

**MINUTES OF THE  
PERSONNEL COMMITTEE**

**MONDAY, NOVEMBER 23, 2009**

At a meeting of the **Personnel Committee**, held Monday, November 23, 2009, in the Board Room, on the 9<sup>th</sup> Floor of the Administration Building, Mount Clemens, the following members were present:

Mijac-Chair, Accavitti, Boyle, Brdak, Brown, Bruley, Camphous-Peterson, Carabelli, DiMaria, Doherty, Duzyj, D. Flynn, J. Flynn, Gielegghem, Kepler, Lampar, Mocerri, Rengert, Rocca, Sauger, Sprys, Szczepanski, Tocco, Torrice and Vosburg.

Absent and excused was Crouchman.

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

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**AGENDA**

**MOTION**

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

**MINUTES**

**MOTION**

A motion was made by Vosburg, supported by J. Flynn, to approve the September 21 and October 13, 2009 minutes of this committee, as written. **The Motion Carried.**

**PUBLIC PARTICIPATION**

Donna Cangemi, 11235 Hemlock, Sterling Heights

**RECONFIRMATION OF VACANCIES**

**COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY DOHERTY, SUPPORTED BY J. FLYNN, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE RECONFIRMATION OF THE FOLLOWING VACANCIES:

TWO CASE MANAGER II'S

COMMUNITY MENTAL HEALTH

TWO REGISTERED NURSES

COMMUNITY MENTAL HEALTH

ONE CASE MANAGER

MACOMB/ST. CLAIR EMPLOYMENT  
AND TRAINING AGENCY

**THE MOTION CARRIED WITH DUZYJ VOTING “NO.”**

**RECONFIRMATION OF ONE VACANT ADMINISTRATIVE ASSISTANT III AND RECLASSIFICATION TO ADMINISTRATIVE ASSISTANT I IN COMMUNITY MENTAL HEALTH DEPARTMENT**

**COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY J. FLYNN, SUPPORTED BY VOSBURG, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE RECONFIRMATION OF ONE VACANT ADMINISTRATIVE ASSISTANT III POSITION AND RECLASSIFY IT TO ONE ADMINISTRATIVE ASSISTANT I POSITION IN THE COMMUNITY MENTAL HEALTH DEPARTMENT. **THE MOTION CARRIED.**

**IMMEDIATE RECONFIRMATION OF VACANCIES IN TREASURER’S OFFICE**

**COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY BRULEY, SUPPORTED BY J. FLYNN, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE IMMEDIATE RECONFIRMATION OF VACANCIES IN THE TREASURER’S OFFICE. **THE MOTION CARRIED.**

**ELIMINATION OF THREE NON-UNION CO-OP POSITIONS FROM CLERK/ REGISTER OF DEEDS BUDGET AND RECLASSIFICATION OF ONE AFSCME ACCOUNT CLERK III TO AFSCME ELECTION SPECIALIST IN CLERK’S BUDGET**

A revised resolution was distributed.

**COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY J. FLYNN, SUPPORTED BY DOHERTY, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE ELIMINATION OF THREE NON-UNION PART-TIME CO-OP POSITIONS FROM THE CLERK/REGISTER OF DEEDS BUDGET EFFECTIVE DECEMBER 1, 2009; RECLASSIFICATION OF ONE AFSCME ACCOUNT CLERK III POSITION IN THE CLERK BUDGET, CURRENTLY ASSIGNED TO THE ELECTIONS DEPARTMENT, TO AN AFSCME ELECTION SPECIALIST POSITION IN THE CLERK BUDGET WITH A MINIMUM SALARY OF \$33,638 AND A MAXIMUM SALARY OF \$40,773, EFFECTIVE DECEMBER 23, 2009; RECLASSIFICATION OF ONE AFSCME TYPIST CLERK I/II POSITION IN THE CLERK BUDGET, CURRENTLY ASSIGNED TO THE ELECTIONS DEPARTMENT, TO AN AFSCME ELECTION SPECIALIST POSITION IN THE CLERK BUDGET WITH A MINIMUM SALARY OF \$33,638 AND A MAXIMUM SALARY OF \$40,773, EFFECTIVE DECEMBER 23, 2009; ALLOCATION OF \$24,465.69 OF THE ANNUAL SAVINGS FROM THE ELIMINATION OF THE CO-OP POSITIONS TO COVER THE ENTIRE ANNUAL COST OF THE ELECTION SPECIALIST RECLASSIFICATIONS, EFFECTIVE DECEMBER 23, 2009; DIRECT THE HUMAN RESOURCES DEPARTMENT TO POST THE POSITIONS IMMEDIATELY; THIS RESOLUTION GENERATES ADDITIONAL ANNUAL SAVINGS OF \$2,144.31, WHICH SHALL BE USED IF A CONCURRENT RESOLUTION IS ADOPTED.

