

# AGENDA

## LABOR RELATIONS COMMITTEE

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

**Monday, September 8, 2025 at 4:00 p.m.**

Members: Gerald Little-Chair, Sheldon Matthews-Vice-Chair, Denny Harris, Mark Piotrowski, Jack Tany  
Others: County Clerk, Administrator, Personnel Director, Finance Director, Civil/Labor Counsel,  
Board Staff, *Media*

- I. Call to Order
- II. Welcome – Roll Call
- III. Correction/Approval of Minutes (***August 11, 2025 - Attached***)
- IV. Public Comment (*Speakers limited to 3 minutes*)
- V. Agenda

1. **Jennifer Broadfoot, Personnel Director, re:**

- **9-16-15** Employment Status Report, Exit Interviews, Employee Groups, and Retiree Employment Contracts covering the month of August 2025 (*Receive & File*)

2. **Timothy M. Novak, Treasurer, re:**

- **9-16-16** Requesting an extension of the contract with retiree Maureen Haas for up to a year to train a promoted employee, help with bank reconciliations and balance personal property taxes (*Board Report*)

3. **Mary M. McLaughlin, Manager/Coordinator, Community Corrections, re:**

- **9-16-17** Requesting approval to authorize the Community Corrections Advisory Board (CCAB) to implement, maintain, and adopt an Onboarding Manual for Community Corrections staff and delegate the CCAB to exercise this responsibility on behalf of the county (*Board Report*)

4. **Dave Gilbert, Civil/Labor Counsel, re:**

- **9-16-18** Submitting a Memorandum of Understanding (MOU) between County of Saginaw and UAW Local 455 – Unit 50 regarding a step increase for Judge Gafkay’s law clerk (*Board Report*)

5. **Mary Catherine Hannah, County Administrator; Larry Robertson, Gallagher, via Teams, re:**

- **9-16-19** Gallagher’s review of the County’s Compensation Plan – open and closed session (*Receive & File*)

6. **Closed Session**

- Pursuant to MCL 15.268(c) of the Open Meetings Act, the committee will convene a Closed Session to discuss strategy connected with the negotiation of collective bargaining agreements (*Information to be distributed*)

7. Any other matters to come before the committee

- VI. Miscellaneous
- VII. Adjournment

# MINUTES

DRAFT

## LABOR RELATIONS COMMITTEE

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

**Monday, August 11, 2025 at 4:00 p.m.**

Present: Gerald Little-Chair, Sheldon Matthews-Vice-Chair, Denny Harris, Mark Piotrowski, Jack Tany  
Others: Mary Catherine Hannah, Jennifer Broadfoot, Dave Gilbert, Kyle Bostwick, Andrew Klaczkiwicz, Christina Harrington, Patricia Johnson, Undersheriff Gomez, Darcie Totten, Jaime Ceja, Suzy Koeplinger, Renee Sharkey, and Catherine Hicks

I. Call to Order – **Chair Little at 4:00 p.m.**

II. Welcome – Roll Call

III. Correction/Approval of Minutes (**June 9, 2025**)

- **Moved by Matthews, seconded by Tany, to approve. Motion carried.**

IV. Public Comment – **None**

V. Agenda

1. **Jennifer Broadfoot, Personnel Director, re:**

- **8-19-22** Employment Status Report, Exit Interviews, Employee Groups, and Retiree Employment Contracts covering the months of June and July 2025
- **Moved by Tany, seconded by Piotrowski, to receive and file. Motion Carried. (Receive & File)**

*[Withdrawn from Courts & Public Safety, transferred to Labor Relations]*

2. **Hon. Julie Gafkay, Chief Circuit Court Judge, re:**

- **8-19-6** Requesting an increase in pay for the Law Clerk/Bailiff in her court to Step 3 of the B-19 pay scale
- Reasoning for the request was that step 1 of the pay scale doesn't compensate for someone with 10 years' experience prior to starting the position. Request was withdrawn from Labor Relations. Civil Counsel, Dave Gilbert, reported that he received an email from the union at 2:45 p.m. today requesting more discussion. (*No action*)

