

**Muskegon County
Human Resources Committee Meeting
April 5, 2011
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Plummer at 3:30 p.m.

ROLL CALL

Present: Lewis Collins, Benjamin Cross, James Derezinski, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, I. John Snider, Rillastine Wilkins

Excused: Marvin Engle, Robert Scolnik

APPROVAL OF MINUTES

It was moved by Collins, supported by Longmire, to approve the minutes of the March 1, 2011, meeting as written. Motion Carried.

PUBLIC COMMENT (On an agenda item)

Mr. Eric Rothoff discussed concerns with agenda item HR11/04 - 20.

Mr. Charles Nash also discussed concerns with agenda item HR11/04 - 20.

Commissioner Plummer noted this agenda item will be removed from the agenda prior to consideration.

Agenda Item HR11/04 - 20 was removed from the agenda prior to consideration.

To approve the revisions to the Muskegon County Personnel Rules as recommended by the Personnel Rules Committee.

ITEMS FOR CONSIDERATION

HR11/04 - 21 It was moved by Snider, supported by Longmire, to authorize the Community Mental Health Services of Muskegon County Executive Director to sign a contract with Michigan Center for Positive Supports for the provision of Specialized Consultative and Supportive Services,

effective April 1, 2011 through September 30, 2011, with a cap not to exceed \$10,000.00. Motion Carried.

HR11/04 - 22 It was moved by Snider, supported by Collins, to authorize the Community Mental Health Director to solicit Requests for Panel Participation for Inpatient, Partial Hospitalization, and Electroconvulsive Therapy Services for the contract effective October 1, 2011 through September 30, 2013. Motion Carried.

HR11/04 - 23 It as moved by Derezinski, supported by Snider, to authorize the Community Mental Health Director to use temporary employee contracts to secure services of a psychiatric nurse to provide mental health services at the County Jail, effective April 13, 2011. Motion Carried.

HR11/04 - 24 It was moved by Derezinski, supported by Snider, to authorize the Community Mental Health Director to execute the necessary documents to contract with ComForcare Home Care Services (41 Washington Avenue, Suite 380, Grand Haven, MI 49417) for the provision of the following services at the following rates effective April 1, 2011 through September 30, 2011 with an annual cap not to exceed \$10,000.00:

Code	Service	Rate	Unit
H2015	Community Living Support	\$4.66	per 15 minutes
T1002	Enhanced Health - RN	\$6.50	per 15 minutes
T1005TD	Medical Respite - RN	\$6.50	per 15 minutes
T1005TE	Medical Respite - LPN	\$5.50	per 15 minutes

Motion Carried.

HR11/04 - 25 It was moved by Derezinski, supported by Collins, to approve an equity transfer of \$300,000 from the Adult Benefit Waiver Reserve to the Equipment Revolving Fund (in a reserve account for Community Mental Health) to cover future debt retirement payments for the Mental Health Center building. Motion Carried.

HR11/04 - 26 It was moved by Longmire, supported by Collins, to authorize the Community Mental Health Executive Director to sign the contract with the American Red Cross, 313 W. Webster Avenue, Muskegon, MI 49440, effective May 1, 2011, to lease the current United Way space, which is 6500 square feet in the basement of the Red Cross building, for \$2,725.00 per month in order for CMH's Clubhouse program to relocate while their facility is being renovated. Motion Carried.

HR11/04 - 27 It was moved by Derezinski, supported by Snider, to approve the CMH personnel position changes listed on the attached. Motion Carried.

HR11/04 - 28 It was moved by Derezinski, supported by Wilkins, to authorize Public Health - Muskegon County to re-establish and maintain a cash fund with an initial and maintenance level of \$2,000.00 not to exceed

\$35,000.00 for the 2011 Farmers' Market Nutrition Program "Project Fresh", to reimburse local contracted farmers for fresh fruits and vegetables sold to eligible WIC program participants. Further authorize Public Health to enter into agreements with the State of Michigan and each of the local farmers and authorize these agreements to be signed by the Health Officer. Motion Carried.

HR11/04 - 29

It was moved by Derezlnski, supported by Collins, to authorize the Public Health Director to sign the renewal of the Great Lakes Restoration Initiative Beach Monitoring grant contract with the Michigan Department of Natural Resources and Environment to provide funding in exchange for work to be performed for bathing beach monitoring effective from October 1, 2010 to September 30, 2011, with no effect on County General Funds. Motion Carried.

OLD BUSINESS

None.

NEW BUSINESS

Commissioner Plummer commended a Sheriff's Deputy who took the initiative on March 31st, 2011, to remove a large branch in the middle of the road during a storm.

PUBLIC COMMENT (On a new topic)

Ms. Wendy Sampson, Ms. Kellen Reid, Ms. Nell Schaefer and Mr. Malachi Williams addressed the Board regarding the jail post card policy.

Commissioner Wilkins noted some counties utilize criminal justice students to open incoming jail mail. She noted the need to allow children to write letters and not use postcards only.

Commissioner Longmire supported Ms. Wilkins and discussed the need to think outside the box regarding this issue.

ADJOURNMENT

There being no further business to come before the Human Resources Committee, the meeting adjourned at 4:17 p.m.

