

AGENDA
SAGINAW COUNTY
BOARD OF COMMISSIONERS

Tuesday, February 18, 2025 - 5:00 p.m.

Saginaw County Governmental Center
111 S. Michigan Ave., Rm. 200, Saginaw, MI 48602

Jack B. Tany – Chair, Gerald D. Little – Vice-Chair

Christopher S. Boyd, Lisa R. Coney, Dennis M. Harris, John L. Kaczynski, Sheldon Matthews

Mark S. Piotrowski, Tracey L. Slodowski, Richard A. Spitzer, Michael A. Webster

I. OPENING PROCEDURE

- a. Call to Order
- b. Roll Call
- c. Invocation by **Commissioner Sheldon Matthews**
- d. Pledge of Allegiance
- e. Correcting / Approving the Minutes of the January 7, 2025 Organizational Board Session and January 21, 2025 Regular Board Session (*Distributed prior to the Board Session*)

II. PUBLIC PARTICIPATIONPage 1

- a. Public Hearings
- b. Audiences [FOIA Appeals, if any]
- c. Laudatory Resolutions

III. PETITIONS AND COMMUNICATIONSPage 3

IV. COMMISSIONERS' INITIATORY MOTIONS (*Placed on table at meeting, if any*)

V. REPORTS OF COMMITTEES.....Page 5

Committee Reports

- | | |
|---------------------------|----------------------------------|
| 1) Human Services | 6) Executive Committee |
| 2) Courts & Public Safety | 7) Rules Committee |
| 3) County Services | 8) Legislative Committee |
| 4) Budget/Audit | 9) Intergovernmental Cooperation |
| 5) Labor Relations | 10) Committee Compensation |

VI. RESOLUTIONSPage 28

VII. CLOSING PROCEDURE.....Page 31

- a. 1) Unfinished Business
- 2) Proclamations
- 3) Appointments and Elections
- b. Announcements by the Chair
- c. Commissioner Audiences
- d. Adjournment

II. PUBLIC PARTICIPATION (2-18-2025)

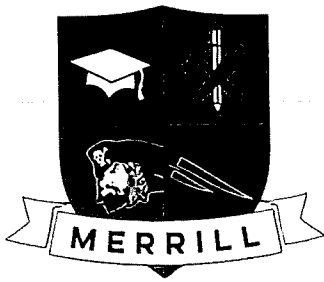
a. **Public Hearing** – None

b. **Audiences** – *(See Addendum on Tuesday, Feb. 18, 2025 for additions, if any)*

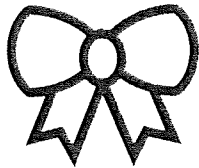
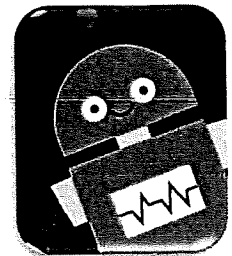
- Vice-Chair Little to present a Proclamation to Dennis McMahan from the American Heart Association to recognize February as Heart Month in Saginaw County
- Commissioner Slodowski to present members of the Merrill Elementary Triple R's Robotics Team with a Certificate of Recognition
- Betty Holmes, re: Property tax sale overage

c. **Laudatories** –

- Certificate of Recognition to members of the Merrill Elementary Triple R's Robotics Team



Certificate of Recognition



Merrill Elementary Triple R's FLL Challenge Robotics Team

Whereas, The Merrill Elementary Triple R's FLL Challenge Robotics team recently earned 1st Place for the Innovation Project in the Michigan State Tournament on January 12, 2025. As a result, they will be representing Michigan at the Florida Sunshine Invitational June 23-28th, 2025. The Triple R's have qualified for the Regional World's.

Whereas, The challenge for the team was to solve the problem related to ocean exploration. The Triple R's chose to focus on pollution of the world's oceans. The team created kits to clean beaches throughout Michigan's State Parks to avoid pollution reaching the ocean.

Whereas, The Triple R's are also seeking sponsorships/donations to help the students attend the National Open FLL Championships in Florida. Their mission is to inspire a passion for design, coding and engineering among its students. Competing against teams from around the world will be an amazing opportunity to achieve the mission of the Triple R's.

Be It Therefore Resolved, the Saginaw County Board of Commissioners commends the Merrill Elementary Triple R's FLL Challenge Robotics on their success at the State Regional and their great teamwork.

Respectfully Submitted,
Saginaw County
Board of Commissioners

Presented: February 18, 2025
Adopted: February 18, 2025

Jack B. Tany
Chairman, District #2

Tracey L. Slodowski
Commissioner, District #5

III. PETITIONS AND COMMUNICATIONS (2-18-2025)

2-18-1 MOBILE MEDICAL RESPONSE (MMR) submitting its Tri-Annual Report on response times and other related information pursuant to the Ambulance Service Agreement.

-- Courts & Public Safety (*Informational – No action*)

2-18-2 MID MICHIGAN WASTE AUTHORITY requesting discussion of special waste informational reports showing history/cost/tonnage, hazardous waste disposal, shredding, and electronics recycling flyer.

-- County Services (*Informational – No action*)

2-18-3 THOMAS TOWNSHIP submitting its 5-Year Parks and Recreation Master Plan for years 2025 – 2030.

-- County Services (*Receive & File*)

2-18-4 TREASURER/ADMINISTRATOR sending the financial transactions transmittal form in the amount of \$13,974,303.83 for the month of January 2025.

-- Budget/Audit (**2-18-4.1**)

2-18-5 FINANCE DIRECTOR requesting approval of the FY 2026 Budget Calendar.

-- Budget/Audit (**2-18-4.2**)

2-18-6 COMMISSION ON AGING requesting to use \$50,482 from the Commission on Aging unrestricted fund balance to purchase a new food truck delivery vehicle to replace the one that was in an accident in January 2025.

