



**BOARD COORDINATOR
GENESEE COUNTY BOARD OF COMMISSIONERS**

1101 BEACH STREET, ROOM 312
FLINT, MICHIGAN 48502

TELEPHONE: (810) 257-3020
FAX: (810) 257-3008

AMY ALEXANDER
COORDINATOR

**FINANCE COMMITTEE
Monday, January 30, 2017 at 9:15 a.m.
AGENDA**

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **MINUTES** – January 9, 2016
- IV. **PUBLIC COMMENT TO COMMITTEE**
- V. **COMMUNICATIONS**
- VI. **OLD BUSINESS**
- VII. **NEW BUSINESS**
 - A. F013017VIA: Treasurer: Request acceptance of the Interim Investment Report for the period ending December 31, 2016 – Attached
 - B. F013017VIIB: Office of the Sheriff: Request to upgrade elder abuse assigned staff from Detective/Sergeant to Lieutenant - Attached
 - C. F013017VIIC: GIS: Request to increase line item budget – Attached
 - D. F013017VIID: Parks: Request approve to create a Parks Project Manager – Attached (**ROLL CALL VOTE REQUESTED**)
 - E. FRIEND OF THE COURT
 1. F013017VIIIE1: Request to eliminate Financial Assistant position and create an Administrative Assistant Position – Attached
 2. F013017VIIIE2: Request to purchase furniture and telephone equipment - Attached

F. GCCARD

1. F013017VIIF1: Request to reclassify Finance Director – Attached
2. F013017VIIF2: Request to reclassify Neighborhood Services Director – Attached
3. F013017VIIF3: Request to establish Senior Services Program Assistant – Attached
4. F013017VIIF4: Request to re-establish Nutrition Service Director – Attached

G. HEALTH DEPARTMENT

1. F013017VIIG1: Request to eliminate a Secretary position and create a Health Technician position – Attached **(ROLL CALL VOTE REQUESTED)**
2. F013017VIIG2: Request to eliminate a PH Coordinator position and create a PH Emergency Preparedness program Coordinator – Attached **(ROLL CALL VOTE REQUESTED)**

VIII. OTHER BUSINESS

IX. ADJOURNMENT



**GENESEE COUNTY
OFFICE OF THE TREASURER**

1101 Beach Street, Suite 144
Flint, Michigan 48502-1475
Telephone (810) 257-3054
Fax (810) 257-3885

Deborah L. Cherry

To: Commissioner Drew Shapiro, Chairperson
Finance\Budget Committee
Genesee County Board of Commissioners

From: Deborah L. Cherry, Treasurer *DLC*

Date: Jan 23, 2017

Subject: Interim Investment Report

Due to the change in the law, Public Act 213 of 2007 which amends 1943 PA 20 by amending section 6 (MCL 129.96) as added by 1997 PA 196 requiring quarterly written reports to the governing body concerning the investment of funds, the Treasurer's Office is submitting the quarterly investment report for the period ending Dec 31, 2016; a more detailed report will be submitted at year end.

The requested action is acceptance of the report by this committee. Your consideration is appreciated.

Genesee County
Genesee County - Active Investments, by Fund
 Report Format: By Transaction
 Group By: Portfolio Name
 Average By: Face Amount / Shares
Portfolio / Report Group: All Portfolios
As of 12/31/2016

Description	CUSIP/Ticker	Transaction ID	Security Type	Asset Category	Settlement Date	YTM @ Cost	Face Amount/Shares	Cost Value	Maturity Date	Days To Maturity	% of Portfolio
00101 - General Fund											
First Merit Bank 0 5/20/2017	CD2157	63002449212157	Certificate Of Deposit	Certificate of Deposit - Bank	5/18/2016	0.000	430.73	430.73	5/20/2017	140	0.00
Flagstar Bank 0.45 1/23/2017	CD8673	117778673	Certificate Of Deposit	Certificate of Deposit - Bank	11/22/2016	0.450	2,000,000.00	2,000,000.00	1/23/2017	23	5.91
Flagstar Bank MM	SAV8776	115918776	Money Market	Money Market	11/24/2015	0.055	4,019,124.86	4,019,124.86	N/A	1	11.89
Huntington Bank MM	MM4636	4636	Money Market	Money Market	10/22/2015	0.018	3,006,616.18	3,006,616.18	N/A	1	8.89
MICHIGAN CLASS LGIP	MC0001		Local Government Investment Pool	Money Market	10/12/2016	0.068	5,008,824.36	5,008,824.36	N/A	1	14.81
Morgan Stanley MM	MM7526	31	Money Market	Money Market	9/30/2013	0.040	5,315,334.01	5,315,334.01	N/A	1	15.72
The Private Bank 0.45 1/23/2017	CD6800404	6800404/1	Certificate Of Deposit	Certificate of Deposit - Bank	11/22/2016	0.450	2,000,000.00	2,000,000.00	1/23/2017	23	5.91
The Private Bank MM	MM0463	30	Money Market	Money Market	9/30/2013	0.030	103,352.30	103,352.30	N/A	1	0.31
Sub Total / Average						0.123	21,453,682.44	21,453,682.44		5	63.45
00202 - Senior Millage											
Flagstar Bank 0.45 1/3/2017	CD7981	117687981	Certificate Of Deposit	Certificate of Deposit - Bank	11/3/2016	0.450	700,000.00	700,000.00	1/3/2017	3	2.07
Talmer Bank 0.65 1/9/2017	CD2657B	502032657B	Certificate Of Deposit	Certificate of Deposit - Bank	7/11/2016	0.650	250,000.00	250,000.00	1/9/2017	9	0.74
Sub Total / Average						0.503	950,000.00	950,000.00		5	2.81
00208 - Parks Fund											
Flagstar Bank 0.45 1/3/2017	CD7973	117687973	Certificate Of Deposit	Certificate of Deposit - Bank	11/3/2016	0.450	1,000,000.00	1,000,000.00	1/3/2017	3	2.96
Flagstar Bank 0.45 2/21/2017	CD1437H	116281437	Certificate Of Deposit	Certificate of Deposit - Bank	12/23/2016	0.450	2,000,000.00	2,000,000.00	2/21/2017	52	5.91
Private Bank 0.5 2/3/2017	CD1589E	6981589E	Certificate Of Deposit	Certificate of Deposit - Bank	12/5/2016	0.500	2,000,000.00	2,000,000.00	2/3/2017	34	5.91
Sub Total / Average						0.470	5,000,000.00	5,000,000.00		35	14.79
00509 - Delinquent Tax Revenue Fund											
Morgan Stanley MM	MM5526	35	Money Market	Money Market	9/30/2013	0.040	326,465.80	326,465.80	N/A	1	0.97
PNC Bank MM	PNC9094		Money Market	Money Market	4/6/2016	0.040	1,001,407.87	1,001,407.87	N/A	1	2.96
Sub Total / Average						0.040	1,327,873.67	1,327,873.67		1	3.93
00513 - Delinquent Tax Revenue Fund											
PNC Bank MM	PNC9094		Money Market	Money Market	4/6/2016	0.040	1,001,407.87	1,001,407.87	N/A	1	2.96



Office of Genesee County Sheriff

SHERIFF ROBERT J. PICKELL

January 4, 2017

UNDERSHERIFF
CHRISTOPHER SWANSON

ADMINISTRATIVE SECRETARY
PAM COOKINGHAM

1002 S. SAGINAW STREET, FLINT, MI 48502
810-257-3407 810-257-3077-FAX

MEMORANDUM

TO: Chairperson Drew Shapiro
Finance Budget Subcommittee

FROM: Sheriff Robert J. Pickell *RJP*

SUBJECT: POSITION UPGRADE

I am requesting to upgrade a Detective/Sergeant position to a Lieutenant position in the Elder Abuse Financial Exploitation Task Force. The salary for the Detective/Sergeant is \$65,951.00. The salary for a Lieutenant is \$67,966.00. This would be an annual salary increase of \$2,015.00.

This request has been pre-approved by Lynn Radzilowski, Senior Services Director, who oversees the Senior Millage.



GENESEE COUNTY GIS DEPARTMENT

1101 Beach Street, Room 210, Flint, MI 48502-1468
Telephone (810) 257-3163 Fax (810) 768-7954

gis@co.genesee.mi.us

TO Commissioner Drew Shapiro, Chair, Finance Committee
FROM Ken Koleda, Director, GIS Department
SUBJECT Request increase in budget line to include cost of GIS Server software upgrade on behalf of the Genesee County Road Commission
DATE 11/7/2016

BACKGROUND INFORMATION:

On November 24th the Board of Commissioners approved the purchase of an ESRI ArcGIS Server license upgrade on behalf of the Genesee County Road Commission (resolution 16-524).

We have now received full payment from the Road Commission in advance and the purchase process has been initiated. In order to complete this purchase, sufficient funds need to be available in the required account.

