



**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
Tuesday, February 14, 2017 at 9:15 a.m.
AGENDA**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES – January 30, 2017

IV. PUBLIC COMMENT TO COMMITTEE

V. COMMUNICATIONS

VI. OLD BUSINESS

VII. NEW BUSINESS

1. F021417VIA1: Board and Organizational Development Coordinator - Request authorization for budget amendment to move \$10,500.00 from the General Fund to the Board of Commissioners Budget to pay for carpeting in the remaining areas of the Board Office and for overnight travel to attend the MAC Conference March 27-29, 2017 – Attached
2. F021417VIA2: GCCARD – Request to establish Senior Services Program Assistant - Attached

VIII. OTHER BUSINESS

IX. ADJOURNMENT



**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

MEMORANDUM

TO: Drew Shapiro, Chair
Finance Committee

CC: All Commissioners

FROM: Amy Alexander
Board and Organizational Development Coordinator

DATE: February 7, 2017

IN RE: Budget Amendment

Request approval for the Controller's Office to move \$10,500.00 from the General Fund to the Board of Commissioners Budget:

\$9,000.00 to 101.1050.752
\$1,500.00 to 101.1050.1130

This budget amendment is necessary to accommodate the \$9,000.00 needed to pay for carpeting in the remaining areas of the Board Office, and \$1,500.00 for overnight lodging, and travel for Commissioners to attend the MAC Conference on March 27-29, 2017.



Genesee County Community Action Resource Department
601 N. Saginaw St., Ste 1B • Flint, MI 48502-2009 • (810) 232-2185 • Fax (810) 762-4986 • TDD: (810) 768-4654

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 

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 congregate 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 congregate 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

		After	After	After	After	After
	Start	1st Year	2nd Year	3rd Year	4th Year	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

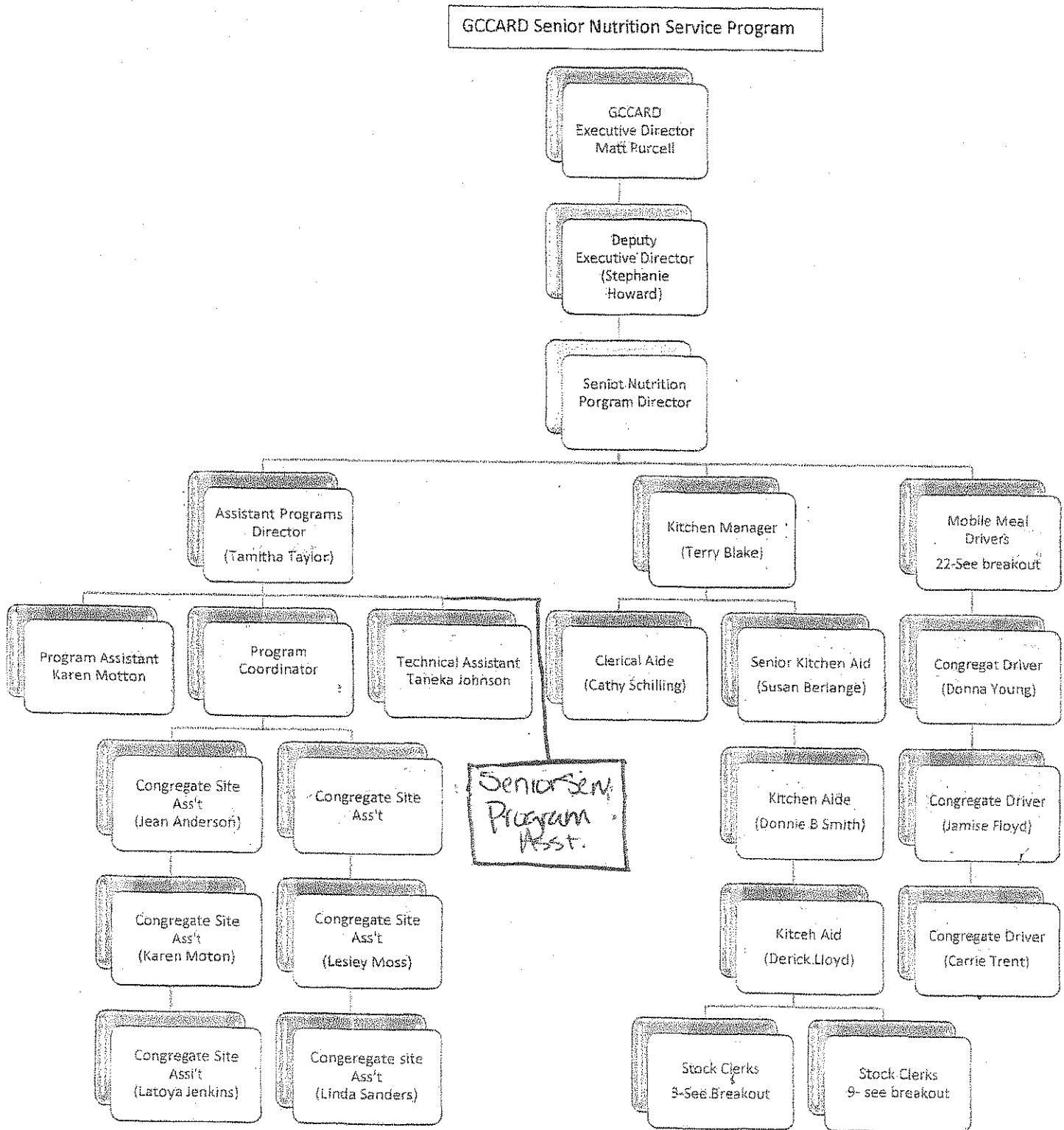
NUTRITIONAL SERVICES DIRECTOR**GRADE 19**

		After	After	After	After	After	After
	Start	1st Year	2nd Year	3rd Year	4th Year	5th Year	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**

		After	After	After	After	After	After
	Start	1st Year	2nd Year	3rd Year	4th Year	5th Year	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 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 Operation

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:

☐ Termination

☐ Promotion

☐ Death

☐ Other: _____

☐ Leave of Absence

☒ New Position

☐ Transfer

Check all that apply:

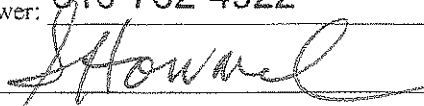
☒ Post as required by union contract or County policy

☒ Post to public simultaneously

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

Individual designated to interview applicants: Matthew Purcell and Stephanie Howard

Phone number of interviewer: 810-762-4922

Authorized Signature: 

Department: GCCARD