



**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, April 3, 2017 at 9:15 a.m.
AGENDA**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES – March 13, 2017**
- IV. PUBLIC COMMENT TO COMMITTEE**
- V. COMMUNICATIONS**
- VI. OLD BUSINESS**
- VII. NEW BUSINESS**
 - A. GCCARD -
 1. F040317VIA1: Request to reclassify Finance Director – Attached
 2. F040317VIA2: Request to reclassify Neighborhood Services Director – Attached
 3. F040317VIA3: Request to Modify Salary Grade of the Executive Deputy Director– Attached
 4. F040317VIA4: Request to re-establish Nutrition Service Director – Attached
 - B. HEALTH DEPARTMENT –
 1. F040317VIB1: Request to eliminate Secretary position and create Health Technician - Attached

2. F040317VIIB2: Request to establish WIC Breastfeeding Community Liaison Position - Attached

C. PROSECUTORS OFFICE –

1. F040317VIIC1: - Request to eliminate the existing Special Assistant Prosecuting Attorney position and establish a new Deputy Chief Assistant prosecuting Attorney position – Attached

VIII. OTHER BUSINESS

IX. ADJOURNMENT



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

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

M E M O R A N D U M

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	Start	After					After 6th Year
		1st Year	2nd Year	3rd Year	4th Year	5th Year	
Approx. Annual	52,717	56,003	59,290	66,331	68,673	71,081	73,680
Hourly	25,3448	26,9247	28,5046	31,8899	33,0759	34,1737	35,4229

GRADE 23	Start	After					After 6th Year
		1st Year	2nd Year	3rd Year	4th Year	5th Year	
Approx. Annual	59,625	62,911	66,198	73,680	76,403	79,254	82,233
Hourly	28,6659	30,2458	31,8259	35,4229	36,7324	38,1029	39,5353



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

Neighborhood Svcs. Director

Famitha 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	66,331
	22,4524	24,0322	25,6123	28,8126	29,7872	30,7923	31,8699

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	31,8699	33,0159	34,1737	35,4229



Commissioners

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Brenda Clack
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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: Modification of Salary Grade

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 modify the Executive Deputy Director's salary grade.

The following salary modification is being proposed:

- Deputy Executive Director- Grade 23 to Grade 25

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	Start	After		After		After		After	
		1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year		
GRADE 23									
Approx. Annual	59,625	62,911	66,198	73,680	76,403	79,254	82,233		
Hourly	28.6659	30.2458	31.8259	35.4229	36.7324	38.1029	39.5353		
GRADE 25									
Approx. Annual	64,864	68,151	71,438	79,254	82,233	85,337	88,571		
Hourly	31.1848	32.7650	34.3450	38.1029	39.5353	41.0275	42.5622		



MEMORANDUM

Commissioners

Bryant Nolden
District 1

Brenda Clack
District 2

Ellen Elleoburg
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

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 or 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.

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

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

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

GCCARD
 Executive Director
 Matt Purcell

Deputy
 Executive Director
 (Stephanie
 Howard)

SK Food Pro Dir
Nutrition Services Director

Assistant Programs
 Director
 (Tamitha Taylor)

Kitchen Manager
 (Terry Blake)

Mobile Meal
 Drivers
 22-See breakout

Program Assistant
 Karen Motton

Program
 Coordinator
 Shieia Gildersleeve

Technical Assistant
 Taneka Johnson

Clerical Aide
 (Cathy Schilling)

Senior Kitchen Aid
 (Susan Berlanga)

Congregat Driver
 (Donna Young)

Congregate Site
 Ass't
 (Jean Anderson)

Congregate Site
 Ass't

Kitchen Aide
 (Donnie B Smith)

Congregate Driver
 (Jamise Floyd)

Congregate Site
 Ass't
 (Karen Moton)

Congregate Site
 Ass't
 (Lesley Moss)

Kitceh Aid
 (Derick Lloyd)

Congregate Driver
 (Carrie Trent)

Congregate Site
 Ass't
 (Latoya Jenkins)

Congeregate site
 Ass't
 (Linda Sanders)

Stock Clerks
 3-See breakout

Stock Clerks
 9- see breakout

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:

Termination Leave of Absence
 Promotion New Position
 Death Transfer

Other: Retirement

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: 

Department: _____



Commissioners

Bryant Nolden
District 1

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Chevon Wilborn
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Andre Strater
Finance Director

Matthew Odette
Home Maint. Asst. Director

Kelli Webb
Head Start Director

MEMORANDUM

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 or 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

GRADE 19

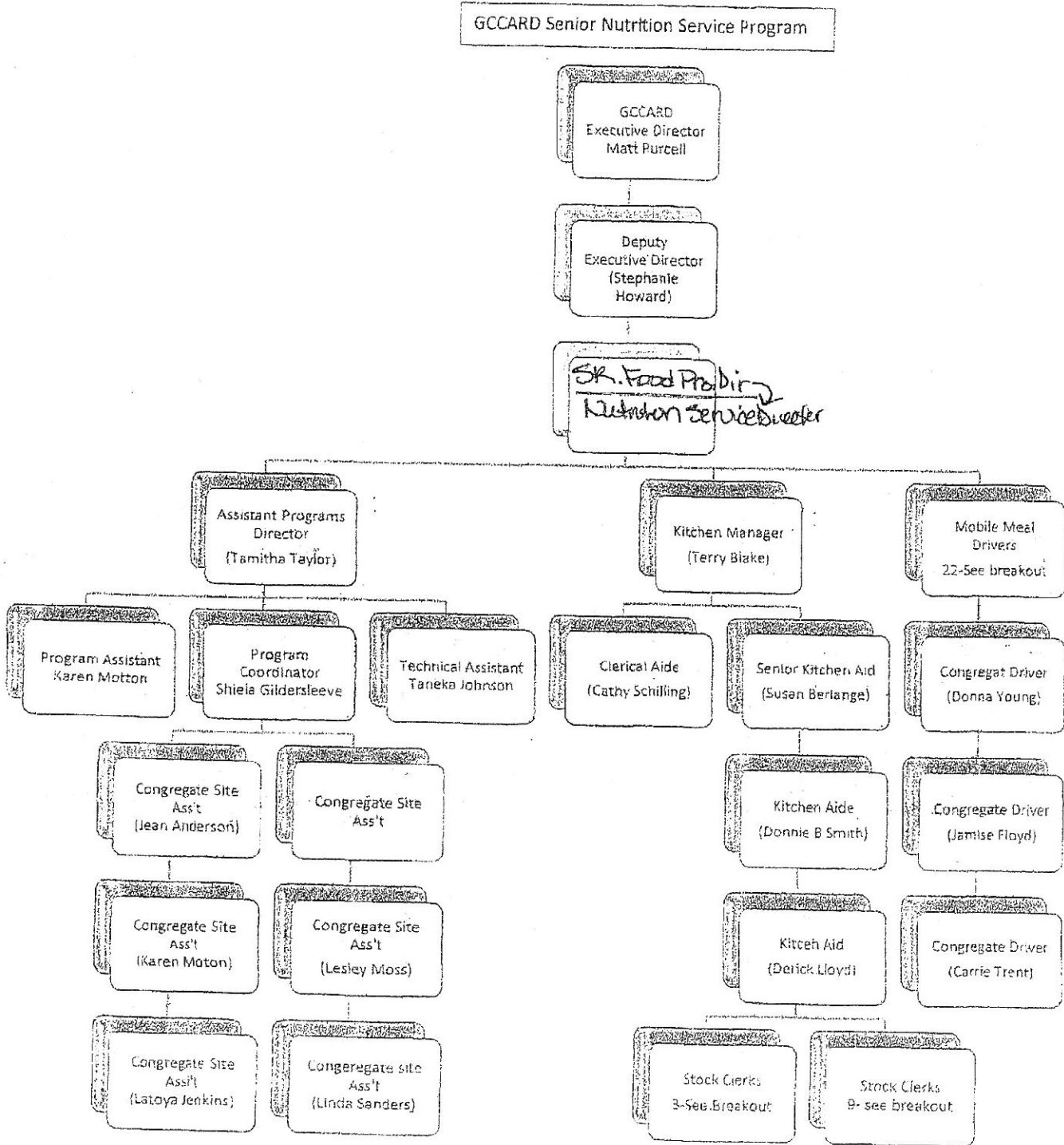
	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
Approx. Annual	50,570	53,857	57,143	64,048	66,331	68,673	71,081
Hourly	24.3127	25.8928	27.4726	30.7923	31.8899	33.0159	34.1737

