

AGENDA

LABOR RELATIONS COMMITTEE

111 S. Michigan Ave., Rm. 200, Saginaw, MI 48602

Monday, March 11, 2024 at 4:00 p.m.

Members: Michael Webster - Chair, Sheldon Matthews - Vice-Chair, Denny Harris, Gerald Little, Christopher Boyd

Others: Administrator, Personnel Director, Finance Director, Civil/Labor Counsel, Board Staff, *Media*

- I. Call to Order
- II. Welcome – Roll Call
- III. Correction/Approval of Minutes (***February 12, 2024 Minutes - Attached***)
- IV. Public Comment
 - *Speakers limited to 3 minutes*
- V. Agenda
 1. **Jennifer Broadfoot, Personnel Director, re:**
 - **3-19-16** Employment Status Report, Exit Interviews, Employee Groups, and Retiree Employment Contracts covering the month of February 2024 (*Receive & File*)
 2. **Jessica Sargent, Commission on Aging Director, re:**
 - **3-19-17** Requesting approval to delete the Care Management Program part-time Registered Nurse and add a part-time Program Assistant, reducing the wage expenditure by approximately \$25,212
 3. **Christina Harrington, Health Department Director, re:**
 - **3-19-18** Requesting approval to add a PCN for a full-time Environmental Health Specialist I/II position
 4. **Suzy Koeplinger, Board Coordinator, re:**
 - **3-19-19** Requesting approval to enter into a Professional Services Agreement with Marissa Sawdon, Assistant Board Coordinator, for 90 days to maintain continuity in work productivity and provide training
- VI. Miscellaneous
- VII. Adjournment

MINUTES

DRAFT

LABOR RELATIONS COMMITTEE

111 S. Michigan Ave., Rm. 200, Saginaw, MI 48602

Monday, February 12, 2024 at 4:00 p.m.

Present: Michael Webster - Chair, Sheldon Matthews - Vice-Chair, Denny Harris, Christopher Boyd
Absent: Gerald Little
Others: Mary Catherine Hannah, Jennifer Broadfoot, Koren Thurston, Dave Gilbert, Chief Judge Julie Gafkay, Michael Yelsik, Jaime Ceja, Brian Keenan-Lechel, Jason VanBocxlear, Catherine Hicks and Marissa Sawdon

- I. Call to Order ---**Webster at 4:00 p.m.**
- II. Welcome – Roll Call
- III. Correction/Approval of Minutes (**January 11, 2024 Minutes**)
---**Moved by Boyd, seconded by Harris, to approve. Motion carried.**
- IV. Public Comment (*Speakers limited to 3 minutes*)
 - **Jason VanBocxlear, UAW Region 1D, asked the committee to consider conducting another compensation study to correct inequities in employee pay and raises.**
 - **Chief Judge Julie Gafkay introduced the new Circuit Court Administrator, Michael Yelsik.**
- V. Agenda
 1. **Jennifer Broadfoot, Personnel Director, re:**
 - **2-20-10** Employment Status Report, Exit Interviews, Employee Groups, and Retiree Employment Contracts covering the month of January 2024
---**Moved by Boyd, seconded by Harris, to receive and file. Motion carried. (Receive & File)**
 2. **Dave Gilbert, Civil/Labor Counsel, re:**
 - **2-20-11** Requesting consideration and approval of two (2) Memorandums of Understanding between Saginaw County and POAM Unit 312 regarding amendment of Article 29 and UAW Local 455 – Unit 48 regarding the transfer of the Operations Supervisor in the Prosecutor’s Office from Unit 50 to Unit 48
---**Moved by Harris, seconded by Boyd, to approve the MOU between Saginaw County and POAM Unit 312. Motion carried.**
---**Moved by Harris, seconded by Matthews, to approve the MOU between Saginaw County and UAW Local 455 Unit 48. Motion carried with an abstention from Boyd. (Board Report)**
 - **2-20-12** Requesting approval of an extension to the Professional Services Agreement with David Cable, former Circuit Court Administrator
---**Moved by Boyd, seconded by Harris, to approve. Motion carried. (Board Report)**

VI. Miscellaneous

- **Dave Gilbert asked the committee to consider how to move forward with the compensation study after hearing the union's concerns.**

---Moved by Matthews, seconded by Boyd, to come back in March to review options for the optimal path for moving forward with an RFP drafted by the Administrator, Civil/Labor Counsel, and the Personnel Director. Motion carried.