-- Budget/Audit (**2-18-4.3**)

2-18-7 HEALTH DEPARTMENT requesting approval to add new laboratory fees to the Health Department's fee schedule: Fentanyl II Urine Drug Testing Fee - \$25; and Repeat Sample Collection Fee - \$5.

-- Budget/Audit (**2-18-4.4**)

2-18-8 10th CIRCUIT COURT - FAMILY DIVISION requesting to accept State grant funding in the amount of \$200,000 and authorization to increase the Juvenile and Family Division Budget accordingly.

-- Budget/Audit (**2-18-4.6**)

2-18-9 FINANCE DIRECTOR submitting the January 2025 Monthly Financial Statement that includes unaudited information as a summary of revenues and expenditures for the county's general fund.

-- Budget/Audit (*Receive & File*)

2-18-10 PERSONNEL DIRECTOR submitting Employment Status Report, Exit Interviews, Employee Groups, and Retiree Employment Contracts covering the month of January 2025.

-- Labor Relations (*Receive & File*)

2-18-11 PERSONNEL DIRECTOR requesting approval of new, proposed County Policy titled "Earned Sick Time Act" and revised County Policy #341 "Paid Time Off" due to implementation of the Earned Sick Time Act of 2018 slated to take effect February 21, 2025.

-- Labor Relations (**2-18-5.1**)

2-18-12 COUNTY ADMINISTRATOR requesting consideration of wage increases for individuals in the county's eleven (11) non-union positions following the parameters set forth in the collective bargaining agreement with TPOAM.

-- Labor Relations (**2-18-5.2**)

2-18-13 -- **CIVIL/LABOR COUNSEL** requesting consideration and approval of Memorandums of Understanding between County of Saginaw and (1) UAW Local 455-Unit 48 representing Managers, and (2) UAW Local 455-Unit 50 representing Professional Employees, both regarding provision of a bonus in recognition of extra work duties undertaken during the absence of the IT Director.

-- Labor Relations **(2-18-5.3)**

2-18-14 **CIVIL/LABOR COUNSEL** requesting consideration and approval of a Memorandum of Understanding between County of Saginaw and TPOAM regarding a pay rate increase for a District Court bailiff.

-- Labor Relations *(No action)*

V. **REPORTS OF COMMITTEES (2-18-2025)**

1. **Human Services Committee – T. Slodowski, Chair; G. Little, Vice-Chair**

None

2. **Courts and Public Safety Committee – C. Boyd, Chair; S. Matthews, Vice-Chair**

None

3. **County Services Committee – M. Webster, Chair; D. Harris, Vice-Chair**

None

4. **Budget Audit Committee – C. Boyd, Chair; T. Slodowski, Vice-Chair**

4.1) **FINANCE DIRECTOR/TREASURER**, re: Approval of vendor transactions for January 2025 in the amount of \$13,974,303.83

4.2) **FINANCE DIRECTOR**, re: Approval of FY 2026 Budget Calendar

4.3) **COMMISSION ON AGING**, re: Approval to use \$50,482 from the Commission on Aging unrestricted fund balance to purchase a new food truck delivery vehicle

4.4) **HEALTH DEPARTMENT**, re: Approval to add new laboratory fees to the County Fee Schedule to include Fentanyl II Urine Drug Testing at \$25 and Repeat Sample Collection at \$5

4.5) **HEALTH DEPARTMENT**, re: Approval to use \$17,000 from the Health Department Building Fund for necessary repair of the pump motor of the elevator

4.6) **10th CIRCUIT COURT – FAMILY/JUVENILE**, re: Approval to accept State grant funding in the amount of \$200,000 to improve infrastructure and to amend the budget accordingly

5. **Labor Relations Committee – G. Little, Chair; S. Matthews, Vice-Chair**

5.1) **PERSONNEL DIRECTOR**, re: Approval of new County Policy titled “Earned Sick Time Act” and revised County Policy #341 “Paid Time Off”

5.2) **COUNTY ADMINISTRATOR**, re: Consideration of wage increases for individuals in the county’s eleven (11) non-union positions

5.3) **CIVIL/LABOR COUNSEL**, re: Approval of two (2) Memorandums of Understanding between County of Saginaw and UAW Local 455-Unit 48 and UAW Local 455-Unit 50 both regarding provision of a bonus to I.T. employees

[Special Labor Relations Committee meets prior to the board; additional reports on Addendum]

6. **Executive Committee – J. Tany, Chair**

None (*See Resolutions under the regular order of business*)

7. **Rules Committee – J. Tany, Chair; S. Matthews, Vice-Chair**

None

8. **Legislative Committee – G. Little, Chair; M. Webster, Vice-Chair**

None

9. **Intergovernmental Cooperation Committee – L. Coney, Chair; S. Matthews, Vice-Chair**

None

10. **Committee Compensation**

2-18-25.1) January 5, 2024 – January 18, 2024

2-18-25.2) January 19, 2024 – February 1, 2025

Your Budget Audit Committee received Communication No. 2-18-4. In accordance with State Statute and County Policy, your Budget/Audit Committee reviewed the claims for presentation to the Board of Commissioners, as listed below:

<u>Comm. No.</u>	<u>Payment Type</u>	<u>Period</u>	<u>Amount</u>
2-18-4	Vendor Transactions	January 1 – 31, 2025	\$13,974,303.83

We recommend the payments be approved as compiled and submitted by the Treasurer's Office and Accounting Division of the Administrator's Office.

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

s/ _____
Christopher S. Boyd, Chair

s/ _____
Tracey L. Slodowski, Vice-Chair

s/ _____
John L. Kaczynski

s/ _____
Michael A. Webster

s/ _____
Jack B. Tany

Your committee met and considered Communication No. 2-18-5 from Koren Thurston, Finance Director, submitting a request to approve the FY 2026 Budget Calendar.