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



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: Kim Courts, Chairperson
Finance Committee

FROM: Mark Valacak, Health Officer 

SUBJECT: Request to Eliminate secretary position and create Health Technician

DATE: April 24, 2017

BACKGROUND:

A secretary position within the Personal Health Division was vacated in the immunization program. The health department would like to eliminate the secretary position and create a Health Tech position. The position is more appropriate for clinic staffing. This is a budget neutral change.

The position will be fully funded by MDHHS. No General Fund Appropriation required.

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: 496-01

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? YES

What is the contemplated source of funding? FEDERAL, STATE, LOCAL

Statement of justification for establishment of position:

*Elimination of a secretary position and creation
of a health tech position in the Immunizations Clinic.
Budget neutral.*

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: 03.21.17

HEALTH TECH

Vacant Position

Check One:

Full Time Leave of Absence

Part Time w/Benefits No Benefit Position

TBD

Position Number

N/A

Position Formerly Held By

ASAP

Effective Date of Vacancy

Reason for Vacancy:

Termination

Leave of Absence

Promotion

New Position

Death

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: TONI LAROCCO

Phone number of interviewer: 237-4544

Authorized Signature: _____

Department: HEALTH

GENESEE COUNTY HEALTH DEPARTMENT PERSONAL HEALTH DIVISION

**Mark Valacak, MPH *s
Health Officer**

Toni LaRocco, Director *s, *b

Primary Care, TB, CD Investigation, Partner Services HIV,
Rabies, Computer Maintenance Software Installation and
Maintenance, Electronic Billing System, Maintenance and
Upgrades, Phone System Maintenance

Tina Hanson (PHN) *s
Tom Harris (IT Coord) *b, *s
Taura Howard (IT Tech) *b, *s
Denise Krenlick (PHN) *s
Sandy Manssur (NP Care Mgr) *s
Matthew Peter (IT Tech) *b, *s
vacant (PHN) *s

Jori July *b
Nursing Supervisor

Immunizations, Day Care
Immunization Reporting, School
Immunization Reporting, VFC
Management, Public Affairs Officer,
Community Messaging

Mary Baird (PHN) *b
Lisa Evans (Sec) *b
Sharon Hill (Sec) *b
Tonya Johnson (Sec) b *
Kelly Kosmanopoulos (PHN) *b
Hilda McShane (Mktg. Spcis) *b, *s
Lori Popyk (PHN) *b
Sherry Taylor (PHN Coord) *b
Amy Turner (PHN) *b
Vacant (Hlth Tech)

VACANT *s
PH Supervisor

CSHCS, FIMR, Hearing & Vision,
Health Care Outreach & Enrollment,
Medicalid Outreach

Rhonda Brock (Hlth Tech) *s
Terri Huddleston (Sec) *s
Tameka Johnson (Hlth Tech) *s
Elaine Kirby (PHN) *s
Kelly Pelic (PHN Coord) *s
Michelle Reese (PHN) *s
Becky Stanton (Hlth Tech) *s
Nancy Turner (Sec) *s
Regina Wright *s (Hlth Tech) *s
vacant (PHN) *s
vacant (PHN) *s
vacant (PT-Hlth Tech) *s
vacant (Sec) *s


Vacant *b, s
Nursing Supervisor

Family Planning,
STD/HIV, HIV & Outreach

Bonnie Bosker (PHN) *s
Patricia Hartley (PHN) *s
Christal Heatherington (PHN) *s
Teneisha Hoffman (Cahoun) (Sec) *b
Mckall Mayner (PHN) *s
Meleatrice McInnis (Sec) *b
Kim Noble (PHN) *b
Kathrina Rich (Harden) (Sec) *s
Muriel Sallee (NP) *b
Robin Shook (Sec) *b
Susan Taipalus (PHN) *b
Kim Vanslyke-Smith (NP-PT) *b
vacant (PHN Coord) *b
vacant (Sec) *b
vacant (Hlth Educ.) *b
vacant (Hlth Tech) *s

