doherty – District 5
Joan Flynn – District 6
Sue Rocca – District 7
David Flynn – District 8
Robert Mijac – District 9
Philis DeSaele – District 10
Ed Szczepanski – District 11
Peter J. Lund – District 12
Don Brown – District 13
Brian Brdak – District 14
Keith Rengert – District 15
Carrie Torrice – District 16
Ed Bruley – District 17
Paul Gieleghem – District 19
Kathy Tocco – District 20
Betty Slinde – District 22
Sarah Roberts – District 24
Kathy D. Vosburg – District 25
Leon Drolet – District 26

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Jacqueline Bucca SOCIAL SECURITY # xxx-xx-7524

ADDRESS 17638 Lowell Roseville, MI 48066

DEPARTMENT IT

CLASSIFICATION Business System Analyst

TERMINATION DATE December 14, 2007

DATE OF HIRE June 19, 1978

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?
(X) YES ( ) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (X) YES ( ) 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 Jacqueline S Bucca DATE 11/15/2007

INTERVIEWER'S SIGNATURE Mendy Arthur DATE 6/7/11

INFORMATION TECHNOLOGY

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

RECEIVED
DEC 27 2007
HUMAN

C. N. Zerkowski
Director

December 27, 2007

TO: Eric Herppich, Acting Director
Human Resources

FROM: Cyntia N. Zerkowski, Director
Information Technology

RE: Request for Reconfirmation – Business Systems Analyst

David Zacharzewski has submitted his resignation effective December 28, 2007. David's classification was Business Systems Analyst.

This position routinely provides technology services to the Finance Department, Purchasing and Reimbursement departments on a daily system support basis as well as after hours, on weekends and holidays. These services include maintenance and troubleshooting issues associated with the following mission critical systems:

- Purchasing
- Accounts Payable
- General Ledger
- Workflow
- Reimbursement (all areas)
- IT Manpower

It is recommended the reconfirmation for a Business Systems Analyst be approved as the nature of these systems focuses on Macomb's core financial and administration systems, and is a pivotal daily client contact position.

CC: Karlyn Semlow, Human Resources Coordinator, Labor Relations
William Christie, Human Resources Technician
Jon Rhine, Project Manager

CZ/de

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman, District 23, Chair
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
Jon M. Switalski – District 4
Susan L. Doherty – District 5
Joan Flynn – District 6
Sue Rocca – District 7
David Flynn – District 8
Robert Mijac – District 9
Philis DeSaele – District 10
Ed Szczepanski – District 11
Peter J. Lund – District 12
Don Brown – District 13
Brian Brdak – District 14
Keith Rengert – District 15
Carrie Torrice – District 16
Ed Bruley – District 17
Paul Gieleghem – District 19
Kathy Tocco – District 20
Betty Slinde – District 22
Sarah Roberts – District 24
Kathy D. Vosburg – District 25
Leon Drolet – District 26

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

RECEIVED
DEC 17 2007
HR - RETIREMENT

NAME Dave Zacharzewski SOCIAL SECURITY # xx-xx-2701

ADDRESS 19835 Yvonne Drive Macomb, MI 48044

DEPARTMENT IT

CLASSIFICATION Business System Analyst

TERMINATION DATE December 28, 2007

DATE OF HIRE October 20, 1980

REASON FOR LEAVING: ( ) LAY OFF ( ) RETIREMENT

( ) DISCHARGE ( ) NORMAL

(X) RESIGNATION ( ) DISABILITY

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

To Defer Retirement before the 70 pt plan changes. I am 48 yrs old and 27 plus years of service. So 75 pts

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

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (X) YES ( ) 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 [signature] DATE 12-17-07

INTERVIEWER'S SIGNATURE Lisa Fedrick DATE 12-17-07

MACOMB COUNTY LIBRARY

16480 Hall Road
Clinton Township, Michigan 48038-1132
586-286-6660 Fax 586-412-5958
www.macombcountylibrary.org

RECEIVED
DEC 27 2007
HUMAN RESOURCES

Darlene LaBelle
Director

Sandra Casamer
Assistant Director

Macomb County Library Board

Edward V. Farley
Chair

Dorothy Upshaw
Vice Chair

Jon Switalski
Secretary

Nicholyn Brandenburg
Marge Swiatkowski

MEMO

TO: Eric Herppich, Interim Director
Human Resources

FROM: Darlene LaBelle, Director
Macomb County Library

DATE: December 21, 2007

SUBJECT: Replacement of Literacy Coordinator/Director of Macomb Literacy Partners

---

Jessica Cheshire, the Director of the Macomb Literacy Partners, has resigned effective January 17, 2008. I am requesting that the position be reconfirmed and posted without delay.