Therefore, I request the necessary increase in the GIS budget account 2255.0850 (old number 2255.46205) in the amount of \$9,000 to complete this process.

This has no effect on the bottom line of the budget since the \$9,000 from the Road Commission has been recorded as new income.

REQUESTED ACTION:

Board approval to increase budget line 2255.850 (old number 2255.46205) by \$9,000 to account for GIS software upgrade on behalf of the Genesee County Road Commission.

INTEROFFICE MEMORANDUM

TO: ANITA GALAJDA, DIRECTOR, HUMAN RESOURCES
FROM: AMY M. MCMILLAN, DIRECTOR
SUBJECT: CREATE PARK PROJECT MANAGER POSITION
DATE: JANUARY 12, 2017
CC: FINANCE COMMITTEE CHAIR, PUBLIC WORKS CHAIR, BOARD OF COMMISSIONERS CHAIR, FILE

Background

The passage of the Genesee County Parks and Recreation millage in 2014 has put the parks in the position of moving forward with several projects that have been on hold for several years, as well as allowing many new projects to be initiated.

Despite our search efforts for qualified candidates for the vacant Park Superintendent position we were unsuccessful in hiring. Planning and management is critical to the success of the many and varied budgeted and grant-funded projects within the parks system. Assigning existing staff to manage the increased number of new projects would be detrimental to the parks as it will divert their focus from the current maintenance and upkeep of the parks. It is for these reasons that we have reassessed our organizational needs and are requesting to create the position of Parks Project Manager to handle these responsibilities.

The Parks Commissioners unanimously approved the creation of a Park Project Manager position at their January 12, 2017 regular meeting.

This would be a ASFCME Local 916 Chapter 3 union position funding entirely by the Genesee County Parks and Recreation Commission's general funds. No County general funds are necessary for this position. Approval would move this forward to Finance and Public Works Committees and Board of Commissioners for final approvals.

Action Requested

Approve the creation of a Parks Project Manager. We would like to request a roll call vote at Public Works.

Attachments

Application to Establish A Position
Organizational Chart
Job Description
Recommended Pay Scale for New Position

PARK PROJECT MANAGER

GENERAL STATEMENT OF DUTIES:

Performs highly skilled professional work in the preparation and maintenance of plans and specifications for the development of Parks and Recreation areas; responsible for the oversight of Parks and Recreation Commission construction projects, landscaping, beautification, conservation, and other development programs; Responsible for the inventory of all park assets including properties, buildings and other infrastructure; works under the general supervision of the Facilities Management Director; performs other related duties as required.

STATEMENT OF TASKS:

Coordinates plans for public parks and recreation facilities with engineers and design professionals
Prepares specialized reports on a variety of planning subjects;
Formulates plans for short and long range capital projects;
Coordinates necessary documents including plans and specifications pertaining to park development;
Inspects park construction projects as required;
Works closely with contractors on major projects;
Serves as technical advisor to other local governmental bodies on planning and development matters;
Prepares budgetary and cost estimates for projects;
Renders technical advice and assistance to staff and professional consultants who may be employed on a contractual basis;
Creates landscape and building drawings usable for the submission of grant requests;
Prepares applications for various planning and development grants;
Plans and organizes planting of trees, shrubs and plant material;
Maintains Global Information Systems (GIS) on Park property locations and infrastructure;
Maintains an accurate file of all Park property deeds;
Maintain an accurate map of Park property parcels;
Maintains organized files of all park maps, blueprints and historical development information
Maintain a file of approved park signage and an inventory of park signage;
Maintain approved purchasing sources for all Park purchasing activity;
Maintains the MainTrac database of all park assets;
Maintain AOA Transition Plan.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to draw maps physically and electronically;
Knowledge of parks development and facility construction methods in relation to work practices, methods, trends, equipment, materials, tools, and employee capabilities;
Thorough knowledge of Parks and Recreation development standards;
Knowledge of principles, methods and techniques employed in local and regional planning;
Ability to read and interpret engineering plans and specifications and to make accurate measurements in calculating project costs;
Ability to keep efficient records of work accomplishments and costs;
Ability to work tactfully with subordinates, architects, contractors and fellow workers;
Ability to exercise mature judgement and to function with very broad guidelines with minimum direction;
Ability to use ARC GIS software
Ability to use Solidworks CAD software

**AFSOME LOCAL 916
CHAPTER 03, 1ST LINE SUPERVISORS**

*The first full pay period following:
April 1, 2010 (2.5%)*



**ACCOUNTING SYSTEMS COORDINATOR, BUILDING MAINTENANCE SUPERVISOR
DRAIN MAINTENANCE SUPERINTENDANT, PURCHASING MANAGER, RAILROAD SHOP/RIGHT OF WAY SUPERVISOR
LEGAL DIVISION SUPERVISOR, ACCOUNTING SUPERVISOR-PLANNING COMM.**

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
Approx. Annual	46,442	49,646	53,240	57,225	61,591	66,334	71,256
Hourly	22,920	23,980	25,600	26,871	28,034	29,614	31,650

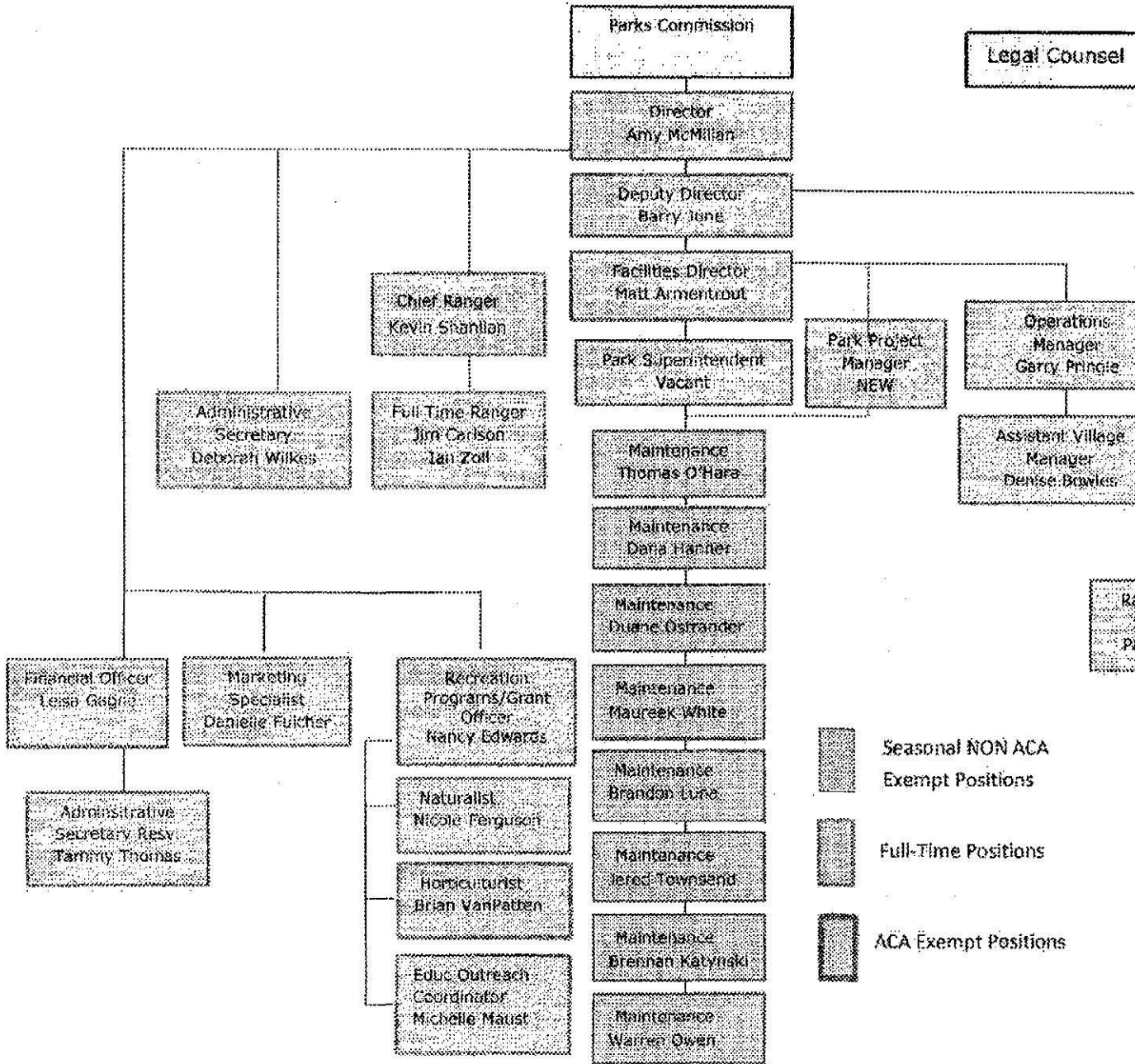
MANAGER CROSSROADS VILLAGE/HUCKLEBERRY RAILROAD, TRANSACTION SUPERVISOR

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
Approx. Annual	60,378	63,784	67,184	71,197	75,361	79,726	84,150
Hourly	24,220	25,850	27,450	28,839	31,304	33,047	34,888

SYSTEMS ENGINEER

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
Approx. Annual	74,740	77,479	80,190	82,997	85,845	88,844	91,904
Hourly	35,836	37,249	38,653	39,920	41,281	42,735	44,286

Genesee County Parks & Recreation Commission Organizational Chart



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APPLICATION TO ESTABLISH A POSITION

The application and required information must be submitted to Human Resources. Completed applications will be submitted by Human Resources to the Finance Committee for initial review. Incomplete applications will be returned to the submitting department.

