

AGENDA

LABOR RELATIONS COMMITTEE

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

Monday, June 12, 2023 at 4:00 p.m.

Members: Michael Webster - Chair, Sheldon Matthews - Vice-Chair, Denny Harris, Gerald Little, Christopher Boyd

Others: County Clerk, Controller, Civil Counsel, Finance Director, Personnel Director, Board Staff, *Media*

- I. Call to Order
- II. Welcome – Roll Call
- III. Correction/Approval of Minutes (***May 8, 2023 Meeting Minutes - Attached***)
- IV. Public Comment
 - *Speakers limited to 3 minutes*
- V. Agenda
 1. **Jennifer Broadfoot, Personnel Director, re:**
 - **6-20-21** Employment Status Report, Exit Interviews, Employee Groups, and Retiree Employment Contracts covering the month of May 2023 (*Receive & File*)
 2. **Patricia Johnson, Retirement/Benefits Administrator, re:**
 - **6-20-22** Requesting extension of the Professional Services Agreement with Amy Deford from December 10, 2022 through January 31, 2023 to pay for services provided
 3. **Jessica Sargent, Commission on Aging Director, re:**
 - **6-20-24** Requesting a temporary Position Control Number (PCN) for Senior Center Specialist due to retirement of the current employee on August 31, 2023 and the need to onboard/train a new individual prior to departure
 4. **Chris Klawuhn, Environmental Health Director, Health Department, re:**
 - **6-20-25** Requesting a temporary contract with a former SCHD employee to provide office coverage in the Environmental Health Services Division of the Health Department during a staff maternity leave, from late July/early August until no later than November 30, 2023
- VI. Miscellaneous
- VII. Adjournment

MINUTES
LABOR RELATIONS COMMITTEE

DRAFT

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

Monday, May 8, 2023 at 4:00 p.m.

Present: Michael Webster - Chair, Sheldon Matthews - Vice-Chair, Denny Harris, Gerald Little, Christopher Boyd

Others: Dave Gilbert, Koren Thurston, Jennifer Broadfoot, Judge Frank, Judge Hoffman, Judge Clark, Judge Jurrens, Linda James, Linda Brunges, Sheila Ray-Danley, Crystal Escamilla, Michelle Johnson, Virginia Jebb, Jason VanBocklaer, Suzy Koeplinger, Marissa Sawdon, and Catherine Hicks

- I. Call to Order ---**Webster at 4:00 p.m.**
- II. Welcome – Roll Call
- III. Correction/Approval of Minutes (*April 10, 2023 Meeting Minutes*)
---**Moved by Boyd, seconded by Little, to approve. Motion carried.**
- IV. Public Comment ---*Speakers limited to 3 minutes*
 - **Judge Frank thanked the committee for considering approval of the proposed Memorandum of Understanding on the agenda and stated how important it is to the employees.**
- V. Agenda
 1. **Jennifer Broadfoot, Personnel Director, re:**
 - **5-16-13** Employment Status Report, Exit Interviews, Employee Groups, and Retiree Employment Contracts covering the month of April 2023
---**Moved by Matthews, seconded by Little, to receive and file. Motion carried. (Receive & File)**
 - **5-16-14** Submitting information on summer hours offered to employees at other comparable counties
After review, the commonality between all counties that offered summer hours was that there was no county policy, each individual department created its own procedures. Chairman Webster requested the Chief Deputy County Clerk attend the June Labor Relations Committee meeting to offer a report on the pilot program the County Clerk's office implemented last year. (No Action)
 2. **Dave Gilbert, Civil/Labor Counsel, re:**
 - **5-16-15** Submitting for consideration a Memorandum of Understanding between Saginaw County and TPOAM regarding reclassification of District Court Judicial Assistants
Mr. Gilbert detailed that this MOU would place the District Court Judicial Assistant position at the same level as the Circuit Court Judicial Assistant. Chairman Webster categorized this as a move toward a more unified court system, as was prioritized in strategic planning.
---**Moved by Boyd, seconded by Matthews, to approve. Motion carried by unanimous roll call vote. (Board Report)**

VI. Miscellaneous

- **Commissioner Matthews invited the committee members to help serve pancakes at the Employee Pancake Breakfast next Thursday, May 18, 2023 at 8:00 a.m.**