MEMORANDUM

TO: Kim Courts, Chairperson
Finance Committee

FROM: Mark Valacak, Health Officer 

SUBJECT: Request to Establish WIC Breastfeeding Community Liaison Position

DATE: April 24, 2017

BACKGROUND:

WIC has received additional MDHHS funding to increase breastfeeding support services. The funding is to be used to create a WIC Breastfeeding Community Liaison position. This position will provide much needed breastfeeding support services to pregnant and lactating women in WIC, clinics, hospitals, and other locations in the community. The duties will also include assisting with training and support to medical staff in hospitals and clinics.

Additional breastfeeding support is critical in Genesee County due to low breastfeeding rates which have persisted over time. Additionally, the Flint water crisis has increased the importance of breastfeeding education and support to families, agency staff, and the medical community as a key factor in improving nutrition to families. Adding one (1) FTE to the existing 1.8 FTEs in WIC will provide much needed staffing in Genesee County.

The position will be fully funded with WIC funding (USDA funds administered by MDHHS). No General Fund Appropriation required.

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: BREASTFEEDING COMMUNITY LIAISON

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 FUNDING

Statement of justification for establishment of position:

GCHD received increased Federal funding to support a full time Breastfeeding Community Liaison. The position will provide breastfeeding support services to pregnant women and lactating women in WIC, clinics, hospitals, and in the community.

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: 03.21.17

BF COMMUNITY LIAISON

Vacant Position

Check One:

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

TBD

Position Number

N/A

Position Formerly Held By

ASAP

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: DAWN SCHARER

Phone number of interviewer: 237-4607

Authorized Signature: Ingrid Fink

Department: HEALTH

WIC BREASTFEEDING COMMUNITY LIAISON

GENERAL STATEMENT OF DUTIES: WIC Breastfeeding Community Liaison will provide peer breastfeeding support services to WIC eligible women outside of the WIC setting, such as in hospitals, clinics and in the community. In these settings the WIC Breastfeeding Community Liaison will also provide education and outreach to physicians, staff and the community utilizing principles of consistent messaging and evidenced based maternity care practices. The WIC Breastfeeding Community Liaison will also provide training and mentoring to new WIC peer counselors.

STATEMENT OF TASKS:

- Provide direct client services to breastfeeding and prenatal women
- Counsel WIC pregnant and breastfeeding mothers by telephone or in person in community, hospital, and clinic settings
- Make routine periodic contacts with all clients assigned throughout their breastfeeding experience
- Provide information and promote breastfeeding to WIC clients
- Provide the mother with advice on breastfeeding education and techniques
- Provide anticipatory guidance to reduce the occurrence of problems
- Teach breastfeeding classes or support groups
- Teach use, cleaning, and assembly of breast pumps; along with expression and storage of human milk
- Identify the need for referrals to appropriate breastfeeding professionals
- Assist medical trainers with healthcare staff Coffective training
- Assist as part of the BF Basics training team
- Keep accurate documentation of contact with mothers
- Respect each client by keeping her information strictly confidential

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:

At least 6 months of successful personal breastfeeding experience;
Ability to relate effectively with diverse program participants;
Ability to communicate effectively orally and in written form;
Ability to deal with diverse segments of the population;
Ability to maintain high levels of confidentiality;
Ability to attend work regularly and work under stressful conditions.

SPECIAL REQUIREMENTS

Valid Michigan Drivers License.

Ability to work flexible schedule to accommodate clinic needs and occasional evening and overnight programs, trainings, and conferences.

Full time access to an insured automobile (mileage reimbursement is provided).