Your committee met with Director Thurston who communicated that the Budget Calendar, if approved, will outline the timetable of events that occur, to cause the creation and approval of the budget. The Budget Calendar also aids departments, elected officials and agencies when meeting with the Administrator's Office to review their budgetary requests for operating and capital budgets and to know when tasks related to building the budget must be completed.

It is the recommendation of your committee to approve the attached FY 2026 Budget Calendar.

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

s/ _____
Christopher S. Boyd, Chair

s/ _____
Tracey L. Slodowski, Vice-Chair

s/ _____
John L. Kaczynski

s/ _____
Michael A. Webster

s/ _____
Jack B. Tany

**COUNTY OF SAGINAW
2026 BUDGET CALENDAR**



OPERATING BUDGET FOR FISCAL YEAR 2026

CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2026 ~ 2030

<u>Target Date</u>	<u>Action to be Taken</u>
April 25, 2025	Administrator's Office distributes information to all departments that outlines the budget process and provides instructions for their electronic entry of the data that is necessary for completion of their respective Operating Budgets for 2026 and Capital Improvement Plans.
May 2, 2025	Departments signify completion of the necessary electronic data entry for their respective Operating Budgets for 2026 and Capital Improvement plan by signing off and submitting the appropriate excel spreadsheets to Financial Services.
Week of May 5, 2025 & May 12, 2025	Administrator's Office meets with Elected Officials, Judges, Department Heads ad Agencies if necessary to review and discuss their respective Operating Budgets for 2026 and Capital Improvement Plan requests.
May 28, 2025	Administrator's Office submits the first draft of a Recommended Operating Budget to the Board of Commissioners to review and discuss at the following Committees: Human Services, Courts & Public Safety, County Services, and Budget/Audit.
Committee Meetings June – August 2025	Human Services, Courts & Public Safety, County Services, and Budget/Audit Committees meet to consider Operating Budget matters. In addition, the Budget/Audit Committee also considers Capital Improvement Plan matters.
June 23, 2025	Committee of the Whole (tentative).
August 19, 2025	A Recommended Operating Budget and Capital Improvement Plan is sent from the Budget/Audit Committee to the full Board of Commissioners and is laid on the table and a Public Hearing is held.
September 16, 2025	The final Operating Budget and a Capital Improvement Plan are formally adopted by the Board of Commissioners for the Fiscal Year beginning October 1 st .

Your committee considered Communication No. 2-18-6 from Jessica Sargent, Commission on Aging Director, who requested approval to adjust the budget and utilize Commission on Aging unrestricted fund balance in the amount of \$50,482 to purchase a new food truck delivery vehicle to replace the one that was in an accident in January 2025.

We met with Susan Caister, Nutrition Program Manager, who explained that it was determined to be more cost effective to purchase a new truck than to lease or repair the damaged truck. It will undergo customization for food delivery. Commission on Aging requests to use \$28,875 that was collected from the insurance claim and \$50,482 from the Commission on Aging unrestricted fund balance for the purchase.

We recommend approval to authorize the Commission on Aging to utilize unrestricted fund balance in the amount of \$50,482 to purchase a new food truck delivery vehicle customized for food delivery. Further, we authorize the proper county officials to make the necessary budget adjustments.

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

s/ _____
Christopher S. Boyd, Chair

s/ _____
Tracey L. Slodowski, Vice-Chair

s/ _____
John L. Kaczynski

s/ _____
Michael A. Webster

s/ _____
Jack B. Tany

Your committee considered Communication No. 2-18-7 from Christina Harrington, Health Officer, Saginaw County Health Department, requesting approval to add two new laboratory fees to the Health Department's fee schedule: a Fentanyl II Urine Drug Testing Fee of \$25 and a Repeat Sample Collection Fee of \$5.

We met with Christina Harrington, who advised that there is no existing fee for these items and due to new capabilities in testing these fees should be established to cover the Health Department's costs. She reported that the amounts chosen for the fees are similar to the fees charged by other agencies that are equipped to do this type of testing.

We recommend approving the request to add a Fentanyl II Urine Drug Testing Fee of \$25 and a Repeat Sample Collection Fee of \$5 to the Health Department's fee schedule.

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

s/ _____
Christopher S. Boyd, Chair

s/ _____
Tracey L. Slodowski, Vice-Chair

s/ _____
John L. Kaczynski

s/ _____
Michael A. Webster

s/ _____
Jack B. Tany

Your Budget/Audit Committee considered an additional item regarding repair of the Health Department elevator that is estimated to cost \$17,000. Administrator Hannah and Christina Harrington are requesting \$17,000 from the Health Department Building Improvement Fund to cover the cost of replacing the pump motor in the elevator.

Administrator Hannah advised that during previously approved elevator repairs, it was discovered the pump motor had failed. The quote for repair from Schindler Elevator Corporation is \$16,615 plus applicable fees and will include removal of the existing pump, provision of equipment to install the pump, setup procedure and adjustments, and cleanup afterward.

We recommend approving Administrator Hannah and the Health Departments request to utilize \$17,000 from the Health Department Building Improvement Fund to cover the unanticipated cost of replacing a pump motor and authorize the proper county officials to amend the budget accordingly.

Respectfully Submitted,
COMMITTEE ON BUDGET/AUDIT

s/ _____
Christopher S. Boyd, Chair

s/ _____
Tracey L. Slodowski, Vice-Chair

s/ _____
John L. Kaczynski

s/ _____
Michael A. Webster

s/ _____
Jack B. Tany

Your committee considered Communication No. 2-18-8 from Todd Borders, Family Court Administrator, requesting to accept State grant funding in the amount of \$200,000.

We met with Family Court Administrator Borders who explained the grant money will be used to improve infrastructure by replacing doors and locks that have not been updated since the juvenile detention building was constructed.