3. **Christina Harrington, Health Officer, re:**

- **8-19-23** Requesting an extension of the retiree contract with Bethany Jacques through fiscal year 2026 to provide consultant services and serve as the departmental liaison with Covenant Epic staff to improve operational efficiencies
- Health Officer Harrington requested that Bethany Jacques' retiree contract be extended through FY 2026. Her current contract expires September 30, 2025 and the need continues for her consulting service and her role as departmental liaison with Covenant Epic staff. She is furthering Epic customization and reporting and improving operational efficiencies.
- **Moved by Matthews, seconded by Tany, to approve. Motion Carried. (Board Report)**
- **8-19-24** Requesting to contract with former employee Maria Cisneros to provide office coverage in the Environmental Health Services Division for a staff maternity leave until the employee returns or no later than December 31, 2025
- Health Officer Harrington reported that the contract for services will be terminated upon the return of staff from maternity leave, or no later than December 31, 2025.
- **Moved by Matthews, seconded by Harris, to approve. Motion Carried. (Board Report)**

4. **Patricia Johnson, Retirement/Benefits Administrator, re:**

- **8-19-25** Requesting certification of the Officer and Employee Delegates attending the 2025 Municipal Employees' Retirement System (MERS) Annual Meeting to be held in Acme, MI this year from October 16 - 17, 2025
- Patricia Johnson reported the election process for the delegates this year was exciting. Many people were nominated; Mindy Tuck from payroll was chosen as the officer delegate and Christine Juarez from Commission on Aging was elected to be the employee delegate. They will share a short summary of what they learned at the MERS annual meeting.
- ***Moved by Matthews, seconded by Tany, to approve. Motion Carried. (Board Report)***

5. **Mary Catherine Hannah, County Administrator, re:**

- **8-19-26** Requesting approval of a revision to clarify Sec. 7.4 of County Policy #335, "Compensation," regarding the compensation for countywide elected positions (Clerk, Prosecutor, Public Works Commissioner, Register of Deeds, Sheriff and Treasurer) that establishes a separation of no less than 15% between the elected official and the highest pay grade within that office
- Administrator Hannah advised that the present language in County Policy #335 makes the policy hard to implement. It is rewritten for clarity. The goal is to get to 15% separation as quickly as possible. The draft has been shared with elected officials and Civil Counsel. The purpose of the 15% was to create a threshold because the highest paid individual in a department exceeded the pay of the elected official. This amount (15%) is common practice among other counties.
- ***Moved by Tany, seconded by Matthews, to approve. Motion Carried. (Board Report)***

6. **Dave Gilbert, Civil/Labor Counsel, re:**

- **8-19-27** Submitting two Memorandums of Understanding (MOU): (1) MOU between County of Saginaw and UAW Local 455 – Unit 50 regarding a step increase for Judge Gafkay's law clerk; and (2) MOU between County of Saginaw, Saginaw County Sheriff and POAM Unit 312 amending Article 8, Section 1 of the CBA removing the restriction of non-FTO certified officers
- MOU number 1 regarding a step increase for Chief Judge Gafkay's law clerk was withdrawn-no action.
- MOU number 2, per Civil Counsel, Dave Gilbert, solves a problem that has existed for over a year. Undersheriff Gomez was in the audience and concurred with Civil Counsel.
- ***Moved by Matthews, seconded by Piotrowski, to approve MOU #2. Motion Carried. (Board Report)***

7. Any other matters to come before the committee

VI. Miscellaneous – **None**

VII. Adjournment – ***Moved by Harris, seconded by Matthews, to adjourn; time being 4:25 p.m.***

Respectfully Submitted,  
Gerald Little, Committee Chair  
Suzy Koeplinger, Committee Clerk