The Director of the Macomb Literacy Partners is solely responsible for fundraising to keep this program afloat, and a vacancy for an extended time will significantly cripple the work of the organization. Although the Director is a County employee in the classification of Literacy Coordinator in UAW Local 412, Unit 75, the position is not dependent on County funds. The County is reimbursed for the full cost of the salary and benefits for the position by the Macomb Literacy Partners.

Earlier today, I spoke with Commissioner Tocco, Chair of the Community Services Committee, and she thinks a similar request was approved without delay for a Head Start position. The Board of the Macomb Literacy Partners is extremely anxious to begin the search for a new Director as soon as possible. If we can fast-track the position, it will benefit all concerned.

Thank you for your assistance.

Cc: Commissioner Kathy Tocco
Enc.

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
Jon M. Switalski - District 4
Susan L. Doherty - District 5
Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10
Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Bidak - District 14
Keith Rengert - District 15
Carey Torrice - District 16
Ed Bruley - District 17
Paul Gieleghem - District 19
Kathy Tocco - District 20
Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

RECEIVED
HUMAN RESOURCES

Macomb County Probate Court

(586) 469-5290

PAMELA GILBERT O'SULLIVAN
Chief Probate Judge

KATHRYN A. GEORGE
Probate Judge

DONALD J. HOUSEY
Court Administrator/Register

December 20, 2007

Mr. Eric Herppich, Acting Director
Macomb County Human Resources Department
10 N. Main Street
Mount Clemens, Michigan 48043

Re: Resignation of John J. Genord, Paralegal – Mental Division

Dear Mr. Herppich:

The above employee has submitted his resignation and his last official day of work will be December 28, 2007. His resignation will result in a vacancy in the Paralegal position to Judge George.

The person in this position works daily with the Judge in the preparation of files for her consideration. Very often this involves preparing those files days in advance of the hearings and often requires research. The person in this position as well attends the courtroom hearings and maintains the file proper by recording the events of the hearing and is responsible for following up the Court's decisions.

Please accept this letter as justification for a request for reconfirmation and posting for that position. If any additional information is required, please do not hesitate to contact me directly.

Very truly yours,

DONALD J. HOUSEY
Court Administrator/Register

/vms

21850 DUNHAM ROAD • MT. CLEMENS, MI 48043-1075

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME John Genord SOCIAL SECURITY # xx-xx-3381

ADDRESS 902 Smith St. Algonac, MI 48001

RECEIVED

DEPARTMENT Probate Court - Mental

CLASSIFICATION Paralegal

DEC 28 2007

TERMINATION DATE December 28, 2007

HR - RETIREMENT

DATE OF HIRE October 24, 2005

REASON FOR LEAVING: ( ) LAY OFF ( ) RETIREMENT

( ) DISCHARGE ( ) NORMAL

(X) RESIGNATION ( ) DISABILITY

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

PURSUE OTHER CAREER OPPORTUNITIES

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 [signature] DATE 12-28-07

INTERVIEWER'S SIGNATURE Lisa Tedral DATE 12-28-07

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

JAN 14 2008
HUMAN RESOURCES

Jerome T. Moffitt
Chief Deputy

Memorandum

To: Eric Herppich, Acting Director
Human Resources

From: Ted Wahby
Treasurer

Date: October 4, 2007

Re: Urgent - Request to Fill Vacant Budgeted Position

We have been informed that Susan Sabaugh, a Personal Property Tax Collector in our office, will be on Permanent Disability Retirement due to her serious illness. Her last day of employment was September 14, 2007.

It is critical that this budgeted position be filled immediately because the loss of one Personal Property Tax Collector will put a hardship on the department overall. Personal Property delinquencies are on the increase and our Tax Collectors also play an essential role in the collection of delinquent taxes on Foreclosure Properties. They make individual site visits to each and every property to collect and to assist property owners that are unable to pay on their own. This is done to ensure that no one in Macomb County loses a home due to tax foreclosure.

I appreciate your expeditious attention to this matter.