It is the recommendation of your committee to approve acceptance of \$200,000 grant funding to be used to improve the infrastructure by replacing doors and locks at the juvenile detention facility and we authorize the proper county officials to amend the Juvenile and Family Division Budget accordingly.

s/ _____
Christopher S. Boyd, Chair

s/ _____
Tracey L. Slodowski, Vice-Chair

s/ _____
John L. Kaczynski

s/ _____
Michael A. Webster

s/ _____
Jack B. Tany

The Labor Relations Committee considered Communication No. 2-18-11 from Personnel Director, Jennifer Broadfoot, requesting approval of new, proposed County Policy titled "Earned Sick Time Act" and revised County Policy #341 "Paid Time Off" due to implementation of the Earned Sick Time Act of 2018 slated to take effect February 21, 2025.

The committee met with Personnel Director Broadfoot who advised that Civil Counsel had reviewed the policy, and confirmed it complies with the Earned Sick Time Act.

It is the recommendation of your committee to approve the new Saginaw County Policy "Earned Sick Time Act" and revised County Policy #341 "Paid Time Off."

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

s/ _____
Gerald D. Little, Chair

s/ _____
Sheldon Matthews, Vice-Chair

s/ _____
Denny M. Harris

s/ _____
Mark S. Piotrowski

s/ _____
Jack B. Tany

Subject: Earned Sick Time Act Policy

1. Purpose: It is the purpose of this policy to establish uniform guidelines and rules for employees regarding the use of sick time in accordance with the Earned Sick Time Act (State of Michigan Public Act 338 of 2018.)
2. Authority: The Saginaw County Board of Commissioners
3. Application: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.
4. Responsibility: The Saginaw County Administrator and/or their designee shall be responsible for the implementation of this policy. It shall be the responsibility of the Administrator's Office and Department Heads to administer this policy.
5. Definitions: None.
6. Preliminary Statement: Saginaw County shall administer this policy in accordance with the Earned Sick Time Act and its accompanying regulations, set forth in State of Michigan Public Act 338 of 2018), et seq. Thus, although this policy sets forth a summary of the requirements, process and procedure regarding employees' use of such leave time under applicable circumstances, Saginaw County shall administer this policy in accordance with the Act and its regulations. Any provisions of this policy that are in conflict with the Earned Sick Time Act shall be superseded thereby.

7. Policy:

All employees are eligible for sick time in accordance with the Earned Sick Time Act (ESTA), regardless of employment status or hours worked. This includes full-time, regular part-time, part-time, temporary, on-call and seasonal employees of Saginaw County. Employees will accrue one (1) hour of paid sick time for every thirty (30) hours worked. For the purpose of calculating 'hours worked', non-worked paid time such as holidays, paid time off (PTO), building closure and leaves of absence will not be included. There is no cap on the amount of sick time an employee can earn in a week, month or year.

Sick time will begin to accrue on an employee's first day of employment but cannot be accessed until the first day of the month following thirty (30) days of service.

Carry-over/Payout: Unused accrued earned sick time will be carried over to the next year. A maximum of seventy-two (72) hours may be used in a year. Sick time shall be paid at the employee's regular rate of pay when used. For the purpose of this policy, a year is defined as a fiscal year.

Any earned sick time remaining in an employee's bank at the time of separation will not be paid out.

Use of ESTA: Earned sick time can be used for any of the following reasons:

- (a) The employee's mental or physical illness, injury or health condition; medical diagnosis, care or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.
- (b) For the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the employee's family members' mental or physical illness, injury or health condition; or preventive medical care for a family member of the employee.
- (c) If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- (d) For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
- (e) For the closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

For purposes of this policy, 'Family member' includes all of the following:

- (a) Biological, adopted or foster child, stepchild, or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis.
- (b) Biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child.
- (c) A person to whom the employee is legally married under the laws of any state or a domestic partner.
- (d) A grand parent.
- (e) A grandchild.
- (f) A biological, foster or adopted sibling.
- (g) Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Notice Requirements: If an employee's need for sick time is foreseeable, the employee is asked to provide seven (7) days advanced notice. If the need is not foreseeable, employee must inform the employer as soon as practicable.

When earned sick time is used, documentation may be required for absences that are more than 3 consecutive days in length. If documentation is required, any out-of-pocket cost for obtaining the requested documentation will be paid by the employer/department.

Unlawful Acts by Employers and Enforcement Mechanisms: Employees cannot be disciplined or in any way retaliated against for using their accrued sick time. Employees will not be penalized or retaliated against in any way for requesting or using accrued sick time for the purposes designated above.

Employees who feel as though their rights under this act have been violated can file a complaint with the Personnel Department or with the Wage and Hour Division of the Michigan Department of Labor and Economic Growth or bring civil action against Saginaw County.

8. Administrative Procedures: None.

9. COUNTY ADMINISTRATOR/LEGAL COUNSEL REVIEW: The County Administrator has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Administrator

Approved as to Legal Content:
Saginaw County Civil Counsel

Category: 300
Number: 341

Subject: PAID TIME OFF (PTO)

1. PURPOSE: It is the purpose of this policy to establish a uniform system regulating the accrual and use of paid time off hours. PTO leave is intended to be used to compensate for vacation leave, illness leave, ~~earned sick time~~, personal leave, paid time off, and ~~as required under the Paid Medical Leave Act.~~

1.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.

4. RESPONSIBILITY: The Saginaw County Administrator ~~Controller/CAO~~ of Saginaw County shall be responsible for the implementation and administration of this policy.

5. DEFINITIONS: For purpose of this policy, regular full-time employees and regular part-time employees, who are otherwise eligible, may hold probationary status and qualify for PTO.

6. POLICY:

6.1 Rate of Accrual.

6.1.1 Each regular full-time employee shall accrue Paid Time Off hours at the following rate. Regular part-time employees accrue PTO at ½ of the below rates. ~~Regular part-time, part-time, and on-call employees who work on an average of more than 25 hours per week during the immediately preceding calendar year shall accrue Paid Time Off hours at one-half the below rate, as long as the accrued time equals at least 40 hours.~~

	<u>Annual Rate</u>	<u>Biweekly Rate</u>
First day of the month following		
30 days* - 3 years continuous service	136 hours	5.2308 hours
3 - 5 years " "	152 hours	5.8462 hours
5 - 10 years " "	168 hours	6.4615 hours
10 - 15 years " "	184 hours	7.0769 hours
15 - 20 years " "	200 hours	7.6923 hours
20 or more years " "	216 hours	8.3077 hours

*PTO accrued during the waiting period (date of hire – first day of the month following thirty days of service) shall be credited on the first day of the month following 30 days of service.

6.2 Accumulation of Paid Time Off (PTO) Hours.

- 6.2.1 When an employee's continuous length of service reaches a point entitling him/her to the next higher rate of PTO accrual, earning at the new rate will begin on the first day of the current pay period.
- 6.2.2 Employees shall be paid during PTO leave on the basis of the normal workweek for the classification of work in which they are normally employed and at the rate of pay prevailing during the period that the time is taken.
- 6.3 Separation. Upon separation from County employment, an eligible employee shall receive pay for 50% of the unused accumulated PTO hours up to a maximum of 600 hours or 75 days (or actual pay-off at 300 hours, or 37.5 days), or as negotiated in employment contracts. Upon retirement, PTO pay will count toward the employee's final average compensation, for those having defined benefit pensions, unless otherwise provided by employment contracts. Compensation for unused PTO hours will be paid at the regular rate (not overtime) prevailing on the employee's last working day.
- 6.4 Holidays. If a holiday, as defined in the Holiday Policy, falls within an employee's PTO period, it shall not be counted as a PTO day unless the employee was scheduled to work on the holiday.
- 6.5 Leave of Absence. PTO leave shall not accrue during an employee's unpaid leave of absence.
- 6.6 PTO Scheduling/Management. Employees are responsible for managing their PTO accounts. It is important for employees to plan ahead for how it will be used. Employees should develop a plan for taking vacations, as well as doctor's appointments and personal business. Employees should hold a reasonable amount of PTO time in reserve which allows for the unexpected, such as emergencies and illness.
- 6.6.1 PTO Used for Vacation. Vacation schedules for employees shall be developed and approved by Department Heads. It shall be the practice of each Department Head to schedule vacations over as wide a period as possible in order to obviate the need for temporary increases in staffing. The schedule may be changed by the employee only if approved by the Supervisor/Department Head.
- 6.6.2 The use of PTO hours for "personal" reasons other than vacations is a request and therefore, it requires supervisory approval. Requests shall be made in advance and in accordance with Department policies/practices. There may be occasions such as an illness or emergency, when an employee cannot request use of PTO in advance and/or obtain prior supervisory approval. If an illness or emergency exists which prevents an advanced request from being made, employees must discuss the absence

with their supervisor. Subject to FMLA, documentation of the illness and/or emergency may be required by the Department Head.

- 6.6.3 PTO, once approved, must be taken in chronological and sequential order in accordance with the excused absence(s) during the payroll-reporting period.
- 6.7 Subject to FMLA, taking time off without the accrued PTO available is prohibited. Absence from work without the use of authorized PTO may result in discipline, up to and including discharge.
- 6.8 PTO Increments. PTO can be taken in increments of fifteen (15) minutes.
- 6.9 PTO Donation. The purpose of PTO donation is to allow County employees to support fellow employees who have a medical emergency pursuant to FMLA, or must take unexpected time off from work to support a family member who does, or for the reasons enumerated in the Earned Sick Time Act ~~Paid Medical Leave Act~~. County employees may donate earned PTO hours to a voluntary leave bank with the understanding that the recipient member accepts all tax liability. Donations must be in eight (8) hour increments and the donor's personal PTO bank cannot fall below eighty (80) hours as a result of the donation. Each employee may donate no more than an accumulated total of eighty (80) hours per calendar year. Donations are irrevocable. Donor cannot specify who receives time once it is donated to the leave bank. Donations can be made through Payroll by completing a PTO donation request form.
 - 6.9.1 A family member can be defined as a spouse, parent, or child.
 - 6.9.2 A medical emergency is defined as a medical condition that is likely to require the employee to be absent from work for a prolonged period and results in a substantial loss of income due to lack of available PTO or other paid leave. A substantial loss of income is an unpaid absence of 24 work hours or more. Said hours do not have to result from a continuous absence, but can result from time taken on an intermittent basis related to the same condition or illness.

In order to receive donated PTO, an employee who is being personally affected by a medical emergency or for the reasons enumerated in the ESTA ~~Paid Medical Leave Act~~, must submit a request in writing using the designated form. This will include stating the details of their medical emergency or the reasons listed in the ESTA ~~paid medical leave Act~~, the amount of time they are requesting, and certifying they have exhausted all other paid leave available to them. The requesting employee will be required to provide medical or other documentation to verify eligibility. Written requests shall be submitted to the Payroll and ~~Benefits Administrator~~ Supervisor for consideration. Employee requests for donated PTO will be considered on a first come, first served basis.

The County may notify employees when a request for donated PTO has been received but the PTO Donation Bank has insufficient time available to cover the request. Such notifications will be made exclusively by the Administrator's Office ~~Controller's Office~~.

Applicants are only eligible to receive leave after their request has been approved and it has been confirmed that all other available paid leave has been exhausted. Employees reserving PTO in accordance with the FMLA, disability or any other leave policy are not eligible for leave donation. Employees may receive a total donation of no more than the time needed to cover the leave time requested. For employees with intermittent need for leave, the bank will be reviewed periodically to ensure sufficient, but not excessive levels of PTO. Employees not otherwise eligible for PTO are not eligible for the donation program.