COUNTY BUDGET

FROM ONE ACTIVITY TO ANOTHER

POS. NO.	INCUMBENT	TRANSFER FROM	PERCENTAGE	TRANSFER TO	PERCENTAGE	EFFECTIVE DATE
ER X05801	PAM BEANE	7043	22	7043	30	4/1/2011
		7330	45	7330	40	4/1/2011
		7701	33	7701	30	4/1/2011
X17801	LISA SIAS	7053	80	7053	100	10/1/2010
		7320	20			
X53301	STEPHAN KEENAN	7053	40	7320	100	10/1/2010
		7320	60			
X53312	OPEN	7053	40	7320	100	4/1/2011
		7320	60			
X53314	BAMBI LAHAIE	7320	100	7053	100	10/1/2010
N20802	DOUG STRIKER	7329	100	7147	100	4/1/2011
N54004	DEB BALLARD	7147	40	7147	50	4/1/2011
		7327	60	7327	50	4/1/2011
X84001	RON KIDDER	7324	45	7147	33	4/1/2011
		7329	55	7324	50	4/1/2011
				7329	17	4/1/2011
X20301	LISA MYER	7320	83	7320	88	4/1/2011
		7325	17	7325	12	4/1/2011
N72301	CYNDI BLAIR	7322	72	7320	6	4/1/2011
		7324	17	7322	64	4/1/2011
		7341	11	7324	18	4/1/2011
				7341	12	4/1/2011
NS X18901	DAVE PARNIN	7323	45	7323	50	4/1/2011
		7705	55	7705	50	4/1/2011
Y N54003	OPEN	7327	100	7704	100	4/1/2011
X82701	TERI SMITH	7341	80	7341	78	4/1/2011
		7343	20	7343	22	4/1/2011

POS. NO.	INCUMBENT	BUDGETED	PERCENTAGE	NEW POSITION	BUDGETED	PERCENTAGE
N18009	OPEN	7551	100	PEER SUPPORT SPECIALIST/HOURLY	7322	100
N02014	OPEN	7708	100	PEER SUPPORT SPECIALIST/HOURLY *	7704	100
				PEER SUPPORT SPECIALIST/HOURLY *	7704	100

POSITION IS BEING USED TO CREATE TWO PEER SUPPORT SPECIALIST/HOURLY POSITIONS

11 TB (Position Changes Requested on County Budgets)

**REQUEST FOR NEW POSITION , RECLASSIFICATION ,
SALARY ADJUSTMENT, FUNDING TRANSFER, DELETION OF
EXISTING POSITION, TITLE CHANGE, OR CHANGE OF HOURS**

Fund/Organization (Names & Numbers): 2220/7322 Nursing

Request: New Position Deletion
 Reclassification Title Change
 Salary Adjustment Change of Hours
 Funding Transfer

Present Position Number/Pos. Class/Pos. Description N18009/NU180/Clerk II/NB
 Present Table/Grade/Hourly Range NO/00080/11.261-13.844
 Present Funding Source Medicald & 90/10 Dollars

Requested Position Class/Pos. Description NH540/Peer Support Spec./Hourly
 Requested Table/Grade/Hourly Range NO/00160/13.516-17.143
 Requested Funding Source Medicald & 90/10 Dollars

Salary and Fringe Benefit Cost Increase/(Decrease)- *2010 Cost

Account	Present Cost*	Requested Cost*	Increase/(Decrease)
Salary and Wages	16,402	14,273	(2,129)
Social Security	1,274	1,092	(182)
Hospitalization Ins.	4,542	0	(4,542)
Life Ins.	30	0	(30)
Retirement	1,552	0	(1,552)
Retirement - ICMA	0	0	0
Dental Insurance	531	0	(531)
Retirees' Benefits	1,776	0	(1,776)
L. T. Disability Ins.	40	0	(40)
Longevity	0	0	0
Cost of Living	258	0	(258)
Unemployment Ins.	0	0	0
Workers' Comp.	43	422	379
Total	26,446	15,787	(10,659)

Purpose of Request:

**REQUEST FOR NEW POSITION , RECLASSIFICATION,
SALARY ADJUSTMENT, FUNDING TRANSFER, DELETION OF
EXISTING POSITION, TITLE CHANGE, OR CHANGE OF HOURS**

Fund/Organization (Names & Numbers): 2220/7704 QI & Customer Services

Request: New Position Deletion
 Reclassification Title Change
 Salary Adjustment Change of Hours
 Funding Transfer

Present Position Number/Pos. Class/Pos. Description N02014/NF020/Account Clerk II/NB
 Present Table/Grade/Hourly Range NO/00105/12.882-15.526
 Present Funding Source Medicaid & 90/10 Dollars

Requested Position Class/Pos. Description NH540/Peer Support Spec./Hourly (2-Positions)
 Requested Table/Grade/Hourly Range NO/00180/13.516-17.143
 Requested Funding Source Medicaid & 90/10 Dollars

Salary and Fringe Benefit Cost Increase/(Decrease)- *2010 Cost

Account	Present Cost*	Requested Cost*	Increase/(Decrease)
Salary and Wages	26,516	28,548	2,030
Social Security	2,051	2,184	133
Hospitalization Ins.	6,489	0	(6,489)
Life Ins.	49	0	(49)
Retirement	2,499	0	(2,499)
Retirement - ICMA	0	0	0
Dental Insurance	759	0	(759)
Retirees' Benefits	2,687	0	(2,687)
L. T. Disability Ins.	64	0	(64)
Longevity	0	0	0
Cost of Living	365	0	(365)
Unemployment Ins.	0	0	0
Workers' Comp.	70	844	774
Total	41,549	31,574	(9,975)

Purpose of Request:
