

AGENDA

LABOR RELATIONS COMMITTEE

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

Monday, May 10, 2021 at 4:00 p.m.

VIA ZOOM PER PA 267 of 1976 / PA 228 of 2020 and

Local Emergency Declaration dated April 8, 2021

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, this meeting is being held remotely pursuant to and consistent with PA 267 of 1976 and a Local Emergency Declaration dated April 8, 2021.

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: May 10, 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 w/location
- III. Correction/Approval of Minutes (*April 12, 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:**
 - **5-18-18** Employment Status Report, Exit Interviews, Employee Groups, and Retiree Employment Contracts covering the month of April 2021 (*Receive & File*)
 2. **John McColgan, Jr., Prosecutor, re:**
 - **5-18-17** Requesting waiver of the hiring freeze to fill the vacant position of Office Assistant II (PCN #101253)
 3. **Dave Gilbert, Civil/Labor Counsel, re:**
 - **5-18-19** Submitting for approval an Agreement to Rescind a Memorandum of Understanding with TPOAM
- VI. Miscellaneous
- VII. Adjournment

MINUTES

LABOR RELATIONS COMMITTEE

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

Monday, April 12, 2021 at 4:00 p.m.

VIA ZOOM PER PA 267 of 1976 and

Local Emergency Declaration dated April 8, 2021

Present: Michael Webster–Chair (*Saginaw, MI*), Gerald Little (*Saginaw, MI*), Sheldon Matthews (*Jacksonville, FL*), Carl Ruth (*Saginaw, MI*)

Absent: Kyle Harris

Others: Robert Belleman, Dave Gilbert, Koren Thurston, Jennifer Broadfoot, John McColgan, Undersheriff Miguel Gomez, Vanessa Guerra, April Key, Susan Caister, Todd Borders, Brian Kennan-Lechel, Suzy Koeplinger, Cindy Louchart, Sue Arceo

The Labor Relations Committee meeting was held via Zoom.

As the County Building is closed to the public, this meeting is being held remotely pursuant to and consistent with PA 267 of 1976 and a Local Emergency Declaration dated April 8, 2021.

- I. Call to order---**Michael Webster at 4:00 p.m.**
- II. Welcome/Roll-Call w/location---**Roll-call with location by County Clerk**
- III. Correction/Approval of Minutes (*March 8, 2021*)
---Moved by Ruth, seconded by Matthews, to approve. Motion carried.

IV. Public Comment---**None**

V. Agenda

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

- **4-20-15** Employment Status Report, Exit Interviews, Employee Groups, and Retiree Employment Contracts covering the month of March 2021 (*Receive & File*)
---Moved by Ruth, seconded by Little, to receive and file. Motion carried.
- **4-20-16** Submitting information on the expiration of County Policies #365 – COVID-19 Emergency Paid Sick Leave (EPSL) and #366 – Family Medical Leave Act (FMLA) Expansion and approval of new County Policy #367 – COVID-19 Sick Time Policy
---Moved by Ruth, seconded by Matthews, to approve. Motion carried by unanimous roll-call vote. (Board Report)

2. **Miguel Gomez, Undersheriff, re:**

- **4-20-4** Requesting waiver of the hiring freeze to fill the vacant position of Records Clerk (PCN #207049) and vacant Jail Security position (PCN #101447)
---Moved by Matthews, seconded by Ruth, to approve. The Records Clerk position is vacant due to promotion and has been vacant for 2 months. The Jail Security position has been vacant since the end of March with the employee unable to return to work from disability leave. Motion carried by unanimous roll-call vote. (Board Report)

3. **Todd Borders, Administrator, 10th Circuit Court – Family Division, re:**

- **4-20-5** Requesting an extension of a temporary Personnel Control Number (PCN) for the position of School Truancy Coordinator retroactive from March 31, 2021 to May 31, 2021.

---Moved by Matthews, seconded by Ruth, to approve. It was anticipated that the temporary PCN would not be necessary after March 31, 2021, however development of the Delinquency Supervisor position was delayed due to the salary compensation study. With the posting of the Delinquency Supervisor position, it is anticipated the temporary PCN would be needed through the end of May 2021. Motion carried by unanimous roll-call vote. (Board Report)

4. **Susan Caister, Nutrition Program Manager, Commission on Aging, re:**

- **4-20-17** Requesting waiver of the hiring freeze to fill the vacant position of Senior Center Coordinator (PCN #238101)

---Moved by Ruth, seconded by Little, to approve. This is a key position vacated March 31st due to retirement. During COVID-19 the position was moved to the Eleanor Frank Center to oversee routes and assist where needed. Motion carried by unanimous roll-call vote. (Board Report)

5. **John McColgan Jr., Prosecutor, re:**

- **4-20-18** Requesting waiver of the hiring freeze to fill the position of Assistant Prosecutor (PCN #101240)

---Moved by Little, seconded by Matthews, to approve. Employee left to take an Assistant Prosecutor position in the Lansing area. The position is vital to the office and is in the budget. Motion carried by unanimous roll-call vote. (Board Report)

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

- **4-20-20** Submitting for approval three (3) Memorandums of Understanding (MOU) for Teamsters Local 214 (COA & Public Health), Teamsters Local 214 (Nurses), and UAW Local 455 – Unit 48 Managers, increasing the PTO limit from 700 hours up to 820 hours for Health Department employees who are dedicated to COVID-19 response, effective through September 30, 2021

---Moved by Matthews, seconded by Little, to approve. Motion carried by unanimous roll-call vote. (Board Report)

VI. Miscellaneous---***None***

VII. Adjournment---***Moved by Ruth, seconded by Little, to adjourn. Motion carried; time being 4:24 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

ROBERT V. BELLEMAN
Controller/Chief Administrative Officer
rbelleman@saginawcounty.com

May 5, 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 May, 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 April, 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 May, 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

5-18-18
RECEIVED
SAGINAW COUNTY
BOARD OF COMMISSIONERS
2021 MAY -5 AM 9:36

Employment Status Report –May, 2021

Name	Dept.	DOH	DOT	Title	Transfer Date	Dept.	Class From	Class To	Exit Int.?	Reason
Alverado, D.	FOC	11/15/1999	4/1/2021	Account Specialist II	N/A	N/A	N/A	N/A	Yes	Retirement
Kaufmann, B.	Health	12/3/1990	4/1/2021	Env. Health Specialist	N/A	N/A	N/A	N/A	Yes	Retirement
Sparks, K.	Prosecutor	9/3/2019	4/2/21	Legal Clerk I	N/A	N/A	N/A	N/A	Yes	New Job
Powell, C.	COA	9/21/2010	4/1/2021	Senior Center Manager	N/A	N/A	N/A	N/A	Yes	Retirement

Summary of Exit Interviews – April, 2020

Mo./Yr.	Dept.	Why Leaving?	Are you satisfied with:		Chance for Advancement?	Yrs. Service
			Pay?	Benefits?		
4/21	COA	Retirement (Had previously retired from Board of Education)	Yes	Did not take/had other benefits	Good	10 yr. 6 mo.
4/21	Prosecutor	Money – had to work 2 jobs as single mom	No	Yes	Poor. Did not feel was room for advancement.	1 yr. 7 mo.
4/21	Health	Resigning – doing something different after 30 years	No*	No**	Poor. Very little advancement opportunities where was at.	30 yr. 4 mo.
4/21	FOC	Retiring 22 years	Yes	Yes	Good. Liked what did – did not look.	21 yr. 5 mo.

*For the majority of tenure with the County was unsatisfied with pay. Pay was way below what other Counties were making. Recently with implementation of the salary survey, wage has been great and feels that they are compensated fairly for the market around them.

**Was not happy that they voluntarily changed from the MERS pension DB to DC, feels was not properly educated on the switch. Health Insurance was OK, however as the cost of health insurance went up, it became a less appealing benefit from the old benefits that were in place.

Retirees with Current Contract (May 1, 2021)

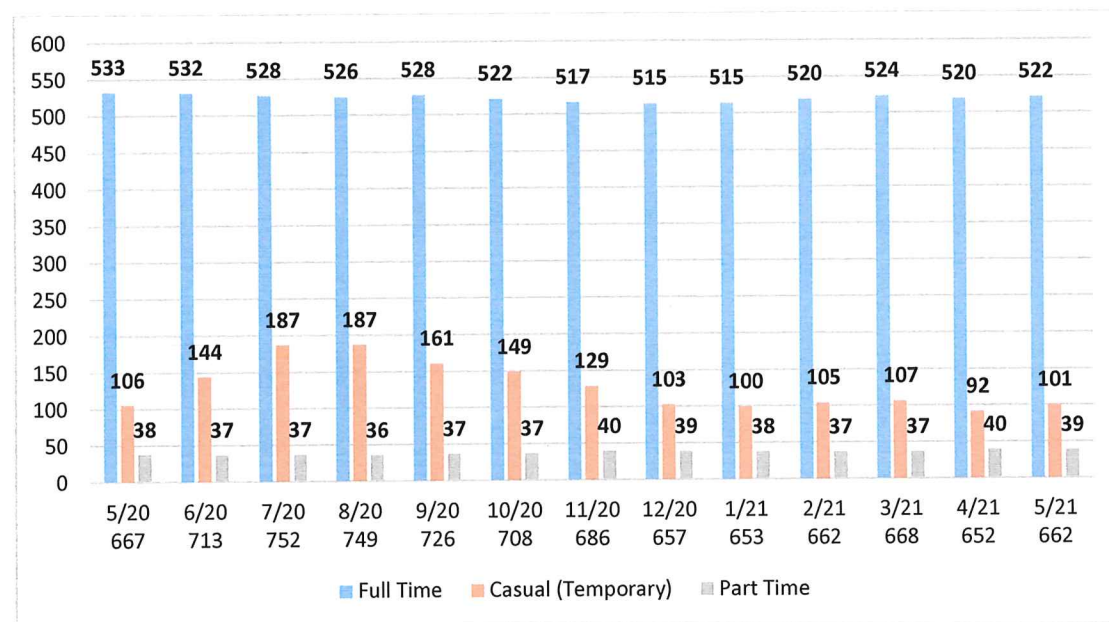
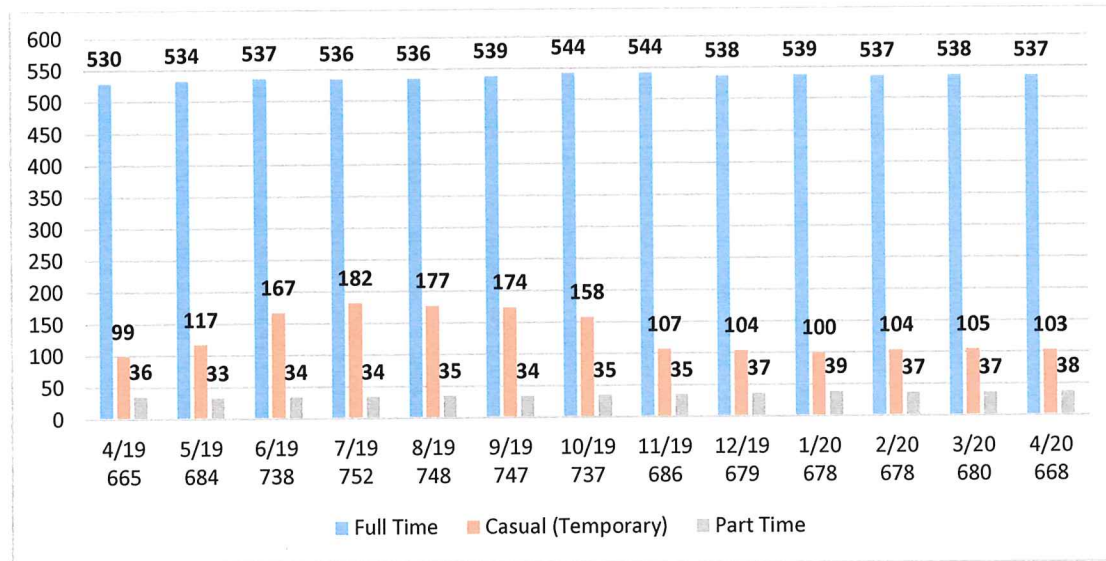
Name	Department	Retirement Date	Contract Expiration	Pay
Alan Kaufman (Kaufman Aviation)	H.W .Browne Airport	01/01/02	09/30/23	\$77,028 annually

Retirees Working as Needed (May 1, 2021)*

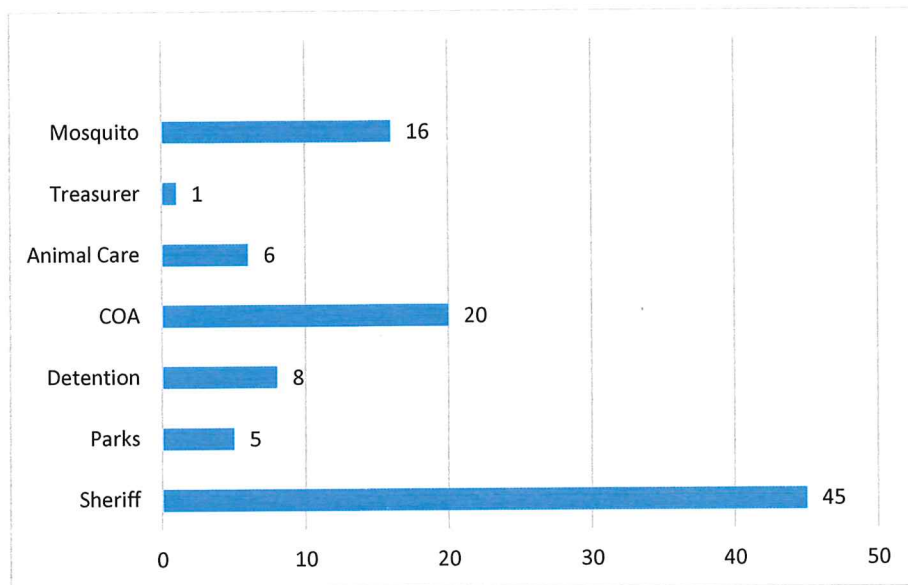
Name	Department	Retirement Date	Contract Expiration	Hourly Pay	Hours worked in April
Mary Makl	Health	6/8/18	Upon notice of completion	\$20.00	123
Bethany Jacques	Health	7/1/19	September 30, 2021	\$50.00	3.5
Mary Patnode	Health	9/30/18	September 30, 2021	\$45.00	157

*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 (May 1, 2021)



Status Report
Saginaw County Employee Groups
May 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	56	9/30/2021	Set
UAW – Professionals	67	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	17	9/30/2021	Set
POAM – Detention Center Supervisors	4	9/30/2021	Set
Teamsters – Health Dept/COA Employees	79	9/30/2021	Set
COAM – Sheriff Unit III- Captain/Lieutenants	5	9/30/2021	Set
POAM – Animal Shelter Employees	10	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)	45	9/30/2022	Set
GELC – Probation Officers, District Court	5	9/30/2021	Set
POAM – Sheriff Unit 1 (Non-312 Eligible)	39	9/30/2021	Set
Total	561		



John A. McColgan Jr.
Saginaw County Prosecuting Attorney

**LABOR
RELATIONS**

COURT HOUSE
111 SOUTH MICHIGAN AVENUE
SAGINAW, MICHIGAN 48602

Mark J. Gaertner
Chief Assistant Prosecuting Attorney

5-18-17

RECEIVED
SAGINAW COUNTY
BOARD OF COMMISSIONERS
2021 MAY -3 AM 9:32

May 1, 2021

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

Re: Request For Waiver Of Hiring Freeze

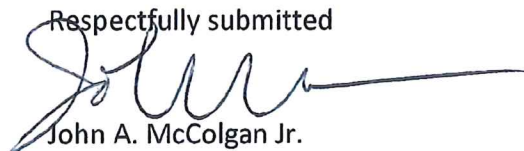
Dear Chairman Ruth,

I am requesting to be placed on the agenda for the Labor committee meeting to be held May 10, 2021. I am requesting this committee's support for a waiver of the hiring freeze so that my department can replace Barb Lawson, an Office Assistant II who has retired after 31 years of dedicated service to the people of Saginaw County.

The above mentioned position is necessary and essential in our fight against crime here in Saginaw County. Barb performed many duties in our office the most important two being the first face you see upon entering our office and preparing the jury books so that my attorneys can be as knowledgeable possible when selecting jurors.

The position is budgeted for in the 2021 Budget.

Respectfully submitted


John A. McColgan Jr.

Office Assistant II

Dept/Div: Multiple/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative support work in assigned department and related work as apparent or assigned. Work is performed under the moderate supervision of the assigned personnel.