Once received, donated PTO will be placed in a separate bank for that recipient employee. Any donated PTO not used at the conclusion of the medical emergency or for those reasons listed in the ESTA ~~Paid Medical Leave Act~~ or within one year of receipt will be returned to the PTO donation bank. Liquidation of donated PTO for cash is not permissible.

Doctor's slips or other documentation will be required as proof of how leave was used and must be submitted to Payroll when donated PTO is used.

Donors cannot claim an expense, a tax deduction or a charitable contribution for any leave donated under the plan. All paid leave granted to the recipient employee is considered wages and is subject to appropriate tax withholding. Recipient employees will receive paid leave at his/her normal rate.

Management shall have the exclusive right to approve or deny the use of PTO under this provision, and any decision made relative thereto shall not be subject to the grievance procedure unless management acted arbitrarily or capriciously.

6.10 ~~Compliance with Laws. It is the intent of the County that this policy complies with the Paid Medical Leave Act. (Public Act 338 of 2018 and Public Act 369 of 2018; MCL 408.961 et. Seq.). Any provisions of this policy that are in conflict with the Paid Medical Leave Act shall be superseded thereby.~~

7. ADMINISTRATIVE PROCEDURES: NONE

8. COUNTY ADMINISTRATOR ~~CONTROLLER/CAO~~ LEGAL COUNSEL REVIEW: The County Administrator ~~Controller/CAO~~ has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of

Policy 341
Page 4 of 5

the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Administrator ~~Controller/CAO~~

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED: April 23, 2002

AMENDED: November 15, 2005 (Section 6.2); April 25, 2006; November 20, 2018;
March 19, 2019; January 19, 2021; January 18, 2022

The Labor Relations Committee considered Communication No. 2-18-12 from County Administrator, Mary Catherine Hannah, requesting consideration of wage increases for individuals in the county's eleven (11) non-union positions following the parameters set forth in the collective bargaining agreement with TPOAM.

The Committee met with Administrator Hannah who is requesting a 3% increase for eleven (11) non-union positions to be applied in FY 2025 for one year following the parameters in the TPOAM contract allowing a discretionary payment representing an average of wages to approximate 'back pay' to the end of the contract for Health Officer, Michigan Works! CEO, Administrator, Board Coordinator, Undersheriff, Personnel Director, District Court Attorney/Magistrate, Executive Assistant to the Administrator, Personnel Specialist, Personnel/Purchasing Administrative Assistant and Confidential Secretary in District Court.

It is the recommendation of your committee to approve the 3% pay increase for the 11 non-union positions following the parameters set forth in the collective bargaining agreement with TPOAM for Fiscal Year 2025 for one year.

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

s/ _____
Gerald D. Little, Chair

s/ _____
Sheldon Matthews, Vice-Chair

s/ _____
Denny M. Harris

s/ _____
Mark S. Piotrowski

s/ _____
Jack B. Tany

The Labor Relations Committee considered Communication No. 2-18-13 from Dave Gilbert, Civil/Labor Counsel, requesting consideration and approval of Memorandums of Understanding between County of Saginaw and (1) UAW Local 455-Unit 48 representing Managers, and (2) UAW Local 455-Unit 50 representing Professional Employees, both regarding provision of a bonus in recognition of extra work duties undertaken during the absence of the IT Director.

The Committee met with Dave Gilbert who confirmed that this bonus is for additional duties performed by Mark Angliss and Michelle Konecny in the absence of the prior IT Director until the position was filled. This is a one-time, nonrecurring bonus of \$2,500 for Mr. Angliss and \$2,000 for Ms. Konecny which the union has already approved.

It is the recommendation of your committee to approve the Memorandums of Understanding between County of Saginaw and (1) UAW Local 455-Unit 48 representing Managers, and (2) UAW Local 455-Unit 50 representing Professional Employees, to provide a nonrecurring bonus for Mark Angliss (\$2,500) and Michelle Konecny (\$2,000) in recognition of extra work duties undertaken during the absence of the IT Director.

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

s/ _____
Gerald D. Little, Chair

s/ _____
Sheldon Matthews, Vice-Chair

s/ _____
Denny M. Harris

s/ _____
Mark S. Piotrowski

s/ _____
Jack B. Tany

MEMORANDUM OF UNDERSTANDING
AND AGREEMENT

This MEMORANDUM OF UNDERSTANDING AND AGREEMENT made and entered into this _____ day of _____, 2024 by and between the COUNTY OF SAGINAW (“EMPLOYER”) and UAW LOCAL 455 – UNIT 48 (“UNION”), representing Managers.

WHEREAS, EMPLOYER and UNION are parties to a Collective Bargaining Agreement (“CBA”), which covers the time period December 14, 2021 through September 30, 2024, and is currently in negotiations;

WHEREAS, Mark Angliss is an employee in the IT Department;

WHEREAS, Mark Angliss undertook additional duties during the absence of the past IT Director and the rehiring of a new IT Director;

WHEREAS, EMPLOYER desires to provide a bonus in the amount of Two Thousand Five Hundred Dollars (\$2,500) to Mark Angliss, in recognition of the extra work duties he undertook during the absence of the past IT Director and the rehiring of a new IT Director; and

WHEREAS, UNION also desires to provide a bonus in the amount of Two Thousand Five Hundred Dollars (\$2,500) to Mark Angliss, in recognition of the extra work duties he undertook during the absence of the past IT Director and the rehiring of a new IT Director.

THEREFORE, it is hereby agreed as follows:

1. Mark Angliss will be provided a bonus in the amount of Two Thousand Five Hundred Dollars (\$2,500) for the additional duties he undertook during the absence of the past IT Director and the rehiring of a new IT Director.
2. This MOU shall be binding upon the EMPLOYER and UNION; shall not be considered a precedent setting; and shall not affect the CBA in any other manner than that which is specifically set forth herein.

