

**MINUTES OF THE  
PERSONNEL COMMITTEE  
MONDAY, JANUARY 23, 2006**

At a meeting of the **Personnel Committee**, held Monday, January 23, 2006, in the Board Room, on the 9<sup>th</sup> Floor of the Administration Building, Mt. Clemens, the following members were present:

Mijac-Chairman, Brandenburg, Brdak, Brown, Crouchman, DeSaele, DiMaria, Doherty, Duzyj, Flynn, Gibson, Gielegthem, Haggerty, Kennard, Kolakowski, Lund, Rengert, Revoir, Rocca, Sauger, Slinde, Switalski, Szczepanski, Vosburg and White.

Absent and excused was Hill.

**Also Present:**

David Diegel, Director, Finance Department  
George Brumbaugh, Director, Corporation Counsel  
Jill Smith, Assistant Corporation Counsel  
Ted Cwiek, Director, Human Resources Department  
Eric Herppich, Division Director, Labor Relations, Human Resources Dept.  
Doug Fouty, Program Director, Personnel Services, Human Resources Dept.  
Richard Mielke, Human Resources Coordinator/Specialist, Human Resources Department  
Karlyn Semlow, Human Resources Coordinator, Human Resources Dept.  
John Anderson, Director, Risk Management & Safety Department  
Rhonda Deriemaecker, Director of Board Services  
Phil Frame, Director, Office of Public Affairs  
Angela Willis, Director, Senior Citizen Services Department  
Tom Kalkofen, Director/Health Officer, Health Department  
Frank Taylor, Director, Community Services Agency

There being a quorum of the committee present, Chairman Mijac called the meeting to order at 9:05 a.m.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**AGENDA**

Chairman Mijac requested the deletion of item #12 (Elimination of One Daycare Center Coordinator Position and Addition of Two Part-time Activity Aide Positions).

**MOTION**

A motion was made by Haggerty, supported by Brandenburg, to adopt the agenda, as amended. **The Motion Carried.**

## **MINUTES**

### **MOTION**

A motion was made by Sauger, supported by Brandenburg, to approve the November 14, 2005 minutes as written. **The Motion Carried.**

### **RECOGNIZE RECENT RETIREES**

The following individual was present:

Sue Lugo	12 years 3.6 months
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The following individual was unable to be present:

Theresa DiGiorgio	11 years 4.4 months
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### **VACANCY APPROVALS**

Mr. Cwiek indicated that the resolution incorrectly states that the Finance Committee Chair reviewed and approved the positions, but it should read Budget Committee Chair. He also indicated that the Human Resources Technician in the Human Resources Department has decided not to resign.

### **MOTION**

A motion was made by Haggerty, supported by Slinde, to receive and file the report on the vacant positions approved by the Board Chair, Budget Committee Chair and Directors of the Human Resources and Finance Departments. **The Motion Carried.**

### **EXIT INTERVIEW DOCUMENT(S) PREVIOUSLY PENDING**

### **MOTION**

A motion was made by Szczepanski, supported by Revoir, to receive and file the exit interview document previously pending. **The Motion Carried.**

### **EMPLOYEE ASSISTANCE PROGRAM COMMITTEE MEETING MINUTES**

### **MOTION**

A motion was made by Haggerty, supported by Sauger, to receive and file the Employee Assistance Program Committee meeting minutes. **The Motion Carried.**

**REQUEST FOR PROPOSAL FOR COUNTY'S EMPLOYEE ASSISTANCE  
PROGRAM SERVICES**

**COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY DiMARIA, SUPPORTED BY DUZYJ, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE A REQUEST FOR PROPOSAL (RFP) BE PREPARED AND ISSUED FOR THE COUNTY'S EMPLOYEE ASSISTANCE PROGRAM SERVICES. **THE MOTION CARRIED.**

**TITLE CHANGE ONLY OF ONE TYPIST CLERK I/II TO PUBLIC AFFAIRS  
SPECIALIST IN OFFICE OF PUBLIC AFFAIRS**

**COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY DOHERTY, SUPPORTED BY DUZYJ, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE TITLE CHANGE ONLY OF ONE TYPIST CLERK I/II TO PUBLIC AFFAIRS SPECIALIST IN THE OFFICE OF PUBLIC AFFAIRS.