## County of Saginaw

# LABOR RELATIONS

111 South Michigan Avenue  
Saginaw, MI 48602

Mary Catherine Hannah  
County Administrator

9-16-15

SAGINAW COUNTY BOC  
SEP 8 '25 AM 11:52

September 3, 2025

Commissioner Jack Tany, Chairman  
Saginaw County Board of Commissioners  
111 South Michigan Ave.  
Saginaw, MI 48602

Re: Labor Relations Committee Employment Status Report

Dear Chairman Tany:

Pursuant to a request from the Labor Relations Committee, the Personnel Department is herein submitting the Employment Status Report for September, 2025. 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 August, 2025 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 September, 2025 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



(989) 790-5210



administratorsoffice@saginawcounty.com

Employment Status Report –September, 2025

Name	Dept.	DOH	DOT	Title	Transfer Date	Dept.	Class From	Class To	Exit Int.	Reason
Weber, E.	Sheriff	3/18/99	8/1/25	Jail Sergeant	N/A	N/A	N/A	N/A	No	Retirement
Greene, B.	District Ct.	12/4/24	8/2/25	Legal Clerk I	N/A	N/A	N/A	N/A	Yes	School schedule
Gutierrez, R.	Sheriff	7/1/22	8/7/25	Corrections Officer	N/A	N/A	N/A	N/A	No	Resigned
Rosenbrock, M.	Michigan Works!	1/13/25	8/8/25	Accountant I	N/A	N/A	N/A	N/A	No	Personal/ health
Weathers, Y.	COA	3/11/22	8/12/25	Kitchen Assistant	N/A	N/A	N/A	N/A	No	Resigned
Nelson, S.	COA	11/4/24	8/14/25	Program Assistant	N/A	N/A	N/A	N/A	Yes	Relocating
Bellon, D.	Animal Care	4/27/17	8/15/25	AC Officer	N/A	N/A	N/A	N/A	No	New job
Jerome, M.	District Ct.	1/12/22	8/15/25	Legal Specialist II	N/A	N/A	N/A	N/A	No	Pursue career in law enforcement
Banks, J.	Sheriff	4/30/25	8/15/25	Corrections Officer	N/A	N/A	N/A	N/A	No	Terminated
Brechtelsbauer, J.	Sheriff	7/1/99	8/16/25	Corrections Officer	N/A	N/A	N/A	N/A	No	Unable to work
Hendrickson, K.	Animal Care	7/25/22	8/16/25	Kennel Tech	N/A	N/A	N/A	N/A	No	New job
Westphal, C.	Sheriff	7/19/23	8/16/25	Deputy	N/A	N/A	N/A	N/A	No	New job
Machado, A.	Circuit Ct.	11/21/23	8/19/25	Legal Clerk II	N/A	N/A	N/A	N/A	No	Unable to work
Perkins-Cage, K.	Family Ct.	7/17/23	N/A	Legal Clerk I	8/17/25	Clerk	T07	T09	Yes	Promotion

Summary of Exit Interviews – August, 2025

Mo./Yr.	Dept.	Why Leaving?	Are you satisfied with:			
			Pay?	Benefits?	Chance for Advancement?	Yrs. Service
7/25	District	The County would not work with me and my school schedule	No	Yes	Poor	8 mo.
7/25	COA	Relocating to another state to care for parents. Loved working at COA; is amazing Dept./agency	Was alright*	Yes	N/A	9 mo.
7/25	Family	Current position no longer aligns with goals. Training could have been better – otherwise everything was overall good.	No	No	Poor in Dept.	2 yr. 1 mo.

\*Would have liked to have been paid more due to cost of living.

