

# AMENDED AGENDA

## LABOR RELATIONS COMMITTEE

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

**Monday, February 8, 2021 at 4:00 p.m.**

**VIA TELECONFERENCE PER PA 228 & PA 254 of 2020**

Members: Michael Webster - Chair, Kyle Harris - Vice-Chair, Gerald Little, Sheldon Matthews, Carl Ruth  
Others: Controller, Civil Counsel, Finance Director, Personnel Director, Board Staff, *Media*

***The Labor Relations Committee meeting will be held via Zoom.***

***As the County Building is closed to the public except by appointment, the meeting is open remotely to allow participation during the public portion of the meeting.  
Please utilize the "Raise Hand" option if on Zoom or \*9 if calling in.***

County of Saginaw is inviting you to a scheduled Zoom meeting.

Topic: **See Agenda below**

Date/Time: **February 8, 2021 04:00 PM EST**

Join Zoom Meeting: <https://zoom.us/j/8024441727> Meeting ID: **802 444 1727**

**INSTRUCTIONS using ZOOM audio conferencing:**

Dial: **1 (877) 853-5257** or **1 (888) 475-4499** US Toll-free and enter Meeting ID: **802 444 1727**

- I. Call to order
- II. Welcome/Roll-Call
- III. Correction/Approval of Minutes (*January 14, 2021 - Attached*)
- IV. Public Comment
  - *Speakers limited to 3 minutes*
  - *Please utilize the "Raise Hand" option if on Zoom or \*9 if calling in*
- V. Agenda
  1. **Jennifer Broadfoot, Personnel Director, re:**
    - **2-16-12** Employment Status Report, Exit Interviews, Employee Groups, and Retiree Employment Contracts covering the month of January 2021 (*Receive & File*)
  2. **Bonnie Kanicki, Director, Animal Care & Control, re:**
    - **2-16-13** Requesting waiver of the hiring freeze to fill a vacant position of Kennel Technician (PT)
  3. **Christina Harrington, Health Director, Public Health, re:**
    - **2-16-14** Requesting waiver of the hiring freeze to fill the vacant position of Environmental Health Specialist I/II
  4. **Josh Brown, Director, Information Technology, re:**
    - **2-16-15** Requesting a temporary, part-time PCN in the Information Technology department to assist in supporting the mainframe during the Mainframe Modernization initiative
- VI. Miscellaneous
- VII. Adjournment

**MINUTES**  
**LABOR RELATIONS COMMITTEE**  
111 S. Michigan Ave., Rm. 200, Saginaw, MI 48602  
**Thursday, January 14, 2021 at 4:30 p.m.**  
**VIA TELECONFERENCE PER**  
**PA 228 & PA 254 of 2020**

Present: Michael Webster - Chair, Kyle Harris - Vice-Chair, Gerald Little, Sheldon Matthews, Carl Ruth  
Others: Robert Belleman, Dave Gilbert, Koren Thurston, Jennifer Broadfoot, Undersheriff Gomez, Vanessa Guerra, Norm Bamberger, Jessica Sargent, Commissioners Krafft, Boyd, and Tany, Suzy Koeplinger, Cindy Louchart, Sue Arceo

***The Labor Relations Committee meeting was held via Zoom.  
As the County Building is closed to the public, the meeting was open remotely  
to allow participation during the public portion of the meeting.***

I. Call to order---**Webster at 4:41 p.m.**

***Roll-call by County Clerk Vanessa Guerra as follows:***

***Commissioner Little – Saginaw, MI  
Commissioner Matthews – Spaulding Twp., MI  
Commissioner Ruth – Saginaw, MI  
Vice-Chair Harris – St. Charles, MI  
Chair Webster – Saginaw, MI***