Thank you

TBW: km

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Susan Sabaugh SOCIAL SECURITY # xxx-xx-8606

ADDRESS 14712 Emerson Sterling Hgts, MI 48312

DEPARTMENT Treasurer

CLASSIFICATION Personal Property Tax Collector

TERMINATION DATE September 17, 2007

DATE OF HIRE January 16, 1984

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

( ) DISCHARGE ( ) NORMAL

( ) RESIGNATION (X) 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?
(X) YES ( ) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (X) 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 Susan Sabaugh DATE 11-01-07

INTERVIEWER'S SIGNATURE Wendy Hoshi DATE 11/1/07

RECYCLABLE
PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Receive and File Report on Impact of 10 Week Hiring Delay Policy

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

COMMITTEE/MEETING DATE

Personnel 01-24-08

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

January 16, 2008

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

FROM: Eric A. Herppich, Acting Director
Human Resources

RE: Receive and File Report on Impact of 10 Week Hiring Delay Policy

On February 14, 2007, the Personnel Committee approved a 10 Week Hiring Delay Policy for vacancies created due to resignation, retirement, termination or promotion/transfer. Exceptions to this Policy were positions in which duties and responsibilities are performed on a 24/7 basis and/or positions funded 50% or more from an external funding source. The attached report has been updated and reflects the budgetary savings for 2007 based upon the minimum salaries for the positions impacted.

EAH/mb
Attachment

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
Jon M. Switalski - District 4
Susan L. Doherty - District 5
Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10
Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15
Carey Torrice - District 16
Ed Bruley - District 17
Paul Gieleghem - District 19
Kathy Tocco - District 20
Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

2007 10 Week Delay Savings Report

Dept.	Position	Min salary	10 weeks	Fringe	Savings	NOTES
Martha T. Berry	Environmental Serivces Worker	$27,026.46	$5,197.40	$3,066.46	$8,263.86	
District Court Probation	Assistant Probation Officer PT	$22.82	$3,423.00	$273.84	$3,696.84	
Health	Public Health Nurse II	$38,701.67	$7,442.63	$4,391.15	$11,833.78	
MSU Extension	Educator	$30,632.03	$5,890.78	$3,475.56	$9,366.33	
Health	Veterinarian PT	$65.56	$2,622.40	$209.79	$2,832.19	
CC-ROD	Typist Clerk I	$25,249.34	$1,942.26	$1,145.93	$3,088.19	
CC-ROD	Computer Maintenance Clerk	$29,281.49	$563.11	$332.23	$895.34	
CC-ROD	Acount Clerk III	$30,013.53	$1,154.37	$681.08	$1,835.44	
CC-ROD	Typist Clerk I	$25,249.34	$4,370.08	$2,578.35	$6,948.42	
Circuit Court	Data Maintenance Clerk	$30,056.39	$4,624.06	$2,728.20	$7,352.26	
Health	Public Health Nurse III	$40,077.80	$1,541.45	$909.46	$2,450.91	
IT	System Technician	$41,937.03	$4,838.89	$2,854.94	$7,693.83	
CC-ROD	Judical Court Clerk	$33,637.99	$6,468.84	$3,816.62	$10,285.46	
CC-ROD	Computer Maintenance Clerk	$29,281.49	$5,631.06	$3,322.32	$8,953.38	
Health	Environmentalist IV	$42,314.23	$8,137.35	$4,801.04	$12,938.39	
Information Technology	Client Support Technician	$33,048.12	0	0	0	New Position
		$72,996.82	$14,037.85	$8,282.33	$22,320.18	Reclass from Program Director

