

**MINUTES**  
**COMMITTEE OF THE WHOLE**  
**Tuesday, August 18, 2020 – 4:00 p.m.**  
**TheDow Event Center – Red Room**  
**303 Johnson St., Saginaw, MI 48607**

**Present:** Carl Ruth - Committee Chair, Kathy Dwan, Cheryl Hadsall, Kyle Harris, Kirk Kilpatrick, Dennis Krafft, Sheldon Matthews, Amos O’Neal, Charles Stack, James Theisen, Michael Webster  
**Absent:** Kathy Dwan  
**Others:** Robert Belleman, Dave Gilbert, Marcia Coughlin, Janet Swidorski, Nicole Perez, Kyle Bostwick, Trent Boyd, Nick Coughlin, Connie Sullivan, Sheryl Arquette

[NOTE: To mitigate the spread of the COVID-19 pandemic, protect the public health, and provide essential protections to Saginaw County residents, the Saginaw County Board of Commissioners will conduct entrance screening on all individuals prior to entry into the Red Room and masks are required. Entrance screening will consist of a temperature check and answering health questions. Masks, gloves and hand sanitizer were provided. No food or drink were provided. **6’ Social Distancing and use of masks was strictly enforced.**]

- I. Call to order---**Carl Ruth @ 4:05 p.m.**
- II. Welcome
- III. Public comment (*Speakers limited to 3 minutes*)---**None**
- IV. Agenda
  1. **Robert Belleman, Controller/CAO, re:**
    - Intro - Job Classification and Total Compensation Study, Phases II & III  
---**The Controller gave a brief introduction and introduced Ann Antonsen from Baker Tilly (See attached slides from PowerPoint presentation)**
  2. **Ann Antonsen, Director/Project Manager – Baker Tilly, re:**
    - Presentation of Job Classification & Total Compensation Study, Phases II & III - Process & findings (**See attached slides from PowerPoint presentation**)
  3. **Closed Session, re:**
    - 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  
---**The Chair announced the need to meet in Closed Session as noted above. Moved by Harris, seconded by Matthews, to go into closed session. Roll-call was unanimous at 4:20 p.m. The Committee entered Open Session at 5:22 p.m. and there was no action.**
  4. Other Issues of Interest/Concern – Board of Commissioners---**None**
- V. Miscellaneous---**None**
- VI. Adjournment---**Moved by Theisen, seconded by Stack, to adjourn. Motion carried; time being 5:22 p.m.**

Note: Upon completion of discussion, only motions to refer to an organized committee or to postpone indefinitely shall be allowed - Article IX, Section 9.5, and 2020 Board Rules.

Respectfully Submitted,  
Suzy Koepplinger, Committee Clerk  
Carl E. Ruth, Committee Chair

8/24/20/sek/sea

Saginaw County

Classification and Compensation  
Study – Phases II & III

Ann Antonsen, Director

August 18, 2020



## Objectives

- Review and evaluate the current classification and compensation system
- Create opportunities for input at all levels
- Develop up-to-date job descriptions
- Determine current relationship relative to the labor market
- Evaluate the internal ranking of all positions
- Develop compensation system and strategy
- Develop implementation strategies

## **Methodology**

- Discussions with Controller/CAO, Human Resources and Department Heads
- Employee informational meetings
- Collection of data – Position Analysis Questionnaires
- Development of job descriptions
- Evaluate positions based on job requirements
- Obtain market salary and benefits information

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## Methodology *(cont.)*

- Development of compensation plan
- Assignment of positions to pay grades
- Development of implementation options

## Market Survey - Benchmarks

- Bay County
- Genesee County
- Ingham County
- Jackson County
- Midland County
- Muskegon County
- St. Clair County
- Shawassee County
- City of Bay City
- City of Midland
- City of Saginaw
- Saginaw Township
- Healthsource Saginaw
- Saginaw Valley State University
- State of Michigan
- Economic Research Institute