II. Welcome

III. Public Comment (*Speakers limited to 3 minutes*)---**None**

IV. Agenda

1. Approval of 2021 Committee and Board Session Calendar  
---**Moved by Harris, seconded by Ruth, to approve the 2021 Committee and Board Session Calendar.  
Motion carried.**
2. **Jennifer Broadfoot, Personnel Director, re:**
  - **1-19-8** Employment Status Report, Exit Interviews, Employee Groups, and Retiree Employment Contracts covering the month of December 2020 (*Receive & File*)  
---**Moved by Ruth, seconded by Little, to receive and file the Employment Status Report.  
Motion carried.**
  - **1-19-9** Requesting discussion on the Families First Coronavirus Response Act (FFCRA) leave entitlements for Emergency Paid Sick Leave (EPSL) and Expanded FMLA that expire December 31, 2020 (*Receive & File*)  
---**Discussion was held and the Controller recommended the December 31, 2020 expiration date of these two county policies be extended to March 31, 2021 in the best interest of employees.**

***---Moved by Ruth, seconded by Matthews, to approve the recommendation of the Controller and extend the expiration date of these two (2) county policies to March 31, 2021. Motion carried by unanimous roll-call. (Board Report)***

- **1-19-13** Submitting for approval revised County Policy #343 "Employee Insurance"; #361 Disability Leave"; and #341 "Paid Time Off" to create a uniform eligibility schedule for employee insurance benefits, PTO and disability leave for new hires to County employment.

***---Moved by Harris, seconded by Matthews, to approve revised County Policy #343, #361, and #341 as recommended. Motion carried by unanimous roll-call. (Board Report)***

3. **William Federspiel, Sheriff; Miguel Gomez, Undersheriff, re:**

- **1-19-10** Requesting modification of its Personnel Control Number (PCN) Roster for FY 2021 by increasing the Administrative Assistant position from part-time to full-time; to adjust the Administrative Assistant position PCN as split 50/50 between Administration and Law Enforcement

***---Moved by Harris, seconded by Ruth, to approve amendment of the PCN Roster to reflect the Administrative Assistant position to full-time and as a 50/50 split between the accounts as noted, and further to waive the hiring freeze. Motion carried by unanimous roll-call. (Board Report)***

- **1-19-11** Requesting conversion of PCN 101332 in the Jail Fund (101-35100) from a Transport Officer Deputy to a Jail Security position

***---No action. Request pulled at committee***

- **1-19-16** Requesting conversion of an open Deputy PCN and create a new Sergeant position; further, requesting amendment of its FY 2021 Budget to use revenue received from Federal inmate bed space to increase the Law Enforcement Fund by \$30,000 cover the difference in wages between a Deputy and a Sergeant (Budget/Audit)

***---Moved by Little, seconded by Matthews, to approve amendment of the PCN Roster and change a Deputy position to a Sergeant position (PCN #207016). Motion carried by unanimous roll-call. Harris moved, seconded by Ruth, to waive the hiring freeze for the Sergeant position. Motion carried by unanimous roll-call. (Board Report)***

4. **Jessica Sargent, Commission on Aging Director, re:**

- 1-19-12** Requesting waiver of the hiring freeze to fill the position of Program Specialist, a position that oversees the Meals on Wheels program

***---Moved by Matthews, seconded by Ruth, to approve. Motion carried after unanimous roll-call. (Board Report)***

5. **David Gilbert, County Civil Counsel, re:**

Requesting approval of a Memorandum of Understanding and Agreement between the County of Saginaw and the following bargaining units regarding accelerating the entitlement to health/vision/dental to the first of the month following 30 days for new hires, clarifies the onset date for accrual of Paid Time off (PTO), and changes made to the Disability Policy regarding eligibility:

- POAM Detention Supervisors
- POAM Detention Youth Care Specialists
- POAM District Court Probation Officers
- POAM Family Division Probation Officers
- POAM Assistant Prosecutors
- TPOAM Court & Elected Officials
- Teamsters Local 214 (COA & Public Health)
- Teamsters Local 214 (Nurses)
- POAM Animal Control
- POAM Non-312 Corrections
- POAM Command
- UAW Unit 48 – Managers
- UAW Unit 50 – Professionals
- UAW Unit 49 – Paraprofessionals
- POAM 312 Eligible – Deputies
- COAM – Sergeants

***---Moved by Ruth, seconded by Little, to approve the Memorandums of Understanding with Saginaw County's sixteen (16) bargaining units as noted above. Motion carried after unanimous roll-call. (Board Report)***

V. Miscellaneous---***None***

VI. Adjournment---***Moved by Harris, seconded by Little, to adjourn. Motion carried; time being 5:17 p.m.***

Respectfully Submitted,

Michael Webster, Committee Chair

Vanessa Guerra, County Clerk

Suzy Koeplinger, Committee Clerk



# COUNTY OF SAGINAW

# LABOR RELATIONS

111 SOUTH MICHIGAN AVENUE  
SAGINAW, MICHIGAN 48602

2-16-12

**ROBERT V. BELLEMAN**

*Controller/Chief Administrative Officer*

[rbelleman@saginawcounty.com](mailto:rbelleman@saginawcounty.com)

February 3, 2021

Commissioner Carl E. Ruth, Chairman  
Saginaw County Board of Commissioners  
111 South Michigan Ave.  
Saginaw, MI 48602

Re: Labor Relations Committee Employment Status Report

Dear Chairman Ruth:

Pursuant to a request from the Labor Relations Committee, the Personnel Department is herein submitting the Employment Status Report for February, 2021. 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 January, 2021 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 February, 2021 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

c: Robert V. Belleman, Controller/CAO

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SAGINAW COUNTY  
BOARD OF COMMISSIONERS  
2021 FEB -3 PM 2:55

PHONE (989) 790-5210

FAX (989) 790-5566

Employment Status Report –February, 2021

Name	Dept.	DOH	DOT	Title	Transfer Date	Dept.	Class From	Class To	Exit Int.?	Reason
Pritchett, L.	Detention	11/22/14	1/23/21	DYCS	N/A	N/A	N/A	N/A	Yes	New Job/Career
O'Berry, J.	Prosecutor	5/15/17	1/9/21	APA II	N/A	N/A	N/A	N/A	Yes	New Job

Summary of Exit Interviews – January 2021

Mo./Yr.	Dept.	Why Leaving?	Are you satisfied with:		Chance for Advancement?	Yrs. Service
			Pay?	Benefits?		
1/21	Detention	Is good job but had opportunity to make more money and have better living truck driving	No	Yes	Poor*	6 yr. 2 mo.
1/21	Prosecutor	Driving from Ingham County, new opportunity closer to home and family	Yes**	Yes – not huge fan of Aetna/liked BCBS	Good	3 yr. 8 mo.

\*Not much to move up to

\*\*On-call APA do not accrue PTO; no form of payment when on call for 7 days/are coming in on Sundays. Was also using own equipment.

Retirees with Current Contract (February 1, 2021)