VII. Adjournment ***---Moved by Harris, seconded by Boyd, to adjourn. Motion carried; time being 4:51 p.m.***

Respectfully Submitted,

Michael Webster, Committee Chair

Marissa Sawdon, Committee Clerk



County of Saginaw

LABOR RELATIONS

111 South Michigan Avenue
Saginaw, MI 48602

Mary Catherine Hannah
County Administrator

3-19-16

March 6, 2024

Commissioner Christopher Boyd, Chairman
Saginaw County Board of Commissioners
111 South Michigan Ave.
Saginaw, MI 48602

Re: Labor Relations Committee Employment Status Report

Dear Chairman Boyd:

Pursuant to a request from the Labor Relations Committee, the Personnel Department is herein submitting the Employment Status Report for March, 2024. As you are aware, the Personnel Department has been conducting exit interviews when possible (i.e., dependent upon cooperation of the former employee), as employees conclude their employment or transfer to another Department. Statistics for February, 2024 have been compiled, summarized and are enclosed for review. Retirements are reported for the first of the month following an employee's retirement date. Retirees with current contracts to provide services are also listed.

I hope the enclosed report provides the Labor Committee with the information required. I will be available at the March, 2024 meeting to answer any questions regarding this report. Meanwhile, if you or any Commissioner has questions, please do not hesitate to contact me. Thank you.

Sincerely,

Jennifer Broadfoot

Jennifer Broadfoot
Personnel Director

RECEIVED
SAGINAW COUNTY
BOARD OF COMMISSIONERS
MS
2024 MAR -1 A 8:26

 (989) 790-5210

 administratorsoffice@saginawcounty.com

Employment Status Report –March, 2024

Name	Dept.	DOH	DOT	Title	Transfer Date	Dept.	Class From	Class To	Exit Int.	Reason
Petrie, J.	District Ct.	12/13/21	2/2/24	Legal Clerk I	N/A	N/A	N/A	N/A	No	Termination
Lewis, A.	Circuit Ct.	9/10/12	2/9/24	Law Clerk/ Bailiff	N/A	N/A	N/A	N/A	No	Resigned
Walczak, N.	District Ct.	12/6/23	2/15/24	Legal Clerk I	N/A	N/A	N/A	N/A	No	Resigned
Johns, J.	District Ct.	3/7/22	2/23/24	Legal Specialist II	N/A	N/A	N/A	N/A	No	Family Matter

Retirees with Current Contract (March 1, 2024)