VII. Adjournment ---***Moved by Harris, seconded by Matthews, to adjourn. Motion carried; time being 4:22 p.m.***

Respectfully submitted,
Michael Webster, Committee Chair
Suzy Koepplinger, Committee Clerk



COUNTY OF SAGINAW **LABOR RELATIONS**

111 SOUTH MICHIGAN AVENUE
SAGINAW, MICHIGAN 48602

6-20-21

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

June 2, 2023

Commissioner Christopher Boyd, Chairman
Saginaw County Board of Commissioners
111 South Michigan Ave.
Saginaw, MI 48602

Re: Labor Relations Committee Employment Status Report

Dear Chairman Boyd:

Pursuant to a request from the Labor Relations Committee, the Personnel Department is herein submitting the Employment Status Report for June, 2023. 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 May, 2023 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 June, 2023 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
2023 JUN -2 PM 1:49

Employment Status Report –June, 2023

Name	Dept.	DOH	DOT	Title	Transfer Date	Dept.	Class From	Class To	Exit Int.?	Reason
Stinson, T.	COA	4/20/15	5/13/23	FGP Coordinator	N/A	N/A	N/A	N/A	Yes	Pursue retirement/ unhappy with position
Glysz, J.	Clerk	7/25/18	5/1/23	Deputy Clerk	N/A	N/A	N/A	N/A	Yes	Not happy with position
Wilson, M.	Animal Care	1/28/21	5/19/23	Kennel Tech	N/A	N/A	N/A	N/A	Yes	Moving for school
Clements, D.	Sheriff	3/31/97	5/1/23	Deputy	N/A	N/A	N/A	N/A	No	Retirement

Summary of Exit Interviews – April 2023

			Are you satisfied with:			
Mo./Yr.	Dept.	Why Leaving?	Pay?	Benefits?	Chance for Advancement?	Yrs. Service
5/23	Animal Care	Going to college full-time	Yes	Yes	Fair	2 yr. 4 mo.
5/23	COA	Unhappy with Management; lack of support to fill volunteer spots.	Yes	Yes - Difficult to take time off with staffing	Wasn't looking to advance	8 yr. 1 mo.
5/23	Clerk	Not happy since took over supervisory position; lack of training/support	Yes	No – not happy with Insurance	Good	4 yr. 9 mo.

Retirees with Current Contract (June 1, 2023)