### Retirees with Current Contract (September, 2025)

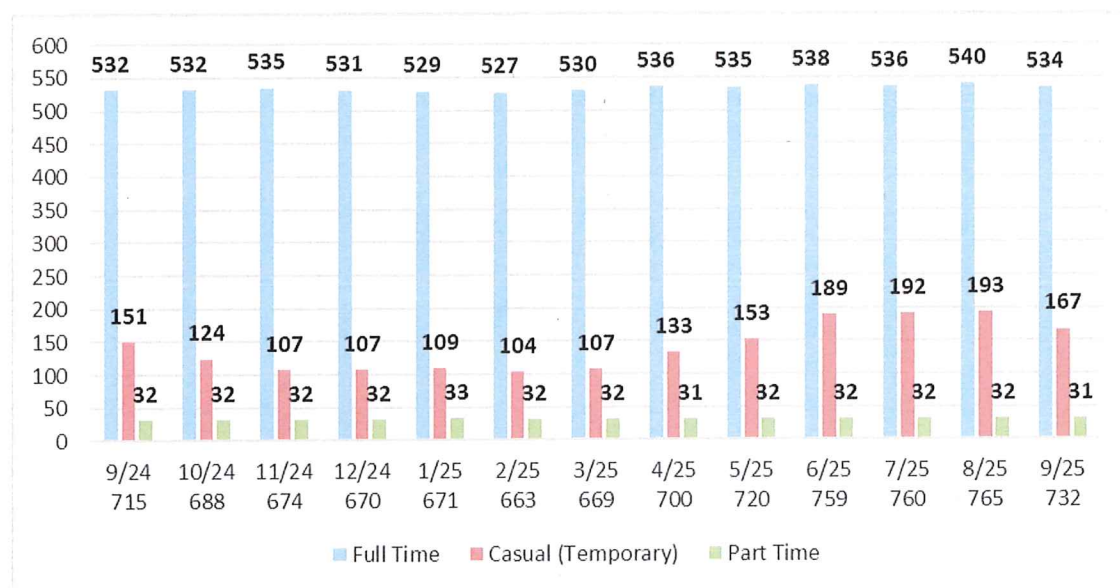
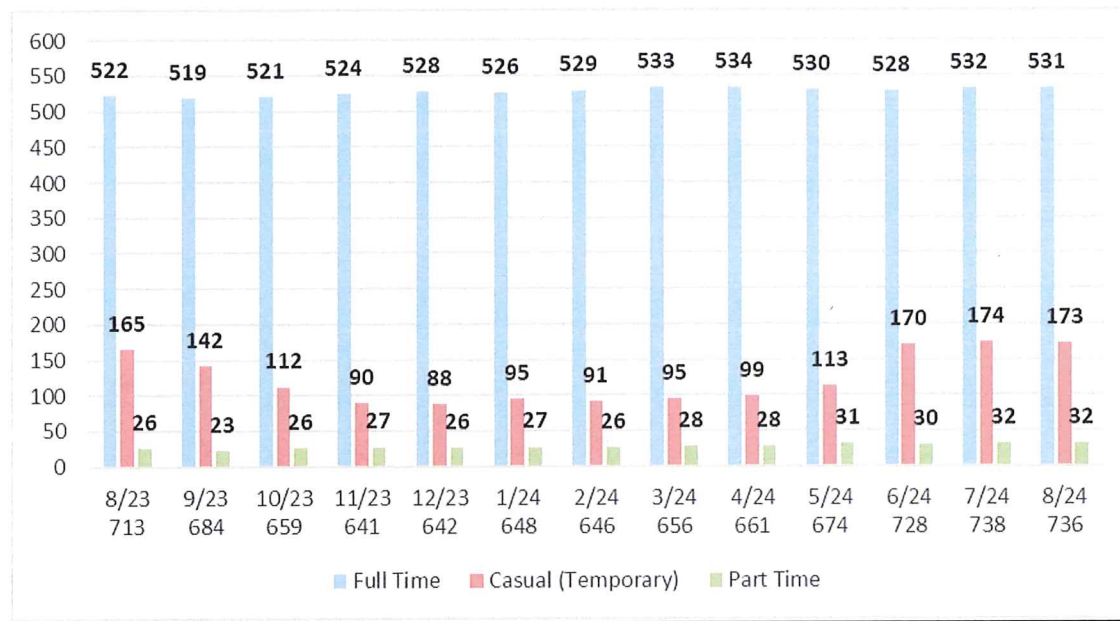
Name	Department	Retirement Date	Contract Expiration	Pay
Alan Kaufman (Kaufman Aviation)	H.W. Browne Airport	01/01/02	09/30/26	\$82,497 annually in 2025