Commissioner Szczepanski questioned the need for this. Mr. Cwiek explained that the individual's job skills have changed from other Typist Clerk positions.

Commissioner Revoir asked that a job description be provided so the Board can see what the responsibilities are.

**MOTION**

A motion was made by Szczepanski, supported by Brandenburg, to postpone this issue until the next meeting.

Commissioner Szczepanski explained that at the last Legislative and Administrative Services Committee meeting, he suggested moving the Office of Public Affairs to the Planning and Economic Development Department because he would like to see it function more in the direction of economic growth. He felt this should wait until that issue is discussed.

A roll call vote was taken on the motion to postpone as follows:

Voting Yes were Brandenburg, Brown, DeSaele, Flynn, Haggerty, Kolakowski, Lund, Rengert, Revoir, Rocca, Slinde, Szczepanski and Vosburg. There were 13 "Yes" votes.

Voting No were Brdak, DiMaria, Doherty, Duzyj, Gibson, Gielegem, Kennard, Sauger, Switalski, White, Crouchman and Mijac. There were 12 "No" votes.

**The Motion Carried.**

**APPROVAL OF TWO LETTERS OF UNDERSTANDING WITH ST. JOSEPH'S HEALTH CARE TO PROVIDE OCCUPATIONAL HEALTH SERVICES**

**COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY DiMARIA, SUPPORTED BY DOHERTY, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE TWO LETTERS OF UNDERSTANDING WITH ST. JOSEPH'S HEALTH CARE TO PROVIDE OCCUPATIONAL HEALTH SERVICES.

Commissioner Brandenburg said she was not in support of paying another entity to do things that the County can do.

Commissioner Gielegem stated that a third party is needed to provide these services because the Health Department cannot do this and employees come into contact with many conditions.

Chairman Mijac called for a vote on the motion and **THE MOTION CARRIED WITH BRANDENBURG VOTING "NO."**

**FLOWCHART ON HUMAN RESOURCES DEPARTMENT HIRING PRACTICES AND PROCEDURES**

**MOTION**

A motion was made by Szczepanski, supported by Haggerty, to receive and file the flowchart on the Human Resources Department's hiring practices and procedures.

Commissioner Kolakowski noted that the first procedure indicates authorization by the Finance Committee Chair, but it should be Budget Committee Chair.

Commissioner Brown felt that citizens need to understand what the process is and that should be promoted on the County website.

Chairman Mijac called for a vote on the motion and **The Motion Carried.**

**EXECUTIVE SESSION TO DISCUSS LABOR NEGOTIATIONS**

**MOTION**

A motion was made by Szczepanski, supported by Duzyj, to enter into Executive Session for the purpose of discussing labor negotiations. **The Motion Carried.**

In accordance with the motion, committee entered Executive Session at 9:57 a.m., with it concluding at 10:41 a.m.

**NEW BUSINESS**

Commissioner Brandenburg spoke about the need for a countywide dress code.

Commissioner Vosburg thanked the Macomb Daily for initiating a new employment opportunity process in their classified ads. She said job seekers can enter their skills profile into a database and that database gets matched with employers' requests. She feels it is a useful opportunity and tool for employers and employees regarding economic development in Macomb County.

Commissioner Brandenburg said she previously requested that the 70-point plan be placed on an agenda. Chairman Mijac explained that contracts have been approved and that issue cannot be dealt with for two years. He said that will be discussed at the next round of contract negotiations.

**ADJOURNMENT**

Chairman Mijac adjourned the meeting at 10:53 a.m.

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**Corinne Bedard  
Committee Reporter**