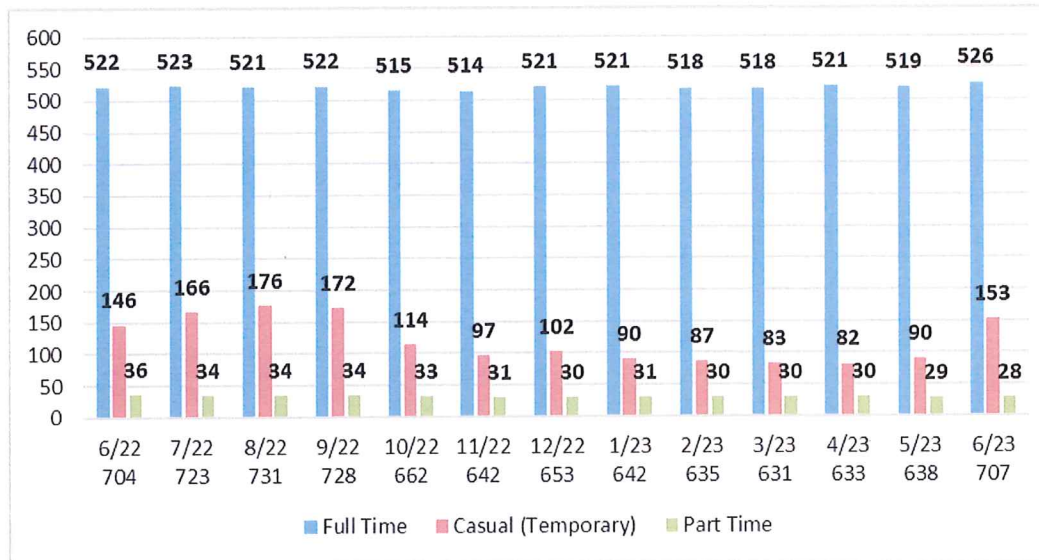
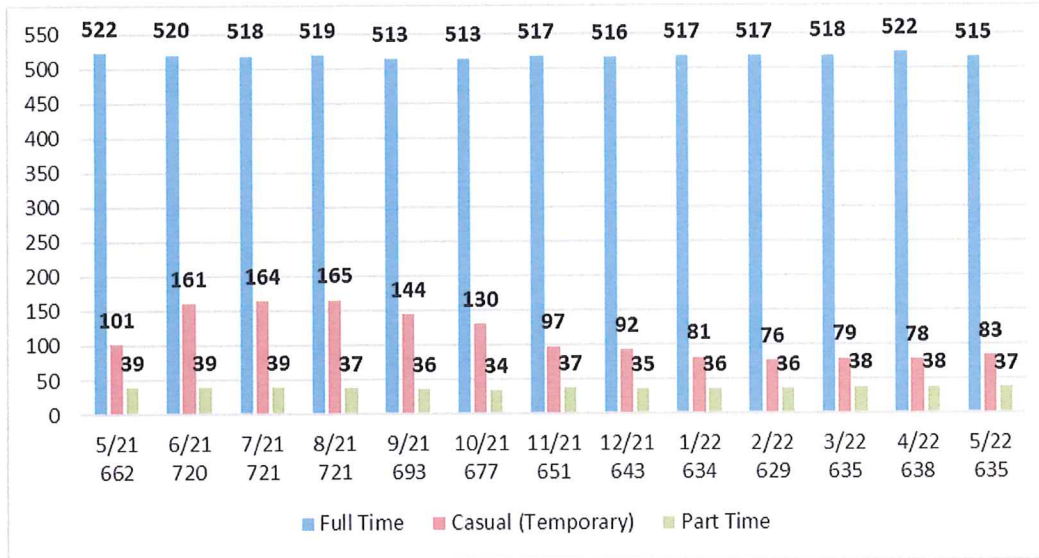
Name	Department	Retirement Date	Contract Expiration	Pay
Alan Kaufman (Kaufman Aviation)	H.W. Browne Airport	01/01/02	09/30/23	\$77,028 annually

Retirees Working as Needed (May 1, 2023) *

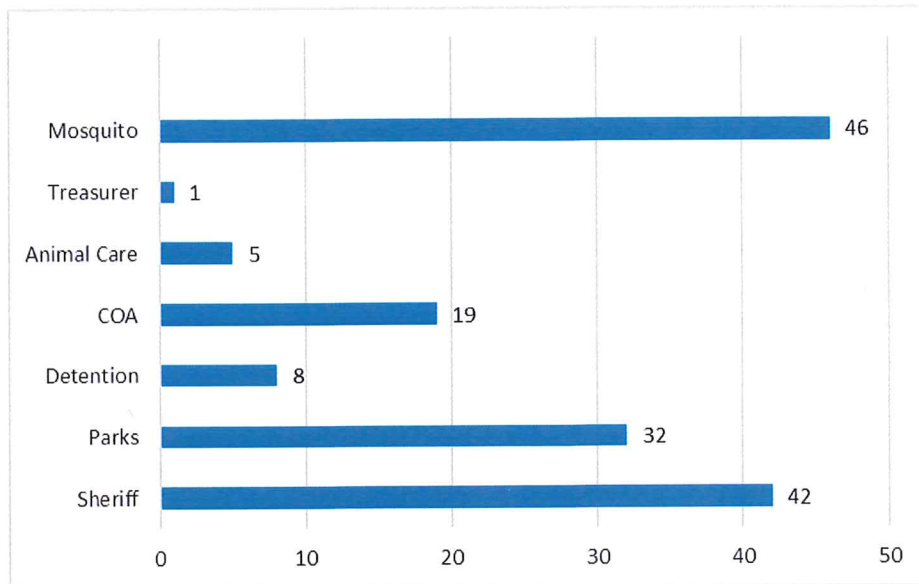
Name	Department	Retirement Date	Contract Expiration	Hourly Pay	Hours worked in May
Bethany Jacques	Health	7/1/19	September 30, 2023	\$50.00	10.25
Mary Patnode	Health	9/30/18	September 30, 2023	\$45.00	96.5

*This report does not include retired Court employees with a current contract.