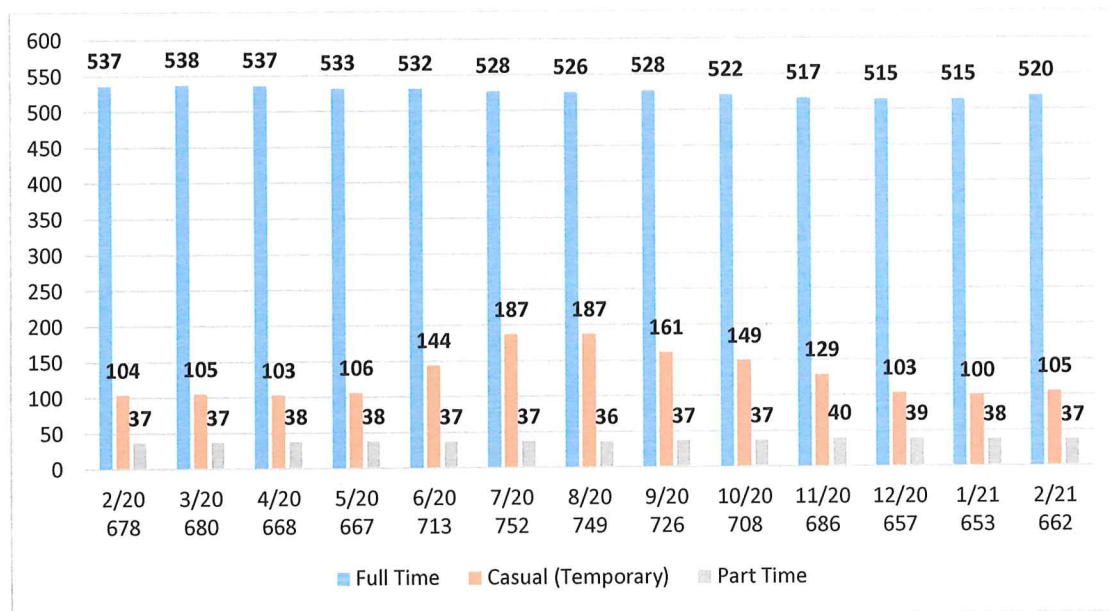
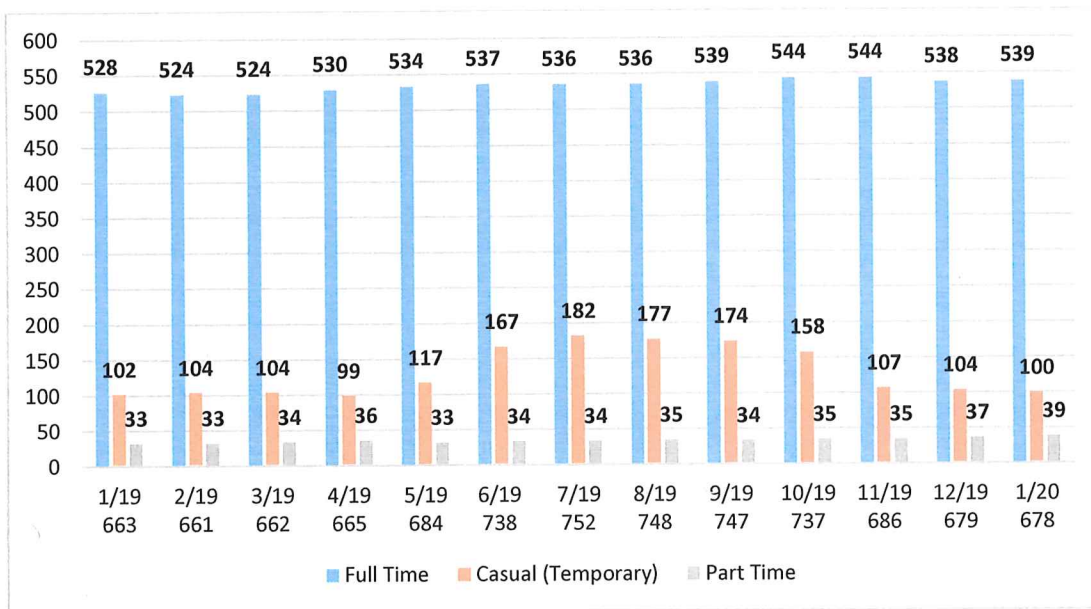
Name	Department	Retirement Date	Contract Expiration	Pay
Alan Kaufman (Kaufman Aviation)	H.W .Browne Airport	01/01/02	09/30/23	\$77,028 annually