Department: Parks and Recreation

Title of position to be established: Park Project Manager

What bargaining unit (if any) does this position belong to: AFSCME Local 916 Chapter 3

Is the departmental organization chart included that identifies the placement of the position? Yes

If there are multiple similar positions, is each one identified in the organizational chart? No

What is the contemplated source of funding? Genesee County Parks & Recreation General Fund.
No County general funds are necessary for this position.

Statement of justification for establishment of position:
Planning and management is critical to the success of the many projects within the Parks system.

HUMAN RESOURCES WILL SECURE THE INFORMATION BELOW

Is current copy of job description included? Yes

Controller's (or designee) initials to verify availability of the contemplated funding.

Seventh Judicial Circuit of Michigan
Genesee County Friend of the Court

John G. Battles
Friend of the Court

Larry E. Leslie
Administrative Assistant

Genesee County Adm. Bldg.
1101 Beach St., Suite 111
Flint, Michigan 48502-1474
Telephone: (810) 257-3300

MEMORANDUM

DATE: January 17, 2017
TO: Honorable Drew Shapiro, Chairman
Finance Committee
FROM: John G. Battles
Friend of the Court
RE: Agenda Item For January 23, 2017 Sub-Finance Meeting
Request to Create and Fill Administrative Assistant Position

The Friend of the Court is seeking Board approval to create and fill the position of Administrative Assistant to provide for improved operations of our enforcement units.

The Administrative Assistant position is within the Teamsters Local 214 bargaining unit and is the same pay scale as the Financial Assistant position previously approved by the Board. Upon approval to create and fill the Administrative Assistant position, the Friend of the Court will not fill the previously approved Financial Assistant position. Approval of this request will not result in any additional payroll or fringe benefit costs and no additional county appropriation is requested.

Respectfully Submitted,



John G. Battles
Genesee County Friend of the Court

sm
cc: Controller
Corporation Counsel
Human Resource

Memo 17004

FOC ADMINISTRATIVE ASSISTANT

GENERAL STATEMENT OF DUTIES: Performs highly responsible and complex duties in the planning, development, implementation, administration, and supervision of the Friend of the Court operation. He/she works under the direct supervision of the Friend of the Court, performing non-financial duties as required, and acts in the absence of the Friend of the Court in all administrative and supervisory functions. Performs other related duties as required.

STATEMENT OF TASKS:

Supervises subordinate staff, including clerical, Social Service Workers and supervisors, except for the Financial Assistant, regarding non-financial matters as directed by the Friend of the Court;

Assists in the day-to-day non-financial administration of Friend of the Court operations;

Assists in the development and implementation of state computer applications;

Assists in the design, implementation, coordination, and supervision of information technology including state applications, the Imaging/Document Management information system, MiCSES and any other systems implemented by the Friend of the Court;

Assists in the supervision, training, and implementation of all programs and procedures of the Friend of the Court Operations;

Serves as technical assistance resource for Friend of the Court staff;

Interviews applicants for employment;

Serves the public as necessary and assists staff with difficult non-financial problems and situations;

Represents the Friend of the Court during labor negotiations, grievance hearings, and special conferences, at the direction of the Friend of the Court;

Acts as liaison with county departments and officials, and all state and federal agencies regarding non-financial matters, at the direction of the Friend of the Court;

Develops and implements office policy and procedure at the direction of the Friend of the Court.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of Friend of the Court procedures and policies;

Thorough knowledge of statutes, Administrative Orders and Action Transmittals regarding matters of the Friend of the Court;

Ability to work cooperatively with local, state, and federal agencies;

Ability to deal effectively with the members of the public, professionals, and county and state representatives;

Ability to develop and implement policies and procedures regarding non-financial matters;

Ability to communicate effectively both orally and in writing, including presentations to public and governmental groups;

Ability to maintain good interpersonal relationships;

Ability to supervise effectively;

Ability to locate grant funding sources and prepare grant proposals from state, federal, and private agencies for Friend of the Court funding.

FOC Administrative Assistant
Page 2

MINIMUM QUALIFICATIONS:

Master's degree in Public or Business Administration or other related field AND five (5) years of administrative and/or supervisory experience in a legal setting, preferably Friend of the Court;

-OR-

Bachelor's degree in Sociology, Psychology, Criminal Justice, Social Work, Corrections, Public or Business Administration or other related degree AND ten (10) years of work experience in a Friend of the Court office involving casework services.

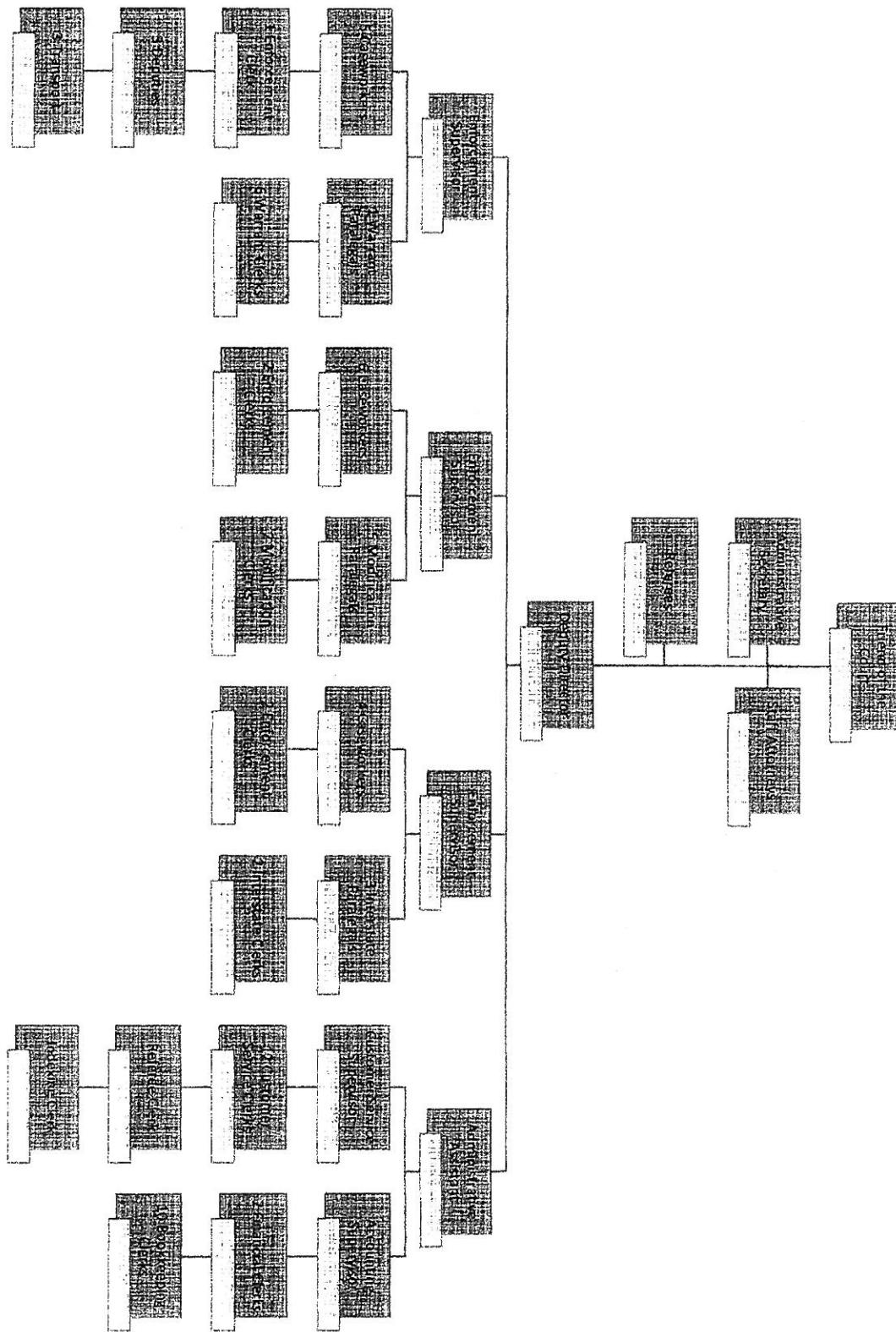
Date Implemented: September 11, 1992

Human Resources Director

Revised: May 14, 2007

F.O.C. ADMINISTRATIVE ASSISTANT, F.O.C. FINANCIAL ASSISTANT

		After	After	After
	Start	1st Year	2nd Year	3rd Year
Approx. Annual	71,194	74,009	76,714	79,550
Hourly	34.2278	35.5814	36.8818	38.2451