Number of Employees (Reported for First of Month)



Number of Temporary Employees by Department (June 1, 2023)



Status Report
Saginaw County Employee Groups

June 1, 2023

Employee Group	Employees	Expiration of Contract	Status
Commissioners	11	December 31, 2023	Set
Elected Officials	6	December 31, 2023	Set
Judges	12	State of Michigan Commission	Set
Non-Union	10	September 30, 2023 Annual via Budget	Set
UAW – Managers	57	9/30/2024	Set
UAW – Professionals	59	9/30/2024	Set
UAW – Clerical, Technical, & Paraprofessionals	21	9/30/2024	Set
COAM – Sheriff Unit II-Sergeants	13	9/30/2022	Pre-arbitration meeting held with arbitrator
POAM – Detention Youth Care Specialists	15	9/30/2024	Set
POAM – Prosecutors	19	9/30/2024	Set
POAM – Detention Center Supervisors	4	9/30/2024	Set
Teamsters – Health Dept./COA Employees	78	9/30/2024	Set
COAM – Sheriff Unit III- Captain/Lieutenants	5	9/30/2024	Set
POAM – Animal Shelter Employees	7	9/30/2024	Set
POAM – Probation Officers, Family Division	7	9/30/2024	Set
TPOAM – Courthouse Employees	137	9/30/2024	Set
Teamsters – Public Health Nurses	10	9/30/2024	Set
POAM – Sheriff Unit 1 (312 Eligible)	40	9/30/2025	Set
GELC – Probation Officers, District Court	5	9/30/2024	Set
POAM – Sheriff Unit 1 (Non-312 Eligible)	38	9/30/2024	Set
Total	554		

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COUNTY OF SAGINAW

OFFICE OF COUNTY CONTROLLER

111 SOUTH MICHIGAN AVENUE
SAGINAW, MICHIGAN 48602

LABOR RELATIONS

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

May 31, 2023

Commissioner Chris Boyd, Chairman
Board of Commissioners
111 S. Michigan Ave.
Saginaw, MI 48602

6-20-22

RECEIVED
SAGINAW COUNTY
BOARD OF COMMISSIONERS
2023 JUN -2 P 51

RE: Extension of Professional Services Contract for Amy Deford from December 10, 2022 through January 31, 2023

Dear Chairman Boyd:

Request Section: Saginaw County Retirement and Benefits Department requests the extension of the professional services contract of Amy Deford from December 10, 2022 through January 31, 2023.

Background Information Section: Retirement/Benefits Department called upon Amy to help with the preparation of the 2022 Actuarial Valuation on January 23, 2023.

Financial Information Section: Cost of \$250.00 to be paid from Professional Consulting fund.

Partnership/Collaboration Section: No future partnerships or collaborations are anticipated.

Strategic Planning Section: Amy's knowledge was necessary to complete the 2022 Actuarial Valuation.

Recommendation Section: I respectfully recommend that the Board of Commissioners extend Amy Deford's contract to pay her for the service she has provided.

I will attend the June Labor Committee to answer any questions you or any committee member may have regarding this request.

Sincerely,

Patricia Johnson
Retirement/Benefits Administrator



SAGINAW COUNTY COMMISSION ON AGING

...Providing Services, Programs and Opportunities for Older Adults...

June 7, 2023

Commissioner Christopher Boyd, Chairman
Board of Commissioners
111 S. Michigan Avenue
Saginaw, MI 48602

**LABOR
RELATIONS**

6-20-24

RECEIVED
SAGINAW COUNTY
BOARD OF COMMISSIONERS
2023 JUN -7 P 2:26

RE: REQUEST FOR TEMPORARY POSITION CONTROL NUMBER FOR SENIOR CENTER SPECIALIST (PT)

Dear Chairman Boyd:

REQUEST SECTION: Requesting a temporary position control number (PCN) for Senior Center Specialist (#238100). Employee in present position is retiring and gave notice their last day will be August 31, 2023. It is beneficial for the program to onboard/train a new individual, prior to the present employee's departure. A temporary PCN would allow for a strong foundation to be established by the new individual in the position. This directly impacts the agency's ability to identify and serve those in need.