Information Technology	PC Network Support Specialist	$55,081.24 $54,753.76	0 $10,529.57	0 $6,212.45	0 $16,742.02	New Position Reclass from Supervisor, CSS
Information Technology	PC Network Support Specialist	$55,081.24	$10,592.55	$6,249.60	$16,842.15	
Probate Ct - W & E	Coordinator/Interviewer	$41,998.99	$8,076.73	$4,765.27	$12,842.00	
Treasurer	Account Clerk IV	$30,632.02	$5,890.77	$3,475.56	$9,366.33	
Emergency Management	Account Clerk III	$30,013.53	$5,771.83	$3,405.38	$9,177.21	
Health	Public Health Nurse III	$40,077.80	$7,707.27	$4,547.29	$12,254.56	
Health	Kennel Attendant	$27,753.50	$5,337.21	$3,148.95	$8,486.17	
MCCSA	Field Worker	$24,315.09	$4,675.98	$2,758.83	$7,434.81	
Circuit Court	Protectice Service Officer Protectice Service Officer Protectice Service Officer	$14.20 $14.20 $14.20	$1,775.00 $1,775.00 $1,775.00	$142.00 $142.00 $142.00	$1,917.00 $1,917.00 $1,917.00	
Prosecuting Attorney	Typist Clerk I	$25,249.34	$4,855.64	$2,864.83	$7,720.47	
CC-ROD	Typist Clerk I Typist Clerk I	$25,249.34 $25,249.34	$4,855.64 $4,855.64	$2,864.83 $2,864.83	$7,720.47 $7,720.47	
Juvenile Court	Typist Clerk III	$29,097.15	$5,595.61	$3,301.41	$8,897.01	
Human Resources	Director	$95,026.90	$18,274.40	$10,781.90	$29,056.30	
Health	Program Manager	$45,892.81	$8,825.54	$5,207.07	$14,032.61	
CC-ROD	Account Clerk I	$25,880.57	$4,977.03	$2,936.45	$7,913.48	
Circuit Court	Chief Referee Attorney	$65,377.38	$12,572.57	$7,417.82	$19,990.39	

F & O	Custodian	$27,870.55	$5,359.72	$3,162.24	$8,521.96
Probate Court - W & E	1st Deputy Register	$31,772.61	$6,110.12	$3,604.97	$9,715.09
Prosecuting Attorney	Chief Investigator	$45,009.33	$8,655.64	$5,106.83	$13,762.47
Health	Public Health Nurse II	$38,701.67	$7,442.63	$4,391.15	$11,833.78
Treasurer	Account Clerk III	$30,013.53	$5,771.83	$3,405.38	$9,177.21
F & O	Maintenance Supervisor	$45,215.36	$8,695.26	$5,130.20	$13,825.47
BOC	Public Affairs Specialist	$22,915.45	$4,406.82	$2,600.02	$7,006.84
Senior Citizens Services	Typist Clerk I PT	$11.54	$1,154.00	$92.32	$1,246.32
F & O	Housekeeper I/II Housekeeper I/II	$24,719.33 $24,719.33	$4,753.72 $4,753.72	$2,804.69 $2,804.69	$7,558.41 $7,558.41
Circuit Court - Juvenile	Intake Coordinator	$31,940.58	$6,142.42	$3,624.03	$9,766.45
Information Technology	System Technician	$41,937.03	$8,064.81	$4,758.24	$12,823.05
Circuit Court	Account Clerk	$28,363.27	$5,454.48	$3,218.14	$8,672.62
CC-ROD	Computer Maintenance Clerk	$29,281.49	$5,631.06	$3,322.32	$8,953.38
CC-ROD	Typist Clerk III	$28,567.31	$5,493.71	$3,241.29	$8,735.00
F & O	Electrician Foreman	$57,678.40	$11,092.00	$6,544.28	$17,636.28
Probate Court	Paralegal	$30,935.32	$5,949.10	$3,509.97	$9,459.07
Health	Environmentalist II/III	$37,304.23	$7,173.89	$4,232.60	$11,406.49

Human Resources	Human Resources Technician	$40,966.70	$7,878.21	$4,648.14	$12,526.36
CC-ROD	Administrative Secretary	$38,773.34	$7,456.41	$4,399.28	$11,855.69
Public Works	Typist Clerk I	$25,249.34	$4,855.64	$2,864.83	$7,720.47
Treasurer	Account Clerk III Account Clerk III	$30,013.53 $30,013.53	$5,771.83 $5,771.83	$3,405.38 $3,405.38	$9,177.21 $9,177.21
Reimbursement	Account Clerk III	$30,013.53	$5,771.83	$3,405.38	$9,177.21
Health	Environmentalist II	$37,304.23	$7,173.89	$4,232.60	$11,406.49
42-2	Deputy Court Clerk	$28,448.14	$5,470.80	$3,227.77	$8,698.57
CC-ROD	Typist Clerk I	$25,249.34	$4,855.64	$2,864.83	$7,720.47
CC-ROD	Computer Maintenance Clerk	$29,281.49	$5,631.06	$3,322.32	$8,953.38
Veterans Affairs	Secretary	$30,632.03	$5,890.78	$3,475.56	$9,366.33
Martha T-Berry	Account Clerk I	$25,880.57	$4,977.03	$2,936.45	$7,913.48
Purchasing	Microfilm Operator Clerk	$25,880.57	$4,977.03	$2,936.45	$7,913.48
Senior Citizens Services	Program Activity Coordinator	$29,548.34	$5,682.37	$3,352.60	$9,034.97
Equalization	Appraiser I	$34,269.98	$6,590.38	$3,888.32	$10,478.71
Health	Outreach Worker-PT	$12.75	$1,593.75	$127.50	$1,721.25
Public Works	Manager Real Property Section	$51,831.46	$9,967.59	$5,880.88	$15,848.47
Library	Librarian Head	$45,892.58	$8,825.50	$5,207.04	$14,032.54

Emergency Services	Director, Emergency Services & Communications	$62,781.68	$12,073.40	$7,123.31	$19,196.71
F & O	Boiler Operator	$50,648.00	$9,740.00	$5,746.60	$15,486.60
MSUE	Computer Maintenance Clerk	$29,281.49	$5,631.06	$3,322.32	$8,953.38
CC-ROD	Typist Clerk III	$28,567.31	$5,493.71	$3,241.29	$8,735.00
F & O	Security Guard	$26,932.62	$5,179.35	$3,055.82	$8,235.17
P & E Development	Associate Planner	$45,023.56	$8,658.38	$5,108.44	$13,766.82
IT	System Technican	$41,937.03	$8,064.81	$4,758.24	$12,823.05
Prosecuting Attorney	Investigator	$36,216.05	$6,964.63	$4,109.13	$11,073.75
Health	Vision & Hearing Technician PT	$13.05	$1,892.25	$151.38	$2,043.63
Library	Typist Clerk PT	$12.89	$1,901.28	$152.10	$2,053.38
IT	System Technican	$41,937.03	$8,064.81	$4,758.24	$12,823.05
IT	Programmer/Analyst	$45,856.86	$8,818.63	$5,202.99	$14,021.62
Juvenile Court	Probation Officer Probation Officer	$38,614.40 $38,614.40	$7,425.85 $7,425.85	$4,381.25 $4,381.25	$11,807.10 $11,807.10
Martha T. Berry	Food Service Worker-PT	$11.00	$1,595.00	$127.60	$1,722.60
Circuit Court-Juvenile	Typist Clerk I-PT	$13.49	$1,349.00	$107.92	$1,456.92
County Clerk-Register of Deeds	Computer Maintenance Clerk	$29,281.49	$5,631.06	$3,322.32	$8,953.38
Circuit Court-Juvenile	Typist Clerk III	$29,097.15	$5,595.61	$3,301.41	$8,897.01

Circuit Court-Juvenile	Referee-Attorney	$63,450.16	$12,201.95	$7,199.15	$19,401.11
Public Works	Engineering Technician	$34,478.94	$6,630.57	$3,912.03	$10,542.60
IT	Deputy Director	$80,236.86	$15,430.17	$9,103.80	$24,533.96
Equalization	Appraiser II	$38,773.34	$7,456.41	$4,399.28	$11,855.69
Health	Typist Clerk III	$28,567.31	$5,493.71	$3,241.29	$8,735.00
Circuit Court Juvenile	Typist Clerk IV	$30,549.10	$5,874.83	$3,466.15	$9,340.97
Public Works	Assistant Operations Manager-Pump Station	$43,484.82	$8,362.47	$4,933.85	$13,296.32
Finance	Account Clerk IV	$30,632.02	$5,890.77	$3,475.56	$9,366.33
F&O	Housekeeper I	$24,719.33	$4,753.72	$2,804.69	$7,558.41
F&O	Electrician	$56,326.40	$10,832.00	$6,390.88	$17,222.88
Circuit Court Juvenile	Psychologist	$54,626.28	$10,505.05	$6,197.98	$16,703.04
Circuit Court	Assessor Therapy Coordinator	$32,909.02	$6,328.66	$3,733.91	$10,062.57
Purchasing	Microfilm Operator Clerk	$25,880.57	$4,977.03	$2,936.45	$7,913.48
				Total	$1,013,471.46
		Cost of out of class assigments			$7,186.66
				Final Total	**$1,006,284.80**

RECYCLABLE
PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend Title Change Only for two (2) positions currently classified as Station Operator to Equipment Operator

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

COMMITTEE/MEETING DATE

Personnel 01-24-08

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

January 16, 2008

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

FROM: Eric A. Herppich, Acting Director
Human Resources

RE: Recommend Title Change only for two (2) positions currently classified as Station Operator to Equipment Operator

In conjunction with the Office of the Public Works Commissioner, the Human Resources Department is recommending a title change only for two (2) positions currently classified as Station Operator to Equipment Operator. The purpose of this change is to more accurately describe the nature of the work performed by the positions who operate construction equipment in the maintenance of County drains. These two (2) Station Operator positions have been assigned drain maintenance activities.