### Retirees Working as Needed (September 1, 2025) \*

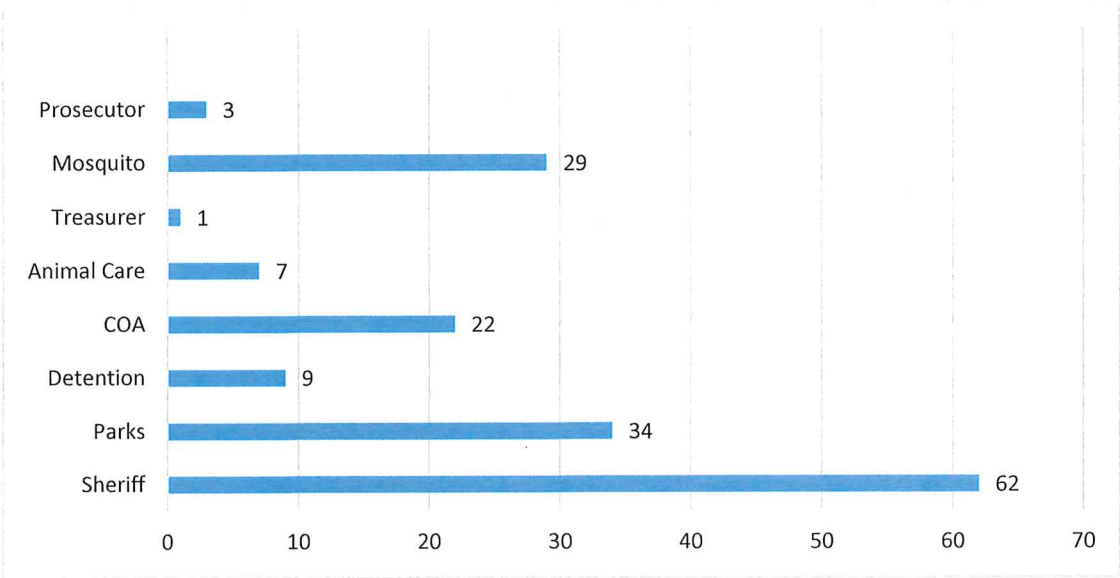
Name	Department	Retirement Date	Contract Expiration	Hourly Pay	Hours worked in August
Bethany Jacques	Health	7/1/19	September 30, 2025	\$50.00	36.5
Maureen Haas	Treasurer	1/1/25	September 17, 2025	\$35.00	28.5

\*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 (September 1, 2025)



**Status Report**  
**Saginaw County Employee Groups**  
September 1, 2025

Employee Group	Employees	Expiration of Contract	Status
Commissioners	11	December 31, 2025	Set
Elected Officials	6	December 31, 2025	Set
Judges	12	State of Michigan Commission	Set
Non-Union	11	September 30, 2025 Annual via Budget	Set
UAW – Managers	65	9/30/2027	Set
UAW – Professionals	59	9/30/2027	Set
UAW – Clerical, Technical, & Paraprofessionals	20	9/30/2027	Set
COAM – Sheriff Unit II-Sergeants	14	9/30/2025	Opening Negotiations
POAM – Detention Youth Care Specialists	20	9/30/2027	Set
POAM – Prosecutors	19	9/30/2027	Set
POAM – Detention Center Supervisors	4	9/30/2027	Set
Teamsters – Health Dept./COA Employees	83	9/30/2027	Set
COAM – Sheriff Unit III- Captain/Lieutenants	5	9/30/2027	Set
POAM – Animal Shelter Employees	9	9/30/2027	Set
POAM – Probation Officers, Family Division	7	9/30/2027	Set
TPOAM – Courthouse Employees	138	9/30/2027	Set
Teamsters – Public Health Nurses	8	9/30/2027	Set
POAM – Sheriff Unit 1 (312 Eligible)	34	9/30/2025	Opening Negotiations
GELC – Probation Officers, District Court	5	9/30/2027	Set
POAM – Sheriff Unit 1 (Non-312 Eligible)	35	9/30/2027	Set
Total	565		