APPLICATION TO RE-ESTABLISH A POSITION

This application is prepared pursuant to Resolution #02-417, as amended, and adopted by the Genesee County Board of Commissioners. The application and required information must be submitted to Human Resources. Completed applications will be submitted by Human Resources to the Finance Committee for initial review. **Incomplete applications will be returned to the submitting department.**

Department: Friend of the Court

Title of position that was eliminated: Administrative Assistant

Position number assigned to the eliminated position: 014007 (now used for Deputy Dir)

What bargaining unit (if any) does this position belong to: Teamsters 214

Reason position was vacated: Retirement

Employee's name that vacated the position: Larry Leslie

Date position was vacated: 10-01-15

Is the departmental organization chart included that identifies the placement of the position? Yes

If there are multiple similar positions, is each one identified in the organizational chart? n/a

What is the contemplated source of funding? Current Fiscal Year Budget

Statement of justification for re-establishment of position:

The Administrative Assistant position is required for appropriate management and administration of the Friend of the Court. The Administrative Assistant position is necessary to improve office functions through supervision of clerical, financial, and supervisory staff.

~~HUMAN RESOURCES WILL SECURE THE INFORMATION BELOW~~

Is current copy of job description included?

Controller's (or designee) initials to verify availability of the contemplated funding:

G:\Human Resources\Application to re-establish position.doc

Seventh Judicial Circuit of Michigan
Genesee County Friend of the Court



John G. Battles
Friend of the Court

Larry E. Leslie
Administrative Assistant

Genesee County Adm. Bldg.
1101 Beach St., Suite 111
Flint, Michigan 48502-1474
Telephone: (810) 257-3300

MEMORANDUM

DATE: January 17, 2017
TO: Honorable Drew Shapiro, Chairman
Finance Committee
FROM: John G. Battles
Friend of the Court
RE: Agenda Item For January 23, 2017 Sub-Finance Meeting
Request to Purchase furniture and telephone equipment

The Friend of the Court is seeking Board approval to purchase cubicles, furniture, and telephone equipment for our phone center and front counter area.

Expenses will not exceed \$78,477.32 and are wholly reimbursed under our Cooperative Reimbursement Grant. Actual costs after application of our CRP grant is anticipated to be \$26,682.28. The Friend of the Court will utilize medical support monies received from the state to pay for all requested improvements and no additional county funding is being requested.

The requested upgraded facilities will allow us to provide improved customer service and will also provide for more efficient use of our front counter and call center staff.

Respectfully Submitted,

John G. Battles
Genesee County Friend of the Court

sm
cc: Controller
Corporation Counsel
Human Resource

Memo 17005



Commissioners

Bryant Nolden
District 1

Brenda Cluck
District 2

Ellen Ellenburg
District 3

Kim Courts
District 4

Mark Young
District 5

Drew Shapiro
District 6

Martin Cousineau
District 7

Ted Henry
District 8

David Martin
District 9

Administration

Matthew A. Purcell
Executive Director

Stephanie L. Howard
Deputy Executive Director

Program Directors

Neighborhood Svcs. Director

Tamitha Taylor
Nutritional Svcs Asst. Director

Chevon Wilborn
Nutritional Svcs Asst. Director

Andre Strater
Finance Director


Daniel Newcombe
GCCARD Asst. Director

Matthew Odette
Home Maint. Asst. Director

Kelli Webb
Head Start Director

MEMORANDUM

TO: Commissioner Drew Shapiro, Chairperson
Finance Budget Subcommittee

FROM: Matt Purcell, Executive Director 

SUBJECT: Request to reclassify Finance Director

DATE: January 23, 2017

BACKGROUND:

Due to the recent retirement of multiple GCCARD Program Directors and support staff, the agency proposes to realign and restructure the current responsibilities of all GCCARD Program Directors. Therefore, GCCARD requests to make the Finance Director an appointed position by the Executive Director or his designee, modify the salary grade and reclassify as an exempt status employee.

The following salary modification is being proposed:

- Finance Director- Grade 20 to Grade 23

All GCCARD positions are fully grant funded and will require no General Fund allocation and will be utilized and filled only while funding is available.

REQUESTED ACTION:

GCCARD requests authorization from this Committee, with a recommendation to the full Board, to accept and allow the implementation of the above proposals by the Human Resources Department.

MP/dp
Attachment



SUPERVISORY NON - UNION CLASSIFIED EMPLOYEES

SEPTEMBER 29, 2012 (1.0% DECREASE RESO 12-403)

GRADE 20 Approx. Annual Hourly	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
	25,3448	26,8247	28,5048	31,8899	33,0150	34,1737	71,081

GRADE 23 Approx. Annual Hourly	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
	28,6659	30,2458	31,8259	35,4229	36,7324	76,403	79,254



Commissioners

Bryant Nolden
District 1

Brenda Clack
District 2

Ellen Elenburg
District 3

Kim Courts
District 4

Mark Young
District 5

Drew Shapiro
District 6

Martin Cousineau
District 7

Ted Henry
District 8

David Martin
District 9

Administration

Matthew A. Purcell
Executive Director

Stephanie L. Howard
Deputy Executive Director

Program Directors

Neighborhood Svcs. Director

Tamitha Taylor
Nutritional Svcs Asst. Director

Chevon Wilborn
Nutritional Svcs Asst. Director

Andre Strater
Finance Director

Daniel Newcombe
GCCARD Asst. Director

Matthew Odette
Home Maint. Asst. Director

Kelli Webb
Head Start Director

MEMORANDUM

TO: Commissioner Drew Shapiro, Chairperson
Finance Budget Subcommittee

FROM: Matt Purcell, Executive Director *MP*

SUBJECT: Request to reclassify Neighborhood Services Director

DATE: January 23, 2017

BACKGROUND:

Due to the recent retirement of multiple GCCARD Program Directors and support staff, the agency proposes to realign and restructure the current responsibilities of all GCCARD Program Directors. Therefore, GCCARD requests to make the Neighborhood Services Director an appointed position by the Executive Director or his designee, modify the salary grade and reclassify as an exempt status employee.

The following salary modification is being proposed:

- Neighbor Services Director- Grade 17 to Grade 20

All GCCARD positions are fully grant funded and will require no General Fund allocation and will be utilized and filled only while funding is available.

REQUESTED ACTION:

GCCARD requests authorization from this Committee, with a recommendation to the full Board, to accept and allow the implementation of the above proposals by the Human Resources Department.

MP/dp
Attachment



SUPERVISORY NON - UNION CLASSIFIED EMPLOYEES

SEPTEMBER 29, 2012 (1.0% DECREASE RESO 12-403)

GRADE 17	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
Approx. Annual Hourly	46,701	49,987	53,274	59,830	61,957	64,048	68,331
	22,4524	24,0322	25,6123	28,6126	29,7872	30,7923	31,8899

GRADE 20	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
Approx. Annual Hourly	52,717	56,003	59,290	66,331	68,673	71,081	73,680
	25,3448	26,9247	28,5048	31,8899	33,0159	34,1737	35,4229



Commissioners

Bryant Nolden
District 1

Brenda Clack
District 2

Ellen Ellenburg
District 3

Kim Courts
District 4

Mark Young
District 5

Drew Shapiro
District 6

Martin Cousineau
District 7

Ted Henry
District 8

David Martin
District 9

Administration

Matthew A. Purcell
Executive Director

Stephanie L. Howard
Deputy Executive Director

Program Directors

Daniel Newcombe
Neighborhood Svcs. Director

Tamitha Taylor
Nutritional Svcs Asst. Director

Chevon Wilborn
Nutritional Svcs Asst. Director

Andre Strater
Finance Director

Matthew Odette
Home Maint. Asst. Director

Kelli Webb
Head Start Director

MEMORANDUM

TO: Commissioner Drew Shapiro, Chairperson
Finance Budget Subcommittee

FROM: Matt Purcell, Executive Director *MP/DP*

SUBJECT: Request to Establish Senior Services Program Assistant

DATE: January 23, 2017

BACKGROUND:

GCCARD would like to establish a Senior Services Program Assistant position. This position will provide technical assistance in addition to assisting with the day to day operations of the GCCARD Nutrition Services Program.

All GCCARD positions are fully grant funded and will require no General Fund allocation and will be utilized and filled only while funding is available.

REQUESTED ACTION:

GCCARD requests authorization from this Committee, with a recommendation to the full Board, authorizing the Human Resources Department to create, post, and fill the Nutrition Services Program Assistant position.