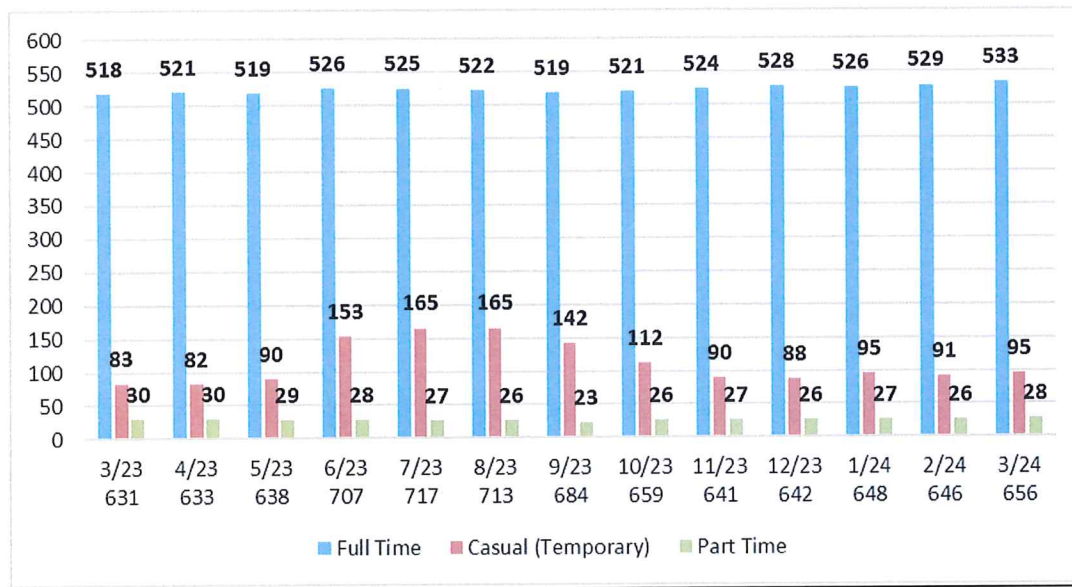
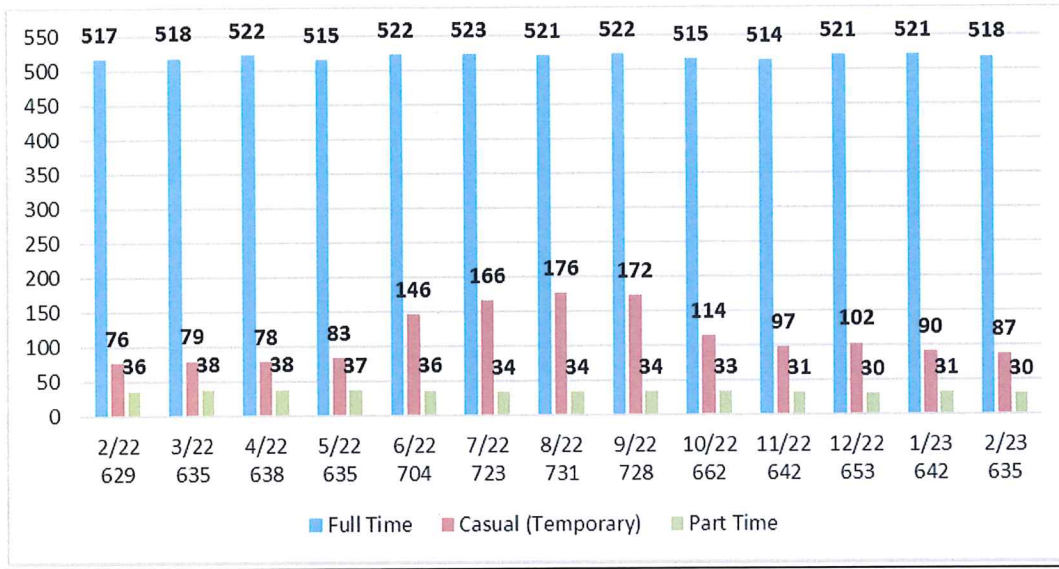
Name	Department	Retirement Date	Contract Expiration	Pay
Alan Kaufman (Kaufman Aviation)	H.W. Browne Airport	01/01/02	09/30/26	\$82,497 annually in 2024