### 2023 Voluntary Departures

[illegible]

## 2024 Voluntary Departures

[illegible]

[illegible]

# COUNTY OF SAGINAW

TIMOTHY M. NOVAK

TREASURER

Governmental Center

111. S Michigan Avenue

Saginaw, Michigan 48602

Phone: 989-790-5225 • Fax: 989-790-5229

Website: SaginawCounty.com/Treasurer

# LABOR RELATIONS



9-16-16

SAGINAW COUNTY BOC  
AUG 29 '25 PM12:34

August 29, 2025

RE: Contract Extension for Maureen Haas, Retiree in Treasurer's Office

Dear Chairman Tany:

I am requesting that the contract for Maureen Haas be extended for up to a year, due to it expiring this month. The County Policy on Re-Employment of Retired County Employees (Policy 346: 6.4) requires Board approval for the extension. We have the money in our 526 fund to pay for the contract and thus is no burden on the General Fund of the County.

Maureen has done some training of a promoted employee but has also been helpful with Bank Reconciliations and balancing Personal Property Taxes. These duties will continue. She works approximately 6-12 hours per week.

I will be available at the September Labor Relations Committee Meeting to answer any questions. Thank you in advance for your consideration.

Sincerely, Tim

Timothy M. Novak  
Saginaw County Treasurer

# SAGINAW COUNTY

## OFFICE OF COMMUNITY CORRECTIONS

111 S. Michigan Ave., Lower Level, Saginaw, Michigan 48602

989-790-5584

Mary M. McLaughlin, Manager



September 2, 2025

Commissioner Jack Tany, Chairman  
Board of Commissioners  
City of Saginaw  
111 S. Michigan Avenue  
Saginaw, MI 48602

9-16-17

SAGINAW COUNTY BOC  
SEP 2 '25 PM2:52

**RE: Request for CCAB Delegation**

Dear Chairman Tany:

I respectfully request to be placed on the Labor Relations agenda to seek the approval from the Board of Commissioner's to authorize the Community Corrections Advisory Board (CCAB), to implement, maintain, and adopt an Onboarding Manual for Community Corrections staff. This request would delegate the CCAB to exercise this responsibility on behalf of the County.

The proposed manual is intended to serve as a comprehensive reference providing:

- Clear expectations for employees conduct and performance
- Standards for the administration and delivery of programs and services
- Guidance on day-to-day operational procedures

A consistent and structured onboarding process is essential to ensuring staff preparedness, enhancing program effectiveness, and promoting accountability in service delivery. By assigning the CCAB the authority to maintain this manual, updates may be made efficiently to align with evolving best practices, regulatory requirements and community needs.

Thank you for your consideration. Please let me know if additional information or discussion would assist the Board in its determination.

Sincerely,

*Mary M. McLaughlin*

Mary M. McLaughlin

c: CCAB Members  
Mary Catherine Hannah

# LABOR RELATIONS

GILBERT & SMITH, P.C.  
ATTORNEYS AT LAW

721 SOUTH MICHIGAN AVENUE  
SAGINAW, MICHIGAN 48602-1529

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www.gsb-law.com

DAVID M. GILBERT  
LAWRENCE WM. SMITH

SAGINAW (989) 790-2500  
FAX (989) 790-2889

September 4, 2025

9-16-18

SAGINAW COUNTY BOC  
SEP 5 '25 AM 9:10

Chairman Gerald Little  
Saginaw County Board of Commissioners  
111 S. Michigan Avenue  
Saginaw, Michigan 48602

Re: MOU for Consideration by the Labor Relations Committee

Dear Chairman Little:

I am submitting for consideration by the Labor Relations Committee on September 8, 2025, an MOU between the County of Saginaw and UAW Local 455 – Unit 50 regarding a step increase for Judge Gafkay's law clerk.

