

**MINUTES OF THE  
PERSONNEL COMMITTEE  
MONDAY, NOVEMBER 20, 2006**

At a meeting of the **Personnel Committee**, held Monday, November 20, 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, Doherty, Flynn, Gielegem, Haggerty, Hill, Lund, McCarthy, Rengert, Revoir, Rocca, Sauger, Slinde, Switalski, Szczepanski, Vosburg and White.

Absent and excused were Camphous-Peterson, DiMaria, Duzyj and Kennard.

**Also Present:**

David Diegel, Director, Finance Department  
John Foster, Assistant Director, Finance Department  
George Brumbaugh, Director, Corporation Counsel  
Jim Meyerand, Assistant Corporation Counsel  
Jill Smith, Assistant Corporation Counsel  
Ted Cwiek, Director, Human Resources Department  
Eric Herppich, Division Director, Labor Relations, Human Resources Dept.  
Richard Mielke, Human Resources Coordinator/Specialist, Human Resources Dept.  
Karlyn Semlow, Human Resources Coordinator, Human Resources Dept.  
John Anderson, Director, Risk Management and Safety Department  
Rhonda Deriemaecker, Director of Board Services  
Phil Frame, Director, Office of Public Affairs  
Honorable Pamela Gilbert O'Sullivan, Chief Probate Court Judge  
Honorable Antonio Viviano, Chief Circuit Court Judge  
Keith Beasley, Court Administrator  
Eric Smith, Prosecutor  
Mark Hackel, Sheriff  
Josephine Savalle-Dunn, Administrator, Martha T. Berry  
Carmella Sabaugh, County Clerk/Register of Deeds  
Todd Schmitz, Chief Deputy County Clerk  
Cyntia Zerkowski, Director, Information Technology  
Marilyn Rudzinski, Director, MSU Extension  
Angela Willis, Director, Senior Citizen Services Department  
Gerald Alsip, Chief Administrator, Juvenile Division of Circuit Court  
Ken Bovenschen, Director, District Court Probation  
Chuck Seidelman, Director, Juvenile Justice Center  
Chad Selweski, Reporter, The Macomb Daily

There being a quorum of the committee present, Chairman Mijac called the meeting to order at 9:15 a.m.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

## **AGENDA**

### **MOTION**

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

### **PUBLIC PARTICIPATION**

Jan Wilson, 50033 Foxcrest, Chesterfield

Ms. Wilson referred to the position of Computer Maintenance Clerk in the Sheriff's Office that was not being recommended for a waiver and spoke in support of the position.

### **RECOGNIZE RECENT RETIREES**

The following individual was present:

James Wagner	31 years 9.4 months
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The following individuals were unable to be present:

Daniel Walsh	21 years 4.9 months
Helena Rosu	17 years 5.7 months
Deborah Goldberg	19 years 4.2 months

### **EMPLOYEE EXIT INTERVIEWS**

#### **MOTION**

A motion was made by Haggerty, supported by Brandenburg, to receive and file the employee exit interview forms. **The Motion Carried.**

### **RECLASSIFICATION OF DATA ENTRY CLERK TO DATA MAINTENANCE CLERK AND PROVIDE EQUITY ADJUSTMENT FOR ASSISTANT ASSIGNMENT CLERK IN CIRCUIT COURT**

#### **COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY HILL, SUPPORTED BY SLINDE, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE RECLASSIFICATION OF DATA ENTRY CLERK TO DATA MAINTENANCE CLERK AND PROVIDE EQUITY ADJUSTMENT FOR ASSISTANT ASSIGNMENT CLERK IN THE CIRCUIT COURT. **THE MOTION CARRIED.**

### **RECOMMENDATIONS OF THE HUMAN RESOURCES AND FINANCE**

**DEPARTMENTS CONCERNING THE GRANT OF A WAIVER FOR CERTAIN POSITIONS FROM THE IMPOSITION OF THE HIRING FREEZE**

Mr. Cwiek indicated that the Court Officer position for Probate Court is not part of today's consideration.

Commissioner Doherty requested separation of the Educator in MSU Extension and Computer Maintenance Clerk in the Sheriff's Office.

**COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY HILL, SUPPORTED BY SLINDE, TO CONCUR WITH THE RECOMMENDATIONS OF THE HUMAN RESOURCES AND FINANCE DEPARTMENTS CONCERNING THE GRANT OF A WAIVER FOR CERTAIN POSITIONS FROM THE IMPOSITION OF THE HIRING FREEZE, WITH THE EXCEPTION OF THOSE SEPARATED.

Commissioner Flynn requested that discussion be held about the Computer Maintenance Clerk and Account Clerk III positions in the Clerk's Office. Ms. Sabaugh spoke about the need for those positions. Commissioner Flynn indicated that additional work will be placed on employees if these positions are not supported.

**AMENDMENT**

A MOTION WAS MADE BY DOHERTY, SUPPORTED BY BRANDENBURG, TO GRANT TWO TEMPORARY POSITIONS TO FILL THE POSITIONS AT THE CLERK'S OFFICE.

Commissioner Doherty stated that there are budgetary savings that need to be achieved, but that work also needs to be done.

Commissioner Brown spoke in support of sustaining the hiring freeze and noted that these positions are only being temporarily frozen.

Chair Mijac called for a vote on the amendment and **THE MOTION CARRIED.**

Mr. Cwiek provided an overview of the positions for MSU Extension, Probate Court and Sheriff's Office. Discussion ensued.

Commissioner Flynn offered an amendment to approve a waiver for the Coordinator/Interviewer at Probate Court, but there was no support.

**MOTION**

A motion was made by White, supported by Szczepanski, to postpone further action on these items until the following information is provided: how much money has been saved to date, how many positions have been waived after the freeze was put in place and how many positions have not been approved.

Further discussion on the postponement motion ensued.

Chair Mijac called for a vote on the motion to postpone and **The Motion Carried.**

### **EXTENSION OF BUDGETARY FOUR DAY WORKWEEK**

#### **COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY SZCZEPANSKI, SUPPORTED BY BRANDENBURG, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE AN EXTENSION OF THE BUDGETARY FOUR-DAY WORKWEEK UNTIL DECEMBER 31, 2007. **THE MOTION CARRIED.**

### **EXECUTIVE SESSION TO DISCUSS LABOR NEGOTIATIONS**

#### **MOTION**

A motion was made by Brandenburg, supported by Szczepanski, 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 10:25 a.m., with it concluding at 10:32 a.m.

#### **ADJOURNMENT**

Chair Mijac adjourned the meeting at 10:33 a.m.

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**Corinne Bedard**  
**Committee Reporter**