Qualification Requirements

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

Essential Functions

- Provides receptionist support by answering phones and/or dispatching and emails, assisting customers with questions and data requests, scheduling and verifying appointments, and directing customers to appropriate department or course of action.
- Performs general office duties such as preparing correspondence, emails, reports, or paperwork; processing mail and invoices (claims); maintaining files or logs; uploading documents; performing basic data entry; preparing copies or faxes; and updating charts, files, records, etc.
- May maintain a cash drawer and accept payments, verify insurance and statutory requirements, and/or attend meetings and take minutes.
- May order, inventory, and maintain office supplies.
- May act as a backup to others in office or department.
- Performs department, agency, or program specific office administrative work, as directed.

Education and Experience

High school diploma or GED and moderate experience in an office setting.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires standing, speaking or hearing, using hands to finger, handle or feel, tasting or smelling and repetitive motions, frequently requires reaching with hands and arms and occasionally requires walking and sitting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather) and exposure to fumes or airborne particles; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Written by: Springsted/Baker Tilly

Title: Consultant

Date: 2/3/2020

Approved by:

 Robert W. Bell

Title: Controller/CAO

Date: 02/04/2020

GILBERT & SMITH, P.C.
ATTORNEYS AT LAW

721 SOUTH MICHIGAN AVENUE
SAGINAW, MICHIGAN 48602-1529

www.gsb-law.com

**LABOR
RELATIONS**

DAVID M. GILBERT
LAWRENCE WM. SMITH
AMY L. LUSK
MARK A. TOAZ

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

May 6, 2021

5-18-19

RECEIVED
SAGINAW COUNTY
BOARD OF COMMISSIONERS
2021 MAY -6 PM 12:38

Commissioner Michael A. Webster
Chairman - Labor Relations Committee
Saginaw County Board of Commissioners
111 S. Michigan Avenue
Saginaw, Michigan 48602

Re: Agreement for Consideration by the Labor Relations Committee

Dear Commissioner Webster:

I have enclosed an Agreement to Rescind a Memorandum of Understanding with TPOAM that was dated September 10, 2020 for consideration by the Labor Relations Committee on Monday, May 10, 2021.

I will be in attendance at the Labor Relations Committee meeting on May 10, 2021 to answer any questions you may have.

Respectfully,



David M. Gilbert
Civil/Labor Counsel

DMG/dms
Enclosure

AGREEMENT TO RESCIND
MEMORANDUM OF UNDERSTANDING AND AGREEMENT

This AGREEMENT made and entered into this ____ day of _____, 2021, by and between the County of Saginaw and 70th District Court (Collectively Employer) and the Technical, Professional and Office Workers Association of Michigan (Union).

WHEREAS, the Employer and Union entered into a Memorandum of Understanding and Agreement on September 10, 2020 reducing the hours of thirty-one (31) hourly employees from 80 hours to 72 hours every two weeks, and reducing the hours of two (2) of its least senior employees from 80 hours to 40 hours every two weeks, thereby reducing the positions to regular part-time;

WHEREAS, the Saginaw County Board of Commissioners approved additional funding at its April 20, 2021 meeting which will allow for the restoration of eight (8) hours of pay for thirty-one (31) District Court employees and the reinstatement of two (2) District Court positions from part-time to full-time;

WHEREAS, the EMPLOYER desires to restore the positions to full-time effective May 16, 2021;

WHEREAS, the UNION is also desirous of having its employees restored to full-time positions.

THEREFORE, it is agreed as follows:

1. The Memorandum of Understanding and Agreement dated September 10, 2020 which reduced the hours of thirty-one (31) hourly employees from 80 hours to 72 hours per week and reduced the hours of two (2) least senior employees from 80 hours to 40 hours every two weeks is hereby rescinded effective May 16, 2021.
2. Those employees who return to full-time prior to May 16, 2021 shall be paid accordingly.

FOR THE COUNTY OF SAGINAW:

Carl E. Ruth, Chair
Board of Commissioners

Robert V. Belleman
Controller/CAO

FOR THE SAGINAW COUNTY COURTS

Darnell Jackson

Darnell Jackson - Chief Judge

David M. Gilbert - Labor Specialist

FOR THE UNION:



Jim Cross
Business Agent