A ROLL CALL VOTE IS REQUESTED.

MP/dp
Attachments



SENIOR SERVICES PROGRAM ASSISTANT

GENERAL STATEMENT OF DUTIES: Performs technical and responsible duties in the area of Senior Nutrition Congregate operations and related duties in the day-to-day operations of the GCCARD Senior Nutrition Program; works under the supervision of the Program Director; performs related duties as required.

STATEMENT OF TASKS:

Accepts and review client referrals for specialized nutrition needs;
Utilizes established criteria to determine eligibility of seniors and verifies appropriate documentation;
Provide technical assistance and monitors Congregate Site Assistants in the performance of their duties;
Monitors and assess specialized Congregate meal sites for funding requirements;
Visit congregare meal sites when necessary for assessment determination;
Responsible for collecting & organizing site documentation for reports;
Training new Congregate Site Assistants and assist with developing training for the volunteers;
Facilitate and plan agendas for Congregate Site Assistants meetings;
Plan, organize and coordinate special events for senior programming;
Develop and provide nutrition education for congregare site participants and volunteers;
Makes presentations to community groups and other human service agencies;
Develop and submit monthly reports on activities.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge in administering program requirements for local, state requirements;
Knowledge in organizing and planning of events and/or programs;
Ability to communicate effectively and work with senior participants and volunteers;
Ability to operate a computer including related software and other office equipment;
Ability to maintain good interpersonal relationships;
Ability to develop presentations and speak in public;
Ability to communicate effectively orally and in writing;
Ability to prepare and maintain required records and reports;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Associates degree in Psychology, Sociology or Social Work AND one (1) year of administrative experience in a human service program.

-OR-

Two (2) years experience working for a human service agency AND one (1) year of administrative experience over a human service program.

SPECIAL REQUIREMENTS:

Valid Michigan driver license and submit to and pass a TB skin test annually.

Established: March 31, 2009

Revised: February 29, 2012

Revised: January 29, 2014

Human Resources

SENIOR SERVICES PROGRAM ASSISTANT

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year
Approx. Annual	24,489	24,966	28,997	32,725	36,243	37,331
Hourly	11.7735	12.0028	13.9409	15.7330	17.4244	17.9474

NUTRITIONAL SERVICES DIRECTOR

GRADE 19

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
Approx. Annual	50,570	53,857	57,143	64,048	66,331	68,673	71,081
Hourly	24.3127	25.8928	27.4726	30.7923	31.8899	33.0159	34.1737

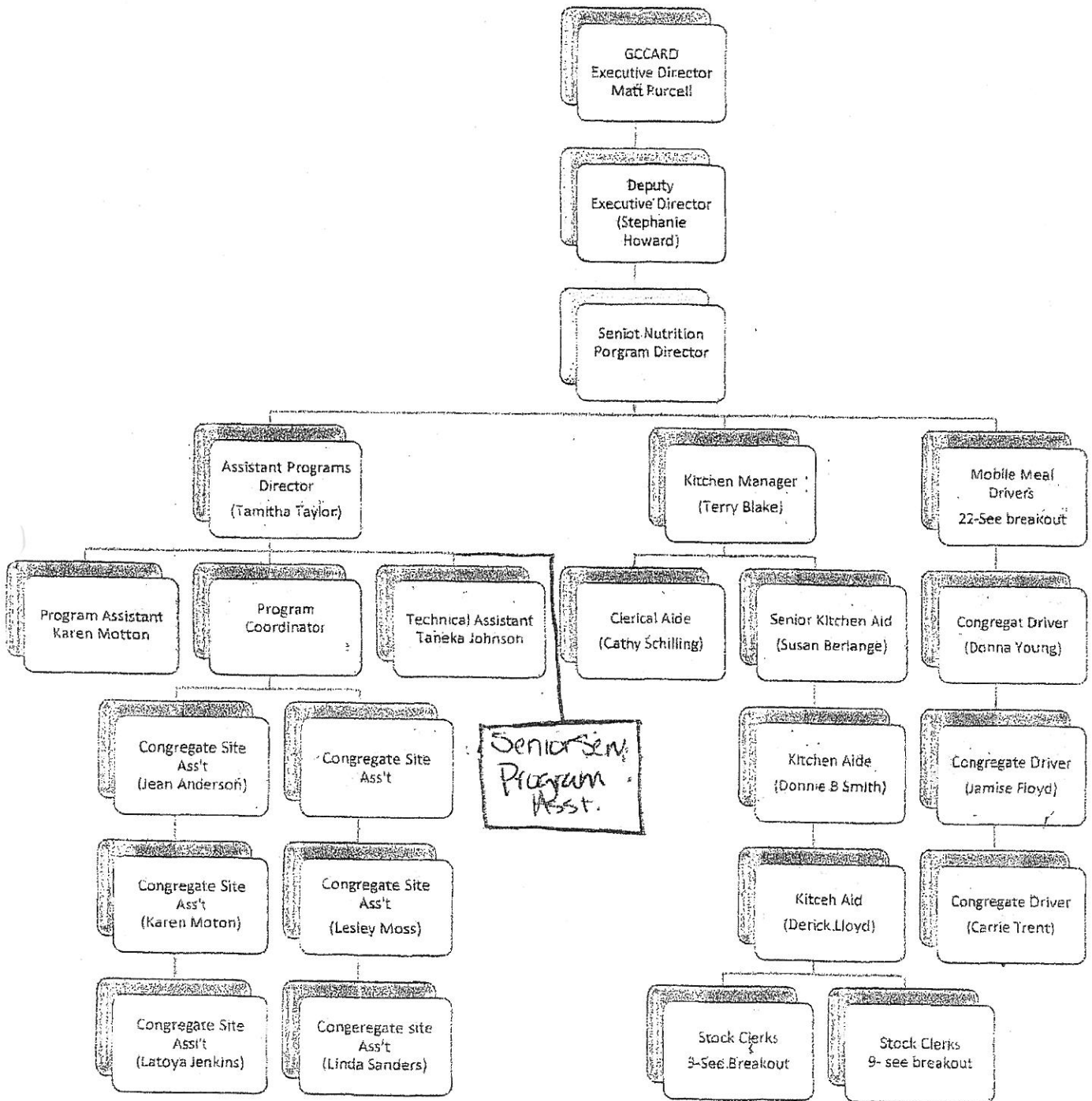
PROPOSED: NUTRITIONAL SERVICES DIRECTOR

GRADE 20

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
Approx. Annual	52,717	56,003	59,290	66,331	68,673	71,081	73,680
Hourly	25.3448	26.9247	28.5048	31.8899	33.0159	34.1737	35.4229

Genesee County Community Resource Department (GCCARD)
Organizational Chart - 2016

GCCARD Senior Nutrition Service Program



Total Positions: 52

APPLICATION TO ESTABLISH A POSITION

The application and required information must be submitted to Human Resources. Completed applications will be submitted by Human Resources to the Finance Committee for initial review. **Incomplete applications will be returned to the submitting department.**

Department: GCCARD

Title of position to be established: Sr. Service Program Assistant

What bargaining unit (if any) does this position belong to: N/A

Is the departmental organization chart included that identifies the placement of the position? Yes

If there are multiple similar positions, is each one identified in the organizational chart? Yes

What is the contemplated source of funding? Grant Funding

Statement of justification for establishment of position: To continue Program Operatio

HUMAN RESOURCES WILL SECURE THE INFORMATION BELOW

Is current copy of job description included?

Controller's (or designee) initials to verify availability of the contemplated funding:

EMPLOYMENT REQUISITION

Date: 12/22/2016

Sr. Service Program Asst.

Vacant Position

Check One:

- Full Time Leave of Absence
- Part Time w/Benefits No Benefit Position

171002

Position Number

Tamitha Taylor

Position Formerly Held By

07/02/2016

Effective Date of Vacancy

Reason for Vacancy:	
<input type="checkbox"/> Termination	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Promotion	<input checked="" type="checkbox"/> New Position
<input type="checkbox"/> Death	<input type="checkbox"/> Transfer
Other: _____	

Check all that apply:

X Post as required by union contract or County policy

X Post to public simultaneously

_____ Requesting ad to public be placed in additional publications (see attached listed with contact info.)

Individual designated to interview applicants: Matthew Purcell and Stephanie Howard

Phone number of interviewer: 810-762-4922

Authorized Signature: *Stephanie Howard*

Department: GCCARD



MEMORANDUM

Commissioners

Bryant Nolden
District 1

Brenda Clack
District 2

Ellen Ellenburg
District 3

Kim Courts
District 4

Mark Young
District 5

Drew Shapiro
District 6

Martin Cousineau
District 7

Ted Henry
District 8

David Martin
District 9

Administration

Matthew A. Purcell
Executive Director

Stephanie L. Howard
Deputy Executive Director

Program Directors

Daniel Newcombe
Neighborhood Svcs. Director

Tamitha Taylor
Nutritional Svcs Asst. Director


Chevon Wilborn
Nutritional Svcs Asst. Director

Andre Strater
Finance Director

Matthew Odette
Home Maint. Asst. Director

Kelli Webb
Head Start Director

TO: Commissioner Drew Shapiro, Chairperson
Finance Budget Sub Committee

FROM: Matt Purcell, Executive Director 

SUBJECT: Request to re-establish Nutrition Service Director

DATE: January 23, 2017

BACKGROUND:

GCCARD is requesting to re-establish the Nutrition Services Director position. In addition to re-establishing, GCCARD requests that this position be reclassified as appointed by the Executive Director of his designee and exempt, with a salary grade of 20. This change is due to the restructuring and realigning of responsibilities within the agency.