Retirees Working as Needed (February 1, 2021)\*

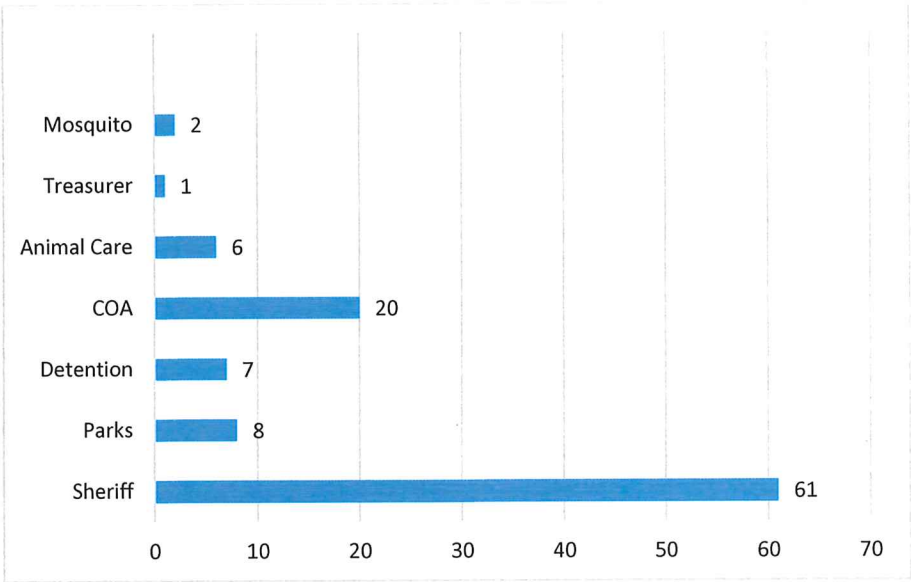
Name	Department	Retirement Date	Contract Expiration	Hourly Pay	Hours worked in January
Mary Maki	Health	6/8/18	Upon notice of completion	\$20.00	110
Bethany Jacques	Health	7/1/19	September 30, 2021	\$50.00	35.25
Mary Patnode	Health	9/30/18	September 30, 2021	\$45.00	141

\*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 (February 1, 2021)





**Status Report**  
**Saginaw County Employee Groups**  
February 1, 2021

Employee Group	Employees	Expiration of Contract	Status
Commissioners	11	December 31, 2020	Set
Elected Officials	6	December 31, 2020	Set
Judges	12	State of Michigan Commission	Set
Non-Union	11	September 30, 2020 Annual via Budget	Set
UAW – Managers	55	9/30/2021	Set
UAW – Professionals	65	9/30/2021	Set
UAW – Clerical, Technical, & Para-Professionals	20	9/30/2021	Set
COAM – Sheriff Unit II-Sergeants	13	9/30/2022	Set
POAM – Detention Youth Care Specialists	17	9/30/2021	Set
POAM – Prosecutors	18	9/30/2021	Set
POAM – Detention Center Supervisors	4	9/30/2021	Set
Teamsters – Health Dept/COA Employees	77	9/30/2021	Set
COAM – Sheriff Unit III- Captain/Lieutenants	5	9/30/2021	Set
POAM – Animal Shelter Employees	7	9/30/2021	Set
POAM – Probation Officers, Family Division	7	9/30/2021	Set
TPOAM – Courthouse Employees	128	9/30/2021	Set
Teamsters – Public Health Nurses	9	9/30/2021	Set
POAM – Sheriff Unit 1 (312 Eligible)	43	9/30/2022	Set
GELC – Probation Officers, District Court	5	9/30/2021	Set
POAM – Sheriff Unit 1 (Non-312 Eligible)	40	9/30/2021	Set
Total	553		



COUNTY OF SAGINAW  
Animal Care & Control  
1312 Gratiot Avenue, Saginaw, MI 48602

# LABOR RELATIONS

Phone: (989)797-4500 [scacc@saginawcounty.com](mailto:scacc@saginawcounty.com) Fax: (989)797-4509

February 3, 2021

2-16-13

RECEIVED  
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BOARD OF COMMISSIONERS  
2021 FEB -3 PM 2:58

Mr. Carl E. Ruth, Chairman  
Board of Commissioners  
Saginaw County  
111 S. Michigan Avenue  
Saginaw, MI 48602

RE: Request for Waiver of Hiring Freeze for Kennel Technician

Chairman Ruth,

I am requesting the Labor Relations Committee recommend to the Board of Commissioners approval to waive the hiring freeze to hire a regular part-time Kennel Technician.