BACKGROUND INFORMATION SECTION: The Senior Center Specialist position's primary purpose is to provide outreach services to elderly citizens and assist at senior centers as needed. This position requires a high school diploma/GED, proficiency in the Spanish language, possession of a Chauffeur's license with the State of Michigan, CPR/First Aid certification and a valid license in the State of Michigan.

Essential functions of the position include:

- Locates and identifies elderly adults who may need assistance with daily living skills. Locating activities may include but are not limited to door-to-door searches, attendance at health fairs, meeting with staff from local community agencies who serve the elderly, and attending neighborhood watch groups or church groups, with the goal of locating seniors and providing information on agency programs and services available to older adults.
- Meets with, provides information and follow-up services to, and assists older adults with the presenting problem. Follow-up services include, but are not limited to, assisting with filling out Medicaid applications, providing information on social security and drug assistance programs, locating available low-income medical services, providing information relative to guardianship services or legal assistance, finding affordable housing, etc.
- Assists Senior Center Coordinator with disseminating information to the agency's senior centers as required. May assist with general activities such as posting notices, handling maintenance requests and coordination of center activities. May be required to transport seniors in the absences of the regularly scheduled driver.
- Represents the agency at community events with the goal of providing individuals and other community organizations with information relative to agency's programs and services.

FINANCIAL INFORMATION SECTION: (ORG CODE 238-67205) The cost to fund the temporary PCN for up to four weeks is \$3,178. Funding reimbursement for this position is directly correlated with number of outreach units documented. If an individual is not trained upon departure of present employee, it will affect our ability to generate units and draw down funding under this grant. The position is supported by approximately 26% grant funding and 74% from millage funding. For FY2023 the Minority Outreach Grant is \$19,516.

PARTNERSHIP/COLLABORATION SECTION: The Senior Center Specialist position is an Older American Act funded program and partially funded through a grant with Region VII Area Agency on Aging. The agency partners with other service providers to refer individuals to the appropriate services if COA is unable to assist directly and follow up to ensure the individual was able to access the services and get the help they needed.

This position is also responsible for distributing Senior Project Fresh (SPF) coupons, which is funded through the State of Michigan, from the months of May through October. The distribution of SPF accounts for a considerable amount of the position's time during those months. SCCOA acts as lead agency in Saginaw County to distribute the coupon books. This is an excellent partnership and good fit as our agency can identify those in most need that could benefit from the additional nutrition/assistance.

STRATEGIC PLANNING SESSION: This request is aligned with State-of-the-Art County Services, Improved Employee Engagement, and Increased Collaboration Between Public and Private Sectors.

RECOMMENDATION SECTION: I am recommending the Board of Commissioners authorize the establishment of a temporary PCN number to hire and onboard a new employee in the Senior Center Specialist position, for up to four weeks prior to the present employee's departure.

I will be present at the June Human Services committee meeting to present the report and answer any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jessica Sargent', with a long horizontal flourish extending to the right.

Jessica Sargent
Commission on Aging Director

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



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

LABOR RELATIONS

June 7, 2023

Honorable Christopher Boyd, Chairman
Board of Commissioners
County of Saginaw
111 S. Michigan Ave.
Saginaw, MI 48602

RE: TO APPROVE RETIREE CONTRACT

Dear Chairman Boyd:

Please permit this letter to serve as my request to meet with the Labor Committee regarding the following matter:

- **Request to contract with former retiree Maria Cisneros, former Office Assistant in Environmental Health through November 30, 2023.**

I am requesting to temporarily contract with a former SCHD employee to provide office coverage in the Environmental Health Services Division of the health department during a staff maternity leave. A staff member will be having a baby in late July/early August and will off on leave for approximately 12 weeks. I am requesting to bring Ms. Cisneros back to cover the office as this timeframe is busy with temporary food permits and other EH licensing. We have previously used Ms. Cisneros in this capacity and obtaining a contract with her will be streamlined and the onboarding minimal. We would terminate the contract for services upon staff return from leave or no later than November 30, 2023.

I can attend the Executive Committee to answer any questions about this request. Thank you for your consideration in this matter.

Sincerely,

Christina A. Harrington, MPH
Health Officer

6-20-25

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BOARD OF COMMISSIONERS
2023 JUN -7 P 3:24