Retirees Working as Needed (March 1, 2024) *

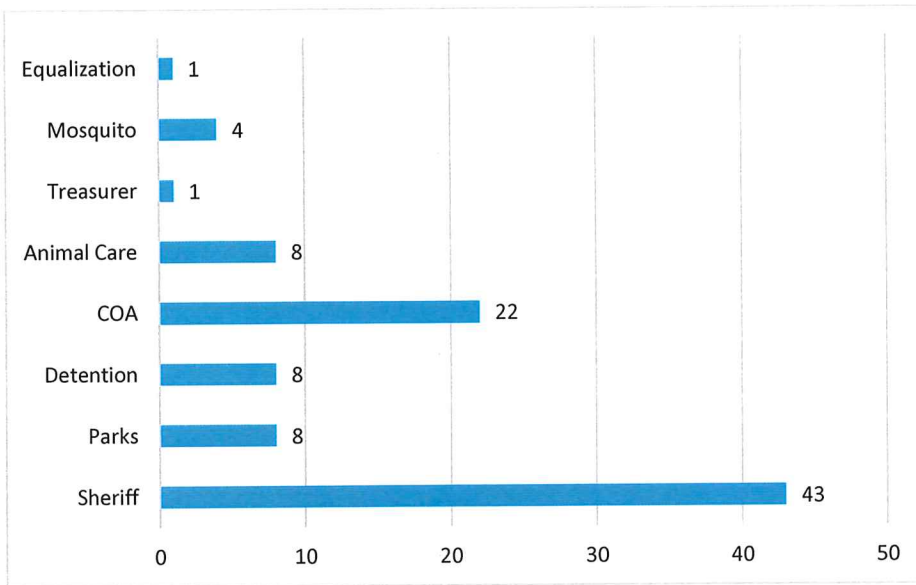
Name	Department	Retirement Date	Contract Expiration	Hourly Pay	Hours worked in February
Bethany Jacques	Health	7/1/19	September 30, 2024	\$50.00	65
Mary Patnode	Health	9/30/18	September 30, 2024	\$45.00	37
Maria Cisneros	Health	9/27/13	March 29, 2024	\$28.00	0

*This report does not include retired Court employees with a current contract.

Number of Employees (Reported for First of Month)



Number of Temporary Employees by Department (March 1, 2024)



Status Report
Saginaw County Employee Groups

March 1, 2024

Employee Group	Employees	Expiration of Contract	Status
Commissioners	11	December 31, 2024	Set
Elected Officials	6	December 31, 2024	Set
Judges	12	State of Michigan Commission	Set
Non-Union	11	September 30, 2024 Annual via Budget	Set
UAW – Managers	60	9/30/2024	Set
UAW – Professionals	58	9/30/2024	Set
UAW – Clerical, Technical, & Paraprofessionals	22	9/30/2024	Set
COAM – Sheriff Unit II-Sergeants	14	9/30/2025	Set
POAM – Detention Youth Care Specialists	16	9/30/2024	Set
POAM – Prosecutors	19	9/30/2024	Set
POAM – Detention Center Supervisors	4	9/30/2024	Set
Teamsters – Health Dept./COA Employees	80	9/30/2024	Set
COAM – Sheriff Unit III- Captain/Lieutenants	5	9/30/2024	Set
POAM – Animal Shelter Employees	8	9/30/2024	Set
POAM – Probation Officers, Family Division	7	9/30/2024	Set
TPOAM – Courthouse Employees	137	9/30/2024	Set
Teamsters – Public Health Nurses	11	9/30/2024	Set
POAM – Sheriff Unit 1 (312 Eligible)	40	9/30/2025	Set
GELC – Probation Officers, District Court	5	9/30/2024	Set
POAM – Sheriff Unit 1 (Non-312 Eligible)	35	9/30/2024	Set
Total	561		



SAGINAW COUNTY COMMISSION ON AGING

...Providing Services, Programs and Opportunities for Older Adults...

LABOR RELATIONS

March 6, 2024

Commissioner Christopher Boyd, Chairman
Board of Commissioners
111 S. Michigan Avenue
Saginaw, MI 48602

3-19-17

RECEIVED
SAGINAW COUNTY
BOARD OF COMMISSIONERS
2024 MAR 6 P 5:10
MS

RE: CARE MANAGEMENT PROGRAM STAFFING CHANGE REQUEST

Dear Chairman Boyd:

REQUEST SECTION: To delete the Care Management Program (CMP) part-time Registered Nurse and add a part-time Program Assistant (job description attached).

BACKGROUND INFORMATION SECTION: The Care Management Program (CMP), as required by the grant, includes a Registered Nurse and Licensed Social Worker. The CM team utilizes person centered planning to assist medically needy/nursing home level of care participants to remain in their home. The team identifies needs and explores services and care options.

Currently, the CMP is budgeted for three positions:

1. Care Management Coordinator
2. Care Management Registered Nurse (full-time)
3. Care Management Registered Nurse (part-time 24 hours/week)

The Registered Nurse (part-time) position has been vacant since January 2023, when the individual who last held the position resigned. Prior to this individual's resignation, there were ongoing challenges in fulfilling the requirements of the position. As a result, this individual took on more administrative type tasks, while we worked through personnel related matters. This started the conversation with other members of the CM team about changing the part-time RN position to an administrative support position. It was necessary to ensure this change would be acceptable under the grant and that we had the time to determine an efficient workflow for the new position. Both employees on the CM team are confident having someone to take on administrative tasks, would complement the program and enhance services. It would also allow them to utilize their skill sets to assist with the more complex tasks assisting clients, if some of the day-to-day data entry, copying, filing type work could be assigned to an administrative support position. They have been functioning for just over one year without the part-time RN and gained a strong understanding of exactly what tasks they would like to see taken on with the new position to support the program. With the CM teams' input, a Positional Analysis Questionnaire or PAQ, was completed and submitted to Personnel. Based on essential duties of the position, it was determined the attached job description and pay grade would be most appropriate for the position. The CMP staffing changes were discussed with the Commission on Aging Advisory Board at the December 21, 2023 board session. The board approved, by motion, to proceed forward with requesting the change to the Board of Commissioners.

FINANCIAL INFORMATION SECTION: (238-67215) Referencing the current wage scale, the cost of a part-time Registered Nurse position is \$57,120 and the cost of a part-time Program Assistant is \$31,908. Staffing changes will result in a reduction in expenditures of approximately \$25,212.

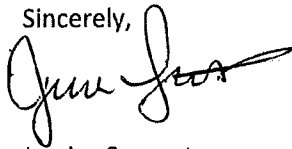
PARTNERSHIP/COLLABORATION SECTION: The agency partners with Region VII Area Agency on Aging, which provides grant funding, to partially support the Care Management Program. Changes in the staffing compliment will not affect grant funding.

STRATEGIC PLANNING SESSION: This request is aligned with State-of-the-Art County Services, Improved Employee Engagement, and Continued Responsible Management of Fiscal Resources.

RECOMMENDATION SECTION: I am recommending the Board of Commissioners provide authorization to delete the part-time Registered Nurse position and add the part-time Program Assistant position to the Care Management Program.

Susan Caister, Nutrition Program Manager, will be present at the March labor relations committee to answer any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Jessica Sargent", written in a cursive style.

Jessica Sargent
Commission on Aging Director

Program Assistant

Dept/Div: COA/WA

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate administrative support work providing assistance and support to the day-to-day aspects of the Foster Grandparent Program (FGP) or Care Management Program (CMP) and related work as apparent or assigned. Work is performed under the moderate supervision of assigned personnel. Limited supervision is exercised over volunteers.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Provides clerical support for the FGP or CMP program, including receiving and screening telephone calls, composing and typing correspondence, data entry, etc.
- Compiles program reporting data as required.

For FGP:

- Performs routine accounting functions for the program which includes preparing and entering the stipend payroll for volunteers and processing annual volunteer income reviews to determine program eligibility.
- Attends and assists the FGP Coordinator in planning and coordinating program events such as fundraising events, volunteer orientation, recognition events, and in-service/training meetings.
- Monitors volunteer performance by visiting each volunteer site monthly or as assigned by Program Coordinator. Monitoring duties include but are not limited to ensuring that the volunteer is following program policies and site regulations. Visits the assigned site leader, when appropriate, to ensure that the student care plan is being followed and to address volunteer needs.
- Assists FGP Coordinator in evaluating volunteer assignments and performance. Facilitates volunteer communications. Maintains accurate confidential file of personal data for each volunteer in compliance with federal, state, and agency policies and regulations.
- Assist the FGP Program Coordinator in promoting community awareness of the Foster Grandparent Program by setting up and manning informational booths or tables at community health fairs, posting flyers throughout Saginaw County, etc. Develops and produces newsletter.

For CMP:

- Develops and maintains CMP informational packet. Maintains client rosters and files (electronic and physical.)
- Generates cost share letters and develops promotional materials/flyers.
- Contacts service providers to broker services for clients. Manages and organizes donation closet. Delivers supplies or makes friendly visits to clients.
- Composes Dementia Advisory Board correspondence. Attends special events, job fairs, and community education seminars. Speaks at public events to promote programs.

Education and Experience

High school diploma or GED and moderate administrative experience. Able to make home/site visits as individual programs require. Knowledge of needs of older adults, basic math and strong writing skills preferred.

Physical Requirements

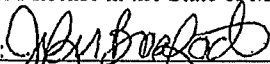
This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires

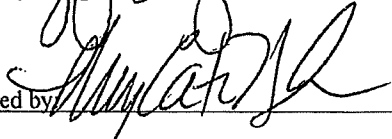
Program Assistant

standing and occasionally requires walking; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Obtain CPR and First Aid Certifications within 6 months of hire.
Valid driver's license in the State of Michigan.

Written by:  Title: Personnel Director Date: 3/5/24

Approved by:  Title: County Administrator Date: 3/6/24

Christina A. Harrington, M.P.H.
Health Officer



Saginaw County
HEALTH DEPARTMENT
Caring experts, advocates & champions.
For health. For everyone.

Delicia J. Pruitt, M.D., F.A.A.F.P.
Medical Director

**LABOR
RELATIONS**

March 6, 2024

Honorable Christopher Boyd, Chairman
Board of Commissioners
County of Saginaw
111 S. Michigan Ave.
Saginaw, MI 48602

3-19-18

RECEIVED
SAGINAW COUNTY
BOARD OF COMMISSIONERS
2024 MAR - 7 AM 9:05

RE: REQUEST TO ADD PCN (1.0 FTE) ENVIRONMENTAL HEALTH SPECIALIST I/II

Dear Chairman Boyd:

Please permit this letter to serve as my request to meet with the Labor Relations Committee at the March meeting regarding the following personnel matter:

- **Request to add a new PCN – 1.0 FTE Environmental Health Specialist I/II Position to 22160115**

I am requesting approval to add an environmental health specialist I/II position in the Environmental Health Services division of the department. This position is crucial to assisting us in meeting state accreditation standards for the ration requirement of food service sanitarians to licensed food service establishments in Saginaw County. Currently we have 4 EHS staff performing food service inspections, licensing, and permitting for over 694 licensed food service establishments, a ratio of 173 facilities per EHS. The State of Michigan accreditation measure is a ration of no more than 140 facilities per EHS. SCHD have been cited in previous accreditations to work on solutions to align this ratio. Adding a EHS I/II FTE position will put us in alignment to meet this standard and also provide for better coverage of our restaurants in the future. This position will further assist to cover not only food service but other EHS programs such as water quality and onsite wastewater programming.

Further, I am requesting to add this position due to increased funding from MDHHS for essential local public health services. The department has received \$106,457 increase to the EHS budget which will cover 80% of the cost of this position (which a budget amendment was approved by the Board in November 2023) – with additional funding \$20,562 added with millage funding for SCHD.

I plan on attending the Labor Relations Committee meetings to answer any questions about this request. Thank you for your consideration in this matter.

Respectfully,

Christina A. Harrington, MPH
Health Officer



March 8, 2024

Christopher Boyd, Chairman
Michael Webster, Chair of Labor Relations
Saginaw County Board of Commissioners
111 S. Michigan Ave.
Saginaw, MI 48602

**LABOR
RELATIONS**

3-19-19

**Re: Marissa Sawdon Resignation
Professional Services Agreement**

Dear Chairman Boyd and Chair Webster:

As you know, Marissa Sawdon has submitted her resignation effective Friday, March 22, 2024. This is a critical role within the Board of Commissioners Office, as the Assistant Board Coordinator performs many tasks in support of the Board of Commissioners and the Board Coordinator.

Please consider my request to put in place a Professional Services Agreement with Ms. Sawdon to continue working (remotely and in-person hybrid situation) for up to ninety (90) days at an hourly rate of \$25.00 in order to maintain continuity in work productivity and to train her replacement.

Thank you for your consideration. I will be present at the Labor Relations Committee meeting on Monday, March 11, 2024 to answer any questions you may have.

Respectfully,

Suzy Koepplinger
Board Coordinator
Saginaw County Board of Commissioners