FOR THE EMPLOYER:

Jack B. Tany, Chairman
Board of Commissioners
Mary Catherine Hannah,
County Administrator
David M. Gilbert – Labor Specialist

FOR THE UNION:

Jason VanBocxlaer – Business Agent
Brian Keenan Lechel – Chief Steward

MEMORANDUM OF UNDERSTANDING
AND AGREEMENT

This MEMORANDUM OF UNDERSTANDING AND AGREEMENT made and entered into this _____ day of _____, 2024 by and between the COUNTY OF SAGINAW ("EMPLOYER") and UAW LOCAL 455 – UNIT 50 ("UNION"), representing Professional Employees.

WHEREAS, EMPLOYER and UNION are parties to a Collective Bargaining Agreement ("CBA"), which covers the time period December 14, 2021 through September 30, 2024, and is currently in negotiations;

WHEREAS, Michelle Konecny is an employee in the IT Department;

WHEREAS, Michelle Konecny undertook additional duties during the absence of the past IT Director and the rehiring of a new IT Director;

WHEREAS, EMPLOYER desires to provide a bonus in the amount of Two Thousand Dollars (\$2,000) to Michelle Konecny, in recognition of the extra work duties she undertook during the absence of the past IT Director and the rehiring of a new IT Director; and

WHEREAS, UNION also desires to provide a bonus in the amount of Two Thousand Dollars (\$2,000) to Michelle Konecny, in recognition of the extra work duties she undertook during the absence of the past IT Director and the rehiring of a new IT Director.

THEREFORE, it is hereby agreed as follows:

1. Michelle Konecny will be provided a bonus in the amount of Two Thousand Dollars (\$2,000) for the additional duties she undertook during the absence of the past IT Director and the rehiring of a new IT Director.
2. This MOU shall be binding upon the EMPLOYER and UNION; shall not be considered a precedent setting; and shall not affect the CBA in any other manner than that which is specifically set forth herein.

FOR THE EMPLOYER:

Jack B. Tany, Chairman
Board of Commissioners
Mary Catherine Hannah,
County Administrator
David M. Gilbert – Labor Specialist

FOR THE UNION:

Jason VanBocxlaer – Business Agent
Marcia Coughlin – Chief Steward

COMMITTEE COMPENSATION 2-18-25.1

February 18, 2025

I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held January 5, 2025 - January 18 2025.

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
1	1/7/2025	Board Session <i>Boyd, Coney, Harris, Kaczynski, Little, Matthews, Piotrowski, Slodowski, Spitzer, Tany, Webster</i>	11 Present	\$550.00	11
2	1/8/2025	Crime Prevention Council	Tany	\$50.00	1
3	1/9/2025	9-1-1 Authority Board	Boyd Matthews	\$50.00 \$50.00	1 1
4	1/9/2025	Parks & Recreation Commission*	Matthews	*	1
5	1/10/2025	Saginaw Future Board	Webster	\$50.00	1
6	1/13/2025	Materials Mgmt. Planning Committee*	Piotrowski	\$50.00	1
7	1/13/2025	Human Services Committee	Slodowski Little Coney Webster Tany	\$50.00 \$50.00 \$50.00 \$50.00 \$50.00	1 1 1 1 1
8	1/14/2025	Courts & Public Safety Committee	Boyd Matthews Piotrowski Spitzer Tany	\$50.00 \$50.00 \$50.00 \$50.00 \$50.00	1 1 1 1 1
9	1/15/2025	Saginaw Zoo Board	Little Slodowski	\$50.00 \$50.00	1 1
10	1/15/2025	Animal Control Advisory	Slodowski	\$25.00	1
11	1/16/2025	Budget/Audit Committee	Boyd Slodowski Kaczynski Webster Tany	\$50.00 \$50.00 \$50.00 \$50.00 \$50.00	1 1 1 1 1
12	1/16/2025	Commission on Aging	Little	\$50.00	1
13	1/16/2025	City/County/School Liaison	Coney Matthews Piotrowski	\$50.00 \$50.00 \$50.00	1 1 1
TOTAL				\$1,875.00	39

*Department Pay

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (1-17-25)

COMMITTEE COMPENSATION 2-18-25.2

February 18, 2025

I herewith submit for your approval the per diem to which members of this Board are entitled for attendance at Committee Meetings held January 19, 2024 - February 1, 2024.

<u>Meeting</u>	<u>Date</u>	<u>Committee</u>	<u>Commissioner</u>	<u>Amount</u>	<u>Total Present</u>
<u>1</u>	1/21/2025	Labor Relations Committee	Little	\$25.00	1
			Matthews	\$25.00	1
			Harris	\$25.00	1
			Piotrowski	\$25.00	1
			Tany	\$25.00	1
<u>2</u>	1/21/2025	Board Session	11 Present	\$550.00	11
		<i>Boyd, Coney, Harris, Kaczynski, Little, Matthews, Piotrowski, Slodowski, Spitzer, Tany, Webster</i>			
<u>3</u>	1/27/2025	GLB Michigan Works! Executive - Midland	Little	\$50.00	1
<u>4</u>	1/28/2025	Community Corrections Advisory Board	Boyd	\$50.00	1
			Piotrowski	\$50.00	1
<u>5</u>	1/28/2025	Brownfield Redevelopment Authority	Webster	\$50.00	1
<u>6</u>	1/28/2025	Board of Health*	Matthews	*	1
<u>7</u>	1/29/2025	Airport Board	Kaczynski	\$50.00	1
			Little	\$50.00	1
			Matthews	\$50.00	1
TOTAL				\$1,025.00	24

*Department Pay

Respectfully Submitted, Suzy Koeplinger, Board Coordinator (1-31-25)

VI. RESOLUTIONS (2-18-2025)

Executive Committee – J. Tany, Chair; G. Little, Vice-Chair

❖ 2025 – 1 Resolution In Support of Amtrak service to Northern Michigan

**SAGINAW COUNTY
RESOLUTION 2025 - 1**



**Resolution In Support of
Amtrak service from Flint to Mackinaw City**

Christopher S. Boyd, Jack B. Tany, Lisa R. Coney, Denny M. Harris, John L. Kaczynski,
Gerald D. Little, Sheldon Matthews, Mark S. Piotrowski, Tracey L. Slodowski,
Richard A. Spitzer, Michael A. Webster

At a regular meeting of the Board of Commissioners of the County of Saginaw, State of Michigan, held at Saginaw, Michigan, on the 18th day of February 2025.