The following commissioners spoke: Vosburg and Doherty.

A question was raised regarding the intent of the motion and Commissioner J. Flynn clarified that her motion is the entire revised resolution.

Commissioner Doherty withdrew her support because she thought it was only for the first part. Commissioner Sprys supported the motion.

The following commissioner spoke: Duzyj.

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

### **REVISED VACANT POSITION RECONFIRMATION POLICY**

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

A MOTION WAS MADE BY SZCZEPANSKI, SUPPORTED BY BRDAK, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE REVISED RECONFIRMATION POLICY AS OUTLINED. **THE MOTION CARRIED.**

The following commissioner spoke: Vosburg.

### **WAIVING OF HIRING FREEZE AND AUTHORIZE HEALTH DEPARTMENT TO IMMEDIATELY FILL TWO PART-TIME VISION AND HEARING TECHNICIAN POSITIONS**

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

A MOTION WAS MADE BY BRDAK, SUPPORTED BY SPRYS, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE WAIVING OF THE HIRING FREEZE AND AUTHORIZE THE HEALTH DEPARTMENT TO IMMEDIATELY FILL TWO PART-TIME VISION AND HEARING TECHNICIAN POSITIONS.

The following commissioner spoke: Duzyj.

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

### **RECLASSIFICATION OF ONE TYPIST CLERK I/II TO TYPIST CLERK III IN VETERANS SERVICES DEPARTMENT**

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

A MOTION WAS MADE BY SPRYS, SUPPORTED BY TORRICE, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE RECLASSIFICATION OF ONE TYPIST CLERK I/II POSITION TO ONE TYPIST CLERK III POSITION IN THE VETERANS SERVICES DEPARTMENT. **THE MOTION CARRIED.**

**ADDITION OF ONE PART-TIME ACCOUNT CLERK IV IN COMMUNITY SERVICES AGENCY – WEATHERIZATION PROGRAM**

**COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY DOHERTY, SUPPORTED BY SPRYS, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE ADDITION OF ONE PART-TIME ACCOUNT CLERK IV POSITION IN THE WEATHERIZATION PROGRAM AT THE COMMUNITY SERVICES AGENCY. **THE MOTION CARRIED.**

**CONTINUATION OF ALTERNATIVE WORK SCHEDULE AND VOLUNTARY FOUR DAY WORK WEEK FOR 2010**

**COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY CAMPHOUS-PETERSON, SUPPORTED BY DOHERTY, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE CONTINUATION OF THE ALTERNATIVE WORK SCHEDULE AND THE VOLUNTARY FOUR DAY WORK WEEK FOR 2010. **THE MOTION CARRIED.**

**PREPARATION AND ISSUANCE OF REQUEST FOR PROPOSAL FOR COUNTY'S EMPLOYEE ASSISTANCE PROGRAM SERVICES**

**COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY KEPLER, SUPPORTED BY SZCZEPANSKI, 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 AS CURRENTLY PROVIDED. **THE MOTION CARRIED.**

**EXECUTIVE SESSION TO DISCUSS LABOR NEGOTIATIONS**

**MOTION**

A motion was made by Sprys, supported by Lampar, 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 9:16 a.m., with it concluding at 9:27 a.m.

**NEW BUSINESS**

Commissioner Tocco stated that if any changes are made to the Personnel Manual, those will be incorporated into the manual by Mr. Bernard at no cost for one year.

**ADJOURNMENT**

Chair Mijac adjourned the meeting at 9:30 a.m.

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**Corinne Bedard  
Committee Reporter**