All GCCARD positions are fully grant funded and will require no General Fund allocation and will be utilized and filled only while funding is available.

REQUESTED ACTION:

GCCARD requests authorization from this Committee, with a recommendation to the full Board, authorizing the Human Resources Department to create, post, and forward all applications received for this position to GCCARD.

A ROLL CALL VOTE IS REQUESTED.

MP/dp
Attachments



SENIOR FOOD PROGRAM DIRECTOR

GENERAL STATEMENT OF DUTIES: Plans, organizes, administers, and supervises staff in the Genesee County Senior Food Program; works under the general supervision of the Executive Director; performs related duties as required.

STATEMENT OF TASKS:

Plans and administers the Senior Food Program;
Supervises program staff;
Monitors all contracts with delegate agencies according to applicable federal, state and local guidelines;
Administers and supervises the Senior Food Kitchen and related staff;
Prepares and submits required reports;
Prepares refunding proposals and negotiates contract proposals with delegate agencies;
Prepares work flow diagrams of yearly program activities and requirements;
Presents grant proposal packages to appropriate review and decision making bodies prior to submission;
Provides staff support and technical assistance to the project council;
Prepares news release and public information bulletins related to program guidelines, policies and activities;
Cooperates with other agencies that deal with delivery of services to senior citizens.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of program planning methods and procedures;
Knowledge of needs and characteristics of senior citizens;
Knowledge of community agencies and resources dealing with the needs of senior citizens;
Ability to supervise employees;
Ability to communicate effectively with groups and individuals in oral and written form;
Ability to understand the special needs and concerns of senior citizens;
Ability to prepare and monitor program budgets and expenditures;
Ability to prepare reports;
Ability to attend work regularly and work under stressful conditions.

Senior Food Program Director

MINIMUM QUALIFICATIONS:

Master's degree and one (1) year of experience in program planning, human resource management or development, community education or development, preferably involving senior citizens;

OR

Bachelor's degree and three (3) years of experience in program planning, human resource management or development, community education or development, preferably involving senior citizens.

Established: August 1, 1977

Revised: March 23, 2000

Human Resources Director

SENIOR SERVICES PROGRAM ASSISTANT

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year
Approx. Annual	24,489	24,966	28,997	32,725	36,243	37,331
Hourly	11.7735	12.0028	13.9409	15.7330	17.4244	17.9474

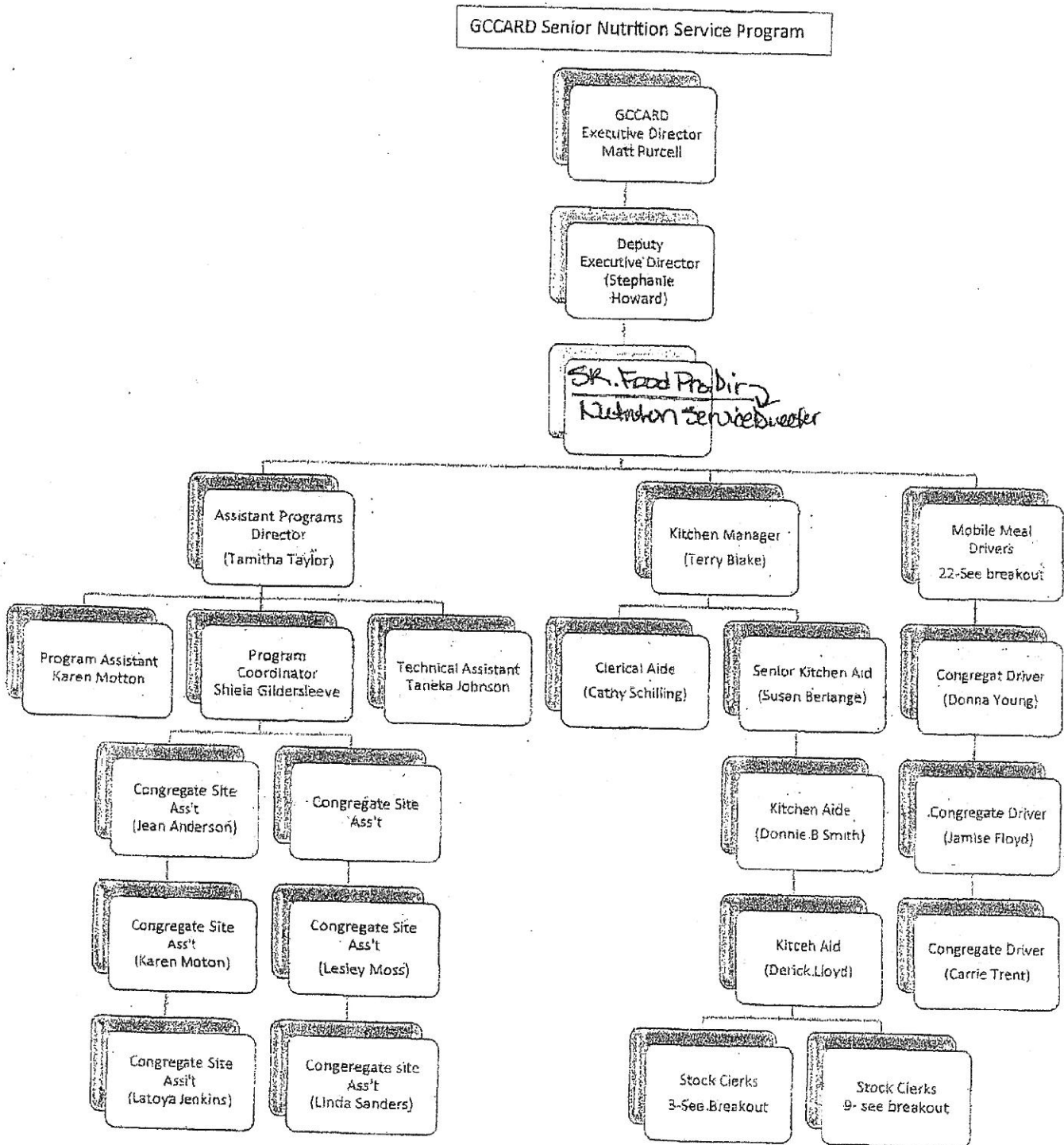
NUTRITIONAL SERVICES DIRECTOR

<u>GRADE 19</u>	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
Approx. Annual	50,570	53,857	57,143	64,048	66,331	68,673	71,081
Hourly	24.3127	25.8928	27.4726	30.7923	31.8899	33.0159	34.1737

PROPOSED: NUTRITIONAL SERVICES DIRECTOR

<u>GRADE 20</u>	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
Approx. Annual	52,717	56,003	59,290	66,331	68,673	71,081	73,680
Hourly	25.3448	26.9247	28.5048	31.8899	33.0159	34.1737	35.4229

Genesee County Community Resource Department (GCCARD)
Organizational Chart - 2016



Total Positions: 52

APPLICATION TO RE-ESTABLISH A POSITION

This application is prepared pursuant to Resolution #02-417, as amended, and adopted by the Genesee County Board of Commissioners. The application and required information must be submitted to Human Resources. Completed applications will be submitted by Human Resources to the Finance Committee for initial review. **Incomplete applications will be returned to the submitting department.**

Department: GCCARD

Title of position that was eliminated: Nutrition Service Director

Position number assigned to the eliminated position: 050102

What bargaining unit (if any) does this position belong to: N/A

Reason position was vacated: Retirement

Employee's name that vacated the position: Laura Rahmaad

Date position was vacated: January 3, 2017

Is the departmental organization chart included that identifies the placement of the position? Yes

If there are multiple similar positions, is each one identified in the organizational chart? N/A

What is the contemplated source of funding? Grant

Statement of justification for re-establishment of position:

Continue program operations due to the restructuring and realigning of responsibilities within the agency.

~~HUMAN RESOURCES WILL SECURE THE INFORMATION BELOW~~

Is current copy of job description included?