I will be in attendance at the September 8<sup>th</sup> Labor Relations Committee meeting to answer any questions.

Respectfully,



David M. Gilbert  
Civil/Labor Counsel

DMG/dms  
Enclosure

MEMORANDUM OF UNDERSTANDING  
AND AGREEMENT

This MEMORANDUM OF UNDERSTANDING AND AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025 by and among the County of Saginaw ("Funding Unit"), Saginaw County Trial Court ("EMPLOYER") and UAW LOCAL 455 – UNIT 50, representing Professional Employees ("UNION").

WHEREAS, Judge Gafkay recently hired Timothy Cary as a law clerk in her courtroom;

WHEREAS, Timothy Cary has nearly ten (10) years of experience;

WHEREAS, given the experience of Timothy Cary, Judge Gafkay is desirous of moving him from Step 1 to Step 3 of the B-19 wage scale, which is still below the other law clerks;

WHEREAS, the Union is desirous that if Timothy Cary moves from Step 1 to Step 3 of the B-19 wage scale, then he will remain at Step 3 for two (2) years before he may move to Step 4 of the B-19 wage scale;

WHEREAS, EMPLOYER and the UNION are parties to a Collective Bargaining Agreement ("CBA"), that expires on September 30, 2027;

WHEREAS, Article 21 of the CBA provides that job classification seniority for progression on the salary schedule shall commence with the employee's first full day of work within that classification on a regular basis for the EMPLOYER;

THEREFORE, it is agreed to as follows:

1. Based on the experience of Timothy Cary for the law clerk position with Judge Gafkay, Timothy Cary will be moved from Step 1 to Step 3 of the B-19 wage scale, effective the date of this MOU.

2. Timothy Cary shall remain at a Step 3 level for two (2) years from his date of hire, at which point he will be eligible to move to Step 4 of the B-19 wage scale.

3. With the exception of the wage scale, Timothy Cary will be treated as a new hire with respect to seniority and all other benefits provided by EMPLOYER.

4. This MOU shall be binding upon the EMPLOYER and UNION; shall not be considered precedent setting; and shall not affect the CBA in any other manner than that which is specifically set forth herein.

For the Funding Unit:

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Jack Tany, Chairman  
Saginaw County Board of Commissioners

For the Union:

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Tim Maike – Business Agent

For the Court:

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Julie Gafkay, Chief Judge  
County Administrator

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Marcia Coughlin – Chief Steward

Approved as to Form:

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David M. Gilbert – Labor Counsel  
Gilbert & Smith, P.C.





## County of Saginaw

# LABOR RELATIONS

111 South Michigan Avenue  
Saginaw, MI 48602

Mary Catherine Hannah  
County Administrator

September 3, 2025

9-16-19

Commissioner Jack Tany, Chairman  
Saginaw County Board of Commissioners  
111 South Michigan Ave.  
Saginaw, MI 48602

SAGINAW COUNTY BOC  
SEP 3 '25 AM 11:52

Re: Gallagher Presentation

Dear Chairman Tany:

I am requesting time on the Labor Relations Committee Agenda for Gallagher to present on their review of the County's compensation plan. I anticipate a portion of the meeting will be held in open session, and a portion dealing with strategy for labor negotiations, in closed session.

Thank you for your consideration of this matter.

Sincerely,

Mary Catherine Hannah  
County Administrator



(989) 790-5210



administratorsoffice@saginawcounty.com