MINIMUM QUALIFICATIONS:

High School Diploma

At least 2 years professional experience as WIC Breastfeeding Peer Counselor

Certified Lactation Counselor

Former or current WIC recipient preferred; involvement in community support or advocacy of breastfeeding

Completed 5-hour Coffective training modules

Established: February 16, 2017

Personnel Director

AFSCME LOCAL 496
CHAPTER 01, PROFESSIONAL/TECHNICAL

BREASFEEDING COMMUNITY LIAISON

		After	After	After	After
Approx. Annual	Start	1st Year	2nd Year	3rd Year	4th Year
Hourly	32,240	33,207	34,203	35,230	36,286
	15.5000	15.9650	16.4440	16.9373	17.4454

GENESEE COUNTY HEALTH DEPARTMENT COMMUNITY HEALTH DIVISION

Mark Valacak, MPH *s
Health Officer

Suzanne Cupal
Director *s, b

Kathie Howard *s, *b
Supervisor

Dawn Scharer *b, s
Supervisor

**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**

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

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

- 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
- Reneae Kerr (Nu) *b
- Erica Leyton (Nu) *b
- Carrie McCullough (Health Tech) *b
- Melanie Moore (Nu) *b
- Lamonica Nelson (Phleb.) *b
- Denise Perrino (Health Tech) *b
- DeAnne Polen (Nu) *b
- Geraldine Redmond (Health Tech) *b
- Carrie Trent (Health Tech) *b
- vacant (Nu) *b
- vacant (Sec) *b
- Vacant (BF Community Liaison)

TO: Mark Young, Chair, Board of Commissioners

FROM: David Leyton, Prosecuting Attorney

DATE: March 13, 2017

RE: Request to Appear before the Finance Budget Subcommittee

I request to appear at the next Finance Budget Subcommittee meeting on March 20, 2017 to make a request for approval to reconfigure one administrative position as part of a larger re-alignment necessitated by the retirement of my Chief Assistant. This re-alignment, coupled with an increase in revenue from another source, will result in a savings to the general fund.

Explanation: Randall Petrides, my Chief Assistant since I have been Prosecutor, is retiring on March 31, 2017. Under both Michigan law and current county hiring policy, I am empowered to appoint a replacement. However, it is not that simple. The Chief Assistant Prosecuting Attorney is the most significant administrative position I have. In essence, the Chief Assistant is the chief operating officer for this office. However, there are a myriad tasks that a Chief Assistant may do and which ones go to the Chief Assistant and which ones to another administrator depends upon the individual's specific skill set. I believe I have identified a likely internal replacement whose skill set will offer me and this office excellent service. However, Mr. Petrides's impending departure has prompted me to review my administrative structure and which persons are best suited for which tasks. The appointment of a successor Chief Assistant will trigger a chain reaction of attorney openings in my office, ending with the hiring of a new, entry-level APA. Hiring internally and backfilling positions will save the county money. My proposal, as I seek to re-align my administrative tasks, is to retire the Special Assistant Prosecuting Attorney position and replace it with a Deputy Chief Assistant Prosecuting Attorney position, at a salary commensurate with the administrative nature of the new position. My predecessor Prosecutors all had either one or two Deputy Chiefs (among other administrators) in their administration. My proposal is for a return of that previously long-standing position. This would allow me to have my new Chief Assistant focus primarily on running the office and the criminal division, something that Mr. Petrides struggled to find sufficient time to do, while the Deputy Chief would, in addition to the Special Assistant duties, handle governmental relations (county Board, HR, budget, etc.). Very few Chief Assistants in large prosecutor's offices around the state (if any) are tasked – as Mr. Petrides has been – with governmental relations in addition to running the office and criminal division. A new Deputy Chief would focus on many of these tasks, and I would be better served. The remaining personnel changes would be carried out in due course as each vacancy created by promotion is filled per county hiring policy.

Cost Analysis: The entire re-alignment, coupled with new revenues, will actually cost less than the present structure with Mr. Petrides as Chief Assistant. Here is a summary: Mr. Petrides's replacement will cost less than he does. The impact on mid-management will be nil. Ultimately replacing Mr. Petrides with a new entry-level APA on the back

end will save about \$100K. The salary for the new Deputy Chief position would need to be about \$20K more than the present Special Assistant position. Some other grant adjustments would need to be made, with a modest cost. In total, the annualized cost reduction with this plan would be about \$66K. In addition, Gladys Christopherson, a high seniority APA, retired a few weeks ago and is being replaced with an entry-level new APA, an annualized savings of about \$80K. Finally, I am happy to report that our revenues under our recently negotiated IV-E Child Abuse and Neglect contract with MDHHS are looking to be significantly higher than the budget estimate. This should provide increased revenues of at least \$60K this year. A more detailed breakdown on the costings has been generated and submitted to the Controller's Office for review.