Controller's (or designee) initials to verify availability of the contemplated funding:

EMPLOYMENT REQUISITION

Date: January 23, 2017

Nutrition Service Director

Vacant Position

Check One:

- Full Time Leave of Absence
- Part Time w/Benefits No Benefit Position

050102

Position Number

Laura Rahmaad

Position Formerly Held By

January 3, 2017

Effective Date of Vacancy

Reason for Vacancy:	
<input type="checkbox"/> Termination	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Promotion	<input type="checkbox"/> New Position
<input type="checkbox"/> Death	<input type="checkbox"/> Transfer
<input checked="" type="checkbox"/> Other: <u>Retirement</u>	

Check all that apply:

- Post as required by union contract or County policy
- Post to public simultaneously
- Requesting ad to public be placed in additional publications (see attached listed with contact info.)

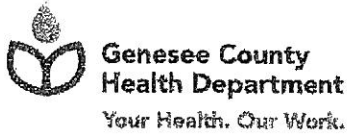
Individual designated to interview applicants: _____

Phone number of interviewer: _____

Authorized Signature: *J Howard*

Department: _____

Mark Valacak, MPH
Health Officer



Gary K. Johnson, MD, MPH
Medical Director

MEMORANDUM

TO: Drew Shapiro, Chairperson
Finance Budget SubCommittee

FROM: Mark Valacak, Health Officer

SUBJECT: Request to eliminate Secretary Position and create Health Technician Position *M*

DATE: January 23, 2017

BACKGROUND:

WIC currently has two Secretary positions. One Secretary position is vacant due to a retirement. We wish to convert the vacant Secretary position to a Health Technician position. The Health Technician position is preferred due to the fact that WIC clinic personnel primarily serve clients by providing growth information, hemoglobin screenings, nutrition education and counseling, and prescribing a nutritional food package. Only the Health Technicians perform the growth measurements and hemoglobin screenings. Converting a Secretary to Health Technician will result in additional services provided to WIC clients. The duties necessitating a Secretary can be performed by the one filled Secretary Position.

The position will be fully funded with WIC funding (USDA funds administered by MDHHS).

HEALTH TECHNICIAN

GENERAL STATEMENT OF DUTIES: Performs responsible and varied clinical duties, including vision and hearing screening; work is performed at the Health Department and/or in the field under supervision; performs related work as required.

STATEMENT OF TASKS:

Utilizes various office and medical equipment;
Provides clients with assistance in completing forms and understanding information;
Reviews and maintains clinical records;
Schedules client appointments;
Schedules and conducts hearing and vision screening;
Measures heights and weights and conducts other clinical and health screenings;
Prepares health screening evaluations and reports findings to parents, school officials, and others as authorized;
Refers clients failing health screenings for follow-up;
Works with staff at assigned schools to plan and assist in clinics;
Performs laboratory screening procedures on clients;
Performs other duties as assigned.

The statement of tasks above is intended to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of medical terminology and procedures;
Knowledge of hearing and vision testing practices and procedures;
Ability to operate various office and medical equipment;
Experience with computer data entry;
Ability to organize and prioritize work;
Ability to maintain confidentiality;
Ability to interview clients to obtain medical information and vital statistics;
Ability to collect blood or other laboratory specimens;
Ability to prepare and maintain required records;
Ability to maintain good interpersonal relationships.

MINIMUM QUALIFICATIONS:

High School diploma or equivalent

-AND-

Two (2) years of clerical experience.

Training or graduation from a recognized Medical Assistant program preferred.

SPECIAL REQUIREMENTS: Must have a valid driver's license and a vehicle for use on County business. If assigned to the Hearing and Vision Program, shall be required to become certified in hearing and vision screening by the Michigan Department of Community Health and maintain this certification through any required continuing education.

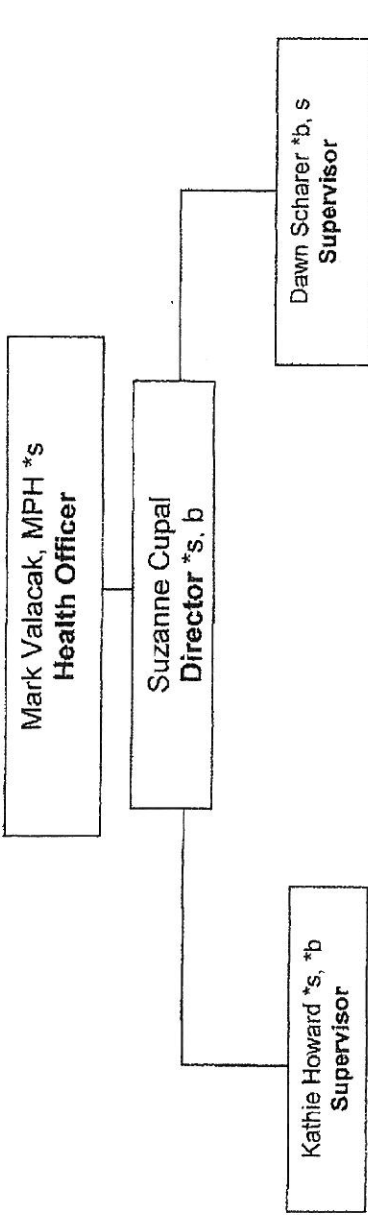
Established: May 6, 1996
Revised: August 28, 1998
Revised: April 11, 2008
Revised: March 27, 2012

Human Resources Director

HEALTH TECHNICIAN,

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year	After 7th Year	After 8th Year
Annual	27,903	31,357	34,812	40,456	43,416	44,487	45,609	46,773	48,039
Hourly	13.4150	15.0757	16.7366	19.4502	20.8730	21.3882	21.9274	22.4870	23.0958

GENESEE COUNTY HEALTH DEPARTMENT COMMUNITY HEALTH DIVISION



PRC/PICO, MCIR,
Emergency Prep., Health-In-All
Policies, Health Promotions, Healthy
Start, Epidemiology, Student Interns
Coordinator, Tobacco Programs,
MCIR, Youth Violence Initiative Grant,
Public Health Week, SPROUT, Safe
Sleep, Community Engagement

- Porsha Black (Health Ed. Coord.) *s
- Tessa Clardy (Quality Assur. Coord) *s
- Terrina Fagan (Hlth Ed) *s
- Ann Goldon (Hlth Ed. Coord) *s
- Kathi Hasenohri (Hlth Ed) *s
- Sheila Moore (Sec) *s
- Tammy Plumer (Soc. Worker) *s
- Ashley Richardson (Soc. Worker) *s
- Brad Snyder (CH Analyst) *s
- Danielle Steplowski (Epi) *s
- Kate Stevens (Hlth Ed) *s
- Dawn Swain (Sec) *s
- Shonte Tethune-Smith (Health Ed.) *s
- vacant (PHEP Coord) *s

WIC, Breastfeeding Coalition,
PRIDE, HUB Home Visiting

- Helen Barron (Health Tech) *b
- Christine Bell (Nu) *b
- Brooke Burgess (Nu Coord) *b
- Tamika Dukes (Health Tech) *b
- Melissa Gagne (Sec) *b
- Tiara Gibbs (Health Tech) *b
- Tammy Harding (Health Tech) *b
- Sara Harvey (Nu) *b
- Kati Hutchinson (Health Tech) *b
- Erica Leyton (Nu) *b
- Carrie McCullough (Health Tech) *b
- Melanie Moore (Nu) *b
- Lamonica Nelson (Phleb.) *b
- Alyson Oslin (Nu) *b
- Denise Peraino (Health Tech) *b
- DeAnne Polen (Nu) *b
- Geraldine Redmond (Health Tech) *b
- Carrie Trent (Health Tech) *b
- vacant (Health Tech) *b
- vacant (Nu) *b

Revised 1-6-17
 * s (McCree South)
 * b (Burton)

APPLICATION TO ESTABLISH A POSITION

The application and required information must be submitted to Human Resources. Completed applications will be submitted by Human Resources to the Finance Committee for initial review. **Incomplete applications will be returned to the submitting department.**

Department: HEALTH

Title of position to be established: HEALTH TECH

What bargaining unit (if any) does this position belong to: 496-00

Is the departmental organization chart included that identifies the placement of the position? YES

If there are multiple similar positions, is each one identified in the organizational chart? YES

What is the contemplated source of funding? FEDERAL FUNDING

Statement of justification for establishment of position:

*Elimination of Secretary position and
creation of Health Tech*

HUMAN RESOURCES WILL SECURE THE INFORMATION BELOW

Is current copy of job description included?

Controller's (or designee) initials to verify availability of the contemplated funding:

EMPLOYMENT REQUISITION

Date: 1.6.17

HEALTH TECH

Vacant Position

Check One:

- Full Time Leave of Absence
 Part Time w/Benefits No Benefit Position

TBA

Position Number

N/A

Position Formerly Held By

1.6.17

Effective Date of Vacancy

Reason for Vacancy:

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Termination | <input type="checkbox"/> Leave of Absence |
| <input type="checkbox"/> Promotion | <input checked="" type="checkbox"/> New Position |
| <input type="checkbox"/> Death | <input type="checkbox"/> Transfer |

Other: _____

Check all that apply:

Post as required by union contract or County policy

Post to public simultaneously

Requesting ad to public be placed in additional publications (see attached listed with contact info.)