PRESENT: Christopher S. Boyd, Jack B. Tany, Lisa R. Coney, Denny M. Harris,
John L. Kaczynski, Gerald D. Little, Sheldon Matthews, Mark S. Piotrowski,
Tracey L. Slodowski, Richard A. Spitzer and Michael A. Webster

ABSENT: None

The following resolution was offered by Commissioner ____ and seconded by
Commissioner ____:

WHEREAS, The citizens of Northern Michigan do not have reliable transportation to transport Northern Michigan residents and visitors to Flint in a timely fashion to connect to Amtrak Blue Water Train to Chicago that departs at 7:30 a.m.; and

WHEREAS, a resident of Cheboygan County has requested that an Amtrak train depart from Flint to Mackinaw City in the late afternoon and return from Mackinaw City to Flint in the early morning so the train can get to Chicago before 10:00 a.m. where a traveler can connect to all trains out of that station; and

WHEREAS, Bringing the passenger rail back to Northern Michigan would not only assist all residents with reliable transportation to Flint, Detroit, Chicago, and beyond, it would benefit economic development; and

WHEREAS, We appreciate your attention to this critical matter and your continued commitment to the people of Northern Michigan. We thank you for your leadership, and we look forward to your prompt consideration of this request.

NOW, THEREFORE, BE IT RESOLVED On behalf of the Saginaw County Board of Commissioners, we respectfully urge you to consider bringing back passenger rail to Northern Michigan and revive the glory days of old with the Detroit & Mackinaw Railroad; and

FURTHER BE IT RESOLVED that this Resolution be forwarded to all state and federal Michigan lawmakers as well as the Michigan Association of Railroad Passengers (MARP).

After discussion, the vote was:

YEAS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)ss
COUNTY OF SAGINAW)

I, the undersigned, the duly qualified and acting Clerk of the County of Saginaw, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the Board of Commissioners of said County, held on the 18th day of February, 2025, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Public Act 270 of 2010, Public Acts of Michigan, as amended.

Vanessa Guerra, Saginaw County Clerk

VII. CLOSING PROCEDURE (2-18-2025)

- 1) Unfinished Business – None
- 2) Proclamations –
 - ❖ Heart Month in Saginaw County
- 3) Appointments and Elections

APPOINTMENTS

Pursuant to Article VII, 7.1.2 of the Board Rules, Chair appointments will be listed on the Addendum distributed at the February 18, 2025 Board Session.

ELECTIONS

None

- b. Announcements by the Chair
- c. Commissioner Audiences
- d. Adjournment

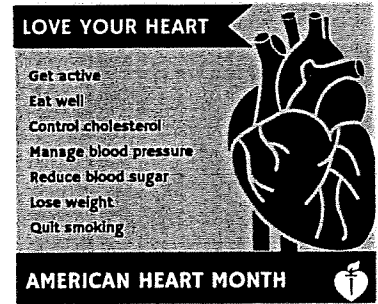
2-14-25/sek

Proclamation

2025

AMERICAN HEART MONTH

Recognizing the rise of cardiovascular disease as the world's leading cause of death, disability and supporting the recognition of February 2025 as "American Heart Month."



WHEREAS, more than 350,000 people experience cardiac arrest outside of a hospital each year and about 70 percent happen at home; and only about 1 in 10 survive; and more than 23,000 children under the age of 18 experience cardiac arrest outside of a hospital each year in the United States and almost 40 percent of these are sports related; and

WHEREAS, CPR, especially if performed immediately, can double or triple a person's chance of survival; and only about 46 percent of people who experience cardiac arrest receive CPR from people nearby while waiting for emergency responders to arrive; and

WHEREAS, there are effective solutions to this problem such as awareness and education to have cardiac emergency response plans in place, CPR education and automated external defibrillator (AED) training and accessibility, and we urge every household to learn CPR; and

WHEREAS, knowing how to properly perform CPR has encouraged more people to act when faced with a cardiac emergency and to save more lives from cardiac arrest outside of a hospital, we must increase the number of people who respond to cardiac arrest by calling 911, delivering high-quality CPR and using an AED as soon as it is available; and

WHEREAS, the American Heart Association has set a goal of doubling the survival from cardiac arrest by 2030 by turning bystanders into lifesavers, so that everyone, everywhere; is prepared and empowered to become a vital link in the chain of survival and provide CPR in response to a cardiac emergency.

NOW, THEREFORE, I, Jack B. Tany, Chairman of the Saginaw County Board of Commissioners, in recognition of the importance of the ongoing fight against heart disease and stroke, and the effort to double the survival rate from cardiac arrest, do hereby proclaim February 2025 to be **AMERICAN HEART MONTH** in Saginaw County and urge all residents to show their support for the fight against heart disease by commemorating this month as AMERICAN HEART MONTH. By increasing awareness, speaking out about heart disease, and learning CPR, we can save thousands of lives each year.

In Witness Whereof the seal of the County of Saginaw has been affixed and the proclamation adopted by the Board of Commissioners on the 18th day of February in the year of our Lord, two thousand twenty five.

Respectfully Submitted,
Saginaw County
Board of Commissioners

Jack B. Tany

Jack B. Tany
Chairman, District #2

Presented & Adopted: February 18, 2025