The Fiscal Year 2021 Animal Control budget included 4 Kennel Technicians. We currently have two positions filled. This position serves in conjunction with our shelter Vet of Record to ensure animals are properly medically treated, they perform animal vaccinations, dispense medicine, check for illnesses, assist customers with stray animals dropped off, owner reclaims and perform owner requested euthanasia.

They also do daily care, cleaning, feeding and management of animals, coordinate spay & neuter appointments, coordinate animal adoptions, perform receptionist and front desk duties and assists the Animal Control Officers.

I will be in attendance at the February 8, 2021 Labors Relations Committee meeting, via Zoom, in the event you have any questions.

Sincerely,

Bonnie Kanicki, Director

cc: Mr. Robert Belleman, Controller/ CAO  
Jennifer Broadfoot, Personnel Director

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



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

# LABOR RELATIONS

February 4, 2021

Honorable Carl Ruth, Chairman  
Board of Commissioners  
County of Saginaw  
111 S. Michigan Ave.  
Saginaw, MI 48602

2-16-14  
RECEIVED  
SAGINAW COUNTY  
BOARD OF COMMISSIONERS  
2021 FEB -4 PM 2:26

**RE: REQUEST TO WAIVE HIRING FREEZE FOR DEPARTMENT POSITIONS - updated**

Dear Chairman Ruth:

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

- **Request to waive the hiring freeze in order to fill the vacant Environmental Health Specialist I/II (P15/16; \$49,628 – 69,926) position**

Due to staff retirement I am requesting to fill the vacated Environmental Health Specialist I/II position within the Environmental Health Services Division. This position is currently budgeted, and funded by the Michigan Department of Health and Human Services and Inspection Fees; which fulfills our contractual obligation to provide environmental health services within Saginaw County.

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

COUNTY OF SAGINAW

INFORMATION TECHNOLOGY  
JOSHUA J. BROWN  
DIRECTOR

111 S. Michigan Avenue  
Saginaw, MI 48602-2086

LABOR  
RELATIONS

February 8, 2021

Honorable Carl Ruth, Chairman  
Board of Commissioners  
County of Saginaw  
111 S. Michigan Ave.  
Saginaw, MI 48602

RE: Temporary PCN – Programmer/Analyst

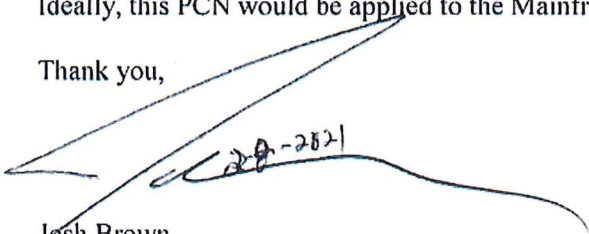
Dear Chairman Ruth,

I am requesting to be placed on the February 8, 2021 Labor Relations Committee agenda.

I am requesting a temporary, part-time PCN in the Information Technology department to assist in supporting the Mainframe during the Mainframe Modernization initiative. As mentioned, this position would be temporary and part-time and as such, not qualify for County benefits.

Ideally, this PCN would be applied to the Mainframe Modernization budget (Account 436).

Thank you,

  
Josh Brown  
Director  
Information Technology

cc: Robert Belleman, Controller/CAO  
Koren Thurston, Finance Director

2-16-15

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2021 FEB - 8 PM 1:47