

**AGENDA**  
**LABOR RELATIONS COMMITTEE - SPECIAL**  
111 S. Michigan Ave., Rm. 200, Saginaw, MI 48602  
**Tuesday, February 21, 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 (*None*)

- IV. Public Comment
  - *Speakers limited to 3 minutes*

V. Agenda

1. **Randy Pfau, Medical Examiner's Office Manager**, re:

- **2-21-19** Requesting creation of a FT clerical position in the Medical Examiner's Office and to establish a PCN for an Office Assistant II at level T-07 (\$99,287 salary & benefits)

2. **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 (*Documents to be provided at Closed Session*)

VI. Miscellaneous

VII. Adjournment



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**Saginaw County Office of Medical Examiner**

1600 N. Michigan Avenue

Saginaw, Michigan 48602

Office: (989) 790-5533 Fax: (989) 790-5566

Email: [medicalexaminer@saginawcounty.com](mailto:medicalexaminer@saginawcounty.com)

**Russell L. Bush, MD, MPH**

Chief Medical Examiner

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February 16, 2023

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

2-21-19

RECEIVED  
SAGINAW COUNTY  
BOARD OF COMMISSIONERS  
2023 FEB 17 AM 9:58

RE: REQUESTING PCN

Please accept this letter as my request to the Labor Relations Committee to consider the creation of a Personnel Control Number (PCN) for an Office Assistant II (T-07) \$99,287.00, administrative position at the Medical Examiners Office.

This position is extremely important and will assist with administrative duties. These duties will include enhancing customer service and relationships with funeral homes, law enforcement, families, autopsy staff and facilities, and other stakeholders. Other duties will include processing internal accounts receivable and billing functions; handling and responding to FOIA and records release requests. This employee will acquire records and other data from varied sources and assist with intra- and interoffice communications. Finally, the person will be trained to aid in field death investigations should mass casualties/fatalities occur within the community.

Thank you for your consideration. I will be present at the February Labor Relations Committee Meeting to answer any questions or concerns you may have.

Sincerely,

Randy Pfau  
Medical Examiner's Office Manager