Action Requested: Recommendation by this subcommittee to the Finance Committee and the Board for approval of my request to eliminate the existing Special Assistant Prosecuting Attorney position and establish a new Deputy Chief Assistant Prosecuting Attorney position with a new salary approx. \$20K higher, as part of an overall re-alignment which, in total, will provide a significant savings to the county's general fund allotment to this office.

Respectfully,

David Leyton, Prosecuting Attorney

**OFFICE OF THE PROSECUTING ATTORNEY
ORGANIZATIONAL CHART, 2-22-17**

ADMINISTRATION

DAVID LEYTON, Prosecuting Attorney

Randy PETRIDES, Chief Assistant PA - *about to be vacant + re-filled*
John POTBURY (Special Assistant PA) - *change to Deputy Chief Assistant PA*
Tammy JOHNS, Administrative Sec'y
Rochelle BROWN, Office Manager

CRIMINAL DIVISIONS:

FELONY TRIAL DIVISION

Tammy PHILLIPS -- MAPA

Ashley JENKINS, APA
Lia PERRYMAN, APA
Sara COASTER, APA
Anthony MAXWELL, APA
Janet McLAREN, SAAG
Mike THOMAS, SAAG

Jodie RATYNSKI, Secretary
Brenda Warburton, Secretary
Melissa WILLIAMS, Paralegal

DISTRICT COURT DIVISION

Tim BOGRAKOS -- MAPA

Becca JURVA-BRINN, APA
David GUINN, APA (+Auto)
Rachel SMITH, APA
VACANT, APA
Stephanie CANNON, SAAG
Chris LAROBADIERE, APA
Tony TOMASZEWSKI, APA (+Auto)
David MAYES, APA
Jan RUNDLES, SAAG
LeAnne DAO, SAAG
Jon POULOS, APA

JUVENILE-NEGLECT DIV.

Tammy PHILLIPS -- MAPA

Matt SMITH, APA
Denise HAMILTON, APA
Mike BEER, APA
Sam FLEET, APA
Jay SNODGRASS, APA

Todd PANGLE, Secretary

Katie SNYDER, Paralegal

Nancy DEMOCK, Secretary
Amy HADD, Secretary
Lori LONG, Secretary

MAJOR CASE BUREAU

(grant funded)
(D.Leyton supervises)

Karen HANSON, APA
Andrea LEGENDRE
Pat McCOMBS, APA (general fund)

Lori MATTHEWS, Paralegal

APPEALS UNIT

(Supervised by: R. PETRIDES, CAPA)

Joe SAWKA, APA
Mike TESNER, APA

SEXUAL ASSAULT KIT INITIATIVE

(grant funded – no county money)

Jennifer JANETSKY, Sexual Assault Trial Specialist

NON-CRIMINAL DIVISIONS:

FAMILY SUPPORT DIVISION (IV-D)

G. DEMEO – MAPA

Anthony ALBRANT, APA
Cindy CARTY, APA
Shari BARAN, APA

Tina JOHNSON, Paralegal
Cindy GUNNELS, Paralegal
Deb REECE, Paralegal
Emily KELLY, Paralegal
Debra BREZZELL, Paralegal

Rachel KANUSZEWSKI, Secretary
Cathy DELGADO, Secretary
Debra THOMPSON, Secretary
Lisa GUILFOIL, Secretary
Judie STEINMAN, Secretary

CIVIL DIVISION

D. LEYTON – PA, Supervisor

Celeste BELL, Chief Ass't PA – Civil Div
Brian McMILLAN– Ass't Corp Counsel III, Civil Div

Michelle BOLTHOUSE, Paralegal – Civ Div

CRIME VICTIMS SERVICES

R. PETRIDES -- CAPA -- Supervisor

Lisa BAKER, CV Advocate - Courthouse
Patrice ROWBOTHAM, CV Advocate - McCree

Michelle ANCIRA, Secretary - McCree
Nikki FARGO, Secretary - Courthouse

- MAPA is Managing Assistant/Supervisor.
- SAAG is Special Assistant Attorney General, assigned to this office on contract; not a county employee.