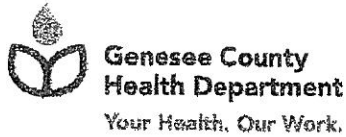
Individual designated to interview applicants: Dawn Scharek

Phone number of interviewer: 237-4607


Authorized Signature: [Signature]

Department: Health

Mark Valacak, MPH
Health Officer



Gary K. Johnson, MD, MPH
Medical Director

To: Commissioner Shapiro, Chairman Finance Committee
From: Mark Valacak, Health Officer Genesee County Health Department 
Date: January 6, 2017
Subject: Eliminating PH Coordinator and Creating a PH Emergency Preparedness Program Coordinator

The Genesee County Health Department (GCHD) is requesting the elimination of a PH Coordinator and the creation of a PH Emergency Preparedness Program Coordinator. The change is budget neutral since the positions are on the same pay scale, so no additional county appropriation is needed.

The PH Emergency Preparedness Coordinator has very specific job responsibilities and training requirements necessitating a change in classification to be more detailed to reflect the statement of tasks, required knowledge, skills and abilities associated with this employees job duties and responsibilities.

This positions will not require any county appropriation.

Thank you for your consideration and please feel free to contact me with any questions.

A roll call vote is requested.

PUBLIC HEALTH EMERGENCY PREPAREDNESS PROGRAM COORDINATOR

GENERAL STATEMENT OF DUTIES: Coordinates development and maintenance of emergency plans and procedures for the Health Department. Develops, oversees, and implements training and exercise programs for all Health Department staff in response to emergency plans. Develops and strengthens collaborative efforts among Genesee County public health system partners. Performs related duties as required.

STATEMENT OF TASKS:

- Coordinates with staff to develop, evaluate, maintain, and update as appropriate public health emergency response plans and procedures by utilizing local, state and federal regulatory guidelines and requirements to ensure plans are integrated with emergency response plans of other agencies;
- Coordinates all emergency planning relating to the role of Public Health during an emergency/incident, including allocation of all resources needed to carry out activities (i.e. procurement of dispensing site facilities located within the County, first responder prophylaxis) and ensure integration among other local/regional/state response.
- Designated point of contact for MDHHS-BETP-DEPR as a sub-recipient of funding through the CDC Public Health Emergency Preparedness and Response on Bioterrorism Cooperative Agreement and responsible for coordinating completion of all state and federal requirements within the work plan and submitting reports and plans for review and approval;
- Develops and coordinates internal and external tests, drills, and exercises to ensure viability of plans and procedures;
- Assesses staff training needs related to emergency preparedness and response;
- Educates and trains employees, volunteers, and other groups on various emergency preparedness related matters;
- Maintains various communications systems;
- Maintains inventories of emergency response property and other resources;
- Serves as liaison with county, city, village and township officials and other public and private organizations with regards to public health emergency preparedness;
- Assists in program budget preparation;
- Attends public health emergency preparedness and response related meetings and training;
- Operates computer and related software;

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of public health programs and related community services and agencies;
- Ability to plan, organize and develop public health emergency response plans and procedures;
- Ability to coordinate activities of others and work with officials of other agencies, employees, and the general public;
- Ability to research and write reports;
- Ability to conduct emergency tests and drills;
- Ability to train in emergency response procedures;
- Ability to operate computers and related software;
- Ability to communicate effectively with public officials, public and private organizations, and the general public;
- Ability to complete required training related to public health emergency response;
- Ability to communicate effectively verbally and in writing;
- Ability to meet deadlines;
- Ability to understand and interpret complex oral instructions and/or written instructions;
- Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree in public administration, public health, health education, or other related field.

SPECIAL REQUIREMENTS:

- Possession of valid Michigan Driver's License.
- Ability to be on call during an emergency.

Established:

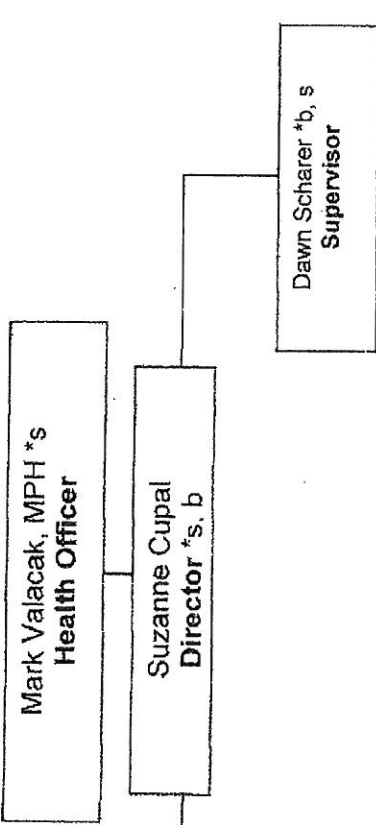
Revised:

Human Resources

HEALTH TECHNICIAN,

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year	After 7th Year	After 8th Year
Annual	27,903	31,357	34,812	40,456	43,416	44,487	45,609	46,773	48,039
Hourly	13.4150	15.0757	16.7366	19.4502	20.8730	21.3882	21.9274	22.4870	23.0958

GENESEE COUNTY HEALTH DEPARTMENT COMMUNITY HEALTH DIVISION



**PRC/PICO, MCIR,
Emergency Prep., Health-In-All
Policies, Health Promotions, Healthy
Start, Epidemiology, Student Interns
Coordinator, Tobacco Programs,
MCIR, Youth Violence Initiative Grant,
Public Health Week, SPROUT, Safe
Sleep, Community Engagement**

- Porsha Black (Health Ed. Coord.) *s
- Tessa Clardy (Quality Assur. Coord) *s
- Terria Fagan (Hlth Ed) *s
- Ann Goldon (Hlth Ed. Coord) *s
- Kathi Hasenohrl (Hlth Ed) *s
- Sheila Moore (Sec) *s
- Tammy Plumer (Soc. Worker) *s
- Ashley Richardson (Soc. Worker) *s
- Brad Snyder (CH Analyst) *s
- Danielle Stepkowski (Epi) *s
- Kate Stevens (Hlth Ed) *s
- Dawn Swain (Sec) *s
- Shontae Terhune-Smith (Health Ed.) *s
- vacant (PHEP Coord) *s

**WIC, Breastfeeding Coalition,
PRIDE, HUB Home Visiting**

- Helen Barron (Health Tech) *b
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- Carrie McCullough (Health Tech) *b
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- Denise Peraino (Health Tech) *b
- DeAnne Polen (Nu) *b
- Geraldine Redmond (Health Tech) *b
- Carrie Trent (Health Tech) *b
- Vacant (Health Tech) *b
- vacant (Nu) *b

Revised 1-6-17
 * s (McCre South)
 * b (Burton)

APPLICATION TO ESTABLISH A POSITION

The application and required information must be submitted to Human Resources. Completed applications will be submitted by Human Resources to the Finance Committee for initial review. **Incomplete applications will be returned to the submitting department.**

Department: HEALTH

Title of position to be established: PH EMERGENCY PREPARDNESS COORDINATOR

What bargaining unit (if any) does this position belong to: 496-01

Is the departmental organization chart included that identifies the placement of the position? YES

If there are multiple similar positions, is each one identified in the organizational chart? NO

What is the contemplated source of funding? FEDERAL AND LOCAL FUNDING

Statement of justification for establishment of position:

PH Program Coordinator was promoted. Created PH Emergency Preparedness Coordinator to better fit the needs of the dept.

~~HUMAN RESOURCES WILL SECURE THE INFORMATION BELOW~~

Is current copy of job description included?

Controller's (or designee) initials to verify availability of the contemplated funding:

EMPLOYMENT REQUISITION

Date: 1.6.17

PH EMER PRED COORD

Vacant Position

Check One:

Full Time Leave of Absence
 Part Time w/Benefits No Benefit Position

TBA

Position Number

N/A

Position Formerly Held By

1.6.17

Effective Date of Vacancy

Reason for Vacancy:	
<input type="checkbox"/> Termination	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Promotion	<input checked="" type="checkbox"/> New Position
<input type="checkbox"/> Death	<input type="checkbox"/> Transfer
<input type="checkbox"/> Other: _____	

Check all that apply:

Post as required by union contract or County policy

Post to public simultaneously

Requesting ad to public be placed in additional publications (see attached listed with contact info.)

Individual designated to interview applicants: Mark Valacak

Phone number of interviewer: 257-3588

Authorized Signature: 

Department: Health

G:Publisher/Payroll/Employment Requisition 8/08