There is no budgetary impact for this change.

EAH/mb
Attachment

cc: David Diegel, Finance Director
William Misterovich, Deputy Public Works Commissioner

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
Jon M. Switalski - District 4
Susan L. Doherty - District 5
Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10
Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15
Carey Torrice - District 16
Ed Bruley - District 17
Paul Gieleghem - District 19
Kathy Tocco - District 20
Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

Macomb County
Public Works Commissioner
Anthony V. Marrocco

RECEIVED
DEC 11 2007
HUMAN RESOURCES

December 5, 2007

MEMORANDUM

TO: Eric Herppich, Acting Director
Human Resources Department

FROM: William Misterovich, Chief Deputy Public Works Commissioner WM

RE: Reclassification of Two Station Operators to Equipment Operators

This is a request to change the classification of two station operators who have been assigned to drain maintenance to the new position of equipment operators. There would be no change in their wages, fringe benefits or other terms of employment. The two classifications were removed from the Pump Station budget several years ago and placed in the general fund budget for the Public Works Office. They have been working in drain maintenance ever since.

The reason for the change is to more accurately describe the nature of the work performed by the drain maintenance positions. Station operators carry out duties primarily involved with the operation and maintenance of the Chapaton Pump Station, Martin Retention Basin and other county retention basins and other pump stations located in St. Clair Shores, Sterling Heights, Warren and Lenox Township.

Drain maintenance employees, by contrast, concentrate their efforts in maintaining county drains located throughout the county and have no ongoing responsibilities for the operation of pump stations and related facilities. Drain maintenance employees operate a variety of construction equipment in carrying out their duties, including tractors, riding mowers, back hoes, front end loaders, winches, tree chippers, industrial trucks, snow blowers, lawn mowers, etc.

This change in title will not cause any increased cost to the county and the position of equipment operators will continue to be represented by AFSME.

C:\2007 Correspondence Salle\Misterovich\4212.wm.doc

Office Location: 115 S. Groesbeck • Mt. Clemens, Michigan (2 Miles North of Metro Parkway) • Phone: 586-469-5325 • Fax: 586-469-5933
Mailing Address: P.O. Box 806 • Mt. Clemens, Michigan 48046-0806
Engineering Phone: 586-469-5910 • Fax: 586-469-7693 • Soil Erosion Phone: 586-469-5327 • Fax: 586-307-8264

RECYCLABLE
PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend Approval of the Completion of the Supervisory Training Program

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

COMMITTEE/MEETING DATE

Personnel 01-24-08

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

January 16, 2008

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

FROM: Eric A. Herppich, Acting Director
Human Resources

RE: Recommend approval of the completion of the Supervisory Training Program

In 2006, the Human Resources Department developed a comprehensive Supervisory Training Program (outline is attached). This Program was implemented and delivered to approximately 150 Department Heads, Managers and Supervisors during 2007. As the outline indicates, County staff covers a variety of issues, including the hiring process, orientations, general labor law, County's Personnel Manual, administering the Collective Bargaining Agreement, financial processes, risk management and media relations responsibilities.

The staff of the Human Resources Department, Corporation Counsel, Risk Management, Finance and Public Affairs has presented the internal training components. The training components for Leadership and Diversity have been provided by outside vendors previously approved by the Board of Commissioners.

Currently there are approximately 100 employees participating in the internal training components, with the last group scheduled for completion on January 18, 2008.

It is important that these 100 employees be provided the Leadership and Diversity Training to complete this project. The cost for the completion of this training project is $65,840 per the attached correspondence from both outside vendors, Looram & Associates and The Champion Services Group, Inc.

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
Jon M. Switalski - District 4
Susan L. Doherty - District 5
Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10
Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15
Carey Torrice - District 16
Ed Bruley - District 17
Paul Gieleghem - District 19
Kathy Tocco - District 20
Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

It is the recommendation of the Human Resources Department that the Personnel Committee approve the continuation of the Supervisory Training Program for these remaining employees at a cost of $65,840. Also, that the Supervisory Training Program be provided once per year for employees either newly hired or promoted to supervisory or management positions with funding coming from the Human Resources operating budget.

EAH/mb
Attachments

SUPERVISORY TRAINING OUTLINE

WEEK ONE

DAY ONE: 8:30 a.m. – 12:30 p.m.

I. Introductions **(HR)** – 30 minutes
   A. Name, location, number of employees managed, number of years in supervisory capacity
   B. Explain why training is important
      1. To create consistency across county
      2. Identify points of contact within Human Resources for future questions/concerns
II. Employment and Hiring **(HR)** – 90 minutes
   A. Hiring Process Overview
   B. New Hire Orientation
      a. HR Orientation
      b. Department Orientation
III. Effective Interviewing **(HR)** – 15 minutes
   1. Behavioral-based interviews
      a. Why these types of questions are asked
   2. Interview Pitfalls
      a. Do's and don'ts
IV. Probationary Period **(HR)** – 15 minutes
V. FISH **(HR)** – 60 minutes
VI. Overview of Session
   A. Question and Answer Period

DAY TWO: 1:00 p.m. – 4:30 p.m.

I. Introduction to General Labor Law **(Corporation Counsel)** – 2 hours total (I & II)
   A. Americans with Disabilities Act (ADA)
   B. Fair Labor Standards Act (FLSA)
   C. EEO (Equal Employment Opportunity)
      1. Discrimination
   D. Unemployment Comp
II. Harassment **(Corporation Counsel)**
   A. Sexual
   B. Ethnic
   C. Gender
III. Ethics in the Workplace **(Corporation Counsel)** – 45 minutes
IV. Employee Assistance Program – **(Total Employee Assistance and Management-TEAM)** - 30 minutes
   A. When is it appropriate to make a referral
   B. How to make a referral

DAY THREE: 8:30 a.m. – 12:30 p.m.

I. Policies and Procedures – Overview **(HR)** – 45 minutes
   A. Personnel Records
   B. Attendance
   C. E-mail usage/Internet
   D. Dress Code/Uniforms
   E. Jury Duty
   F. Employee classifications
   G. Workweek, Meals, and Rest Periods

H. Smoking
I. Drug-free Workplace
J. Reference Checks
K. Unemployment Compensation

II. Benefits **(HR)** – 75 minutes
A. Change of Status
B. Family Medical Leave Act (FMLA)
C. Leaves of Absence
D. Worker's Compensation

III. Finance **(Finance)** – 15 minutes
A. Cash Receipts
B. Cash Handling
C. Check Requests
D. IFAS reports

IV. Injury/Accident Prevention - **(Risk Management)** – 1 hour and 30 minutes total
A. Procedures
B. Dangerous Conditions Statements
C. Identifying Safety Concerns
D. Emergency Response

V. Workplace violence - - VIDEO (Workplace Violence) **(Risk Management)**
A. Common Types
B. Warning Signs
C. Diffusion

VI. Overview of Session
A. Question and Answer period

WEEK TWO

DAY ONE: 8:30 a.m. – 5:00 p.m. – Diversity Training **(The Champion Services Group, Inc.)**

I. Program Overview and Objectives
II. Safe Haven Discussion
III. Diversity Awareness Activity and Exercise
IV. Video Based Exercise – Attitudes Toward Differences
V. EEOC Concepts, Laws and Requirements
VI. EEO and Typical Employment Situations
VII. Introduction of E.N.E.R.G.Y. Skills Model
VIII. Workplace Dynamics
IX. Why Deal with Workforce Diversity Conflict
X. Acting as Diversity Change Agents
XI. Case Studies
XII. Taking Action/Action Plan (follow-up activity)
XIII. The Winning Connection

DAY TWO: 8:30 a.m. – 12:30 p.m.

I. Management of Labor Relations Practices **(HR)** – 1 hour and 15 minutes
A. Supervising Unionized Employees
B. Documentation for Action
1. Case studies

II. Legal and Effective Progressive Discipline **(HR)** - 1 hour
A. Video
B. Role Play Exercise

III. Grievance Handling **(HR)** – 20 minutes

1. Employee to discuss with immediate Supervisor
2. Written grievance to Department Head
3. Written grievance by Union President to Director, Human Resources
4. Arbitration

IV. General Principles of Labor Relations **(HR)** – 15 minutes

V. Formal Employee Complaints **(HR)** – 20 minutes

A. Human Resources Investigations
1. Meet with complaint filer
2. Meet with witness(s)

B. Determine if "defendant" will be reprimanded

C. Close Case
1. Follow up with complaint filer

VI. Overview of Contracts: Administering the Collective Bargaining Agreement **(HR)** – 20 minutes

B. Question and Answer Period

VI. Media Relations **(Public Affairs)** – 15 minutes

WEEKS THREE AND/OR FOUR

TWO DAYS: 8:30 a.m. – 5:00 p.m. – Leadership – **(Looram & Associates)**

I. Module I: Leading Others

A. Overview
B. Key Concepts
C. Instructional Content
D. Measurement tools applicable to this instruction
E. Texts from which material will be drawn

TWO DAYS: 8:30 a.m. – 5:00 p.m. – Leadership – **(Looram & Associates)**

II. Leading Teams

A. Overview
B. Key Concepts
C. Instructional Content
D. Measurement tools applicable to this instruction
E. Texts from which materials will be used

RECEIVED
OCT 31 2007
HUMAN RESOURCES

Looram & Associates
Consultants to Management Since 1971

70 W 85 St.
New York NY 10024
looram@looram.com
www.looram.com
917 533 8285

October 26, 2007

Eric A. Herppich
Human Resources Department, Macomb County
10 N. Main Street, 4th Floor
Mt. Clemens, Michigan 48043

Dear Eric:

Per our telecon, the four day Looram Leadership Seminar delivered to 100 personnel in groups no larger than 25 is $2500 per day for a total contract amount of $40,000 for 16 days of training. This price assumes you can schedule four straight days of training during one visit just as you did the last time. (Tue-Wed Group I, Wed-Thur Group II etc). Training of additional personnel will be charged at the same daily rate.

This includes all travel expenses and participant notebooks plus a written after action report at the completion of training. Should you require an on-site personal debriefing at the end of training there will be an additional charge of $500 to cover the cost of the additional travel.

I am delighted to have the opportunity to return to Macomb County. This is a very healthy place to work and your personnel make it a very rewarding experience.

Sincerely

James Looram
President

The Champion Services Group, Inc.
Human Resources & Management Consulting Firm

Memorandum

To: Eric Hippnick
From: James Champion
Subject: ***Diversity Training***
Date: November 1, 2007

Eric,

First and foremost, it was great talking to you and hearing that Macomb County desires The Champion Services Group, Inc (CSG) to provide diversity training to your employees in 2008. With that objective in mind, CSG is committed to deliver diversity training as follows:

△ Total Participant Group:	110
△ Number of Participants per Session:	27/28
△ Total Training Sessions:	4
△ Training Session Time Frame:	8:30 am – 4:00 pm
△ Number of CSG Trainers:	2 (per session)

Based on the aforementioned criteria, the costs for these services are $25,840.00 or $235.00 per employee. The fee of $25,840.00 represents design upgrade, materials, training delivery, preparation of a summary report, and a follow up meeting presentation with Macomb County Human Resources Committee.

Eric, please let me know whether you need any additional information. Other wise, I will talk to you in the near future. Again, thank you and take care.

Regards,

James Champion

6501 NW 36th Street, Ste 300, Miami, Florida 33166
Tel: 305-871-4866 ▪ Fax: 305-871-9077 ▪ E-Mail: hr@csgway.com ▪ Web Site: www.csgway.com

RECYCLABLE
PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend Extension of Voluntary Four-Day Workweek Program

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

COMMITTEE/MEETING DATE

Personnel 01-24-08

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

January 16, 2008

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

FROM: Eric A. Herppich, Acting Director
Human Resources

RE: Recommendation to Extend Voluntary Four-Day Workweek Program

The Human Resources Department has previously reported to the Personnel Committee concerning employee utilization of a Voluntary Four-Day Workweek Program, with Department Head approval, which had been approved for 2007 as a potential budget savings initiative. From a high of approximately ten (10) employees participating in the third quarter to two (2) employees in the fourth quarter, this Program realized $48,809 in budgetary savings for 2007.

It appears that the Program is far more popular in the summer months than it is during other times of the year. The Human Resources Department recommends that the Personnel Committee approve extending this Program until December 31, 2008 in the hope that participation in 2008 will result in continued budgetary savings.

EAH/mb

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
Jon M. Switalski - District 4
Susan L. Doherty - District 5
Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10
Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15
Carey Torrice - District 16
Ed Bruley - District 17
Paul Gieleghem - District 19
Kathy Tocco - District 20
Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26